



# SIP PAYROLL ALLOCATION TIME SHEET 2009 WEEK 5 AND 6

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

Name of Parent/Guardian:

Name of Child/Youth:

Hours assigned per week:                      Number of weeks assigned: **9**                      Total hours assigned for summer:

	Hours	Hours
Intervenor's Name(s)	Aug 3 - 9, 2009 (Week 5)	Aug 10 - 16, 2009 (Week 6)
<b>Total Hours:</b>		

Parent / Guardian Signature: \_\_\_\_\_ Intervenor's Signature: \_\_\_\_\_

Week 1 & 2 must be faxed or emailed in by **July 20<sup>th</sup>** and will be deposited on **July 24<sup>th</sup>**  
 Weeks 3 & 4 must be faxed or emailed in by **August 3<sup>rd</sup>** and will be deposited on **August 7<sup>th</sup>**  
 Weeks 5 & 6 must be faxed or emailed in by **August 17<sup>th</sup>** and will be deposited on **August 21<sup>st</sup>**  
 Weeks 7 & 8 must be faxed or emailed in by **August 31<sup>st</sup>** and will be deposited on **September 4<sup>th</sup>**  
 Weeks 9 must be faxed or emailed in by **September 14<sup>th</sup>** and will be deposited on **September 18<sup>th</sup>**  
 Record of Employment and T4 will be mailed at the end of the summer

**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.**