

Timesheet Submission Schedule for Casual, Temporary and Home Instruction Employees

WORK PERIOD FOR 2021/2022 SCHOOL YEAR					TIMESHEET TO PAYROLL THURSDAY BY 4:00PM		PAY DATE	
2021 (**Early Submissions Are Marked by an Asterisk**)								
AUG	9	to	AUG	20	AUGUST	26	SEPTEMBER	3
AUG	23	to	SEP	3	SEPTEMBER	9	SEPTEMBER	17
SEP	6	to	SEP	17	SEPTEMBER	23	OCTOBER	1
SEP	20	to	OCT	1	OCTOBER	7	OCTOBER	15
OCT	4	to	OCT	15	OCTOBER	21	OCTOBER	29
OCT	18	to	OCT	29	NOVEMBER	4	NOVEMBER	12
NOV	1	to	NOV	12	NOVEMBER	18	NOVEMBER	26
NOV	15	to	NOV	26	DECEMBER	2	DECEMBER	10
**NOV	29	to	DEC	10	**EARLY SUBMISSION DEC	15	DECEMBER	24
2022								
**DEC	13	to	DEC	24	**EARLY SUBMISSION DEC	16	JANUARY	7
DEC	27	to	JAN	7	JANUARY	13	JANUARY	21
JAN	10	to	JAN	21	JANUARY	27	FEBRUARY	4
JAN	24	to	FEB	4	FEBRUARY	10	FEBRUARY	18
FEB	7	to	FEB	18	FEBRUARY	24	MARCH	4
FEB	21	to	MAR	4	MARCH	10	MARCH	18
MAR	7	to	MAR	18	MARCH	24	APRIL	1
MAR	21	to	APR	1	APRIL	7	APRIL	14
APR	4	to	APR	15	APRIL	21	APRIL	29
APR	18	to	APR	29	MAY	5	MAY	13
MAY	2	to	MAY	13	MAY	19	MAY	27
MAY	16	to	MAY	27	JUNE	2	JUNE	10
MAY	30	to	JUN	10	JUNE	16	JUNE	24
**JUN	13	to	JUN	24	**EARLY SUBMISSION JUN	29	JULY	8
**JUN	27	to	JUL	8	**EARLY SUBMISSION JUL	13	JULY	22
JUL	11	to	JUL	22	JULY	28	AUGUST	5
JUL	25	to	AUG	5	AUGUST	11	AUGUST	19

**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 (**).