



UNIVERSITY OF
TORONTO
MISSISSAUGA

To: UTM Department Managers
UTM Business Officers and Office
Staff

From: UTM Payroll – Human Resources Department

Date: September 5, 2019

Re: **UTM Work Study Payroll Process – September 5, 2019**

Guideline to UTM Work-Study payroll process for the fall session.

The following will be required when submitting Work-Study documentation to UTM-HR office:

1. Copy of the email confirmation for each student in the Work Study program.
Below is a sample:

Subject: *Hiring Form - Auto-approved : Student # - 1004567890,
Term - Fall/Winter 2019/20, Job-ID – 123456*

2. Work Study Letter of Offer
3. [2019-2020 Fall/Winter Work-Study Bi-Weekly and Monthly Payroll Package](#)
4. [2019-2020 Fall/Winter Bi-Weekly Payroll Deadline and Timesheet](#)
[2019-2020 Fall/Winter Monthly Payroll Deadline and Timesheet](#)

For questions about student eligibility and the online hiring form, please contact Nina Luciano at workstudy@utoronto.ca.

If you have any questions about this document, please contact:

- Claremont Uy, Payroll and Benefits Supervisor, claremont.uy@utoronto.ca