

# 2015-2016 U of T Work-Study Program Payment Procedure

Work-Study payments will be made on a biweekly basis. However, if the employee currently holds a monthly position, then the employee must remain in the monthly payroll area.

**Note:** All new students hired for this program are required to have Direct Deposit setup in HRIS. The Direct Deposit Authorization form is included in the hiring package.

All students will have on-line access to review their pay statement through Employee Self Service at: <http://www.hrandequity.utoronto.ca/resources/ess.htm>.

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Once a student has been hired by a department and submits their Hiring Form to Enrolment Services, confirmation of participation and payroll information will be emailed to the student's email address as indicated on ACORN.

## Program guidelines:

- Rate of pay: \$11.00 per hour for all positions
- Rate of pay: \$11.25 per hour for all positions effective October 1, 2015
- Vacation pay of 4% automatically included when pay is calculated
- **Maximum Hours: Employers are responsible for 100% of the student wages for hours worked over 180 hours**
- **Maximum Weekly Hours: No more than 12 hours in any week**
- Hours must be worked between **first day of classes and February 26, 2016**. No extension is possible for budget reasons.
- Not eligible to receive statutory holiday pay.

## Required Information/Forms:

Enrolment Services will also email the student's employer and payroll officer a confirmation of employment. This is proof that they are to be paid by the Work-Study program.

**Please do not process payment for any student that you have not received approval for.**

**The student and his/her supervisor are responsible for keeping track of both monthly/weekly and overall hours.**

### A. Departments without HRIS access:

Employers should direct students to contact the Enrolment Services website:

<http://www.adm.utoronto.ca/financial-aid/work-study-program/> to obtain the payroll package.

### B. U of T Departments with HRIS access:

Payroll packages are available at <http://www.adm.utoronto.ca/financial-aid/work-study-program/>.

This package consists of a Biweekly or Monthly Timesheet form, a Timesheet Deadline Schedule, a Payroll Bank Authorization Form for Direct Deposit, and the Federal and Provincial Tax Credit Return forms.

## Procedure:

Provide the student with a timesheet for completion of hours worked in each biweekly pay period -

the student should enter the hours worked in each 'Pay Period' and sign and date the form.

The student's supervisor must approve the timesheet by signing and dating the form.

## Processing Payments on HRIS:

- For information on obtaining access to HRIS see [AMS User Access Forms](#).
- Check HRIS to see if the student is already a U of T employee with a current personnel number.

**Note:** If the student is already employed by another department check the type of assignment and the payment frequency. (Either Biweekly or Monthly)

Where the employee has multiple assignments, the one with the monthly payment frequency has priority over the hourly/Biweekly contract.

If the student is not currently an employee of the University, you will need to hire the student on HRIS - using your department 'Casual Admin Biweekly' position number. Documentation on Hiring a Casual Administrative employee is available on the HRIS website under: [http://www.hrandequity.utoronto.ca/Assets/HR+Digital+Assets/HRIS+Training/HIRE+A+NON-APPOINTED+CASUAL+EMPLOYEE+\(MONTHLY+OR+BI-WEEKLY\).pdf](http://www.hrandequity.utoronto.ca/Assets/HR+Digital+Assets/HRIS+Training/HIRE+A+NON-APPOINTED+CASUAL+EMPLOYEE+(MONTHLY+OR+BI-WEEKLY).pdf)

**Note:** When completing the 'Hiring Event' be sure to obtain the following information from the student:

- Obtain a copy of SIN and proof of date of birth (e.g. birth certificate or driver's license)
- Obtain the student number
- Obtain completed 2015 Provincial (TD1 ON) and Federal Tax Credit form (TD1)
- Obtain Payroll Bank Authorization Form for Direct Deposit and a void cheque
- On **Infotype 0094** Enter Contract Type K5 (student)

## How to enter Payments:

**For Bi-weekly paid employees use: Infotype 2052 (Maintain Time Data – Attendance)**

- Documentation on entering Biweekly casual hours worked can be found at: <http://www.hrandequity.utoronto.ca/Assets/HR+Digital+Assets/HRIS+Training/RECORD+ACTUAL+HOURS+WORKED.pdf>
- Use **Attendance Type: 0923** for payment of work-study hours.

**For monthly paid employees use: Infotype 0015 (Additional Payments)**

- Use **Wage Type: 9804** – Work-Study + Hrs + Gen4%Vac.  
**Amount:** Enter the gross dollar amount of the payment. For example, if the employee works 48 hours for the month of September, enter the dollar amount (48.00 hours x 11.00 = **\$528.00**) in the amount field. **DO NOT include 4% vacation pay in this amount as this will be calculated at the time of the pay run.**  
**Number/unit:** Enter the number of hours that the monthly amount represents. For example, 48.00 hours.  
**Date of origin:** Enter a date within the current pay period, for example, 28.09.2015. An Additional Payments screen must be created for **each** month that payment is to be made.  
Note: If the employee is being reactivated, be sure to enter the date of origin on

Additional Payments with a date **after** the reactivation date. An employee cannot be paid for hours worked during a period they were 'deactivated' on HRIS.

**Note:** Cost centre/fund centre information is not required. Costs are charged automatically to the Work-Study program via the Wage Type 9804 and the Attendance Type 0923.

## Work-Study Top Up:

*If the department chooses to pay the employee a 'top-up' in addition to the hourly rate of \$11.00 or \$11.25 (when the rate takes effect, see above), the 'top-up' amount must be entered on Additional Payments using wage type:*

- 0222 - T4 Flat Amt - No Dues Gen 4%Vac **or**
- 0223 - T4 Flat Amt - No Dues No Vac

For example, if the employee worked 48.00 hours in the month with a \$2.00 top-up, then the amount on Additional Payments would be \$96.00 (48.00 hours x \$2.00). When using wage type 0222 or 0223, the departmental CC/CFC must be entered in the cost assignment as the 'top-up' is funded by the department.

In the assignment number field, a text description may be entered to identify the payment. For example, "Work-Study Top Up".

## Obtaining Assistance:

If you have further questions, contact [AMS HELP](#). For information on the Work-Study Program, contact Enrolment Services at (416) 978-7960.