

## 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](mailto:workstudy.uts@utoronto.ca)

Personnel #:				Pay Period: <b>M10/2023</b>			
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 01	Oct 02	Oct 03	Oct 04	Oct 05	Oct 06	Oct 07	
Hours Worked:								

Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 2 (must not exceed 15hrs)
Date (mmm-dd)	Oct 08	Oct 09	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	
Hours Worked:								

Week 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 3 (must not exceed 15hrs)
Date (mmm-dd)	Oct 15	Oct 16	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21	
Hours Worked:								

Week 4	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 4 (must not exceed 15hrs)
Date (mmm-dd)	Oct 22	Oct 23	Oct 24	Oct 25	Oct 26	Oct 27	Oct 28	
Hours Worked:								

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

	<b>Total hours for this timesheet</b>	
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