

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

Week Ending	(Student # of hours worked per day) Hours per day							A Hr/Wk	B Rate/HR	C Gross Pay	D Vac Pay	E CPP	F EI	G Income Tax	H Net Pay	Missed Work? (Give reasons)
	S	M	T	W	T	F	S									
2011																
Jan 2 – Jan 8	X	X														
Jan 9 – Jan 15																
Jan 16 – Jan 22																
Jan 23-Jan 29																
Jan 30-Feb 5																
Feb 6 – Feb 12																
Feb 13- Feb 19																
Feb 20 – Feb 26																
Feb 27 – Mar 5																
Mar 6 – Mar 12																
Mar 13 – Mar 19																
Mar 20 – Mar 26																
Mar 27 – Apr 2																
Apr 3 – Apr 9																
Apr 10 – Apr 16																
Apr 17 – Apr 23							X									
TOTAL EACH COLUMN ►																

My first day of work: dd ____ mm ____ yy _____

My 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 (ROE) with this form for claim.

Examples:

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 (Total of hrs/day)	rate/hr	gross pay (hrs x rate)	vacation pay (gross x 4%)	CPP (-)	EI (-)	Income tax (-)	net pay	
Apr 26-May1	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	B	C	D	E	F	G	H	Missed time ? (Give reasons)
	S	M	T	W	T	F	S	hr/wk (Total of hrs/day)	rate/hr	gross pay (hrs x rate)	Vacation pay (gross x 4%)	CPP (-)	EI (-)	Income tax (-)	net pay	
Apr 26-May1	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 Economic and Rural Development PO Box 2311 Halifax, NS B3J 3C8	By Courier: Co-operative Employment Program Economic and Rural 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