

How to Fill out Occasional Teacher Timesheet - Secondary



SECONDARY OCCASIONAL TEACHER TIMESHEET

One Week Pay Period: From September 6, 2026 To: September 12, 2026
(Sunday) (Saturday)

Full Name: John Doe ID # 12345

Location: What secondary school did you work at?

Authorized
school
personnel
must sign

Authorized School Signature / Date

Employee Signature

Employee
must sign

RECORD IN DAYS or PART THERE OF ONLY (ie 1.0, .25, .67) NOT HOURS!

Day	Date	Start Time	End Time	FTE or % of Day	Reason for Absence	Regular Teacher Replaced
Mon	9/7/26	11:15am	1:10pm	.33 FTE	sick	Jane Doe
Tue	9/8/26	8:15am	11:00am	.67 FTE		Vacancy
Wed	9/9/26	11:45am	12:30pm	.50 FTE	sick	Jane Doe
Thu	9/10/26	8:15am	2:30pm	1.0 FTE		Vacancy
Fri						

Total Days To Be Paid 2.5 FTE

Comments/Other GL instructions: _____

This section MUST be completed for all occupation types or the timesheet will be returned.

ARE YOU A CERTIFIED TEACHER? **NO** ☐ **YES** ☒

IF **YES**, MY ONTARIO COLLEGE OF TEACHER'S # IS: _____

OCT # 234567

If employee is a certified teacher, they must include their OCT #

***Please note Long Term Occasional Teachers DO NOT get paid for Stat Holidays.**

NOTES:

* All areas need to be complete before submitting to payroll. The timesheet will be sent back if it is incomplete. *

* When calculating daily FTE, please use the School Bell Schedule. Emergency and Occasional Teachers are not paid for breaks and they will need to be removed from the daily hours worked. [Click here](#) for schedule*

* There is a max allotment of 1.0 FTE for Occasional Teachers. *

* If replacing a Secondary teacher, place their first and last name in regular employee replaced. Please do not use first initial for first name. If filling a vacancy, state that it is a vacancy. *

* If in a Long Term position then it is expected that the employee is working those pre-determined hours. If off sick the absence will need to be recorded in ATE (Apply To Education) and on the timesheet (if applicable) *