

SK CAP YI Registration Package '08-'09

All Supervisors and their Interns **MUST** fill out this package *completely!*

If a Supervisor has multiple interns, each Intern must complete a separate Registration Package, but only one Supervisor package is required.

******Failure to submit complete package WILL result in delayed pay, and possibly termination of Internship******

Fax completed package *within the intern's first week of work* to confirm their status as a youth intern and to start the payroll reporting process.

This Package includes the following sections. Please check them off and make sure they are attached and thoroughly completed.

- Intern Registration Package
 - Intern Information
 - Payroll Information
 - Tax Forms
 - TD1 Federal Tax Form **and**
 - TD1-SK Provincial Tax Form
AND
 - TD1-IN Tax Exemption Form (if applicable)
 - Initialled and Signed Intern Agreement
 - Completed and Signed PIF Form

- Supervisor Registration Package
 - Supervisor Information
 - Initialled and Signed Supervisor Agreement
 - Completed and Signed Sections on
Each Intern's PIF Form

Fax completed package to: (306) 682-3101 ATTN: SK CAP YI

AND Mail the Original to:

SK CAP YI
Box 720
Humboldt, SK
S0K 2A0

Youth Intern Registration Package '08-'09

Intern Information

Name (First and Last): _____

Social Insurance Number: _____

Treaty Number (if applicable): _____

Date of Birth (mm/dd/yyyy): _____

******You MUST BE between the ages of 15-30 at time of hiring to qualify as a youth intern******

Home Mailing Address: _____

City: _____ Postal Code: _____

Home Phone: _____

CAP Site Name: _____

CAP Site Phone: _____ Fax: _____

******YOU MUST PROVIDE AN EMAIL ADDRESS******

Work E-mail address: _____

If your Supervisor does not give you an email account, you may sign up for a free webmail account such as:

Yahoo at <http://mail.yahoo.com/?intl=us>

Hotmail at <https://registernet.passport.net> (This works well with Messenger).

THIS MAY NOT BE AN EXISTING PERSONAL ACCOUNT

In addition to your email address, you may want to use **MSN Messenger**. Interns may create an MSN Messenger account for purposes of instant messaging. **The MSN account should be linked to the email address that you provide above. YOU MAY NOT USE AN EXISTING PERSONAL ACCOUNT.**

Will you be using an **MSN Messenger** account for work purposes?

____ YES

____ NO

The contact list will be strictly limited to approved work contacts. Your screen name **must be set to:** {First Name} {Last Name} – {CAP Center}

(e.g: **Joe Smith – Littleville CAP**), and may not be modified. The MSN Messenger account may not be used (even outside of work hours) for personal use. Messenger is a free download at: <http://messenger.msn.ca/> Call Monique (800) 667-2623 if you have any questions. Add the Provincial Coordinator to your messenger contact list:

taphornm@ctrc.sk.ca

Payroll Information

Please attach a VOID cheque to your fax here.

NOTE: If your cheque has a darker decorative background, it may not fax well. Please clearly write the series of numbers (include spaces) from the bottom of the cheque on the bottom of this page before you fax it. **YOU are responsible** for insuring the legibility of this account information. If we can't read it, we will NOT be able to process your payroll, and we will NOT authorize a separate pay run for you. Any errors may not become apparent until the rejected pay is returned to us. Your pay will be included on the next scheduled pay run if you supply us with the correct information.

AND/OR

Fill in the information below (you can get this from your bank).
Please print very dark and neat.

Bank/Institution # (3-digit): _ _ _

Transit # (5-digit): _ _ _ _ _

Account #: _____

NOTE: The account number must be the full number, which might include a prefix (such as a 1 and a bunch of 0's). **YOU are responsible** for insuring the accuracy and legibility of this account information. If it is incorrect or we can't read it, we will NOT be able to process your payroll, and we will NOT authorize a separate pay run for you. We will not know if there are any errors until the rejected pay is returned to us. Your pay will be included on the next scheduled pay run if you supply us with the corrected information.

Tax Forms

Be sure to fill out the appropriate tax forms and fax them with this registration form. You will need to fill out the:

TD1 (Federal Tax Form)

TD1-SK (Provincial Tax Form)

IF you have treaty status AND are working on the reserve
TD1-IN (Treaty Status Tax Exemption Form)

Intern Agreement

Initial beside each item that you have read and understand, and agree to be bound by:

- Reporting & Payroll Policy** _____
- Intern Duties & Responsibilities** _____
- E-Office User Guide for Interns** _____
- WebTrain® Participant Manual** _____

I, _____, have read and understand the above items, and I agree to be bound by them as they relate to my Youth Internship for the 2008-09 Community Access Program Youth Initiative. I understand that failure to comply may result in delayed pay, and/or the termination of my Internship. Further, I attest that all information provided is accurate, to the best of my knowledge. I authorize Carlton Trail Regional College to register me on their payroll system upon receipt of my banking information or void cheque.

