

2008 - 2009 Co-operative Employment Program–Winter

Employer Checklist

Please check each step when completed and keep this list in your file for reference.

- Step 1 Read **Operational Guidelines**
- Step 2 Give the student(s) a copy of the **Student Guidelines** and **Student Time Sheet**
- Step 3 As soon as the student is hired have him/her complete the first section of the **Student Confirmation** form. Then have the Co-op Coordinator (listed in the application package), fill out their section of the form and return the form to you, the employer, for your signature and forward to our office by fax or mail within five days of hiring the student.

Note: For **non-profit organizations** only —

- Step 4 If you are requesting an advance, you **must** complete the **Advance Request** form and mail along with the **Student Confirmation** form.

Towards the end of the co-op term:

- Step 5 Complete **Final Claim** form.
- Step 6 Complete Program **Payroll Record** form.
- Step 7 Have student verify their hours worked and sign **Payroll Record** form.
- Step 8 Submit a photocopy of the student's **Record of Employment** if he or she is terminated at the end of the co-op placement. **This form will not be sent to you.** It is available from your local federal Human Resources office, call: 1-800-622-6232 or visit: <http://www.hrsdc.gc.ca>
*If the student is kept on beyond the end of this co-op placement, please indicate this on the **Payroll Record** form.
- Step 9 Please send all three above items postmarked not later than **May 24, 2009** to:

How to contact us —

By Mail:

Co-operative Employment Program
Nova Scotia Economic Development
P.O. Box 2311
Halifax, NS B3J 3C8

By Courier:

Co-operative Employment Program
Nova Scotia Economic Development
1660 Hollis Street, Suite 600
Halifax, NS B3J 1V7

By phone or E-mail:

Toll-free: 1-800-424-5418
Local: (902) 424-6000
Fax: (902) 424-0508
E-mail: sepinfo@gov.ns.ca

Website: www.gov.ns.ca/econ/employment/

2008 – 2009 Co-operative Employment Program—WINTER

Advance Request

PROJECT FILE#: 2008 _____

Non-eligible: Municipal governments and government-funded organizations such as universities, school boards, schools, medical and special care facilities **are not eligible** to apply for an advance.

[Please print or type]

Name of hiring organization (as stated in **Approval Letter**)

Division/Department (as stated in **Approval Letter**), if applicable

Advance requested: \$_____ (Up to a maximum of 75% of approved funding)

****THIS SECTION MUST BE COMPLETED****

Is the co-op **Student Confirmation** form included? Yes No

An **Advance**, (see #3 in **Operational Guidelines**) may be approved when the **Student Confirmation** form has been received by the Co-operative Employment Program.

Advance will be mailed to the address that was provided upon application.

Signature _____
(Contact person on Contract)

Date _____

How to contact us —

By Mail:

Co-operative Employment Program
Nova Scotia Economic Development
P.O. Box 2311
Halifax, NS B3J 3C8

By Courier:

Co-operative Employment Program
Nova Scotia Economic Development
1660 Hollis Street, Suite 600
Halifax, NS B3J 1V7

By phone or E-mail:

Toll-free: 1-800-424-5418
Local: (902) 424-6000
Fax: (902) 424-0508
E-mail: sepinfo@gov.ns.ca

Website: www.gov.ns.ca/econ/employment/

Some examples:

Week ending	(Student # of hours worked per day) hours per day							A hr/wk (Total of hrs/day)	B rate/hr	C gross pay (hrs x rate)	D vacation pay (gross x 4%)	E CPP (-)	F EI (-)	G Income tax (-)	H net pay	Missed time ? (Give reasons)
	S	M	T	W	T	F	S									
Apr 30 – May 5	X	7	7	7	7	7		35	\$10	\$350	\$14	\$17.33	\$9.17	--	\$337.50	

To calculate the gross pay: Multiply **hr/wk** by the **rate/hr** or **(A X B = C gross pay)**

To calculate the vacation pay: Multiply the **gross pay** by **4%** or **(C X 4% = D vacation pay)**

To calculate the net pay: Add **gross pay** to **vacation pay**, subtract **CPP, EI & Income tax** or **(C + D – E – F –G = H net pay)**

NOTE: Deduction amounts will depend on the rate of pay.

