

University of Toronto Work Study Program

2024 Summer Program – Monthly Timesheet

Reminders:

- Hourly Rate of Pay: \$16.55. Maximum 100 total hours this session (and no more than 15 hours in any week)
- Hours must be worked between May 6 – August 16, 2024; extensions are not permitted.
- The timesheets submitted after August 14, 2024; the cost will be charged 100% to the hiring department's account.
- Submit the timesheet EACH pay period on or before the timesheet deadlines to Human Resource Services by email at workstudy.utscc@utoronto.ca

Personnel #:		Pay Period:
First Name:	Last Name:	Student #:

Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 1 (must not exceed 15hrs)
Date (mmm-dd)								
Hours Worked:								

Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 2 (must not exceed 15hrs)
Date (mmm-dd)								
Hours Worked:								

Week 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 3 (must not exceed 15hrs)
Date (mmm-dd)								
Hours Worked:								

Week 4	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 4 (must not exceed 15hrs)
Date (mmm-dd)								
Hours Worked:								

Week 5	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total of Week 5 (must not exceed 15hrs)
Date (mmm-dd)								
Hours Worked:								

	Total hours for this timesheet	
FIS Number: CC: _____ CFC: _____	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
M05	01.05.2024	31.05.2024	14.05.2024	28.05.2024
M06	01.06.2024	30.06.2024	13.06.2024	28.06.2024
M07	01.07.2024	31.07.2024	11.07.2024	26.07.2024
M08	01.08.2024	31.08.2024	14.08.2024	28.08.2024