

# How to Fill out Yard/Lunch Supervisor & Pediculosis Timesheet



## CASUAL YARD/ LUNCH SUPERVISOR & PEDICULOSIS 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 11:35am, 12:50pm)

Day	Date	Start Time (AM)	End Time (AM)	Start Time (PM)	End Time (PM)	Daily Total
Mon	9/4/23			12:45pm	3:50pm	2.33
Tue	9/5/23	8:05am	8:30am			.42
Wed	9/6/23	11:50am			12:30pm	.67
Thu						
Fri						
<b>TOTAL HOURS</b>						<b>3.42</b>

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. *
* Casual Yard and Lunch employees will be paid 2 weeks in arrears. Please click <a href="#">here</a> for the payroll schedule. *