

How to Fill out Casual EA Timesheet



CASUAL EDUCATIONAL ASSISTANT (EA) TIMESHEET

One Week Pay Period: From September 3, 2023 (Sunday) To: September 9, 2023 (Saturday)

Full Name: John Doe ID # 12345

Location: What school did you work at?

Authorized School Signature / Date

Employee Signature

Authorized school personnel must sign

Employee must sign

RECORD IN 5 MINUTE INCREMENTS (ie 8:35am, 12:50pm)

Day	Date	Start Time	End Time	Daily Hours	Reason for Absence	Regular Employee Replaced
Mon	9/4/23	9:05am	3:15pm	5.67	sick	Jane Doe
Tue	9/5/23	11:10am	3:05pm	3.91		Vacancy
Wed	9/6/23	8:00am	3:10pm	6.67		Jane Doe
Thu						
Fri						
Total Hours To Be Paid				16.25		

Comments/ GL instructions/ PD? If Yes, organized by: _____

This section MUST be completed for all occupation types or the timesheet will be returned.

ARE YOU A CERTIFIED TEACHER? NO YES

IF YES, MY ONTARIO COLLEGE OF TEACHER'S # IS: OCT # 234567

If employee is a certified teacher, they must include their OCT #

Minutes/Pay
5 minutes = 0.08
10 minutes = 0.166
15 minutes = 0.25
20 minutes = 0.333
25 minutes = 0.42
30 minutes = 0.50
35 minutes = 0.58
40 minutes = 0.666
45 minutes = 0.75
50 minutes = 0.83
55 minutes = 0.916

NOTES:
* All areas need to be complete before submitting to payroll. The timesheet will be sent back if it is incomplete. *
* Breaks will need to be removed from the daily hours worked. *
* There is a max allotment of <u>6.67</u> hours for an EA. *
* If you are replacing an EA, you need to place their first and last name in regular employee replaced. If you are filling a vacancy, state that it is a vacancy. *
* If you are in a Long Term position then it is expected that you are working those pre-determined hours. Any deviation from those hours will need to be recorded in smart find and on the timesheet. For ex. off sick, personal, late, unpaid leave, etc.. *
* Casual EA employees will be paid 2 weeks in arrears. Please click here for the payroll schedule. *