



## Work Study Program Payment Instructions

The Work Study Program payroll forms are now available on UTSC HR website. Please visit our website to find fillable [Set-Up Forms](#) and [Timesheets](#). Please ensure all completed work study set up forms are included as listed below on the Set-Up Checklist form. Only completed package will be processed. Incomplete package will be sent back to the department and will **NOT** be processed.

### Set-Up Forms with Checklist

1. Printed Work Study Hiring Approval Form email
2. Work Study Letter of Offer
3. Verification of SIN for New Hire
4. Copy of Student/Work Permit (if SIN starts with a "9")
5. Current TD1 and TD1ON Form
6. Banking Authorization
7. Safety Training Acknowledgement Form

For item (1) Printed Work Study Hiring Approval Form email, a PDF of the email is acceptable. This email is sent to the work study student and Supervisor when they receive confirmation in the enrollment of the Work Study Program.

For item (2) Verification of SIN for New Hire, this is normally checked in person with the student. It is the Department's responsibility to work together with the student when completing the forms to have the First and Last names of the student **match their SIN document**. Once the Department confirms with the student that the legal first and last names of the student is correctly filled out on the payroll forms, please have the Supervisor/Employer signed off besides the "Verified by" section.

All work study set up packages are to be submitted to our attention via email at [workstudy.utsc@utoronto.ca](mailto:workstudy.utsc@utoronto.ca). Again, only **completed packages** will be processed. Incomplete packages will be sent back to the department and will **NOT** be processed.

### Timesheets

1. Please submit the **FIRST** timesheet together with the work study setup forms. Timesheet cannot be processed if we have not received the completed Set-up Forms. For students who are also a Teaching/ Research Assistants, please use the monthly timesheet.
2. Please submit the timesheet **EACH** pay period on or before the timesheet deadlines to Human Resource Services by email at [workstudy.utsc@utoronto.ca](mailto:workstudy.utsc@utoronto.ca)

If you have any questions, please contact [workstudy.utsc@utoronto.ca](mailto:workstudy.utsc@utoronto.ca).

Thank you.

Human Resources Services – Payroll Services