



2010-2011 Research and Development Co-operative Employment Program – WINTER

Economic and Rural Development

PAYROLL RECORD

Please print clearly

Employer must submit this form by May 23, 2011

PROJECT FILE#: 2010

Name of Student: _____ Social Insurance #: _____ Job Title: _____

2011	(Student # of hours worked per day) Hours per day							A Hr/Wk	B Rate /Hr	C Gross Pay	D Vacation Pay	E CPP	F EI	G Income Tax	H Net Pay	Missed time ? (Give reasons)	
	S	M	T	W	T	F	S										
Jan 2 – Jan 8	X	X															
Jan 9 – Jan 15																	
Jan 16 – Jan 22																	
Jan 23 – Jan 29																	
Jan 30 – Feb 5																	
Feb 6 – Feb 12																	
Feb 13 – Feb 19																	
Feb 20 – Feb 26																	
Feb 27 – Mar 5																	
Mar 6 – Mar 12																	
Mar 13 – Mar 19																	
Mar 20 – Mar 26																	
Mar 27 – Apr 2																	
Apr 3 – Apr 9																	
Apr 10– Apr 16																	
Apr 17 – Apr 23							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 9 –Jan 15	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 26-May1	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:

R&D Co-operative Employment Program
Economic and Rural Development
PO Box 2311
Halifax, NS B3J 3C8

By Courier:

R&D 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