

University of Toronto Work Study Program Timesheet (2023/24 Fall-Winter Program)

Reminders:

- Hours must be worked between First Day of Classes – March 31, 2024 only
- Maximum 200 total hours this session (and no more than 15 hours in any week)
- Not entitled to Statutory Holiday Pay

A. Student Information

| | |
|-------------------|-----------------|
| Personnel Number: | Student Number: |
| Surname: | First Name: |
| Pay Period(s): | |

B. Payroll Details*

Payroll Processor to use Wage Type 0923; ATT/ATB Type = Work Study Hrs; V. Basis = default hourly rate. Employer Cost Ctr/Fund Ctr is required for Wage Type 0923-Work Study hrs. Do not process payroll without receiving the electronic approval notification.

Week 1 Hours

| Day | Date | Hours |
|-----------|------|-------|
| Sunday | | |
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |

Week 2 Hours

| Day | Date | Hours |
|-----------|------|-------|
| Sunday | | |
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |

Week 3 Hours

| Day | Date | Hours |
|-----------|------|-------|
| Sunday | | |
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |

Week 4 Hours

| Day | Date | Hours |
|-----------|------|-------|
| Sunday | | |
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |

Week 5 Hours

| Day | Date | Hours |
|-----------|------|-------|
| Sunday | | |
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |

TOTAL HOURS:

*See attached payroll schedules. Work Study students should only submit timesheets with completed (not projected) hours. Bi-weekly paid students will complete Weeks 1 and 2 hours according to the bi-weekly payroll schedule. Monthly paid students may need to break up the monthly hours and/or submit timesheet(s) in the following month. If in doubt confirm payroll process and deadlines with the hiring department.

C. Employer Account Information

Cost Centre:

Fund Centre:

Fund No.:

Order No.:

Top-Up Hourly Rate (if applicable):

D. Required Signatures

Student Signature

Date

Employer Name

Employer Signature

Date

2023-24 Payroll Schedules

These schedules are published by Central Payroll and are available at
<https://people.utoronto.ca/>

Biweekly Payroll Schedule

| Pay Period | Start Date | End Date | Central Payroll Timesheet Deadline <i>Double-check internal deadlines with hiring department directly</i> |
|------------|------------|------------|--|
| 19 | 03.09.2023 | 16.09.2023 | Friday, September 15, 2023 |
| 20 | 17.09.2023 | 30.09.2023 | Friday, September 29, 2023 |
| 21 | 01.10.2023 | 14.10.2023 | Friday, October 13, 2023 |
| 22 | 15.10.2023 | 28.10.2023 | Friday, October 27, 2023 |
| 23 | 29.10.2023 | 11.11.2023 | Friday, November 10, 2023 |
| 24 | 12.11.2023 | 25.11.2023 | Friday, November 24, 2023 |
| 25 | 26.11.2023 | 09.12.2023 | Friday, December 8, 2023 |
| 26* | 10.12.2023 | 23.12.2023 | Friday, December 15, 2023 |
| 1* | 03.01.2024 | 06.01.2024 | Friday, January 5, 2024 |
| 2 | 07.01.2024 | 20.01.2024 | Friday, January 19, 2024 |
| 3 | 21.01.2024 | 03.02.2024 | Friday, February 2, 2024 |
| 4 | 04.02.2024 | 17.02.2024 | Friday, February 16, 2024 |
| 5 | 18.02.2024 | 02.03.2024 | Friday, March 1, 2024 |
| 6 | 03.03.2024 | 16.03.2024 | Friday, March 15, 2024 |
| 7 | 17.03.2024 | 30.03.2021 | Friday, March 29, 2024 |
| 8 | 31.03.2024 | 31.03.2024 | Friday, April 12, 2024 |

*excludes [December Holiday Break](#)

Monthly Payroll Schedule

| Pay Period | Start Date | End Date | Central Payroll Timesheet Deadline <i>Double-check internal deadlines with hiring department directly</i> |
|------------|------------|------------|--|
| 9 | 01.09.2023 | 31.09.2023 | Tuesday, September 19, 2023 |
| 10 | 01.10.2023 | 31.10.2023 | Friday, October 20, 2023 |
| 11 | 01.11.2023 | 30.11.2023 | Friday, November 17, 2023 |
| 12* | 01.12.2023 | 20.12.2023 | Tuesday, December 12, 2023 |
| 1* | 01.03.2024 | 31.01.2024 | Thursday, January 18, 2024 |
| 2 | 01.02.2024 | 29.02.2024 | Tuesday, February 20, 2024 |
| 3 | 01.03.2024 | 31.03.2024 | Wednesday, March 20, 2024 Friday, April 19, 2024 |

*excludes [December Holiday Break](#)