



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
OCCASIONAL TEACHER TIMESHEET - ELEMENTARY**

QUALIFIED / QUALIFIED RETIRED

Occasional Teachers who have been successfully added to the official Occasional teaching supply list

NAME: _____
Print full name clearly!

EMPLOYEE ID#: _____
Mandatory

Complete this section if you are submitting a timesheet for the first time:

DATE OF BIRTH: _____
YYYY /MM /DD

PHONE #: _____

ADDRESS: _____

Attach the following: (✓ mandatory for payment to be processed)

✓ "Void" cheque

✓ Copy of Criminal Record Check

✓ Copy of SIN card

Copy of OCT Certificate of Registration (if applicable)

DATE(S) WORKED	SCHOOL	TEACHER REPLACED	**0.5 / 0.6 / or 1.0 Day	APPROVAL-Principal or designate (Must be in this column)	JOB NUMBER
**1-150 min = 0.5 FTE ;151- 180 min = 0.6 FTE;181-300 min = 1.0 Day	TOTAL DAYS WORKED :				
For Payroll Use Only					

Occasional Teacher's Signature: _____

Must Be Signed & Authorized In Order To Be Processed

The personal information contained on this form has been collected under the authority of the Education Act, R.S.P. 1980, c. 129, as amended and will be used to calculate and pay supply teacher remuneration.

See reverse for complete instructions

PROCEDURES FOR EMERGENCY BACKUP TIMESHEETS

Timesheets consolidate all days worked by you for each bi-weekly pay period and are available in each school office, the Payroll and Benefits Services office located at the Education Centre, and on the Board website at <http://www.hpedsb.on.ca/ec/services/prb/TimesheetsCutoffSchedule.html>.

If a timesheet is lost, it is your responsibility to recreate the timesheet with the appropriate approval(s) by the due date.

To ensure that we receive your timesheet on time, check the Cut-off Schedule located on the Board website for submission dates and pay dates: <http://www.hpedsb.on.ca/ec/services/prb/TimesheetsCutoffSchedule.html>

In order for your pay to be processed accurately and on time, submit your properly completed timesheet by the cut-off date to:

**Payroll and Benefits Services
The Education Centre
156 Ann Street
Belleville, Ontario
K8N 1N9**

Or by fax at 613-966-4092 > if faxed, do not send the original copy. Note that timesheets submitted in person or by mail must be originals. Keep a copy of all timesheets for your records.

To be processed for payment, timesheets must be complete with all required information neatly printed and signed by the Principal or designate for each day worked. Emergency backup submitting a timesheet for the first time must attach a "void" cheque, a copy of their Social Insurance Number (SIN) card, and a Criminal Record Check. Payment will not be made until all documentation is received.

If you have any questions, contact Payroll and Benefits Services by email at <mailto:pb.services@hpedsb.on.ca> or by phone at (613) 966-1170, ext. 2419.