



UTM: WORK STUDY Section 1&3

CONFIDENTIAL

EMPLOYEE INFORMATION FORM

HUMAN RESOURCES
ACADEMIC ANNEX, RM 112

Form with checkboxes for New Hire, Rehire/Extension, Change

SECTION 1 - TO BE COMPLETED BY THE EMPLOYEE

Are you a FULL-TIME UofT student registered in a degree program? Yes No

If yes, what is your expected graduation date:

If you are currently a FULL-TIME UofT student registered in a degree program, and this status changes, please advise your manager.

Work/Study Permit: Yes * No *If you have a work or study permit, you must attach a copy to this form.

* If yes, please provide: Passport # Passport Expiry Date (dd/mm/yy)

Personnel # (blank if new) Student # SIN

Form of Address Mr Ms Other (Specify) Birthdate (dd/mm/yy)

Last Name First Name

Permanent/Official Tax Address Suite/Unit # City Prov. Postal Code

Sessional Address Suite/Unit # City Prov. Postal Code

Phone/Cell # Email

IMPORTANT: For employees working in multiple departments, please provide the information below.

Department 2 Supervisor #2 (Name)

Phone Number #2 Description of Work #2

Department 3 Supervisor #3 (Name)

Phone Number #3 Description of Work #3

Please Note: You will be paid via Direct Deposit. Please attach a void cheque or pre-authorized deposit slip.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.

Employee's Signature Date Signed

SECTIONS 2 - 3 BELOW TO BE COMPLETED BY MANAGER/SUPERVISOR

2. Financial Information

Hourly Rate \$ Anticipated Weekly Hours Anticipated Monthly Hours

Fund Centre Cost Centre Fund Order

3. Required Documents & Verification

TD - 1 TD - 1 ON Work/Study Permit as applicable Void Cheque/ Deposit Slip Letter of Offer

Manager's Name Manager's Signature Date



UTM: WORK STUDY

UNIVERSITY OF TORONTO MISSISSAUGA – PAYROLL BANK AUTHORIZATION FORM for DIRECT DEPOSIT –

1. To ensure accuracy of your account number, please enclose a cheque marked “VOID” or a personalized deposit slip.
2. Please be sure to include all “0” and “—” when recording your account number.
3. Effective Date: Indicate when the deposit is to be effective (this is subject to Payroll deadlines)
4. **Return the completed form to :** Human Resources, Academic Annex, Room 112 – AX 112

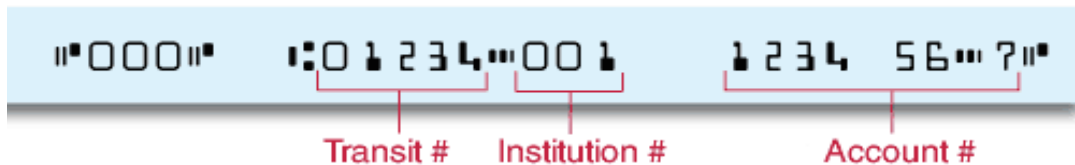
First Name	Last Name	Personnel Number

Requested Action *(check one only)*

New Direct Deposit (first time set-up)
 Change Direct Deposit

Effective Date (DD/MM/YYYY) : _____

Bank or Financial Institution Information



Name of Bank or Financial Institution #:		
Bank Transit #:		
Bank Account #:		
Bank Address: <i>(Canadian Branches only)</i>		
City:		Postal Code:

I hereby authorize the University of Toronto to deposit my payroll payment in the bank or financial institution designated and I hereby authorize the bank or financial institution designated to release my bank account number to the University of Toronto Payroll Department.

Signature	Date



Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name		First name and initial(s)		Date of birth (YYYY/MM/DD)		Employee number		
Address			Postal code		For non-residents only – Country of permanent residence		Social insurance number	

