

University of Toronto Work Study Program

Casual Monthly Timesheet



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

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

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

Week 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Date (mmm-dd):								Total of Week 3 (must not exceed 12 hrs)
Hours Worked:								

Week 4	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Date (mmm-dd):								Total of Week 4 (must not exceed 12 hrs)
Hours Worked:								

Week 5	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Date (mmm-dd):								Total of Week 5 (must not exceed 12 hrs)
Hours Worked:								

Total hours for this timesheet	
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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 #: _____

Monthly Work Study Payroll Schedule

Pay Period	Pay Period Start Date	Pay Period End Date	Timesheet Deadline	Pay Date
M09	01.09.2015	30.09.2015	10.09.2015	28.09.2015
M10	01.10.2015	31.10.2015	08.10.2015	28.10.2015
M11	01.11.2015	30.11.2015	10.11.2015	27.11.2015
M12	01.12.2015	31.12.2015	04.12.2015	21.12.2015
2016/M1	01.01.2016	31.01.2016	12.01.2016	28.01.2016
M02	01.02.2016	26.02.2016	11.02.2016	26.02.2016

• Please submit timesheets on or before the timesheet deadlines to Human Resource Services, BV526D, 416-287-7074.

• Please note that timesheets submitted after 11.02.2016 may not be processed.