

Timesheet Submission Schedule for Casual, Temporary and Home Instruction Employees

WORK PERIOD FOR 2024/2025 SCHOOL YEAR					TIMESHEET TO PAYROLL TUESDAY BY 4:00PM		PAY DATE	
2024								
AUG	5	to	AUG	16	AUGUST	20	AUGUST	30
AUG	19	to	AUG	30	SEPTEMBER	3	SEPTEMBER	13
SEP	2	to	SEP	13	SEPTEMBER	17	SEPTEMBER	27
SEP	16	to	SEP	27	OCTOBER	1	OCTOBER	11
SEP	30	to	OCT	11	OCTOBER	15	OCTOBER	25
OCT	14	to	OCT	25	OCTOBER	29	NOVEMBER	8
OCT	28	to	NOV	8	NOVEMBER	12	NOVEMBER	22
NOV	11	to	NOV	22	NOVEMBER	26	DECEMBER	6
NOV	25	to	DEC	6	DECEMBER	10	DECEMBER	20
2025 (**Early Submissions Are Marked by an Asterisk**)								
**DEC	9	to	DEC	20	**EARLY SUBMISSION DEC	17	JANUARY	3
DEC	23	to	JAN	3	JANUARY	7	JANUARY	17
JAN	6	to	JAN	17	JANUARY	21	JANUARY	31
JAN	20	to	JAN	31	FEBRUARY	4	FEBRUARY	14
FEB	3	to	FEB	14	FEBRUARY	18	FEBRUARY	28
FEB	17	to	FEB	28	MARCH	4	MARCH	14
MAR	3	to	MAR	14	MARCH	18	MARCH	28
MAR	17	to	MAR	28	APRIL	1	APRIL	11
MAR	31	to	APR	11	APRIL	15	APRIL	25
APR	14	to	APR	25	APRIL	29	MAY	9
APR	28	to	MAY	9	MAY	13	MAY	23
MAY	12	to	MAY	23	MAY	27	JUNE	6
MAY	26	to	JUN	6	JUNE	10	JUNE	20
JUN	9	to	JUN	20	JUNE	24	JULY	4
JUN	23	to	JUL	4	JULY	8	JULY	18
**JUL	7	to	JUL	18	**EARLY SUBMISSION JUL	15	AUGUST	1
JUL	21	to	AUG	1	AUGUST	5	AUGUST	15
AUG	4	to	AUG	15	AUGUST	19	AUGUST	29
AUG	18	to	AUG	29	SEPTEMBER	2	SEPTEMBER	12

Educational Assistants and Designated Early Childhood Educators: All timesheets are entered by the school which can be viewed by the employee on their calendar in Apply to Education.

All other employees: 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.