Week ending	(Student # of hours worked per day) hours per day							A hr/wk (Total of hrs/day)	B rate/hr	C gross pay (hrs x rate)	D Vacation pay (gross x 4%)	E CPP (-)	F EI (-)	G Income tax (-)	H net pay	Missed time ? (Give reasons)
	S	M	T	W	T	F	S									
Apr 30 – May 5	X	7	x	7	7	7		28	\$10	\$280	\$11.20	\$13.86	\$7.34	--	\$270	Jane was sick on Tues May 2

If the student misses a day of work it must be recorded and a reason must be indicated on the **Payroll Record** form.

Should you require assistance completing the **Payroll Record** form, please contact us:

How to contact us —

By Mail:

Co-operative Employment Program
Nova Scotia Economic Development
P.O. Box 2311
Halifax, NS B3J 3C8

By Courier:

Co-operative Employment Program
Nova Scotia Economic Development
1660 Hollis Street, Suite 600
Halifax, NS B3J 1V7

By phone or E-mail:

Toll-free: 1-800-424-5418
Local: (902) 424-6000
Fax: (902) 424-0508
E-mail: sepinfo@gov.ns.ca

Website: www.gov.ns.ca/econ/employment/

2008 – 2009 Co-operative Employment Program—WINTER

Final Claim

PROJECT FILE#: 2008 _____

[Please print or type]

Name of hiring organization (as written on *Approval Letter*)

Division/Department (as written on *Approval Letter*), if applicable

If not submitting a Record of Employment, please sign here to signify that the student remains employed with your organization.

Signature: _____ Date: _____

Amount requested: \$ _____

The Final Claim will be mailed to the address that was provided upon application.

Signature _____ Date: _____
(Contact person)

*Include the *Payroll Record* form and a photocopy of the *Record of Employment* form, (if the student is being terminated), when returning this form by **May 24, 2009**.

How to contact us —

By Mail:

Co-operative Employment Program
Nova Scotia Economic Development
P.O. Box 2311
Halifax, NS B3J 3C8

By Courier:

Co-operative Employment Program
Nova Scotia Economic Development
1660 Hollis Street, Suite 600
Halifax, NS B3J 1V7

By phone or E-mail:

Toll-free: 1-800-424-5418
Local: (902) 424-6000
Fax: (902) 424-0508
E-mail: sepinfo@gov.ns.ca

Website: www.gov.ns.ca/econ/employment/

2008 – 2009 Co-operative Employment Program—Winter

Operational Guidelines

1. Hiring:

- a) The student **must be enrolled** in a recognized Nova Scotia post-secondary co-operative education program and have this confirmed on the **Student Confirmation** form.
- b) The student **must not displace** any existing employee.
- c) An eligible student cannot be a family* member of any project contact listed on the contract. For **municipal governments**—the mayor, warden or senior administrator. For **non-profit or government-funded organizations**—the chairperson of the board or the senior administrator.

*Family includes: the employer, or his/her spouse and previous partners; their child, ward, parent, sister, brother, grandparent, aunt, uncle, niece, or nephew. If you are not sure if the student qualifies, please contact us.

2. Payroll:

- a) The rate of pay, plus 4% vacation pay, must be equal to or exceed the rate submitted on the approved application. The employer is also responsible for: Income Tax deductions and the employer's share of Employment Insurance (E.I.) and Canadian Pension Plan (CPP) premiums.

You must provide Workers' Compensation coverage if hiring 3 or more students —
For Workers' Compensation inquiries; call 1-800-870-3331.
- b) Only full-time positions are eligible for funding. The wage rebate is paid for the number of hrs/wks approved in the **Approval Letter**. The work term must be a credit towards their Co-operative Program graduation.
- c) The **Payroll Record** form, including **both** the employer **and** the student's signature, must be maintained and **submitted** with your **Final Claim** form and a copy of the student's **Record of Employment**, by the **May 24, 2009** deadline.
- d) If any time is missed, it must be indicated on the **Payroll Record** form in the space provided.

3. Advance:

Only **non-profit** organizations are eligible to request consideration for an advance on project funding—to a maximum of 75%.

