



**TIME SHEET - BIWEEKLY PAYMENT (PINK)**

This form should be submitted to Human Resource Services in accordance with the **Biweekly Payroll Schedule**.

Personnel No.	First Name	Known As (Optional)	Last Name	Student No.
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Date (D/M/Y)	Time In (AM)	Time Out (AM)	Time In (PM)	Time Out (PM)	Daily Time	
					HRS	MIN
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

(Please round Daily Time and Total Hours to nearest 15 minutes) **TOTAL HOURS**

For Statutory Holiday pay details: <https://www.utsc.utoronto.ca/hr/holiday-schedule-calculation>  
Exact calculated amount for statutory holiday pay

**Other Employment at the University of Toronto**

Do you currently work in another department/area at the University?  Yes (if yes, please complete the reverse)  No

Hourly Rate	*4% vacation pay will be added	Pay Period #
CC		Order No.
CF		Fund No.
Supervisor's Name		Telephone No.
Supervisor's Signature		Discipline/Department
Brief Description of Work Performed		Date

- **Please forward completed forms and all attachments to Human Resource Services (BV526C/D)**
- Incomplete forms/incorrect information will delay processing.
- For enquiries or questions please email Payroll Services at [payroll.utsc@utoronto.ca](mailto:payroll.utsc@utoronto.ca)



**UNIVERSITY OF  
TORONTO  
SCARBOROUGH  
2024 BIWEEKLY PAYROLL SCHEDULE**

**SUBMISSION DEADLINES TO HUMAN RESOURCE SERVICES**

Period #	Pay Period		Deadline for Forms to Be Submitted to Human Resource Services	Biweekly Pay Date
	Start Date	End Date		
F01	24.12.2023	06.01.2024	03.01.2024	12.01.2024
F02	07.01.2024	20.01.2024	16.01.2024	26.01.2024
F03	21.01.2024	03.02.2024	30.01.2024	09.02.2024
F04	04.02.2024	17.02.2024	13.02.2024	23.02.2024
F05	18.02.2024	02.03.2024	27.02.2024	08.03.2024
F06	03.03.2024	16.03.2024	12.03.2024	22.03.2024
F07	17.03.2024	30.03.2024	26.03.2024	05.04.2024
F08	31.03.2024	13.04.2024	09.04.2024	19.04.2024
F09	14.04.2024	27.04.2024	23.04.2024	03.05.2024
F10	28.04.2024	11.05.2024	07.05.2024	17.05.2024
F11	12.05.2024	25.05.2024	21.05.2024	31.05.2024
F12	26.05.2024	08.06.2024	04.06.2024	14.06.2024
F13	09.06.2024	22.06.2024	18.06.2024	28.06.2024
F14	23.06.2024	06.07.2024	02.07.2024	12.07.2024
F15	07.07.2024	20.07.2024	16.07.2024	26.07.2024
F16	21.07.2024	03.08.2024	30.07.2024	09.08.2024
F17	04.08.2024	17.08.2024	13.08.2024	23.08.2024
F18	18.08.2024	31.8.2024	27.08.2024	06.09.2024
F19	01.09.2024	14.09.2024	10.09.2024	20.09.2024
F20	15.09.2024	28.09.2024	24.09.2024	04.10.2024
F21	29.09.2024	12.10.2024	08.10.2024	18.10.2024
F22	13.10.2024	26.10.2024	22.10.2024	01.11.2024
F23	27.10.2024	9.11.2024	05.11.2024	15.11.2024
F24	10.11.2024	23.11.2024	19.11.2024	29.11.2024
F25	24.11.2024	07.12.2024	03.12.2024	13.12.2024
F26	08.12.2024	21.12.2024	11.12.2024	27.12.2024

Department 2	Supervisor's Name	Supervisor's Telephone No.	Pay Period #
Brief Description of Work Performed		Hourly Rate	Expected/Actual Hours

**Authority/Approvals:** I agree that the above information is an accurate reflection of hours worked during the stated period. In the event that I obtain and concurrently work in another position at the University in the future, I will advise all departments of my employment in the other department(s). If my total combined hours of work may possibly exceed full-time hours as stated in the terms and/or collective agreement governing my employment or 44 hours per week as per the Employment Standards Act of Ontario, whichever comes first, I will be entitled to overtime in accordance with the terms and conditions of my employment. I understand that overtime must be approved in advance by my immediate supervisor(s) or authorized designate, and will be determined in accordance with the terms and conditions of my employment.

Employee's name	Employee's Signature	Date