

## EMPLOYER

### Placement Completion Instructions

Upon completion of the placement, the following paperwork must be completed and sent back to the UHC in order for you to receive your subsidy entitlement:

- Complete section two of the CONTRACT (Evaluation)** and ensure the employee and the employer sign it.
- Complete the UHC INVOICE** with the correct dates and all hours worked by the employee on a daily basis (a copy can be found at [www.uhc.ca](http://www.uhc.ca) , under Employer)

*Please Note: Invoices must be submitted within 15 days of completion after the placement has ended. Placement ending in March must have invoicing submitted immediately after completion. In addition, if a statutory holiday falls within the contract, the employee must be paid in accordance with the Employment Standards Act.*

- MAIL** original UHC Invoice (signed by employee & employer) and the copy of the Employee's Payroll (showing all tax deductions) to:

**The Unemployed Help Centre of Windsor  
Inc. 6955 Cantelon Drive  
Windsor, ON N8T 3J9  
Attention: Finance**

Questions or concerns, please contact Finance at 519-944-4900.

