

University of Toronto Work Study Program  
Casual Biweekly Timesheet

Name:		Pay Period:
Personnel #:	SIN #:	Student #:

Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 1 (must not exceed 12 hrs)
Date (mmm-dd):								
Hours Worked:								

Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 2 (must not exceed 12 hrs)
Date (mmm-dd):								
Hours Worked:								

<b>Total hours for this timesheet</b>	
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**Work Study Guidelines:**

- Hourly Rate of Pay: \$11.25 (August - September 2016); \$11.40 (October 2016 to February 2017)
- 4% vacation pay will be automatically calculated
- ***It is the Employer's and student's responsibility to ensure that the weekly maximum of 12 hours and the program maximum of 180 hours is not exceeded. Any exceeding hours will be charged 100% to the Employer.***

Employer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Biweekly Work Study Payroll Schedule**

Pay Period	Pay Period Start Date	Pay Period End Date	Timesheet Deadline	Pay Date
F19	28.08.2016	10.09.2016	<b>06.09.2016</b>	16.09.2016
F20	11.09.2016	24.09.2016	<b>20.09.2016</b>	30.09.2016
F21	26.09.2016	08.10.2016	<b>04.10.2016</b>	14.10.2016
F22	09.10.2016	22.10.2016	<b>18.10.2016</b>	28.10.2016
F23	23.10.2016	05.11.2016	<b>01.11.2016</b>	11.11.2016
F24	06.11.2016	19.11.2016	<b>15.11.2016</b>	25.11.2016
F25	20.11.2016	03.12.2016	<b>29.11.2016</b>	09.12.2016
F26	04.12.2016	17.12.2016	<b>06.12.2016</b>	19.12.2016
F01/2017	18.12.2016	31.12.2016	<b>15.12.2016</b>	06.01.2017
F02	01.01.2017	14.01.2017	<b>10.01.2017</b>	20.01.2017
F03	15.01.2017	28.01.2017	<b>24.01.2017</b>	03.02.2017
F04	29.01.2017	11.02.2017	<b>07.02.2017</b>	17.02.2017
F05	12.02.2017	25.02.2017	<b>21.02.2017</b>	03.03.2017
F06	26.02.2017	<b>28.02.2017</b>	<b>07.03.2017</b>	17.03.2017

- Please submit timesheets on or before the timesheet deadlines to Human Resource Services, BV526D, 416-287-7074.
- Please note that timesheets submitted after 07.03.2016 may not be processed.