

### MONTHLY SET - UP/CHANGE OF INFORMATION

This form should be submitted to Human Resource Services in accordance with the [Monthly Payroll Schedule](#)

- Mr.                      • Ms.                      • Mrs.                      • Miss.                      • Dr.                      • Prof.                      • Misc.                      • Mx.

First & Middle Name (Name on SIN Card)	Known As (Optional)	Last Name (Name on SIN Card)
SIN	Student No.	Personnel No.

Supervisor's Name (Please Print)	Telephone No.
Supervisor's Signature	Date
Discipline	Department

- Incomplete forms/incorrect information will delay processing.
- For enquiries or questions please email Payroll Services at [payroll.utsc@utoronto.ca](mailto:payroll.utsc@utoronto.ca)