



LIMESTONE DISTRICT SCHOOL BOARD

SEPTEMBER 2023 TO AUGUST 2024 TIMESHEET DUE DATE AND PAYMENT SCHEDULE

**Please note that timesheets are due by 12noon on Tuesday,
except for Christmas and March Break**

PAY PERIOD	SUNDAY TO SATURDAY	TIMESHEETS DUE	PAY DATE
PP 18	August 6 - August 12, 2023 August 13 - August 19, 2023	August 15, 2023 August 22, 2023	September 1, 2023
PP 19	August 20 - August 26, 2023 August 27 - September 2, 2023	August 29, 2023 September 5, 2023	September 15, 2023
PP 20	September 3 - September 9, 2023 September 10 - September 16, 2023	September 12, 2023 September 19, 2023	September 29, 2023
PP 21	September 17 - September 23, 2023 September 24 - September 30, 2023	September 26, 2023 October 3, 2023	October 13, 2023
PP 22	October 1 - October 7, 2023 October 8 - October 14, 2023	October 10, 2023 October 17, 2023	October 27, 2023
PP 23	October 15 - October 21, 2023 October 22 - October 28, 2023	October 24, 2023 October 31, 2023	November 10, 2023
PP 24	October 29 - November 4, 2023 November 5 - November 11, 2023	November 7, 2023 November 14, 2023	November 24, 2023
PP 25	November 12 - November 18, 2023 November 19 - November 25, 2023	November 21, 2023 November 28, 2023	December 8, 2023
PP 26	November 26 - December 2, 2023 December 3 - December 9, 2023	December 4, 2023* December 8, 2023*	December 22, 2023* *See December Memo*
PP 1	December 10 - December 16, 2023 December 17 - December 23, 2023	December 14, 2023* December 14, 2023*	January 5, 2024
PP 2	December 24 - December 30, 2023 December 31 - January 6, 2024	January 2, 2024 January 9, 2024	January 19, 2024
PP 3	January 7 - January 13, 2024 January 14 - January 20, 2024	January 16, 2024 January 23, 2024	February 2, 2024
PP 4	January 21 - January 27, 2024 January 28 - February 3, 2024	January 30, 2024 February 6, 2024	February 16, 2024
PP 5	February 4 - February 10, 2024 February 11 - February 17, 2024	February 13, 2024 February 20, 2024	March 1, 2024
PP 6	February 18 - February 24, 2024 February 25 - March 2, 2024	February 27, 2024 March 5, 2024	March 15, 2024
PP 7	March 3 - March 9, 2024 March 10 - March 16, 2024	March 7, 2024* March 19, 2024	March 28, 2024* *See March Memo*
PP 8	March 17 - March 23, 2024 March 24 - March 30, 2024	March 26, 2024 April 2, 2024	April 12, 2024



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 TIMESHEET DUE DATE AND PAYMENT SCHEDULE
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 except for Christmas and March Break**

PAY PERIOD	SUNDAY TO SATURDAY	TIMESHEETS DUE	PAY DATE
PP 9	March 31 - April 6, 2024 April 7 - April 13, 2024	April 9, 2024 April 16, 2024	April 26, 2024
PP 10	April 14 - April 20, 2024 April 21 - April 27, 2024	April 23, 2024 April 30, 2024	May 10, 2024
PP 11	April 28 - May 4, 2024 May 5 - May 11, 2024	May 7, 2024 May 14, 2024	May 24, 2024
PP 12	May 12 - May 18, 2024 May 19 - May 25, 2024	May 21, 2024 May 28, 2024	June 7, 2024
PP 13	May 26 - June 1, 2024 June 2 - June 8, 2024	June 4, 2024 June 11, 2024	June 21, 2024
PP 14	June 9 - June 15, 2024 June 16 - June 22, 2024	June 18, 2024 June 25, 2024	July 5, 2024
PP 15	June 23 - June 29, 2024 June 30 - July 6, 2024	July 2, 2024 July 9, 2024	July 19, 2024
PP 16	July 7 - July 13, 2024 July 14 - July 20, 2024	July 16, 2024 July 23, 2024	August 2, 2024
PP 17	July 21 - July 27, 2024 July 28 - August 3, 2024	July 30, 2024 August 6, 2024	August 16, 2024
PP 18	August 4 - August 10, 2024 August 11 - August 17, 2024	August 13, 2024 August 20, 2024	August 30, 2024

1. Timesheet earnings will be paid every two weeks, two weeks in arrears of the period worked (see above schedule).
2. Timesheets must contain all information necessary for processing, including the employee's I.D. number, the signature of the employee AND of the employee's supervisor or authorized designate, the name of employee off (if applicable) and the reason.
3. If your pay is delayed or incorrect, speak to your supervisor. It is their responsibility to investigate.
4. New casual employees being paid for the first time are required to attach a completed New Employee Information form and void cheque. New employees claiming other than the basic exemption for Federal Provincial income tax must also complete TD1 & TD1 ON forms and include with the employee information and banking. Please forward all new hire packages to HR.
5. *Christmas and March Break Memos will be sent out closer to the time. Timesheets will be due earlier than normal on PP26, PP1 and PP7.
6. *Good Friday - Pay day moved to Thursday March 28, 2024