

University of Toronto Work Study Program HRIS Casual Bi-Weekly Timesheet

Payroll should be processed in the actual Pay Periods incurred. DO NOT DELAY submitting your timesheet

Work Study Guidelines:

- Fall/Winter: Maximum 200 hours. No more than 15 hours per week.
- Summer: Maximum 100 hours. No more than 15 hours per week.
- Not entitled to Statutory Holiday Pay.
- Once this form is completed and approved please send it to your departmental payroll processor.

A. Student Information

Personnel Number:	Student Number:
Surname:	First Name:
Pay Period Start Date:	Pay Period End Date:

B. Payroll Details

Payroll processor to use Wage Type 0923.

Do not process payroll without receiving the electronic approval notification.

Week 1 Hours

Day	Date	Hours
Sun		
Mon		
Tues		
Wed		
Thurs		
Fri		
Sat		

Week 2 Hours

Day	Date	Hours
Sun		
Mon		
Tues		
Wed		
Thurs		
Fri		
Sat		

Total Week 1 Hours:

Total Week 2 Hours:

TOTAL BI-WEEKLY HOURS:

Hourly Rate:

Cost Centre/Internal Order:

Fund Centre:

Fund:

C. Required Signatures

Student Signature

Date

Employer Name

Employer Signature

Date