



**STUDENT SUMMER WORKS PROGRAM**  
**EMPLOYER FINAL REPORT**



Government  
of  
Saskatchewan

Grant Number: 17:

Please send the completed form to Student Summer Works Program, 1870 Lorne Street, Regina, SK S4P 2L7. Fax: (306) 781-6021. Email: [rnewton@saskspport.sk.ca](mailto:rnewton@saskspport.sk.ca). This report must be completed by October 31, 2017. Forms received after November 15, 2017 will not be processed and final payments will not be made.

EMPLOYER INFORMATION (Please Print)	
Employer Name (Full Legal or Incorporated)	
Mailing Address	
Street/Apt # _____	Street Name _____
City/Town _____	Province _____
Postal Code _____	
Telephone Number _____	Fax Number _____
Contact Name _____	Email _____
Position Title _____	Number of Weeks of Work Placement _____
Name(s) of Student Hired in this Position _____	
Which of the following target groups does the student belong to? Aboriginal student (First Nations, Métis, Inuit) Student with a disability None of the above. Please explain how you tried to hire from the target group: _____	
Hourly Wage: _____	Average Number of Hours Worked per Week: _____
Start Date _____ (Day/Month/Year)	End Date _____ (Day/Month/Year)
Would you hire the student again?    Yes    No	
Did hiring the student benefit your business?    Yes    No	
Are you now more aware of the value of employing under-represented persons in the workforce? Yes    No    N/A	

Please describe the work performed by the student during this work term:

**WAGE SUBSIDY CALCULATION**

**Total Money Approved for Position:** \$ \_\_\_\_\_  
**Total Amount Received in Initial Payment for this Position:** \$ \_\_\_\_\_  
**Total Salary and Benefit Costs Paid to Student(s) in this Position:** \$ \_\_\_\_\_  
**Final Amount Requested for this Position:** \$ \_\_\_\_\_

- Employers are eligible for 75% of the salary and benefits paid to the student to a maximum of \$3,500.00 per full-time position and \$2,000.00 per part-time position (less than 30 hrs/wk). Examples below:
  - 1) FT salary and benefits = \$9,440.00 x 75% = \$7,050.00 > \$3,500.00 max. Eligible amount = \$3,500.00.
  - 2) FT salary and benefits = \$4,250.00 x 75% = \$3,187.50 > \$3,500.00 max. Eligible amount = \$3,187.50.
  - 3) FT salary and benefits = \$3,000.00 x 75% = \$2,250.00 > \$2,000.00 max. Eligible amount = \$2,000.00.
  - 4) FT salary and benefits = \$2,100.00 x 75% = \$1,575.00 > \$2,000.00 max. Eligible amount = \$1,575.00.
- Any unused money that has been approved must be returned to the SSW program.
- Copies of payroll documents for each student hired must be submitted to provide proof of the amounts you are reporting.
- The final balance for this position will be calculated and processed when all the necessary documents have been received.
  - Employer Final Report
  - Payroll Documents
  - Student Final Report
  - Completed SSW Employer and Student Declaration Forms  
(for each student hired – should have been submitted at the beginning of the work term)

**EMPLOYER DECLARATION**

I hereby declare the information provided in this report is complete, true and accurate.

\_\_\_\_\_  
**Employer Name (please print)      Title      Signature      Day / Month / Year**

Please send the completed Employer Final Report, Student Final Report and payroll records for the student(s) hired under the program to: Student Summer Works Program, 1870 Lorne Street, Regina, SK S4P 2L7.  
Fax: (306) 781-6021; Email: [newton@sasksport.sk.ca](mailto:newton@sasksport.sk.ca)

If you have any questions, please call Rhonda Newton, SSW Coordinator at (306) 780-9308.