

**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										
2010																	
Aug30 - Sep 4	X																
Sep 5 - 11																	
Sep 12 - 18																	
Sep 19 - 25																	
Sep 26 - Oct 2																	
Oct 3 - 9																	
Oct 10 - 16																	
Oct 17 - 23																	
Oct 24 - 30																	
Oct 31 - Nov 6																	
Nov 7 - 13																	
Nov 14 - 20																	
Nov 21 - 27																	
Nov 28 - Dec 4																	
Dec 5 - 11																	
Dec 12 - 18							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.

<b>How to contact us –</b>		
<b>By Mail:</b> Co-operative Employment Program Economic and Rural Development PO Box 2311 Halifax, NS B3J 3C8	<b>By Courier:</b> Co-operative Employment Program Economic and Rural Development 1660 Hollis Street, Suite 600 Halifax, NS B3J 1V7	<b>By phone or E-mail:</b> Toll-free: 1-800-424-5418 Local: (902) 424-6000 Fax: (902) 424-0508 E-mail: Sepinfo@gov.ns.ca