

Timesheet Submission Schedule for Casual, Temporary and Home Instruction Employees

WORK PERIOD FOR 2022/2023 SCHOOL YEAR					TIMESHEET TO PAYROLL WEDNESDAY BY 4:00PM		PAY DATE	
2022 (**Early Submissions Are Marked by an Asterisk**)								
AUG	8	to	AUG	19	AUGUST	24	SEPTEMBER	2
AUG	22	to	SEP	2	SEPTEMBER	7	SEPTEMBER	16
SEP	5	to	SEP	16	SEPTEMBER	21	SEPTEMBER	30
SEP	19	to	SEP	30	OCTOBER	5	OCTOBER	14
OCT	3	to	OCT	14	OCTOBER	19	OCTOBER	28
OCT	17	to	OCT	28	NOVEMBER	2	NOVEMBER	11
OCT	31	to	NOV	11	NOVEMBER	16	NOVEMBER	25
NOV	14	to	NOV	25	NOVEMBER	30	DECEMBER	9
**NOV	28	to	DEC	9	**EARLY SUBMISSION DEC	13	DECEMBER	23
2023								
**DEC	12	to	DEC	23	**EARLY SUBMISSION DEC	14	JANUARY	6
DEC	26	to	JAN	6	JANUARY	11	JANUARY	20
JAN	9	to	JAN	20	JANUARY	25	FEBRUARY	3
JAN	23	to	FEB	3	FEBRUARY	8	FEBRUARY	17
FEB	6	to	FEB	17	FEBRUARY	22	MARCH	3
FEB	20	to	MAR	3	MARCH	8	MARCH	17
MAR	6	to	MAR	17	MARCH	22	MARCH	31
MAR	20	to	MAR	31	APRIL	5	APRIL	14
APR	3	to	APR	14	APRIL	19	APRIL	28
APR	17	to	APR	28	MAY	3	MAY	12
MAY	1	to	MAY	12	MAY	17	MAY	26
MAY	15	to	MAY	26	MAY	31	JUNE	9
MAY	29	to	JUN	9	JUNE	14	JUNE	23
JUN	12	to	JUN	23	JUNE	28	JULY	7
JUN	26	to	JUL	7	JULY	12	JULY	21
JUL	10	to	JUL	21	JULY	26	AUGUST	4
JUL	24	to	AUG	4	AUGUST	9	AUGUST	18

It is the employees responsibility to have their timesheet completed properly at the school, authorized by the Principal (or Vice-Principal), then scan and email to the Payroll Department at RDSB Payroll (payroll@rainbowschools.ca) in accordance with the above information.