



**St. James-Assiniboia School Division**  
**2574 Portage Avenue**  
**Winnipeg, MB R3J 0H8**  
**Ph.: 888-7951 Fax: 831-0859**

### **FEES FOR SERVICES - PAYROLL**

<input type="checkbox"/> Teachers	<input type="checkbox"/> Bi-Weekly	Check one of the following <input type="checkbox"/> Substitute Teachers	<input type="checkbox"/> Casual	<input type="checkbox"/> Lunchroom/Monthly
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**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY / PROVINCE:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**S.I.N.** \_\_\_\_\_ **TELEPHONE #** \_\_\_\_\_

**SCHOOL :** \_\_\_\_\_

**NOTE:** If this is the first time you are being paid through payroll, ensure that you have completed a direct deposit form as well as a TD1 and TD1MB. These forms may be obtained from the School or Human Resource Department at the Division Board Office. Time sheets received late or with inaccurate or incomplete information may result in delay in payment. Time sheets must be completed in ink.

**MONTH:** \_\_\_\_\_ \*

DESCRIPTION OF SERVICES	DATE WORKED	FEE
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
<b>PAYMENT DUE</b>		<b>\$ _____</b>

Charge to G/L Account \_\_\_\_\_

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Principal Signature \_\_\_\_\_

Refer to OP #03203

\* Invoices must be submitted by the 21st of each month to ensure timely payment.

The personal information contained on this form is collected and protected under the authority of Canada Revenue Agency and the Freedom of Information and Protection of Privacy Act (FIPPA) and will be used and disclosed for payroll and tax reporting purposes. If you have any questions or concerns about the collection of this information, contact the Access and Privacy Officer at the St. James-Assiniboia School Division, 2574 Portage Avenue, Winnipeg, MB R3J 0H8, telephone (204) 888-7951.