



**WORK STUDY SET-UP/CHANGE OF INFORMATION**

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

Mr.     Ms.     Mrs.     Miss     Misc     Mx

Last Name (Name on SIN Document)		First & Middle Name (Name on SIN Document)		Known As (Optional)		
SIN		Student No.		Personnel No. (Blank for new employees)		
Street No. and Name		New <input type="checkbox"/>	Apt No.	City/Town	Province	Postal Code
Telephone	New <input type="checkbox"/>	Email Address		Date of Birth (D/M/Y)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X

**SET-UP CHECKLIST:**

- Printed **Work Study Hiring Approval Form** Email  Attached
- Work Study Letter of Offer  Attached
- Verification of SIN for New Hire  Verified by \_\_\_\_\_  
 Returning Employee
- Copy of Student/Work permit (If SIN starts with a "9")  Attached     On File     N/A
- Current TD1/TD1ON Form  Attached     On File
- Banking Authorization  Attached     On File
- Safety Training Acknowledgement Form  Attached

**SET-UP INFORMATION:**

First Day Worked: \_\_\_\_\_ (no earlier than May 6, 2024)

End Day: August 16, 2024

Type of Work: Work Study

Hourly Rate: \$16.55/hr

FIS Number: CC: \_\_\_\_\_ CFC: \_\_\_\_\_ Fund: \_\_\_\_\_ Order: \_\_\_\_\_

- Please note that the FIS number is required to set up the work study student in HRIS**

Employer's Name (Please Print)	Phone #
Employer's Signature	Date
	Department

- Please note that incomplete forms/incorrect information will not be processed. Please submit the first timesheet together with the work study setup forms.
- For enquiries or questions please contact Human Resource Services at [workstudy.utsc@utoronto.ca](mailto:workstudy.utsc@utoronto.ca)