

2020-2021 UTM Monthly Work Study Payroll Schedule

Instructions:

1. Print your name, personnel 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 8 – Sept 30	10.09.2020	28.09.2020
Oct 1 – Oct 31	09.10.2020	28.10.2020
Nov 1 – Nov 30	11.11.2020	27.11.2020
Dec 1 – Dec 22	07.12.2020	22.12.2020
Jan 4 – Jan 31	TBD.2021 *	28.01.2021
Feb 1 – Feb 19	TBD.2021 *	26.02.2021
	* 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

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 19, 2021). 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.