

Work Study Program HRIS Casual Bi-Weekly Timesheet
University of Toronto

Personnel Number	Surname	First Name
Pay Period Start Date	Pay Period End Date	Student Number

Week 1

Day	Date	Hours	Notes	Wage Type	ATT/ABS Type	V. Basis
Sun				0923	Work Study Hrs	11.40
Mon				0923	Work Study Hrs	11.40
Tue				0923	Work Study Hrs	11.40
Wed				0923	Work Study Hrs	11.40
Thurs				0923	Work Study Hrs	11.40
Fri				0923	Work Study Hrs	11.40
Sat				0923	Work Study Hrs	11.40
Total Hours						

Week 2

Day	Date	Hours	Notes	Wage Type	ATT/ABS Type	V. Basis
Sun				0923	Work Study Hrs	11.40
Mon				0923	Work Study Hrs	11.40
Tue				0923	Work Study Hrs	11.40
Wed				0923	Work Study Hrs	11.40
Thurs				0923	Work Study Hrs	11.40
Fri				0923	Work Study Hrs	11.40
Sat				0923	Work Study Hrs	11.40
Total Hours						

Two Week Total Hours:

Work Study Guidelines:

- **Maximum 180 hours (from First Day of Classes to February 28, 2017)**
- **No more than 12 hours per week**
- 4% vacation pay will be automatically calculated.
- Cost Ctr /Fund Ctr is not required for the Wage Type **0923 – Work Study hrs.**

Employer's Signature	Date	Student's Signature	Date
Employer's Name	Employer's Contact Information		

Once this form is completed and approved, please send it to your departmental payroll processor.