

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: M03/2024
First Name:	Last Name:	Student #:

Week 1/ 6	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 1 / 6 (must not exceed 15hrs)
Date (mmm-dd)	Mar 31	N/A	N/A	N/A	N/A	Mar 01	Mar 02	
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)	Mar 03	Mar 04	Mar 05	Mar 06	Mar 07	Mar 09	Mar 09	
Hours Worked:								

Week 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 3 (must not exceed 15hrs)
Date (mmm-dd)	Mar 10	Mar 11	Mar 12	Mar 13	Mar 14	Mar 15	Mar 16	
Hours Worked:								

Week 4	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 4 (must not exceed 15hrs)
Date (mmm-dd)	Mar 17	Mar 18	Mar 19	Mar 20	Mar 21	Mar 22	Mar 23	
Hours Worked:								

Week 5	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 5 (must not exceed 15hrs)
Date (mmm-dd)	Mar 24	Mar 26	Mar 26	Mar 27	Mar 28	Mar 29	Mar 30	
Hours Worked:								

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