

# University of Toronto Work Study Program Casual Monthly Timesheet

Personnel Number	Surname	First Name
Month		Student Number

Date	Hours	Notes	Wage Type	ATT/ABS Type	V. Basis
1			9804	WS+Hrs.+Gen 4%Vac	11.40
2			9804	WS+Hrs.+Gen 4%Vac	11.40
3			9804	WS+Hrs.+Gen 4%Vac	11.40
4			9804	WS+Hrs.+Gen 4%Vac	11.40
5			9804	WS+Hrs.+Gen 4%Vac	11.40
6			9804	WS+Hrs.+Gen 4%Vac	11.40
7			9804	WS+Hrs.+Gen 4%Vac	11.40
8			9804	WS+Hrs.+Gen 4%Vac	11.40
9			9804	WS+Hrs.+Gen 4%Vac	11.40
10			9804	WS+Hrs.+Gen 4%Vac	11.40
11			9804	WS+Hrs.+Gen 4%Vac	11.40
12			9804	WS+Hrs.+Gen 4%Vac	11.40
13			9804	WS +Hrs.+Gen 4%Vac	11.40
14			9804	WS+Hrs.+Gen 4%Vac	11.40
15			9804	WS+Hrs.+Gen 4%Vac	11.40
16			9804	WS+Hrs.+Gen 4%Vac	11.40
17			9804	WS+Hrs.+Gen 4%Vac	11.40
18			9804	WS+Hrs.+Gen 4%Vac	11.40
19			9804	WS+Hrs.+Gen 4%Vac	11.40
20			9804	WS+Hrs.+Gen 4%Vac	11.40
21			9804	WS+Hrs.+Gen 4%Vac	11.40
22			9804	WS+Hrs.+Gen 4%Vac	11.40
23			9804	WS+Hrs.+Gen 4%Vac	11.40
24			9804	WS+Hrs.+Gen 4%Vac	11.40
25			9804	WS+Hrs.+Gen 4%Vac	11.40
26			9804	WS+Hrs.+Gen 4%Vac	11.40
27			9804	WS+Hrs.+Gen 4%Vac	11.40
28			9804	WS+Hrs.+Gen 4%Vac	11.40
29			9804	WS+Hrs.+Gen 4%Vac	11.40
30			9804	WS+Hrs.+Gen 4%Vac	11.40
31			9804	WS+Hrs.+Gen 4%Vac	11.40
<b>TOTAL</b>	_____ Hours X \$11.40 = \$_____.				

Guidelines:      \* **Maximum 180 hours (from First Day of Classes –February 28, 2017). Max 12 hours per week.**  
                       \* 4% vacation pay will be automatically calculated.  
                       \* Cost Ctr / Fund Ctr is not required for Wage Type: **9804 – Work Study + Hrs + Gen 4% Vac**

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.