

University of Toronto Work Study Program Casual Monthly Timesheet (as of Jan. 1, 2018)

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	14.00
2			9804	WS+Hrs.+Gen 4%Vac	14.00
3			9804	WS+Hrs.+Gen 4%Vac	14.00
4			9804	WS+Hrs.+Gen 4%Vac	14.00
5			9804	WS+Hrs.+Gen 4%Vac	14.00
6			9804	WS+Hrs.+Gen 4%Vac	14.00
7			9804	WS+Hrs.+Gen 4%Vac	14.00
8			9804	WS+Hrs.+Gen 4%Vac	14.00
9			9804	WS+Hrs.+Gen 4%Vac	14.00
10			9804	WS+Hrs.+Gen 4%Vac	14.00
11			9804	WS+Hrs.+Gen 4%Vac	14.00
12			9804	WS+Hrs.+Gen 4%Vac	14.00
13			9804	WS +Hrs.+Gen 4%Vac	14.00
14			9804	WS+Hrs.+Gen 4%Vac	14.00
15			9804	WS+Hrs.+Gen 4%Vac	14.00
16			9804	WS+Hrs.+Gen 4%Vac	14.00
17			9804	WS+Hrs.+Gen 4%Vac	14.00
18			9804	WS+Hrs.+Gen 4%Vac	14.00
19			9804	WS+Hrs.+Gen 4%Vac	14.00
20			9804	WS+Hrs.+Gen 4%Vac	14.00
21			9804	WS+Hrs.+Gen 4%Vac	14.00
22			9804	WS+Hrs.+Gen 4%Vac	14.00
23			9804	WS+Hrs.+Gen 4%Vac	14.00
24			9804	WS+Hrs.+Gen 4%Vac	14.00
25			9804	WS+Hrs.+Gen 4%Vac	14.00
26			9804	WS+Hrs.+Gen 4%Vac	14.00
27			9804	WS+Hrs.+Gen 4%Vac	14.00
28			9804	WS+Hrs.+Gen 4%Vac	14.00
29			9804	WS+Hrs.+Gen 4%Vac	14.00
30			9804	WS+Hrs.+Gen 4%Vac	14.00
31			9804	WS+Hrs.+Gen 4%Vac	14.00
TOTAL	_____ Hours X \$14.00 = \$_____.				

Guidelines: * **Maximum 200 hours (from First Day of Classes –February 23, 2018). Max 15 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.