

Occasional Teacher Apply To Education Timesheet Submission Schedule

WORK PERIOD FOR 2024/2025 SCHOOL YEAR					TIMESHEETS ENTERED IN APPLY TO EDUCATION BY 4:00PM ON DATE BELOW		PAY DATE	
2024								
AUG	30	to	SEP	6	SEPTEMBER	6	SEPTEMBER	20
SEP	9	to	OCT	4	OCTOBER	4	OCTOBER	18
OCT	7	to	NOV	1	NOVEMBER	1	NOVEMBER	15
NOV	4	to	NOV	29	NOVEMBER	29	DECEMBER	13
2025 (**Early Submissions Are Marked by an Asterisk**)								
**DEC	2	to	DEC	27	DECEMBER	20	JANUARY	10
DEC	30	to	JAN	24	JANUARY	24	FEBRUARY	7
JAN	27	to	FEB	21	FEBRUARY	21	MARCH	7
FEB	24	to	MAR	21	MARCH	21	APRIL	4
**MAR	24	to	APR	18	**Early Submission APR	17	MAY	2
APR	21	to	MAY	16	MAY	16	MAY	30
MAY	19	to	JUN	13	JUNE	13	JUNE	27
JUN	16	to	JUN	27	JUNE	27	JULY	11

Long Term Occasional (LTO) Teachers: It is the LTO's responsibility to entered their timesheet in Apply to Education in order for the school Administrator to approve.

Replacement Occasional Teachers: All replacement timesheets are entered by the school and can be viewed by the occasional teacher on their calendar in Apply to Education.

There will be NO more paper timesheets submitted to the Payroll Department.