

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: M02/2024
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	N/A	N/A	N/A	Feb 01	Feb 02	Feb 03	
Hours Worked:	N/A	N/A	N/A	N/A				

Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 2 (must not exceed 15hrs)
Date (mmm-dd)	Feb 04	Feb 05	Feb 06	Feb 07	Feb 08	Feb 09	Feb 10	
Hours Worked:								

Week 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 3 (must not exceed 15hrs)
Date (mmm-dd)	Feb 11	Feb 12	Feb 13	Feb 14	Feb 15	Feb 16	Feb 17	
Hours Worked:								

Week 4	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 4 (must not exceed 15hrs)
Date (mmm-dd)	Feb 18	Feb 19	Feb 20	Feb 21	Feb 22	Feb 23	Feb 24	
Hours Worked:								

Week 5	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 5 (must not exceed 15hrs)
Date (mmm-dd)	Feb 25	Feb 26	Feb 27	Feb 28	Feb 29	N/A	N/A	
Hours Worked:						N/A	N/A	

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

FIS Number: CC: _____ CFC: _____

Fund: _____ Order: _____

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