

2009 Research and Development Co-operative Employment Program – Fall

Payroll Record

Please print clearly

Employer must submit this form by January 18, 2010.

PROJECT FILE#: 2009

Name of Student: _____								Social Insurance #: _____				Job Title: _____				
	(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	
Aug 30–Sep 5	X															
Sep 6–Sep 12																
Sep 13–Sep 19																
Sep 20–Sep 26																
Sep 27–Oct 3																
Oct 4–Oct 10																
Oct 11–Oct 17																
Oct 18–Oct 24																
Oct 25–Oct 31																
Nov 1–Nov 7																
Nov 8–Nov 14																
Nov 15–Nov 21																
Nov 22–Nov 28																
Nov 29–Dec 5																
Dec 6–Dec 12																
Dec 13–Dec 19							X									
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 :

Student's signature: _____ Date: _____ Contact 's signature: _____ Date: _____

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.

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									
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 time ? (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.

How to contact us —

<p>By Mail: R&D Co-operative Employment Program Economic and Rural Development PO Box 2311 Halifax, NS B3J 3C8</p>	<p>By Courier: R&D Co-operative Employment Program Economic and Rural Development 1660 Hollis Street, Suite 600 Halifax, NS B3J 1V7</p>	<p>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</p>
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Should you require assistance completing the **Payroll Record** form, please contact us.