



2020-2021 Fall/Winter Work Study Program Payment Instructions

August 10, 2020

The 2020-2021 Fall/Winter Work Study Program payroll forms are now available on our [UTSC HR website](#). These forms are fillable for your convenience. Please visit our website to find the list of documents that are to be completed when completing the Work Study set up package. Ensure that all work study set up packages include all items listed in the Set-Up Checklist. Only complete packages will be processed. Incomplete packages will be sent back to the department and will **NOT** be processed.

Set-Up Form with Checklist

1. Printed Work Study Confirmation of Employment Email
2. Verification of SIN for New Hire
3. Copy of Student/Work Permit (if SIN starts with a “9”)
4. Current TD1 and TD1ON Form
5. Banking Authorization
6. Safety Training Acknowledgement Form

For item (1) Printed Work Study Confirmation Email of Employment 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. As we are all working remotely, 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 documents**. Once the Department confirms with the student that the first and last names of the students are correctly filled out on the payroll forms, please have the Supervisor/Employer sign off beside the “Verified by” section.

As our HR office is now working remotely, all work study set up packages are to be submitted to our attention via email at workstudy@utsc.utoronto.ca. Again, only **complete packages** will be processed. Incomplete packages will be sent back to the department and will **not** be processed.

If you have any questions, please contact workstudy@utsc.utoronto.ca.

Thank you.

Human Resources Services – Payroll Services