

Occasional Teacher Timesheet Submission Schedule

WORK PERIOD FOR 2022/2023 SCHOOL YEAR					TIMESHEET TO PAYROLL WEDNESDAY BY 4:00PM		PAY DATE	
2022 (**Early Submissions Are Marked by an Asterisk**)								
SEP	1	to	SEP	9	SEPTEMBER	14	SEPTEMBER	23
SEP	12	to	OCT	7	OCTOBER	12	OCTOBER	21
OCT	10	to	NOV	4	NOVEMBER	9	NOVEMBER	18
NOV	7	to	DEC	2	DECEMBER	7	DECEMBER	16
2023								
DEC	5	to	DEC	30	JANUARY	4	JANUARY	13
JAN	2	to	JAN	27	FEBRUARY	1	FEBRUARY	10
JAN	30	to	FEB	24	MARCH	1	MARCH	10
FEB	27	to	MAR	24	MARCH	29	APRIL	7
MAR	27	to	APR	21	APRIL	26	MAY	5
APR	24	to	MAY	19	MAY	24	JUNE	2
MAY	22	to	JUN	16	JUNE	21	JUNE	30
JUN	19	to	JUN	30	JULY	5	JULY	14

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.