

Occasional Teacher Apply To Education Timesheet Submission Schedule

WORK PERIOD FOR 2023/2024 SCHOOL YEAR					TIMESHEETS ENTERED IN APPLY TO EDUCATION BY 4:00PM ON DATE BELOW		PAY DATE	
2023 (**Early Submissions Are Marked by an Asterisk**)								
SEP	1	to	SEP	8	SEPTEMBER	8	SEPTEMBER	22
SEP	11	to	OCT	6	OCTOBER	6	OCTOBER	20
OCT	9	to	NOV	3	NOVEMBER	3	NOVEMBER	17
NOV	6	to	DEC	1	DECEMBER	1	DECEMBER	15
2024								
**DEC	4	to	DEC	29	**EARLY SUBMISSION DEC	20	JANUARY	12
JAN	1	to	JAN	26	JANUARY	26	FEBRUARY	9
JAN	29	to	FEB	23	FEBRUARY	23	MARCH	8
FEB	26	to	MAR	22	MARCH	22	APRIL	5
MAR	25	to	APR	19	APRIL	19	MAY	3
APR	22	to	MAY	17	MAY	17	MAY	31
MAY	20	to	JUN	14	JUNE	14	JUNE	28
JUN	17	to	JUN	28	JUNE	28	JULY	12

Long Term Occasional (LTO) Teachers: It is the LTO's responsibility to entered their timesheet in Apply to Education in order for the school Administrator to approve.

Replacement Occasional Teachers: All replacement timesheets are entered by the school and can be viewed by the occasional teacher on their calendar in Apply to Education.

There will be NO more paper timesheets submitted to the Payroll Department.