

University of Toronto Work Study Program Timesheet (2024 Fall/Winter Program)

Reminders:

- Hours must be worked between Work Study Program dates (September 3, 2024 - March 31, 2025)
- Maximum 200 total hours this session (and no more than 15 hours in any week)
- Not entitled to Statutory Holiday Pay

A. Student Information

Personnel Number:	Student Number:
Surname:	First Name:
Pay Period(s):	

B. Payroll Details*

- Payroll Processor to use Wage Type 0923; ATT/ATB Type = Work Study Hrs; V. Basis = default hourly rate.
- Employer Cost Ctr/Fund Ctr is required for Wage Type 0923-Work Study hrs.
- Do not process payroll without receiving the electronic approval notification.

Week 1 Hours

Day	Date	Hours
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Week 2 Hours

Day	Date	Hours
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Week 3 Hours

Day	Date	Hours
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Week 4 Hours

Day	Date	Hours
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Week 5 Hours

Day	Date	Hours
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

TOTAL HOURS:

**See attached payroll schedules.*

- Work Study students should only submit timesheets with completed (not projected) hours.
- Bi-weekly paid students will complete Weeks 1 and 2 hours according to the bi-weekly payroll schedule.
- Monthly paid students may need to break up the monthly hours and/or submit timesheet(s) in the following month.
- If in doubt confirm payroll process and deadlines with the hiring department.

C. Employer Account Information

Cost Centre:

Fund Centre:

Fund No.:

Order No.:

Top-Up Hourly Rate (if applicable):

D. Required Signatures

Student Signature

Date

Employer Name

Employer Signature

Date