<p>1. Basic personal amount – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2019, see "More than one employer or payer at the same time" on page 2. If you are a non-resident, see "Non-residents" on page 2.</p>	12,069
<p>2. Canada caregiver amount for infirm children under age 18 – Either parent (but not both), may claim \$2,230 for each infirm child born in 2002 or later, that resides with both parents throughout the year. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on line 8 may also claim the Canada caregiver amount for that same child who is under age 18.</p>	
<p>3. Age amount – If you will be 65 or older on December 31, 2019, and your net income for the year from all sources will be \$37,790 or less, enter \$7,494. If your net income for the year will be between \$37,790 and \$87,750 and you want to calculate a partial claim, get Form TD1-WS, Worksheet for the 2019 Personal Tax Credits Return, and fill in the appropriate section.</p>	
<p>4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$2,000 or your estimated annual pension income, whichever is less.</p>	
<p>5. Tuition (full time and part time) – If you are a student enrolled at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.</p>	
<p>6. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, Disability Tax Credit Certificate, enter \$8,416.</p>	
<p>7. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than \$12,069 (\$14,299 if he or she is infirm), enter the difference between this amount and his or her estimated net income for the year. If his or her net income for the year will be \$12,069 or more (\$14,299 or more if he or she is infirm), you cannot claim this amount. In all cases, if his or her net income for the year will be \$23,906 or less and he or she is infirm, go to line 9.</p>	
<p>8. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be less than \$12,069 (\$14,299 if he or she is infirm and you cannot claim the Canada caregiver amount for children under age 18 for this dependant), enter the difference between this amount and his or her estimated net income. If his or her net income for the year will be \$12,069 or more (\$14,299 or more if he or she is infirm), you cannot claim this amount. In all cases, if his or her net income for the year will be \$23,906 or less and he or she is infirm and is age 18 or older, go to line 9.</p>	
<p>9. Canada caregiver amount for eligible dependant or spouse or common-law partner – If, at any time in the year, you support an infirm eligible dependant (aged 18 or older) or an infirm spouse or common-law partner whose net income for the year will be \$23,906 or less, get Form TD1-WS and fill in the appropriate section.</p>	
<p>10. Canada caregiver amount for dependant(s) age 18 or older – If, at any time in the year, you support an infirm dependant age 18 or older (other than the spouse or common-law partner or eligible dependant you claimed an amount for on line 9, or could have claimed an amount for if his or her net income were under \$14,299) whose net income for the year will be \$16,766 or less, enter \$7,140. If his or her net income for the year will be between \$16,766 and \$23,906 and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section. You can claim this amount for more than one infirm dependant age 18 or older. If you are sharing this amount with another caregiver who supports the same dependant, get the Form TD1-WS and fill in the appropriate section.</p>	
<p>11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition amount, or disability amount on his or her income tax return, enter the unused amount.</p>	
<p>12. Amounts transferred from a dependant – If your dependant will not use all of his or her disability amount on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her tuition amount on his or her income tax return, enter the unused amount.</p>	
<p>13. TOTAL CLAIM AMOUNT – Add lines 1 to 12. Your employer or payer will use this amount to determine the amount of your tax deductions.</p>	

Filling out Form TD1

Fill out this form **only** if any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to claim the deduction for living in a prescribed zone
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2019, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1, **check** this box, enter "0" on line 13 and do not fill in lines 2 to 12.

Total income less than total claim amount

- Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

Non-residents (Only fill in if you are a non-resident of Canada.)

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2019?

- Yes (Fill out the previous page.)
- No (Enter "0" on line 13, and do not fill in lines 2 to 12 as you are not entitled to the personal tax credits.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at **1-800-959-8281**.

Provincial or territorial personal tax credits return

If your claim amount on line 13 is more than \$12,069, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is \$12,069), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2019, you may be able to claim the child amount on Form TD1SK, 2019 Saskatchewan Personal Tax Credits Return. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2019, you can claim any of the following:

- \$11.00 for each day that you live in the prescribed northern zone
- \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction

\$

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.

For more information, go to canada.ca/taxes-northern-residents.

Additional tax to be deducted

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

\$

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Personal information is collected under the Income Tax Act to administer tax, benefits, and related programs. It may also be used for any purpose related to the enforcement of the Act such as audit, compliance and collection activities. It may be shared or verified with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. The social insurance number is collected under section 237 of the Act and is used for identification purposes. Under the Privacy Act, individuals have the right to access, or request correction of, their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 at canada.ca/cra-info-source.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

It is a serious offence to make a false return.

