

How to Fill out Casual EA Timesheet



CASUAL EDUCATIONAL ASSISTANT (EA) TIMESHEET

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

Full Name: John Doe ID #: 12345

Location: What school did you work at?

Authorized School Signature / Date

Employee Signature

Employee must sign

Authorized school personnel must sign

RECORD IN 5 MINUTE INCREMENTS (ie 8:35am, 12:50pm)

Day	Date	Start Time	End Time	Daily Hours	Reason for Absence	Regular Employee Replaced
Mon	9/7/26	9:05am	3:15pm	5.67	sick	Jane Doe
Tue	9/8/26	11:10am	3:05pm	3.91		Vacancy
Wed	9/9/26	8:00am	3:10pm	6.67		Jane Doe
Thu						
Fri						

Total Hours To Be Paid 16.25

Comments/ GL instructions/ PD? If Yes, organized by: _____

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

ARE YOU A CERTIFIED TEACHER? ☐ NO ☒ YES

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

IF YES, MY ONTARIO COLLEGE OF TEACHERS # IS: _____

OCT # 234567

Minutes/Pay

5 minutes = 0.08
10 minutes = 0.166
15 minutes = 0.25
20 minutes = 0.333
25 minutes = 0.42
30 minutes = 0.50
35 minutes = 0.58
40 minutes = 0.666
45 minutes = 0.75
50 minutes = 0.83
55 minutes = 0.916

NOTES:

- * Use the current timesheets dated September 2026. *
- * Timesheets must be downloaded in order for all boxes to work properly. *
- * All areas need to be complete before submitting to payroll. The timesheet will be sent back if it is incomplete. *
- * Breaks will need to be removed from the daily hours worked. *
- * There is a max allotment of 6.67 hours for an EA. *
- * If replacing an EA, place the first and last name of the regular employee replaced. If filling a vacancy, state that it is a vacancy. *
- * If in a Long Term position then it is expected that the employee work those pre-determined hours. Any deviation from those hours will need to be recorded in ATE (Apply To Education) and on the timesheet. For example: off sick, personal, late, unpaid leave, etc.. *