

University of Toronto Work Study Program  
Casual Biweekly Timesheet



Name:		Pay Period:
Personnel #:	SIN #:	Student #:

Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 1 (must not exceed 12 hrs)
Date (mmm-dd):								
Hours Worked:								

Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 2 (must not exceed 12 hrs)
Date (mmm-dd):								
Hours Worked:								

<b>Total hours for this timesheet</b>	
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**Work Study Guidelines:**

- Hourly Rate of Pay: \$11.00 (September 2015); \$11.25 (October 2015 to February 2016)
- 4% vacation pay will be automatically calculated
- ***It is the Employer's and student's responsibility to ensure that the weekly maximum of 12 hours and the program maximum of 180 hours is not exceeded. Any exceeding hours will be charged 100% to the Employer.***

Employer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Biweekly Work Study Payroll Schedule**

Pay Period	Pay Period Start Date	Pay Period End Date	Timesheet Deadline	Pay Date
F19	30.08.2015	12.09.2015	<b>08.09.2015</b>	18.09.2015
F20	13.09.2015	26.09.2015	<b>22.09.2015</b>	02.10.2015
F21	27.09.2015	10.10.2015	<b>06.10.2015</b>	16.10.2015
F22	11.10.2015	24.10.2015	<b>20.10.2015</b>	30.10.2015
F23	25.10.2015	07.11.2015	<b>03.11.2015</b>	13.11.2015
F24	08.11.2015	21.11.2015	<b>17.11.2015</b>	27.11.2015
F25	22.11.2015	05.12.2015	<b>01.12.2015</b>	11.12.2015
F26	06.12.2015	19.12.2015	<b>08.12.2015</b>	21.12.2015
F01/2016	20.12.2015	02.01.2016	<b>17.12.2015</b>	08.01.2016
F02	03.01.2016	16.01.2016	<b>12.01.2016</b>	22.01.2016
F03	17.01.2016	30.01.2016	<b>26.01.2016</b>	05.02.2016
F04	31.01.2016	13.02.2016	<b>09.02.2016</b>	19.02.2016
F05	14.02.2016	<b>26.02.2016</b>	<b>23.02.2016</b>	04.03.2016

- Please submit timesheets on or before the timesheet deadlines to Human Resource Services, BV526D, 416-287-7074.
- Please note that timesheets submitted after 23.02.2016 may not be processed.