

2019-2020 WORK STUDY

UTM Bi-Weekly Work Study Payroll - Timesheet Schedule

Start Date	End Date	Timesheet Deadline to Payroll Officer on
26.08.2019	07.09.2019	05.09.2019
08.09.2019	21.09.2019	19.09.2019
22.09.2019	05.10.2019	03.10.2019
06.10.2019	19.10.2019	17.10.2019
20.10.2019	02.11.2019	31.10.2019
03.11.2019	16.11.2019	14.11.2019
17.11.2019	30.11.2019	28.11.2019
01.12.2019	14.12.2019	11.12.2019
15.12.2019	28.12.2019	13.12.2019
29.12.2019	11.01.2020	TBD.2020
12.01.2020	25.01.2020	TBD.2020
26.01.2020	08.02.2020	TBD.2020
09.02.2020	21.02.2020	TBD.2020

Submit your timesheets on or before the timesheet deadlines indicated above. Please note that timesheets submitted after **February 28, 2020 will not be processed.**

UTM - Work Study Guidelines:

Work-Study student payroll packages can be completed in advance and submitted either by drop off or campus mail to UTM HR, Academic Annex, Room 112.

When completing the work-study student payroll package and assistance is required, please consult with your Payroll Officer from the HR office.

Once a copy of the Work Study: Confirmation of Employment is received, HR/Payroll will process the Work-Study student package and approved work-study timesheets.

Note: Always follow UTM's Payroll Deadline schedule.

HR/Payroll will only process payment for work-study hours to a maximum set hour for the program. Supervisors and students are responsible for their own record keeping.

Work-Study timesheet minutes must be recorded as: 0.25 for 15 mins, 0.50 for half an hour and 0.75 for 45 mins increment

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	15.00
Mon				0923	Work Study Hrs	15.00
Tue				0923	Work Study Hrs	15.00
Wed				0923	Work Study Hrs	15.00
Thurs				0923	Work Study Hrs	15.00
Fri				0923	Work Study Hrs	15.00
Sat				0923	Work Study Hrs	15.00
Total Hours						

Week 2

Day	Date	Hours	Notes	Wage Type	ATT/ABS Type	V. Basis
Sun				0923	Work Study Hrs	15.00
Mon				0923	Work Study Hrs	15.00
Tue				0923	Work Study Hrs	15.00
Wed				0923	Work Study Hrs	15.00
Thurs				0923	Work Study Hrs	15.00
Fri				0923	Work Study Hrs	15.00
Sat				0923	Work Study Hrs	15.00
Total Hours						

Two Week Total Hours:

Work Study Guidelines:

- **Maximum 200 hours (from First Day of Classes to February 21, 2020)**
- **No more than 15 hours per week**
- 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 your departmental payroll processor.