Signature: _____

Reporting and Payroll Policy

The SK CAP Youth Initiative Provincial Host (Carlton Trail Regional College - CTRC) will be administering payroll in-house for all youth interns hired. All interns will be required to submit proper banking information and employee information (e.g.: SIN number, address, date of birth) to be entered into CTRC's payroll system.

Paycheques will be deposited electronically (direct deposit) into intern's accounts on a bi-weekly basis, subject to satisfactory receipt of bi-weekly timesheets, activity reports, impact information reports, youth reports, supervisor reports, and any other necessary reports as required from the intern or supervisor or both.

Carlton Trail Regional College reserves the right to withhold pay in the event that reporting and payroll conditions are not met and will not process special payroll runs that do not coincide with the biweekly periods. No manual cheques will be issued.

Reporting Procedures:

Interns should keep a daily log of their activities and number of clients so that their reports are as complete and as accurate as possible.

All reporting this year is done via the **e-office** – a website created by Manitoba's CAP Project, that we are 'piggy-backing' on. Interns and Supervisors will receive an email containing their login and password once this registration form has been sent in and processed. Interns and Supervisors must follow the appropriate Guide (available at

<http://www.ctrc.sk.ca/cap/index.html?downloads.html#eoffice>) and follow the instructions therein to ensure that payroll runs smoothly.

Paper timesheets may only be used for the first pay period, if you have not received your username and password yet, or if the e-office is temporarily unavailable.

Intern Duties & Responsibilities

First Week of Work Responsibilities

This is what you should do (in addition to your other duties) as soon as possible once you start the job:

1. If you have not already done so, complete the **Intern Registration Package** (including the **Tax Forms** for Canada and Saskatchewan, the TD1 and the TD1-SK -- First Nations youth who work at a CAP Centre on a reserve may fill out the TD1-IN).
 - The Intern Information Form asks for an **email address**. This email must be a work email account, not your current home or personal use account. Ask your Supervisor if the office will provide you with an email account. If not, go to hotmail.com and create an account. DO NOT use an existing personal account. Try to make it include your name and your CAP Centre (such as jsmith-littlevilleCAP@hotmail.com).
 - The Intern Information Form asks for a **VOID cheque**. If you do not have a VOID cheque, you can get the **direct deposit information** from your bank. Make sure they pay extra attention to the Account Number - it must be the complete number, which often includes a prefix of 1s and 0s. Please ensure that it is correct - if it is not, the payments will not go through, and we will not be held responsible. If you send us the corrected information, we will add your missed pay to the *next scheduled pay run*.
2. Log into the **E-Office** at <http://www.synray.ca/capweb>.
 - Once you have sent in the Registration Package, I will set you up on the E-Office. You will receive an email that contains your **Username and Password**. The password is case-sensitive, so make sure you enter the correct Upper-case and Lower-case letters.
 - **Follow the entire User Guide** so that you know how to use the site. If you have any questions after that, please let me know. The User Guide is linked from the welcome page of the e-office. It is also available at www.ctr.sk.ca/cap.
 - Enter any shifts you have worked so far, complete with a description of the **activities** you did each shift, and the **number and type of visitors** that came in. If these shifts fell in the previous pay period, you will not be able to enter them. Send me the complete info by email or messenger and I will add it for you. Those hours will be paid out with the next pay period.
 - At the end of **each shift that you work**, enter the shift details on the E-Office.
 - **Be very specific when reporting your activities**. If you help walk-in clients, tell me what you helped them with (e.g.: a resume, word documents, web searches, PowerPoint, etc.) Likewise, if you work on the website, specify what pages you are working on (e.g.: welcome.html, contacts.html, photos.html, etc.), or what tasks (e.g.: menu buttons, roll-overs, fixing broken links, etc.) If you assist your supervisor with something, tell me what, exactly. If you supervise a class or have a special project, tell me what you do. Every CAP Centre is different, so I probably don't know what your project is about.

3. Create a **Schedule**
 - Based on your Supervisor's suggestions, decide on an overall schedule for your Internship. Keep in mind that you must plan to use all of your hours by **March 21**.
 - Keep an updated schedule **posted where the CAP Centre visitors can see it**. Try to follow the same pattern every week, and make only slight changes as needed.

