

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:

- Maximum 200 hours for Fall/Winter; 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; ATT/ ATB Type = Work Study Hrs; V. Basis = 15.90. Employer Cost Ctr /Fund Ctr is required for Wage Type 0923 – Work Study hrs. Use Wage Type 223 for top-up and hours worked over maximum allowance (Fall/Winter = 200 hours). 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:

Top-Up Hourly Rate (if applicable):

Cost Centre/Internal Order:

Fund Centre:

Fund:

C. Required Signatures

Student Signature

Date

Employer Name

Employer Signature

Date