

Employer Checklist

Please check each step when completed and keep this list in your file for reference

- Step 1 Sign **Contract** and return within 10 days of date of the Approval Letter
- Step 2 Read **Operational Guidelines**
- Step 3 Give the student(s) a copy of the **Student Guidelines** and **Student Time Sheet**
- Step 4 As soon as the student is hired, have him/her complete the first section of the **Student Confirmation** form. Have the Co-op Coordinator (listed in the application package) fill out their section of the form and return it to you for signing. Please forward it to our office by fax or mail within five days of hiring the student.

Final Claim steps:

- Step 5 Complete Program **Payroll Record** form
- Step 6 Have student verify their hours worked by signing and dating the **Payroll Record** form on the last day of employment
- Step 7 Complete **Final Claim** form.
- Step 8 Include a photocopy of the student's **Record of Employment** if he or she is finished working with your organization at the end of the co-op placement. Forms and instructions are available from your local Service Canada Office or online at www.hrsdc.gc.ca

*If the student is kept on beyond the end of this co-op placement, please indicate this on the **Payroll Record** form

- Step 9 To claim wage rebate, please send above items postmarked by **May 23, 2011** to:

How to contact us —

By Mail:

Economic and Rural Development
Student Employment Programs
PO Box 2311
Halifax, NS B3J 3C8

By Courier:

Economic and Rural Development
Student Employment Programs
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/sep