

University of Toronto Work Study Program

Casual Biweekly Timesheet

Personnel #:		Pay Period:
First Name:	Last Name:	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:								

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

Work Study Guidelines:

- Hourly Rate of Pay: \$11.40 (May. 1st, 2017 to Aug. 6th, 2017)
- 4% vacation pay will be automatically calculated.
- **It is the supervisor's and student's responsibility to ensure that the weekly maximum of 12 hours and the program maximum of 90 hours is not exceeded.**

Total hours brought forward from previous timesheet	
Total hours worked for this term	

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
F10	23.04.2017	06.05.2017	03.05.2017	12.05.2017
F11	07.05.2017	20.05.2017	16.05.2017	26.05.2017
F12	21.05.2017	03.06.2017	31.05.2017	09.06.2017
F13	04.06.2017	17.06.2017	14.06.2017	23.06.2017
F14	18.06.2017	01.07.2017	27.06.2017	07.07.2017
F15	02.07.2017	15.07.2017	12.07.2017	21.07.2017
F16	16.07.2017	29.07.2017	26.07.2017	04.08.2017
F17	30.07.2017	12.08.2017	09.08.2017	18.08.2017

- Please submit timesheets on or before the timesheet deadlines to Human Resource Services, BV526D, (416) 287-7074.
- Please note that timesheets submitted after Aug. 23rd, 2017 may not be processed.