

University of Toronto Work Study Program Timesheet

Updated March 28, 2025

Reminders:

- Hours must be worked between the Work Study Program session dates
- Maximum 200 total hours in the Fall/Winter session (no more than 15 hours in any week)
- Maximum 100 total hours in the Summer session (no more than 15 hours in any week)
- Not entitled to Statutory Holiday Pay
- Refer to your local payroll schedule deadlines
- 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 submit a timesheet in the following month.

Student Information

Personnel Number:	Student Number:
Surname:	First Name:
Pay Period:	

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:

Hiring Department Financial Information

Cost Centre:

Fund Centre:

Fund No.:

Order No.:

Total Hourly Rate (include top-up if applicable):

Required Signatures

Student Signature

Date

Supervisor Name

Supervisor Signature

Date