

University of Toronto Work Study Program HRIS Casual Monthly Timesheet

Payroll should be processed in the actual Pay Periods incurred. DO NOT DELAY submitting your timesheet

Work Study Guidelines:

- Maximum 200 hours for Fall/Winter; no more than 15 hours per week
- Not entitled to Statutory Holiday Pay
- Once this form is completed and approved please send it to your departmental payroll processor

A. Student Information

| | |
|-------------------|-----------------|
| Personnel Number: | Student Number: |
| Surname: | First Name: |
| Pay Month: | |

B. Payroll Details

Payroll Processor to use Wage Type 0923; ATT/ATB Type = Work Study Hrs; V. Basis = 15.90. Employer Cost Ctr /Fund Ctr is required for Wage Type 0923 – Work Study hrs.

Use Wage Type 0223 for top-up and hours worked over maximum allowance (Fall/Winter = 200 hours)

Week 1 Hours

| Day | Date | Hours |
|-------|------|-------|
| Sun | | |
| Mon | | |
| Tues | | |
| Wed | | |
| Thurs | | |
| Fri | | |
| Sat | | |

Week 2 Hours

| Day | Date | Hours |
|-------|------|-------|
| Sun | | |
| Mon | | |
| Tues | | |
| Wed | | |
| Thurs | | |
| Fri | | |
| Sat | | |

Week 3 Hours

| Day | Date | Hours |
|-------|------|-------|
| Sun | | |
| Mon | | |
| Tues | | |
| Wed | | |
| Thurs | | |
| Fri | | |
| Sat | | |

Week 4 Hours

| Day | Date | Hours |
|-------|------|-------|
| Sun | | |
| Mon | | |
| Tues | | |
| Wed | | |
| Thurs | | |
| Fri | | |
| Sat | | |

Month Week 5 Hours

| Day | Date | Hours |
|-------|------|-------|
| Sun | | |
| Mon | | |
| Tues | | |
| Wed | | |
| Thurs | | |
| Fri | | |
| Sat | | |

TOTAL MONTH HOURS:

Top-Up Hourly Rate (if applicable):

Cost Centre/Internal Order:

Fund Centre:

Fund:

C. Required Signatures

Student Signature

Date

Employer Name

Employer Signature

Date