University of Toronto Work Study Program

2024 Summer Program – Biweekly Timesheet

Reminders:

- **Hourly Rate of Pay: $16.55. Maximum 100 total hours this session (and no more than 15 hours in any week)**
- **Hours must be worked between May 6 - August 16, 2024; extensions are not permitted.**
- **The timesheets submitted after August 13, 2024, the cost will be charged 100% to the hiring department's account.**
- **Submit the timesheet EACH pay period on or before the timesheet deadlines to Human Resource Services by email at workstudy.utsc@utoronto.ca**

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

Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	**Total of Week 1 (must not exceed 15hrs)**
Date (mmm-dd)								
Hours Worked:								

Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	**Total of Week 2 (must not exceed 15hrs)**
Date (mmm-dd)								
Hours Worked:								

FIS Number: CC: _____ FC: _____

Fund: _____ Order: _____

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

Employer's Name: _____

Employer's Signature: _____

Date: _____

Pay Period	Pay Period		Timesheet Deadline	Pay Date
	Start Date	End Date		
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