How to Fill out Special Projects Timesheet

Limestone District School Board

Special Program/Project Pay Sheet

Employee Name: **John Doe**   Employee ID #: **12345**

Address: _____

Postal Code: _____   Phone: _____

SPECIAL PROGRAM / PROJECT NAME: **LDSB Re-engagement**

PROGRAM / PROJECT SUPERVISOR: **Jane Doe**

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

	Date	Hours / Portion of Day	Activity
Mon	9/4/23	2.33	KSS Re-Engagement
Tues	9/5/23	4 hours	SWAC, Portage Contact
Wed			
Thurs			
Fri			

Employee Signature: _____   Employee must sign

PLEASE FORWARD TO PROGRAM / PROJECT SUPERVISOR FOR APPROVAL

Total Number of days/hours for Project **1.0** **OR Total Lump Sum Payment** **$1000.00**

If using "Other" Category, enter hourly or daily rate.

Pay Category (based on nature of the work): ☐ Superintendent ☐ Supervising Principal

A category must be selected

☒ Principal ☐ Vice Principal ☐ Manager ☒ Other $ **1000.00**

Program/Project Budget Account Code: _____

Budget code must be filled in

Program / Project Supervisor Approval: _____

Program/ Project Supervisor must sign

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NOTE: If paid through General Replacement Budget, please forward to Human Resources Services

General Replacement Budget Account Code: _____

Superintendent of Human Resources Signature:_____

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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. *

* All timesheets must be submitted to the superintentent, of the school for approval *

* If any information is missing, the timesheet will not be processed and will need to be corrected before pay can be issued. *

* The Superintendent are to fill out the bottom part of the timesheet. *

* All areas need to be complete before submitting. *

* If any information is missing, the timesheet will not be processed and will need to be corrected before pay can be issued. *

* Casual employees will be paid 2 weeks in arrears. Please click **here** for the payroll schedule. *