

How to Fill out Occasional Teacher Timesheet - Elementary



ELEMENTARY OCCASIONAL TEACHER TIMESHEET

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?

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	sick	Jane Doe
Tue	9/8/26	8:15am	11:00am	.67		Vacancy
Wed	9/9/26	11:45am	12:30pm	.50	personal	Jane Doe
Thu	9/10/26	8:15am	2:30pm	1	berevment	Jane Doe
Fri						
Total Days To Be Paid				2.5		

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 TEACHERS # 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. *

* Timesheets must be downloaded in order for all boxes to work properly. *

* 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*

* Emergency Teachers are only paid for the time they worked and not guaranteed half the day.*

* Occasional Teachers should be entered into ATE against the absent Elementary Teacher. The Occasional Teacher timesheet should only be filled out by Emergency Teachers. An Occasional Teacher should fill out a timesheet in certain situations such as: Vacancies, Long Term positions longer than 90 days, missed time, and when the time cannot be entered into ATE.*

* If replacing an Elementary teacher, place the first and last name of the 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) *