

University of Toronto Work Study Program
2023-2024 Fall Winter Program – Biweekly Timesheet

Reminders:

- Hourly Rate of Pay: \$16.55. Maximum 200 total hours this session (and no more than 15 hours in any week)
- Hours must be worked between September 5, 2023 – March 31, 2024; extensions are not permitted.
- The timesheets submitted after April 12, 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: F22/2023
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)	Oct 15	Oct 16	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21	
Hours Worked:								

Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 2 (must not exceed 15hrs)
Date (mmm-dd)	Oct 22	Oct 23	Oct 24	Oct 25	Oct 26	Oct 27	Oct 28	
Hours Worked:								

FIS Number: CC: _____ FC: _____ Fund: _____ Order: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Total hours for this timesheet</td> <td></td> </tr> <tr> <td style="text-align: center;">Total hours brought forward from previous timesheet</td> <td></td> </tr> <tr> <td style="text-align: center;">Total hours worked for this term</td> <td></td> </tr> </table>	Total hours for this timesheet		Total hours brought forward from previous timesheet		Total hours worked for this term	
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 Start Date	Pay Period End Date	Timesheet Deadline	Pay Date
F19	03.09.2023	16.09.2023	12.09.2023	22.09.2023
F20	17.09.2023	30.09.2023	26.09.2023	06.10.2023
F21	01.10.2023	14.10.2023	10.10.2023	20.10.2023
F22	15.10.2023	28.10.2023	24.10.2023	03.11.2023
F23	29.10.2023	11.11.2023	07.11.2023	17.11.2023
F24	12.11.2023	25.11.2023	21.11.2023	01.12.2023
F25	26.11.2023	09.12.2023	05.12.2023	15.12.2023
F26	10.12.2023	23.12.2023	11.12.2023	29.12.2023