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