



BIWEEKLY SET-UP/CHANGE OF INFORMATION SHEET (PINK)

This form should be submitted to Human Resource Services in accordance with the **Biweekly Payroll Schedule**.

Mr. Ms. Mrs. Miss. Dr. Prof. Misc. Mx.

First Name	Last Name	SIN	Student No.	Personnel No.
Street No. and Name New <input type="checkbox"/>		Apt No.	City/Town	Province
Postal Code	Telephone (Home) (Business)		Email Address	Date of Birth (D/M/Y)
				Gender

Canadian Landed Immigrant VISA (Copy Attached) VISA (Copy on File)

Federal regulations permit only the employment of Canadian Citizens, Landed Immigrants or holder of employment visas. Proof of status will be required.

Letter of Offer: Attached
 Verification of SIN Card: Returning Employee Verified by _____
 Banking Authorization: Attached On File
 Current Year TD1 Tax Form: Attached On File
 Current Year TD1On Tax Form: Attached On File
 Safety Training Acknowledgement Form: Attached On File

Starting Date	Ending Date	Hourly Rate (+4% Vacation Pay)	Type of Work
CC	CF	Order No.	Fund No.

Supervisor's Name (Please Print)	Telephone No.
Supervisor's Signature	Date
Discipline	Department

- **Please forward completed forms and all attachments to Human Resource Services (B526C/D)**
- Incomplete forms/incorrect information will delay processing.
- For enquiries or questions please call Payroll Services at 416-208-4731 or 416-287-7074



UNIVERSITY OF
TORONTO
SCARBOROUGH

**2019 BIWEEKLY PAYROLL SCHEDULE
SUBMISSION DEADLINES TO HUMAN RESOURCE SERVICES**

PAY PERIOD #	PAY PERIOD		DEADLINE FOR FORMS TO BE SUBMITTED TO HUMAN RESOURCE SERVICES	PAY DATE
	START DATE	END DATE		
F01	16.12.2018	29.12.2018	12.12.2018	04.01.2019
F02	30.12.2018	12.01.2019	08.01.2019	18.01.2019
F03	13.01.2019	26.01.2019	22.01.2019	01.02.2019
F04	27.01.2019	09.02.2019	05.02.2019	15.02.2019
F05	10.02.2019	23.02.2019	19.02.2019	01.03.2019
F06	24.02.2019	09.03.2019	05.03.2019	15.03.2019
F07	10.03.2019	23.03.2019	19.03.2019	29.03.2019
F08	24.03.2019	06.04.2019	02.04.2019	12.04.2019
F09	07.04.2019	20.04.2019	12.04.2019	26.04.2019
F10	21.04.2019	04.05.2019	30.04.2019	10.05.2019
F11	05.05.2019	18.05.2019	13.05.2019	24.05.2019
F12	19.05.2019	01.06.2019	28.05.2019	07.06.2019
F13	02.06.2019	15.06.2019	11.06.2019	21.06.2019
F14	16.06.2019	29.06.2019	24.06.2019	05.07.2019
F15	30.06.2019	13.07.2019	09.07.2019	19.07.2019
F16	14.07.2019	27.07.2019	23.07.2019	02.08.2019
F17	28.07.2019	10.08.2019	06.08.2019	16.08.2019
F18	11.08.2019	24.08.2019	20.08.2019	30.08.2019
F19	25.08.2019	07.09.2019	03.09.2019	13.09.2019
F20	08.09.2019	21.09.2019	17.09.2019	27.09.2019
F21	22.09.2019	05.10.2019	01.10.2019	11.10.2019
F22	06.10.2019	19.10.2019	15.10.2019	25.10.2019
F23	20.10.2019	02.11.2019	29.10.2019	08.11.2019
F24	03.11.2019	16.11.2019	12.11.2019	22.11.2019
F25	17.11.2019	30.11.2019	26.11.2019	06.12.2019
F26	01.12.2019	14.12.2019	09.12.2019	20.12.2019
2020/F01	15.12.2019	28.12.2019	12.12.2019	03.01.2020