

University of Toronto Work Study Program Timesheet (2024 Summer Program)

Reminders:

- Hours must be worked between First Day of Classes – August 16, 2024 only
- Maximum 100 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 Processer 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

2024 Payroll Schedule

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>
10	28.04.2024	11.05.2024	Friday, May 10, 2024
11*	12.05.2024	25.05.2024	Friday, May 24, 2024
12	26.05.2024	08.06.2024	Friday, June 7, 2024
13	09.06.2024	22.06.2024	Friday, June 21, 2024
14*	23.06.2024	06.07.2024	Friday, July 5, 2024
15	07.07.2024	20.07.2024	Friday, July 19, 2024
16	21.07.2024	03.08.2024	Friday, August 2, 2024
17*	04.08.2024	16.08.2024	Friday, August 16, 2024

*excludes [U of T Holiday Schedule](#)

Monthly Payroll Schedule

Pay Period	Start Date	End Date	Central Payroll Timesheet Deadline <i>Double-check internal deadlines with hiring department directly</i>
5*	01.05.2024	31.05.2024	Friday, May 17, 2024
6*	01.06.2024	30.06.2024	Wednesday, June 19, 2024
7*	01.07.2024	31.07.2024	Wednesday, July 17, 2024
8*	01.08.2024	16.08.2024	Thursday, August 22, 2024

*excludes [U of T Holiday Schedule](#)