



APPENDIX C

HOME INSTRUCTION TIMESHEET (ETFO & OSSTF)

Home Instruction Timesheet (ETFO & OSSTF)

D.S.B. ONTARIO NORTH EAST – Payroll & Benefits Office
198022 River Road, New Liskeard, ON P0J 1P0

Scan/Email to: Payroll@dsb1.ca

NAME: (print) _____

EMPLOYEE ID #: _____

Student Name	
Address	
School Attended	

	DATE mm/dd/yy	SHIFT START Time	SHIFT FINISH Time	HOURS WORKED (i.e.: 2.75)	LESSONS TAUGHT or TOPICS COVERED *SIGNED BY PARENT/GUARDIAN
SUN					
MON					
TUE					
WED					
THU					
FRI					
SAT					
Total Hours Worked					

Employee Signature

Approved By

Payroll Batch #

Comments: _____

INSTRUCTIONS:

- **Timesheets will be returned** if not fully completed and signed by the appropriate Principal / Supervisor. Pay will not be issued from an incomplete or unauthorized timesheet.
- **Salaried Teacher Doing Home Instruction:** All hours will be paid with the regular bi-weekly pay. Please fax timesheet to the Payroll Office each Friday by 4:00 p.m.
- **All Others:** You are paid according to the bi-weekly schedule for Timesheet Employees. Please fax your timesheet to the Payroll Office each Monday by 9:00 a.m.