

Timesheet Submission Schedule for Casual, Temporary and Home Instruction Employees

WORK PERIOD FOR 2026/2027 SCHOOL YEAR					TIMESHEET TO PAYROLL BY 4:00PM ON DATE BELOW		PAY DATE	
2026								
AUG	17	to	AUG	28	AUGUST	31	SEPTEMBER	11
AUG	31	to	SEP	11	SEPTEMBER	14	SEPTEMBER	25
SEP	14	to	SEP	25	SEPTEMBER	28	OCTOBER	9
SEP	28	to	OCT	9	OCTOBER	13	OCTOBER	23
OCT	12	to	OCT	23	OCTOBER	26	NOVEMBER	6
OCT	26	to	NOV	6	NOVEMBER	9	NOVEMBER	20
NOV	9	to	NOV	20	NOVEMBER	23	DECEMBER	4
NOV	23	to	DEC	4	DECEMBER	7	DECEMBER	18
2027 (**Early Submissions Are Marked by an Asterisk**)								
**DEC	7	to	DEC	18	**EARLY SUBMISSION DEC	17	DECEMBER	31
DEC	21	to	JAN	1	JANUARY	4	JANUARY	15
JAN	4	to	JAN	15	JANUARY	18	JANUARY	29
JAN	18	to	JAN	29	FEBRUARY	1	FEBRUARY	12
FEB	1	to	FEB	12	FEBRUARY	16	FEBRUARY	26
FEB	15	to	FEB	26	MARCH	1	MARCH	12
MAR	1	to	MAR	12	**EARLY SUBMISSION MAR	12	MARCH	25
MAR	15	to	MAR	26	MARCH	30	APRIL	9
MAR	29	to	APR	9	APRIL	12	APRIL	23
APR	12	to	APR	23	APRIL	26	MAY	7
APR	26	to	MAY	7	MAY	10	MAY	21
MAY	10	to	MAY	21	MAY	25	JUNE	4
MAY	24	to	JUN	4	JUNE	7	JUNE	18
JUN	7	to	JUN	18	JUNE	21	JULY	2
JUN	21	to	JUL	2	JULY	5	JULY	16
JUL	5	to	JUL	16	**EARLY SUBMISSION JUL	15	JULY	30
JUL	19	to	JUL	30	AUGUST	2	AUGUST	13
AUG	2	to	AUG	13	AUGUST	16	AUGUST	27
AUG	16	to	AUG	27	AUGUST	30	SEPTEMBER	10
AUG	30	to	SEP	10	SEPTEMBER	13	SEPTEMBER	24

Educational Assistants, Designated Early Childhood Educators and Noon Hour Supervisor. 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.