

How to Fill out Casual Clerical Timesheet



CASUAL CUPE CLERICAL TIMESHEET

Use the drop-down menu to select the pay week. The end date will autopopulate.

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

Full Name: John Doe ID #: 12345

Location: What school did you work at?

Use the drop-down menu to select the location

Authorized school personnel must sign

Authorized School Signature / Date

Employee Signature

Employee must sign

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

Day	Date	Start Time	End Time	Daily Hours	Regular Employee Replaced	Reason for Absence	Position
Mon	9/7/26	8:00am	4:00pm	7	Jane Doe	sick	Office Coordinator
Tue	9/8/26	12:00pm	3:00pm	3		Vacancy	
Wed							
Thu							
Fri							
TOTAL HOURS				10			

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

IF YES, MY ONTARIO COLLEGE OF TEACHERS # IS: OCT # 234567

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 7 hours for Clerical. *
- * If replacing a clerical position, fill out the name of the regular employee replaced. If you are filling a vacancy, state that it is a vacancy. *
- * If providing additional support, please state that in reason. Provide a GL which will be charged back to the school as extra support. *
- * If in a Long Term position then it is expected that the employee is working those pre-determined hours. If off sick then the absence will need to be recorded in ATE (Apply To Education) and on the timesheet. For example: off sick, personal, late, unpaid leave, etc..*