



SIP PAYROLL ALLOCATION TIME SHEET 2009 WEEK 13

(This time sheet is to be faxed (604) 528 - 6174 OR Email to jessica@cdbrabc.ca on completion of hours)

Name of Parent/Guardian: _____

Name of Child/Youth: _____

Hours assigned per week: _____ Number of weeks assigned: **13** Total hours assigned for summer: _____

Intervenor's Name(s)	Hours September 28 – October 4, 2009 (Week 13)
Total Hours:	

Parent / Guardian Signature: _____ Intervenor's Signature: _____

- Week 1 & 2 must be faxed or emailed in by July 20th and will be deposited on July 24th
- Weeks 3 & 4 must be faxed or emailed in by August 3rd and will be deposited on August 7th
- Weeks 5 & 6 must be faxed or emailed in by August 17th and will be deposited on August 21st
- Weeks 7 & 8 must be faxed or emailed in by August 31st and will be deposited on September 4th
- Weeks 9 & 10 must be faxed or emailed in by September 14th and will be deposited on September 18th
- Week 11 & 12 must be faxed or emailed in by September 28th and will be deposited on October 2nd
- Week 13 must be faxed or emailed in by **October 5th** and will be deposited on **October 16th**

* Record of Employment and T4 will be mailed at the end of the program

Payment of Intervenors

Please fax these payroll sheets in on a bi-weekly basis. It is the responsibility of the **Intervenor** to fax in these sheets in a timely manner to ensure you get paid. **Fax all forms to 604.528.6174.**

In order for payments to be accurately deposited in a timely basis it is critical that, Peter Ganske (604-552-2665) be contacted immediately of any changes.