Work Study Program HRIS Casual Bi-Weekly Timesheet

University of Toronto

|  |  |  |  |
| --- | --- | --- | --- |
| Personnel Number | Surname | | First Name |
| Pay Period Start Date | | Pay Period End Date | Student Number |

**Week 1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Date** | **Hours** | **Notes** | **Wage Type** | **ATT/ABS Type** | **V. Basis** |
| Sun |  |  |  | 0923 | Work Study Hrs | 11.60 |
| Mon |  |  |  | 0923 | Work Study Hrs | 11.60 |
| Tue |  |  |  | 0923 | Work Study Hrs | 11.60 |
| Wed |  |  |  | 0923 | Work Study Hrs | 11.60 |
| Thurs |  |  |  | 0923 | Work Study Hrs | 11.60 |
| Fri |  |  |  | 0923 | Work Study Hrs | 11.60 |
| Sat |  |  |  | 0923 | Work Study Hrs | 11.60 |
| **Total Hours** | |  |  | | | |

**Week 2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Date** | **Hours** | **Notes** | **Wage Type** | **ATT/ABS Type** | **V. Basis** |
| Sun |  |  |  | 0923 | Work Study Hrs | 11.60 |
| Mon |  |  |  | 0923 | Work Study Hrs | 11.60 |
| Tue |  |  |  | 0923 | Work Study Hrs | 11.60 |
| Wed |  |  |  | 0923 | Work Study Hrs | 11.60 |
| Thurs |  |  |  | 0923 | Work Study Hrs | 11.60 |
| Fri |  |  |  | 0923 | Work Study Hrs | 11.60 |
| Sat |  |  |  | 0923 | Work Study Hrs | 11.60 |
| **Total Hours** | |  |  | | | |

|  |
| --- |
| **Two Week Total Hours:** |

Work Study Guidelines:

* **Maximum 200 hours (from First Day of Classes to February 23, 2018)**
* **No more than 15 hours per week**
* 4% vacation pay will be automatically calculated.
* Cost Ctr /Fund Ctr is not required for the Wage Type **0923 – Work Study hrs**.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer's Signature | Date | Student's Signature | Date |
| Employer's Name | Employer's Contact Information | | |

**Once this form is completed and approved, please send it to** [**terri.winchester@utoronto.ca**](mailto:terri.winchester@utoronto.ca)