

Timesheet Submission Schedule for Casual, Temporary and Home Instruction Employees

WORK PERIOD FOR 2025/2026 SCHOOL YEAR					TIMESHEET TO PAYROLL BY 4:00PM ON DATE BELOW		PAY DATE	
2025								
AUG	18	to	AUG	29	SEPTEMBER	2	SEPTEMBER	12
SEP	1	to	SEP	12	SEPTEMBER	16	SEPTEMBER	26
SEP	15	to	SEP	26	SEPTEMBER	30	OCTOBER	10
SEP	29	to	OCT	10	OCTOBER	14	OCTOBER	24
OCT	13	to	OCT	24	OCTOBER	28	NOVEMBER	7
OCT	27	to	NOV	7	NOVEMBER	11	NOVEMBER	21
NOV	10	to	NOV	21	NOVEMBER	25	DECEMBER	5
NOV	24	to	DEC	5	DECEMBER	9	DECEMBER	19
2026 (**Early Submissions Are Marked by an Asterisk**)								
**DEC	8	to	DEC	19	**EARLY SUBMISSION DEC	16	JANUARY	2
DEC	22	to	JAN	2	JANUARY	6	JANUARY	16
JAN	5	to	JAN	16	JANUARY	20	JANUARY	30
JAN	19	to	JAN	30	FEBRUARY	3	FEBRUARY	13
FEB	2	to	FEB	13	FEBRUARY	17	FEBRUARY	27
FEB	16	to	FEB	27	MARCH	3	MARCH	13
MAR	2	to	MAR	13	**EARLY SUBMISSION MAR	13	MARCH	27
MAR	16	to	MAR	27	MARCH	31	APRIL	10
MAR	30	to	APR	10	APRIL	14	APRIL	24
APR	13	to	APR	24	APRIL	28	MAY	8
APR	27	to	MAY	8	MAY	12	MAY	22
MAY	11	to	MAY	22	MAY	26	JUNE	5
MAY	25	to	JUN	5	JUNE	9	JUNE	19
JUN	8	to	JUN	19	JUNE	23	JULY	3
JUN	22	to	JUL	3	JULY	7	JULY	17
JUL	6	to	JUL	17	**EARLY SUBMISSION JUL	14	JULY	31
JUL	20	to	JUL	31	AUGUST	4	AUGUST	14
AUG	3	to	AUG	14	AUGUST	18	AUGUST	28
AUG	17	to	AUG	28	SEPTEMBER	1	SEPTEMBER	11
AUG	31	to	SEP	11	SEPTEMBER	15	SEPTEMBER	25

Educational Assistants and Designated Early Childhood Educators: All timesheets are entered by the school which can be viewed by the employee on their calendar in Apply to Education.

All other employees: 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.