

2009 Research and Development Co-operative Employment Program – Summer Payroll Record

Please print clearly

Employer must submit this form by October 5, 2009

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	
Apr 26–May 2	x															
May 3–May 9																
May 10–May 16																
May 17–May 23																
May 24–May 30																
May 31–Jun 6																
Jun 7–Jun 13																
Jun 14–Jun 20																
Jun 21–Jun 27																
Jun 28–Jul 4																
Jul 5–Jul 11																
Jul 12–Jul 18																
Jul 19–Jul 25																
Jul 26–Aug 1																
Aug 2–Aug 8																
Aug 9–Aug 15																
Aug 16–Aug 22																
Aug 23–Aug 29																
Aug 30–Sep 5							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									
Apr 30 – May 5	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									
Apr 30 – May 5	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:

Nova Scotia Economic Development
R & D Co-operative Employment Program
P.O. Box 2311
Halifax, NS B3J 3C8

By Courier:

Nova Scotia Economic Development
R & D Co-operative Employment Program
1660 Hollis Street, Suite 600
Halifax, NS B3J 1V7

By Phone, Fax, 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/employment