

Timesheet Submission Schedule for Casual, Temporary and Home Instruction Employees

WORK PERIOD FOR 2023/2024 SCHOOL YEAR					TIMESHEET TO PAYROLL WEDNESDAY BY 4:00PM		PAY DATE	
2023 (**Early Submissions Are Marked by an Asterisk**)								
AUG	7	to	AUG	18	AUGUST	23	SEPTEMBER	1
AUG	21	to	SEP	1	SEPTEMBER	6	SEPTEMBER	15
SEP	4	to	SEP	15	SEPTEMBER	20	SEPTEMBER	29
SEP	18	to	SEP	29	OCTOBER	4	OCTOBER	13
OCT	2	to	OCT	13	OCTOBER	18	OCTOBER	27
OCT	16	to	OCT	27	NOVEMBER	1	NOVEMBER	10
OCT	30	to	NOV	10	NOVEMBER	15	NOVEMBER	24
NOV	13	to	NOV	24	NOVEMBER	29	DECEMBER	8
NOV	27	to	DEC	8	DECEMBER	13	DECEMBER	22
2024								
**DEC	11	to	DEC	22	**EARLY SUBMISSION DEC	20	JANUARY	5
DEC	25	to	JAN	5	JANUARY	10	JANUARY	19
JAN	8	to	JAN	19	JANUARY	24	FEBRUARY	2
JAN	22	to	FEB	2	FEBRUARY	7	FEBRUARY	16
FEB	5	to	FEB	16	FEBRUARY	21	MARCH	1
FEB	19	to	MAR	1	MARCH	6	MARCH	15
MAR	4	to	MAR	15	MARCH	20	MARCH	28
MAR	18	to	MAR	29	APRIL	3	APRIL	12
APR	1	to	APR	12	APRIL	17	APRIL	26
APR	15	to	APR	26	MAY	1	MAY	10
APR	29	to	MAY	10	MAY	15	MAY	24
MAY	13	to	MAY	24	MAY	29	JUNE	7
MAY	27	to	JUN	7	JUNE	12	JUNE	21
JUN	10	to	JUN	21	JUNE	26	JULY	5
JUN	24	to	JUL	5	JULY	10	JULY	19
**JUL	8	to	JUL	19	**EARLY SUBMISSION JUL	17	AUGUST	2
JUL	22	to	AUG	2	AUGUST	7	AUGUST	16

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.