

Occasional Teacher Timesheet Submission Schedule

WORK PERIOD FOR 2021/2022 SCHOOL YEAR					TIMESHEET TO PAYROLL THURSDAY BY 4:00PM		PAY DATE	
2021 (**Early Submissions Are Marked by an Asterisk**)								
SEP	1	to	SEP	10	SEPTEMBER	16	SEPTEMBER	24
SEP	13	to	OCT	8	OCTOBER	14	OCTOBER	22
OCT	11	to	NOV	5	NOVEMBER	11	NOVEMBER	19
NOV	8	to	DEC	3	DECEMBER	9	DECEMBER	17
2022								
DEC	6	to	DEC	31	JANUARY	6	JANUARY	14
JAN	3	to	JAN	28	FEBRUARY	3	FEBRUARY	11
JAN	31	to	FEB	25	MARCH	3	MARCH	11
FEB	28	to	MAR	25	MARCH	31	APRIL	8
MAR	28	to	APR	22	APRIL	28	MAY	6
APR	25	to	MAY	20	MAY	26	JUNE	3
MAY	23	to	JUN	17	JUNE	23	JUNE	30
JUN	20	to	JUN	29	JULY	7	JULY	15

Original timesheets are not required when faxed or emailed to RDSB Finance (finance@rainbowschools.ca).

Only properly completed and authorized timesheets will be accepted, NO pictures.
 Timesheets must be received in the Payroll Department **by 4:00 PM** on the dates indicated above.
 Please note any early submission dates are highlighted with asterisks (**).