



TIME SHEET - BIWEEKLY PAYMENT (PINK)

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

Personnel No.	First Name	Last Name	Student No.
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Date (D/M/Y)	Time In (AM)	Time Out (AM)	Time In (PM)	Time Out (PM)	Daily Time	
					HRS	MIN
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

(Please round Daily Time and Total Hours to nearest 15 minutes) **TOTAL HOURS**

Other Employment at the University of Toronto

Do you currently work in another department/area at the University? Yes (if yes, please complete the reverse) No

Hourly Rate	*4% vacation pay will be added	Pay Period #
CC		Order No.
CF		Fund No.
Supervisor's Name		Telephone No.
Supervisor's Signature		Discipline/Department
Brief Description of Work Performed		Date
		Date On-lined in HRIS

- 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

Other Employment at the University of Toronto

Department 2	Supervisor's Name	Supervisor's Telephone No.	Pay Period #
Brief Description of Work Performed		Hourly Rate	Expected/Actual Hours

Authority/Approvals: I agree that the above information is an accurate reflection of hours worked during the stated period. In the event that I obtain and concurrently work in another position at the University in the future, I will advise all departments of my employment in the other department(s). If my total combined hours of work may possibly exceed full-time hours as stated in the terms and/or collective agreement governing my employment or 44 hours per week as per the Employment Standards Act of Ontario, whichever comes first, I will be entitled to overtime in accordance with the terms and conditions of my employment. I understand that overtime must be approved in advance by my immediate supervisor(s) or authorized designate, and will be determined in accordance with the terms and conditions of my employment.

Employee's name	Employee's Signature	Date