



## CASUAL Call-Out TIMESHEET

Month and Day	Time IN	Time OUT	Total Hours	School Initials	Staff member being replaced and position	Supervisor's Initials
<b>Total hours worked this pay period</b>						

Please remember to enter the name of the person you are replacing. Timesheets must be in to the School Board Office by **NOON** Monday (unless otherwise noted) for payment Friday (see schedule on reverse).  
 Casual staff will not be paid more than the person they are replacing so your pay may differ from your timesheet.

Please circle the days above that you drove to Boston Bar

\_\_\_\_\_ Signature

**For office use:**

Pay Code	Hours	Rate of Pay	Distribution
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>30</b> Travel	_____	\$76.56 (132 km round trip to Boston Bar only)	_____
_____	Union dues (based on \$1.00 per day)		Pay Period _____



# Payroll Schedule

# 2018 - 2019

# Casual

Pay Period	Dates			Timesheet due	Bank Deposit	Notes
201828	Aug-26-2018	-	Sep-08-2018	Sep-10	Sep-14	
201829	Sep-09-2018	-	Sep-22-2018	Sep-24	Sep-28	
201831	Sep-23-2018	-	Oct-06-2018	Oct-05	Oct-12	Thanksgiving stat on Monday so timesheets due on the Friday prior
201832	Oct-07-2018	-	Oct-20-2018	Oct-22	Oct-26	
201834	Oct-21-2018	-	Nov-03-2018	Nov-05	Nov-09	
201835	Nov-04-2018	-	Nov-17-2018	Nov-16	Nov-23	Non-instr. day on Monday so timesheets due on the Friday prior
201837	Nov-18-2018	-	Dec-01-2018	Dec-03	Dec-07	
201838	Dec-02-2018	-	Dec-15-2018	Dec-17	Dec-21	
201901	Dec-16-2018	-	Dec-29-2018 *1	Dec. 21/31	Jan-04	Timesheets due last day of school before winter break
201903	Dec-30-2018	-	Jan-12-2019	Jan-14	Jan-18	
201904	Jan-13-2019	-	Jan-26-2019	Jan-28	Feb-01	
201906	Jan-27-2019	-	Feb-09-2019	Feb-11	Feb-15	
201907	Feb-10-2019	-	Feb-23-2019	Feb-25	Mar-01	
201909	Feb-24-2019	-	Mar-09-2019	Mar-11	Mar-15	
201910	Mar-10-2019	-	Mar-23-2019 *2	Mar. 15/22	Mar-29	Spring Break-timesheets due Friday prior or Mar. 22 as no one works the 2nd week
201912	Mar-24-2019	-	Apr-06-2019	Apr-05	Apr-12	
201913	Apr-07-2019	-	Apr-20-2019	Apr-18	Apr-26	Good Friday & Easter Monday stats so timesheets due the Thursday prior
201915	Apr-21-2019	-	May-04-2019	May-06	May-10	
201916	May-05-2019	-	May-18-2019	May-16	May-24	Victoria Day stat and non-instr. day so timesheets due on the Thursday
201918	May-19-2019	-	Jun-01-2019	Jun-03	Jun-07	
201919	Jun-02-2019	-	Jun-15-2019	Jun-17	Jun-21	
201921	Jun-16-2019	-	Jun-29-2019	Jun-27	Jul-05	Canada Day stat & non-instr. day (school closure) so timesheets due on Thursday
201922	Jun-30-2019	-	Jul-13-2019	Jul-15	Jul-19	

- \*1 Winter Break - 2 weeks (Dec. 24 - Jan. 4) - may request ROE
- \*2 Spring Break - 2 weeks (Mar. 18 - Mar. 29) - may request ROE

**Note:** This payroll is shared with another, therefore the pay period numbers are not in a continuous sequential order