

LIMESTONE DISTRICT SCHOOL BOARD CASUAL/LONG TERM EMPLOYEES ONLY

SEPTEMBER 2026 TO AUGUST 2027
TIMESHEET DUE DATE AND PAYMENT SCHEDULE

****Please note that timesheets are due by 12noon on Tuesday, except for Christmas and March Break****

PAY PERIOD	SUNDAY TO SATURDAY	TIMESHEETS DUE	PAY DATE
PP 19	August 16 - August 22, 2026 August 23 - August 29, 2026	August 25, 2026 September 1, 2026	September 11, 2026
PP 20	August 30 - September 5, 2026 September 6 - September 12, 2026	September 8, 2026 September 15, 2026	September 25, 2026
PP 21	September 13 - September 19, 2026 September 20 - September 26, 2026	September 22, 2026 September 29, 2026	October 9, 2026
PP 22	September 27 - October 3, 2026 October 4 - October 10, 2026	October 6, 2026 October 13, 2026	October 23, 2026
PP 23	October 11 - October 17, 2026 October 18 - October 24, 2026	October 20, 2026 October 27, 2026	November 6, 2026
PP 24	October 25 - October 31, 2026 November 1 - November 7, 2026	November 3, 2026 November 10, 2026	November 20, 2026
PP 25	November 8 - November 14, 2026 November 15 - November 21, 2026	November 17, 2026 November 24, 2026	December 4, 2026
PP 26	November 22 - November 28, 2026 November 29 - December 5, 2026	December 1, 2026	December 18, 2026* *See December Memo*
PP 27	December 6 - December 12, 2026 December 13 - December 19, 2026		December 31, 2026* *See December Memo*
PP 1	December 20 - December 26, 2026 December 27 - January 2, 2027	January 5, 2027 January 5, 2027	January 15, 2027* *See December Memo*
PP 2	January 3 - January 9, 2027 January 10 - January 16, 2027	January 12, 2027 January 19, 2027	January 29, 2027
PP 3	January 17 - January 23, 2027 January 24 - January 30, 2027	January 26, 2027 February 2, 2027	February 12, 2027
PP 4	January 31 - February 6, 2027 February 7 - February 13, 2027	February 9, 2027 February 16, 2027	February 26, 2027
PP 5	February 14 - February 20, 2027 February 21 - February 27, 2027	February 23, 2027 March 2, 2027	March 12, 2027
PP 6	February 28 - March 6, 2027 March 7 - March 13, 2027	March 9, 2027 *See March Memo*	March 26, 2027* *See March Memo*
PP 7	March 14 - March 20, 2027 March 21 - March 27, 2027	March 23, 2027 March 30, 2027	April 9, 2027
PP 8	March 28 - April 3, 2027 April 4 - April 10, 2027	April 6, 2027 April 13, 2027	April 23, 2027

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PAY PERIOD	SUNDAY TO SATURDAY	TIMESHEETS DUE	PAY DATE
PP 9	April 11 - April 17, 2027 April 18 - April 24, 2027	April 20, 2027 April 27, 2027	May 7, 2027
PP 10	April 25 - May 1, 2027 May 2 - May 8, 2027	May 4, 2027 May 11, 2027	May 21, 2027
PP 11	May 9 - May 15, 2027 May 16 - May 22, 2027	May 18, 2027 May 25, 2027	June 4, 2027
PP 12	May 23 - May 29, 2027 May 30 - June 5, 2027	June 1, 2027 June 8, 2027	June 18, 2027
PP 13	June 6 - June 12, 2027 June 13 - June 19, 2027	June 15, 2027 June 22, 2027	July 2, 2027
PP 14	June 20 - June 26, 2027 June 27 - July 3, 2027	June 29, 2027 July 6, 2027	July 16, 2027
PP 15	July 4 - July 10, 2027 July 11 - July 17, 2027	July 13, 2027 July 20, 2027	July 30, 2027
PP 16	July 18 - July 24, 2027 July 25 - July 31, 2027	July 27, 2027 August 3, 2027	August 13, 2027
PP 17	August 1 - August 7, 2027 August 8 - August 14, 2027	August 10, 2027 August 17, 2027	August 27, 2027
PP 18	August 15 - August 21, 2027 August 22 - August 28, 2027	August 24, 2027 August 31, 2027	September 10, 2027 *(2027-28 School Year)

1. Timesheet earnings will be paid every two weeks, **two weeks in arrears** of the period worked (see above schedule).
2. Timesheets must contain all information necessary for processing, including the employee's I.D. number, the signature of the employee AND of the employee's supervisor or authorized designate, the name of employee off (if applicable) and the reason.
3. If your pay is delayed or incorrect, speak to your supervisor. It is their responsibility to investigate.
4. New casual employees being paid for the first time are required to attach a completed New Employee Information form and void cheque. New employees claiming other than the basic exemption for Federal/Provincial income tax must also complete TD1 & TD1 ON forms and include with the employee information and banking. Please forward all new hire packages to HR.
5. *Christmas and March Break Memos will be posted on Sharepoint closer to the time. Timesheets will be due earlier than normal on PP26, PP27, PP1 and PP6.*