OVER →

4. Income Tax:

The employer is responsible for having the student complete a **Personal Tax Credits Return (TD1)** form if the student is claiming anything other than the basic personal exemption. This is available from the Canada Revenue Agency via telephone: 1-800-267-6999 or online at: <http://www.cra-arc.gc.ca/E/pbg/tf/td1/README.html>

This form is to be kept in the student's personnel file, and at the end of the student's placement: copied and the original sent to: Canada Revenue Agency Tax Centre
PO Box 12072 STN A, St. John's NL A1B 3Z2.

5. Holidays and Sick Days:

The employer should refer to the policies of their organization and **adhere to the Nova Scotia Labour Standards Code** —Visit: <http://www.gov.ns.ca/enla/employmentrights/>

6. Claim for Wage Rebate:

Return the following 3 forms by: **May 24, 2009.**

- a) **Final Claim** form
- b) **Payroll Record** form
- c) A photocopy of the student's **Record of Employment** (keep employer copy for your records)

*The amount of final claim will be calculated as the difference between the hours worked, the approved funding and the advance.

7. Record of Employment:

By federal law, the employer must provide each student with a **Record of Employment** within (5) days of termination of employment. Forms and instructions are available by phoning: 1-800-622-6232 or visit: www.hrsdc.gc.ca.

Note: Hours and time worked must reflect the start and end dates on the **Payroll Record** form.

If a student is to remain on staff after the program end date, simply indicate this in the space provided on the **Final Claim** form and **Payroll Record** form.

8. T-4 Slips:

By federal law, the employer is responsible for issuing of Canada Revenue Agency T-4 information upon completion of student's employment with your organization. These forms are available at: 1-800-959-2221 or visit: http://www.cra-arc.gc.ca/E/pbg/tf/t4_flat/README.html

9. Project Evaluation:

An **Evaluation** form may be sent to you. We appreciate your assistance.

How to contact us —

By Mail:

Co-operative Employment Program
Nova Scotia Economic Development
P.O. Box 2311
Halifax, NS B3J 3C8

By Courier:

Co-operative Employment Program
Nova Scotia Economic Development
1660 Hollis Street, Suite 600
Halifax, NS B3J 1V7

By phone or E-mail:

Toll-free: 1-800-424-5418
Local: (902) 424-6000
Fax: (902) 424-0508
E-mail: sepinfo@gov.ns.ca

Website: www.gov.ns.ca/econ/employment/

2008 – 2009 Co-operative Employment Program—Winter

Student Confirmation

PROJECT FILE#: 2008 _____

[Please print or type]

Must be completed by the student, co-op coordinator and employer within five days of first day worked.

STUDENT— please complete this section, sign it, and then give it to your co-op coordinator. Thank you.

Last Name	First Name	Initial			
Mailing Address					
Postal Code					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 45%;"></td> </tr> </table>				-	
	-				
Home Telephone #		E-mail Address			
()					
Social Insurance Number	Date of Birth	Sex			
	dd: mm: yy:	M F			
Education institution you are currently attending		Field of study/program of study			
Student Number	Date you started at this institution	Date you expect to graduate			
	dd: mm: yy:	dd: mm: yy:			

I **confirm** that the above information is correct and **give permission** for a copy of my **Record of Employment** to be sent to the Co-operative Employment Program, for the wage reimbursement claim.

Signature of Student	Date
	dd: mm: yy:

CO-OP INSTITUTION— please complete this section, sign it and then return it to the employer. Thank you.

This is the student's: 1st 2nd 3rd 4th work term for program credit.

I **confirm** that all the above information is correct.

Signature of Co-op Coordinator	Date
	dd: mm: yy:

EMPLOYER—please complete this section, sign it, and **send** it to the Co-operative Employment Program **within five working days of student start date**.

Name of hiring organization (as stated in Approval Letter)

Division/Department (as stated in Approval Letter), if applicable

Job Title (as stated in Approval Letter)	Hourly Wage (see Application)	Hrs/Wk (see Application)
First Day Worked	Anticipated Last Day of Work	
dd: mm: yy:	dd: mm: yy:	

I **confirm** that all of the above information is correct.

