

University of Toronto Work Study Program

2023-2024 Fall Winter Program – Monthly 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 timesheet EACH pay period on or before the timesheet deadlines to Human Resource Services by email at workstudy.uts@utoronto.ca

Personnel #:		Pay Period: M01/2024
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)	N/A	Jan 01	Jan 02	Jan 03	Jan 04	Jan 05	Jan 06	
Hours Worked:	N/A							

Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 2 (must not exceed 15hrs)
Date (mmm-dd)	Jan 07	Jan 08	Jan 09	Jan 10	Jan 11	Jan 12	Jan 13	
Hours Worked:								

Week 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 3 (must not exceed 15hrs)
Date (mmm-dd)	Jan 14	Jan 15	Jan 16	Jan 17	Jan 18	Jan 19	Jan 20	
Hours Worked:								

Week 4	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 4 (must not exceed 15hrs)
Date (mmm-dd)	Jan 21	Jan 22	Jan 23	Jan 24	Jan 25	Jan 26	Jan 27	
Hours Worked:								

Week 5	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 5 (must not exceed 15hrs)
Date (mmm-dd)	Jan 28	Jan 29	Jan 30	Jan 31	N/A	N/A	N/A	
Hours Worked:					N/A	N/A	N/A	

	Total hours for this timesheet	
FIS Number: CC: _____ CFC: _____	Total hours brought forward from previous timesheet	
Fund: _____ Order: _____	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
M09	01.09.2023	30.09.2023	13.09.2023	28.09.2023
M10	01.10.2023	31.10.2023	16.10.2023	27.10.2023
M11	01.11.2023	30.11.2023	14.11.2023	28.11.2023
M12	01.12.2023	31.12.2023	06.12.2023	20.12.2023
M01	01.01.2024	31.01.2024	11.01.2024	26.01.2024
M02	01.02.2024	29.02.2024	14.02.2024	28.02.2024
M03	01.03.2024	31.03.2024	14.03.2024	28.03.2024