

University of Toronto Work Study Program

Casual Monthly 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: | | | | | | | | |

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|----------------|--------|--------|---------|-----------|----------|--------|----------|---|
| Week 3 | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total of Week 3 (must not exceed 12 hrs) |
| Date (mmm-dd): | | | | | | | | |
| Hours Worked: | | | | | | | | |

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|----------------|--------|--------|---------|-----------|----------|--------|----------|---|
| Week 4 | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total of Week 4 (must not exceed 12 hrs) |
| Date (mmm-dd): | | | | | | | | |
| Hours Worked: | | | | | | | | |

| | | | | | | | | |
|----------------|--------|--------|---------|-----------|----------|--------|----------|---|
| Week 5 | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total of Week 5 (must not exceed 12 hrs) |
| Date (mmm-dd): | | | | | | | | |
| Hours Worked: | | | | | | | | |

| | | | | | | | |
|---------------------------------------|--|--|--|--|--|--|--|
| Total hours for this timesheet | | | | | | | |
|---------------------------------------|--|--|--|--|--|--|--|

Work Study Guidelines:

- Hourly Rate of Pay: \$11. (September 2017); \$11. (October 2017 to February 2018)
- 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 #: _____

Monthly Work Study Payroll Schedule

| Pay Period | Pay Period Start Date | Pay Period End Date | Timesheet Deadline | Pay Date |
|------------|-----------------------|---------------------|--------------------|------------|
| M09 | 01.09.2017 | 30.09.2017 | 1 .09.2017 | 28.09.2017 |
| M10 | 01.10.2017 | 31.10.2017 | .10.2017 | 28.10.2017 |
| M11 | 01.11.2017 | 30.11.2017 | 10.11.2017 | 2 .11.2017 |
| M12 | 01.12.2017 | 31.12.2017 | 0 .12.2017 | .12.2017 |
| 2017 /M1 | 01.01.2018 | 31.01.2018 | .01.2018 | 2 .01.2018 |
| M02 | 01.02.2018 | 2 .02.2018 | .02.2018 | .02.2018 |

• Please submit timesheets on or before the timesheet deadlines to Human Resource Services, BV526D, 416-287-7074.

• Please note that timesheets submitted after 09.02.2017 may not be processed.