

# How to Fill out Casual Clerical Timesheet



## CASUAL CUPE CLERICAL TIMESHEET

One Week Pay Period: From **September 3, 2023** To: **September 9, 2023**  
(Sunday) (Saturday)

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 8:35am, 12:50pm)**

Day	Date	Start Time	End Time	Daily Hours	Regular Employee Replaced	Reason for Absence	Position
Mon	9/4/23	8:00am	4:00pm	7	Jane Doe	sick	Office Coordinator
Tue	9/5/23	12:00pm	3:00pm	3			Vacancy
Wed							
Thu							
Fri							
<b>TOTAL HOURS</b>				<b>10</b>			

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 TEACHER'S # IS: **OCT # 234567**

### NOTES:

- \* 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 you are replacing a clerical position, you need to place their name in regular employee replaced. If you are filling a vacancy, state that it is a vacancy. \*
- \* If you are in a Long Term position then it is expected that you are working those pre-determined hours. If you were off sick then your absence will need to be recorded in smart find and on the timesheet. \*
- \* Casual Clerical employees will be paid 2 weeks in arrears. Please click [here](#) for the payroll schedule. \*