Date _____

YYYY/MM/DD

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name		First name and initial(s)		Date of birth (YYYY/MM/DD)	Employee number
Address			Postal code	For non-residents only – Country of permanent residence	Social insurance number
1. Basic personal amount – Every person employed in Ontario and every pensioner residing in Ontario can claim this amount. If you will have more than one employer or payer at the same time in 2019, see "More than one employer or payer at the same time" on page 2.					10,582
2. Age amount – If you will be 65 or older on December 31, 2019, and your net income from all sources will be \$38,463 or less, enter \$5,166. If your net income for the year will be between \$38,463 and \$72,903 and you want to calculate a partial claim, get Form TD1ON-WS, Worksheet for the 2019 Ontario Personal Tax Credits Return, and fill in the appropriate section.					
3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$1,463, or your estimated annual pension income, whichever is less.					
4. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, Disability Tax Credit Certificate, enter \$8,549.					
5. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be \$898 or less, enter \$8,985. If his or her net income for the year will be between \$898 and \$9,883 and you want to calculate a partial claim, get Form TD1ON-WS and fill in the appropriate section.					
6. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be \$898 or less, enter \$8,985. If his or her net income for the year will be between \$898 and \$9,883 and you want to calculate a partial claim, get Form TD1ON-WS and fill in the appropriate section.					
7. Ontario caregiver amount – You may be supporting an eligible infirm dependant aged 18 or older who is either your or your spouse's or common-law partner's:					
<ul style="list-style-type: none"> • child or grandchild • parent, grandparent, brother, sister, aunt, uncle, niece or nephew who is resident in Canada If this is your situation, get Form TD1ON-WS and fill in the appropriate section.					
8. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, or disability amount on his or her income tax return, enter the unused amount.					
9. Amounts transferred from a dependant – If your dependant will not use all of his or her disability amount on his or her income tax return, enter the unused amount.					
10. TOTAL CLAIM AMOUNT – Add lines 1 to 9. Your employer or payer will use this amount to determine the amount of your provincial tax deductions.					

Filling out Form TD1ON

Fill out this form **only** if you are an employee working in Ontario or a pensioner residing in Ontario and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1ON, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1ON for 2019, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1ON, **check** this box, enter "0" on line 10 and do not fill in lines 2 to 9.

Total income less than total claim amount

- Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 10. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you wish to have more tax deducted, fill in "Additional tax to be deducted" on the federal Form TD1.

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to canada.ca/cra-forms-publications or call 1-800-959-5525.

Personal information is collected under the Income Tax Act to administer tax, benefits, and related programs. It may also be used for any purpose related to the enforcement of the Act such as audit, compliance and collection activities. It may be shared or verified with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. The social insurance number is collected under section 237 of the Act and is used for identification purposes. Under the Privacy Act, individuals have the right to access, or request correction of, their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 at canada.ca/cra-info-source.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

Date _____

It is a serious offence to make a false return.

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.

2019-2020 UTM Monthly Work Study Payroll Schedule

Instructions:

1. Print your name, social insurance number and student number on each timesheet.
2. **Submit your completed timesheets each month by the deadline** indicated. Any late timesheets for previous pay periods should be submitted by the next available deadline.

Pay Period	Deadline by Noon	Pay Date
Sept 3 – Sept 30	12.09.2019	27.09.2019
Oct 1 – Oct 31	10.10.2019	28.10.2019
Nov 1 – Nov 30	13.11.2019	28.11.2019
Dec 1 – Dec 31	06.12.2019	20.12.2019
Jan 1 – Jan 31	TBD.2020	28.01.2020
Feb 1 – Feb 28	TBD.2020	28.02.2020

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.

University of Toronto Work Study Program Casual Monthly Timesheet

Personnel Number	Surname	First Name
Month		Student Number

Date	Hours	Notes	Wage Type	ATT/ABS Type	V. Basis
1			9804	Work Study Hours	15.00
2			9804	Work Study Hours	15.00
3			9804	Work Study Hours	15.00
4			9804	Work Study Hours	15.00
5			9804	Work Study Hours	15.00
6			9804	Work Study Hours	15.00
7			9804	Work Study Hours	15.00
8			9804	Work Study Hours	15.00
9			9804	Work Study Hours	15.00
10			9804	Work Study Hours	15.00
11			9804	Work Study Hours	15.00
12			9804	Work Study Hours	15.00
13			9804	Work Study Hours	15.00
14			9804	Work Study Hours	15.00
15			9804	Work Study Hours	15.00
16			9804	Work Study Hours	15.00
17			9804	Work Study Hours	15.00
18			9804	Work Study Hours	15.00
19			9804	Work Study Hours	15.00
20			9804	Work Study Hours	15.00
21			9804	Work Study Hours	15.00
22			9804	Work Study Hours	15.00
23			9804	Work Study Hours	15.00
24			9804	Work Study Hours	15.00
25			9804	Work Study Hours	15.00
26			9804	Work Study Hours	15.00
27			9804	Work Study Hours	15.00
28			9804	Work Study Hours	15.00
29			9804	Work Study Hours	15.00
30			9804	Work Study Hours	15.00
31			9804	Work Study Hours	15.00
TOTAL	_____ Hours X \$15.00 = \$_____.				

Guidelines: * **Maximum 200 hours (from First Day of Classes – February 21, 2020). Max 15 hours per week.**
 * Cost Ctr / Fund Ctr is not required for Wage Type: **9804 – Work Study Hours**

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.