

Energy Training Program

May 1-August 25, 2017

Funding Claim Form

To Be Completed by Employer

Time sensitive document – File with Department of Energy by:

September 28, 2017

Send completed form to:

Energy Training Program for Students
NS Department of Energy
Joseph Howe Building
1690 Hollis Street
PO Box 2664
Halifax, NS B3J 3P7

Or email to:

Karen.Peknik@novascotia.ca

Name of Business (Cheque made payable to)		

Name of Student		

Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)	\$ Amount Requested

To expedite reimbursement, please complete the following:

Total numbers of weeks worked by student (Maximum 17 weeks between May 1, 2017 – August 25,2017)

Average hours per week worked by student (Maximum 40 hours)

Student's hourly wage (\$ per hour)

Please ensure the following applicable documentation is also submitted with this form

Have you attached the required final payroll stub? (Please check to confirm)	
Yes	No

If student is not being kept on staff, have you attached the required Record of Employment? (Please check to confirm)	
Yes	No

If student is being kept on, have you attached the student's first pay stub? (Required)	
Yes	No

I hereby certify that all statements are completed and correct to the best of my knowledge and if the project is approved, I will comply with all Program Guidelines.
Signature of Contact Person (provided above): _____ Date: _____

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May 1-August 25, 2017

Employee Pay Tracker

Name of Business:

Student Name:

Please submit the following information related to the pay received by your student.

Week	Pay Date	# of Hours Worked	Hourly Rate (\$)	Total Gross (\$)
May 1 – May 5				
May 8 – May 12				
May 15 – May 19				
May 22– May 26				
May 29 – June 2				
June 5 – June 9				
June 12 – June 16				
June 19 – June 23				
June 26 – June 30				
July 3 – July 7				
July 10 – July 14				
July 17 – July 21				
July 24 – July 28				
July 31 – August 4				
August 7 – August 11				
August 14 – August 18				
August 21 – August 25				

*The Department will provide funding for a minimum work term of 12 consecutive weeks and up to a maximum of 17 consecutive weeks. Please note that co-op students require a minimum of 14 consecutive weeks.