

2020-2021 WORK STUDY

UTM Bi-Weekly Work Study Payroll - Timesheet Schedule

Start Date	End Date	Timesheet Deadline to Payroll Officer on
23.08.2020	05.09.2020	03.09.2020
06.09.2020	19.09.2020	17.09.2020
20.09.2020	03.10.2020	01.10.2020
04.10.2020	17.10.2020	15.10.2020
18.10.2020	31.10.2020	29.10.2020
01.11.2020	14.11.2020	12.11.2020
15.11.2020	28.11.2020	26.11.2020
29.11.2020	12.12.2020	09.12.2020
13.12.2020	26.12.2020	16.12.2020
27.12.2020	09.01.2021	07.01.2021
10.01.2021	23.01.2021	TBD.2021 *
24.01.2021	06.02.2021	TBD.2021 *
07.02.2021	19.02.2021	TBD.2021 *
		* Refer to 2021 UTM Payroll Deadlines

Submit your timesheets on or before the timesheet deadlines indicated above. Please note that timesheets submitted after **February 28, 2021 will not be processed.**

UTM - Work Study Guidelines:

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 min, 0.50 for half an hour and 0.75 for 45 min 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 19, 2021)**
- **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.