

Please print clearly. Employer must submit this form by January 18, 2010.

Organization Name: \_\_\_\_\_  
 Name of Student: \_\_\_\_\_

Position Title: \_\_\_\_\_  
 Social Insurance #: \_\_\_\_\_

Week Ending	(Student # of hours worked 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										
2009																
Aug 31-Sep5	X															
Sep 6 - 12																
Sep 13-19																
Sep 20- 26																
Sep 27-Oct3																
Oct 4 - 10																
Oct 11 - 17																
Oct 18 - 24																
Oct 25 - 31																
Nov 1 - 7																
Nov 8 - 14																
Nov 15 - 21																
Nov 22 - 28																
Nov 29-Dec5																
Dec 6 - 12																
Dec 13 - 18							X									
<b>TOTAL EACH COLUMN ►</b>																

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** with this form for claim.

**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 Work? (Give reasons)
	S	M	T	W	T	F	S									
Jan 4-9	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 Work? (Give reasons)
	S	M	T	W	T	F	S									
Jan 4-9	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  
P.O. 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](mailto:sepinfo@gov.ns.ca)

**Website:** [www.gov.ns.ca/econ/sep](http://www.gov.ns.ca/econ/sep)