Signature of contact person	Date
	dd: mm: yy:

How to contact us —

By Mail: Co-operative Employment Program Nova Scotia Economic Development P.O. Box 2311 Halifax, NS B3J 3C8	By Courier: Co-operative Employment Program Nova Scotia Economic Development 1660 Hollis Street, Suite 600 Halifax, NS B3J 1V7	By phone or E-mail: Toll-free: 1-800-424-5418 Local: (902) 424-6000 Fax: (902) 424-0508 E-mail: sepinfo@gov.ns.ca
--	---	--

Website: www.gov.ns.ca/econ/employment/

2008 – 2009 Co-operative Employment Program—Winter Payroll Record

PROJECT FILE#: 2008

Please print clearly

Employer must submit this form by May 24, 2009

Organization: _____ Position Title: _____ Name of Student: _____
 Social Insurance #: _____

Week Ending	(Student # of hours worked per day) Hours per day							A	B	C	D	E	F	G	H	Missed time ? (Give reasons)
	S	M	T	W	T	F	S	Hr/Wk	Rate /Hr	Gross Pay	Vacation Pay	CPP	EI	Income Tax	Net Pay	
Jan 5 – 10	X															
11 – 17																
18 – 24																
25 – 31																
Feb 1 – 7																
8 – 14																
15 – 21																
22 – 28																
Mar 1 - 7																
8 – 14																
15 – 21																
22 – 28																
29 – Apr 4																
5 – 11																
12 – 18																
19 - 24																
TOTAL EACH COLUMN ►																

Student's first day of work: __dd__mm__yy__ Student's last day of work: __dd__mm__yy__ ****See example of a PAYROLL RECORD on the back of this form ►►► I**

verify that these are the hours I worked this summer:
 Student's signature: _____ Date: __dd__mm__yy__ Contact's signature: _____ Date: __dd__mm__yy__
 Is the student being kept on staff after the work term? Yes No : **If not**, include a photocopy of his/her **Record of Employment** with this form for claim.

COOPwinter2008-02-A8a

Student Time Sheet

Name of student: _____

Organization: _____ Project File#: 2008_____

Week	SUN	MON	TUE	WED	THU	FRI	SAT	Hrs/Wk
Jan 5 – 10	X							
11 – 17								
18 – 24								
25 – 31								
Feb 1 – 7								
8 – 14								
15 – 21								
22 – 28								
Mar 1 – 7								
8 – 14								
15 – 21								
22 – 28								
29 – Apr 4								
5 – 11								
12 – 18								
19 - 24								
Total:								

2008 – 2009 Co-operative Employment Program—Winter

Student Guidelines

Please give a copy of this form to each student

a) Hiring

Your employer is responsible for hiring you and has the authority to dismiss you for valid reasons.

b) Social Insurance Number

It is your responsibility to have a social insurance number (SIN).

c) Pay cheques

Your employer is responsible for paying your wages **plus** 4% vacation pay. The details of payment should be discussed with your employer when you are hired.

Visit the Labour Standards website: www.gov.ns.ca/enla/employmentrights/ for more information on employment relationships, including standard holidays.

d) Record of Employment (separation slip)

Federal law requires an employer to provide you with a completed **Record of Employment** within five working days of termination of employment.

e) Workers' Compensation

The *Workers Compensation Act* requires organizations employing three or more workers at the same time to register for coverage. All accidents should be reported to your employer immediately. A copy of the accident report must be completed by your physician and mailed to your local Workers' Compensation Board. Call 1-800-870-3331, or go to www.wcb.ns.ca/new/workers.php for more information.

Note: It is smart to keep track of your hours—see reverse of this page.

OVER →

How to contact us —

By Mail:

Co-operative Employment Program
Nova Scotia Economic Development
P.O. Box 2311
Halifax, NS B3J 3C8

By Courier:

Co-operative Employment Program
Nova Scotia Economic Development
1660 Hollis Street, Suite 600
Halifax, NS B3J 1V7

By phone or E-mail:

Toll-free: 1-800-424-5418
Local: (902) 424-6000
Fax: (902) 424-0508
E-mail: sepinfo@gov.ns.ca

Website: www.gov.ns.ca/econ/employment/