

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.