University of Toronto Work Study Program

2024-2025 Fall Winter Program – Biweekly Timesheet

Reminders:

- Maximum 200 total hours this session (and no more than 15 hours in any week)
- Hours must be worked between September 3, 2024 March 31, 2025; extensions are not permitted.
- The timesheets submitted after April 08, 2025, the cost will be charged 100% to the hiring department's account.
- Submit the timesheet <u>EACH</u> pay period on or before the timesheet deadlines to Human Resource Services by email at <u>workstudy.utsc@utoronto.ca</u>

Personnel #:			Pay Per	Pay Period:			Hourly Rate:			
First Name:			Last Na	Last Name:			Student #:			
			*							
Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday		Saturday	Total of Week 1	
Date (mmm-dd)									(must not exceed 15hrs)	
Hours Worked:										
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Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Fri	day	Saturday	Total of Week 2	
Date (mmm-dd)									(must not exceed 15hrs)	
Hours Worked:										
Total hours for this timesheet										
FIS Number: CC: FC:					Total hours brought forward from previous timesheet					
Fund: Order:					Total hours worked for this term					

Employer's Name:	
Employer's Signature:	
Date:	

Pay Period	Pay Period Start Date	Pay Period End Date	Timesheet Deadline	Pay Date
F19	01.09.2024	14.09.2024	10.09.2024	20.09.2024
F20	15.09.2024	28.09.2024	24.09.2024	04.10.2024
F21	29.09.2024	12.10.2024	08.10.2024	18.10.2024
F22	13.10.2024	26.10.2024	22.10.2024	01.11.2024
F23	27.10.2024	09.11.2024	05.11.2024	15.11.2024
F24	10.11.2024	23.11.2024	19.11.2024	29.11.2024
F25	24.11.2024	07.12.2024	03.12.2024	13.12.2024
F26	08.12.2024	21.12.2024	11.12.2024	27.12.2024