

How to Fill out Yard/Lunch Supervisor Timesheet

[Clear Form](#)



CASUAL YARD/ LUNCH SUPERVISOR TIMESHEET

One Week Pay Period: From **September 4, 2022** To: **September 10, 2022**
(Sunday) (Sunday)

Full Name: **John Doe** ID #: **12345**

Location: **What school did you work at?**

Authorized School Signature / Date

Employee Signature

Authorized school personnel must sign

Employee must sign

RECORD IN 5 MINUTE INCREMENTS (ie 11:35am, 12:50pm)

Day	Date	Start Time (AM)	End Time (AM)	Start Time (PM)	End Time (PM)	Daily Total
Mon	9/8/25			12:45pm	3:50pm	2.33
Tue	9/9/25	8:05am	8:30am			.42
Wed	9/10/25	11:50am			12:30pm	.67
Thu						
Fri						
TOTAL HOURS						3.42

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**

Please indicate your 3 Digit School Location # in blank space of the Budget Code below

YARD/ LUNCH SUPERVISOR ☐ 0429-21-____-121-____ 605

CHARGE TO SCHOOL ☐ 0000-21-____-121-____

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:

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

* Casual Yard and Lunch employees will be paid 2 weeks in arrears. Please click [here](#) for the payroll schedule. *