

Student Guidelines

Please give a copy of this form to each student

1. Hiring

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

2. Social Insurance Number

It is your responsibility to apply for and acquire a social insurance number (SIN).

3. Pay cheques

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

Visit the Department of Labour and Workforce Development website: www.gov.ns.ca/lwd/employmentrights for more information on employment relationships, including standard holidays.

4. 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.

5. 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 for more information.

Note: It's wise to keep track of your hours—see reverse page

How to contact us —

By Mail: R&D
Student Employment Programs
Economic and Rural Development
PO Box 2311
Halifax, NS B3J 3C8

By Courier: R&D
Student Employment Programs
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

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

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Student Time Sheet – Fall 2010

Name of student: _____ Social Insurance #: _____

Organization: _____ Project File#: 2010 _____

Week Ending	SUN	MON	TUE	WED	THU	FRI	SAT	Hrs/Wk
Aug 30 – Sep 4	X							
Sep 5 – Sep 11								
Sep 12 – Sep 18								
Sep 19 – Sep 25								
Sep 26 – Oct 2								
Oct 3 – Oct 9								
Oct 10 – Oct 16								
Oct 17 – Oct 23								
Oct 24 – Oct 30								
Oct 31 – Nov 6								
Nov 7 – Nov 13								
Nov 14 – Nov 20								
Nov 21 – Nov 27								
Nov 28 – Dec 4								
Dec 5 – Dec 11								
Dec 12 – Dec 18						X		
							TOTAL HOURS	