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 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 2 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 3 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 4  11.60 |
| 4 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 5 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 6 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 7 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 8 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 9 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 10 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 11 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 12 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 13 |  |  | 9804 | WS +Hrs.+Gen 4%Vac | 11.60 |
| 14 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 15 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 16 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 17 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 18 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 19 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 20 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 21 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 22 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 23 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 24 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 25 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 26 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 27 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 28 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 29 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 30 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| 31 |  |  | 9804 | WS+Hrs.+Gen 4%Vac | 11.60 |
| TOTAL | \_\_\_\_\_\_\_\_\_ Hours X $11.60 = $\_\_\_\_\_\_\_\_\_\_ . | | |  | |

Guidelines: **\* Maximum 200 hours (from First Day of Classes –February 23, 2018). Max 15 hours per week.**

\* 4% vacation pay will be automatically calculated.

\* Cost Ctr / Fund Ctr is not required for Wage Type: **9804 – Work Study + Hrs + Gen 4% Vac**

|  |  |  |  |
| --- | --- | --- | --- |
| 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** [**terri.winchester@utoronto.ca**](mailto:terri.winchester@utoronto.ca)