

# University of Toronto Work Study Program HRIS Casual Monthly 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 Month:	

## B. Payroll Details

Payroll Processor to use Wage Type 0923; ATT/ ATB Type = Work Study Hrs; V. Basis = 16.55. Employer Cost Ctr /Fund Ctr is required for Wage Type 0923 – Work Study hrs. Use Wage Type 223 for top-up. 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		

### Week 3 Hours

Day	Date	Hours
Sun		
Mon		
Tues		
Wed		
Thurs		
Fri		
Sat		

### Week 4 Hours

Day	Date	Hours
Sun		
Mon		
Tues		
Wed		
Thurs		
Fri		
Sat		

Month Week 5 Hours

Day	Date	Hours
Sun		
Mon		
Tues		
Wed		
Thurs		
Fri		
Sat		

**TOTAL MONTH HOURS:**

Top-Up Hourly Rate (if applicable):

Cost Centre/Internal Order:

Fund Centre:

Fund:

**C. Required Signatures**

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Student Signature

Date

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Employer Name

Employer Signature

Date