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. Ensure that all work study set up packages include all items as listed on the Set-Up Checklist form. Only completed 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 TD10N 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. 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 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. Again, only completed 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