Daily Responsibilities

1. Show up for work **on time** and **appropriately dressed**
 - Most Employers will fire their employees for being late. Get into the habit of being on time. This usually means that you have to **aim to be at work a little early**, in case there is an unexpected delay.
 - If you are going to be late due to circumstances beyond your control, make sure you phone and **let somebody know**. Explain why you will be late and how long. If there is nobody at the office yet, leave a message.
 - Dress code varies by CAP Centre. Ask if the office has a dress code. If so, abide by it. If not, dress **neatly and in clean clothes**. Do not wear shirts bearing slogans or cartoons, or concert t-shirts from your favourite band. Any logos should be subtle and in good taste. Do not wear pants with tattered cuffs or ripped knees.
2. Check your **email**
 - **Respond** promptly, as needed. Use professional language.
 - While it should go without saying, **do not open any attachments that are not expected** or fully explained. These are often viruses. They may appear to come from somebody you trust, even the system administrator. Many viruses right now are disguised as undeliverable (bounced-back) emails. If you are unsure of the validity of an attachment, you can scan it for viruses using your virus protection software, or an online tool.
3. Keep yourself busy with **CAP duties**
 - There is no official rule to follow, but I suggest that **at least 80%** of your time be spent on CAP duties, and **the rest of your time** on **duties for the office** or organization in which you work. *At no time should you ever* be doing personal work, such as homework or your own personal Web Site.
 - If you can't find anything to do, you're not looking hard enough. Feel free to **ask me for ideas** if you need help. :)
4. Log into the **E-Office** at <http://www.synray.ca/capweb>.
 - At the end of **each shift that you work**, enter the shift details on the e-office.
 - **Be very specific when reporting your activities**. If you help walk-in clients, tell me what you helped them with (e.g.: a resume, word documents, web searches, PowerPoint, etc.) Likewise, if you work on the website, specify what pages you are working on (e.g.: welcome.html, contacts.html, photos.html, etc.), or what tasks (e.g.: menu buttons, roll-overs, fixing broken links, etc.) If you assist your supervisor with something, tell me what, exactly. If you supervise a class or have a special project, tell me what you do. Every CAP Centre is different, so I probably don't know what your project is about.

Last Week of Work Responsibilities

Make sure you get these tasks done before your hours are used up:

1. Write a "**Success Story**"
 - Don't let the name scare you... this is easy.
 - Write a **short article** (a few paragraphs) about what impact your internship has had either on you or on the members of your community. You could focus on a particular person who frequented the Centre, or on a program that you ran, or just on how you have earned new job skills and confidence, etc. **Email** it to me. If you can include some pictures (of you or the Centre or a class), that would be fantastic.
2. Complete the **Final Report**
 - Complete the Final Report on E-Office.
3. Confirm your **Mailing Address**
 - At the completion of your work term, we will mail out your **Record Of Employment** (ROE). Please confirm your current mailing address with us. If you are about to move, you should supply us with a different (permanent) address to mail it to.
 - If you are applying for Employment Insurance Benefits, you will need this form.

Work Term Responsibilities

Below is a list that highlights the regular duties that are part of your job. It also describes some of the activities that are prohibited, although we reserve the right to edit or add to this list. Please use your common sense, and if you have any questions, please contact us.

You may undertake some or all of the activities listed below. CAP Centre Supervisors may add special projects and responsibilities that reflect the demands and needs of the CAP Centre and community. Please ensure that you undertake a broad spectrum of these activities, and do not just focus on one or two.

Communication

- Interns should check and respond to their email at the beginning of each shift, and regularly throughout the shift
- Interns may create an MSN Messenger account for purposes of instant messaging. The contact list will be strictly limited to approved work contacts. The screen name will fit the formula of: {First Name} {Last Name} - {CAP Centre} (e.g.: Joe Smith - Littleville CAP), and may not be modified inappropriately. The MSN Messenger account may not be used (even outside of work hours) for personal use.

Training

- Train and assist the general public and target groups on basic computer and Internet use. Topics include Jobs & Careers, Access to Online Services, Access to Information across the globe, Communication with Friends, Relatives, and Business Contacts, even recreation through Games and Shopping
- Deliver Internet training sessions (e.g.: CyberCamps) to various age groups in the community

- Train yourself in any way that helps you do your job better. Please limit the time you spend on this to a reasonable amount.

Technical Support

- Set up and/or maintain hardware and software
- Provide network troubleshooting

Web Page Development

- Update or create a Web page for the CAP Centre
- Assist community members in developing their own Web pages

Promoting and Creating Awareness of the CAP Site

- Inform a broad range of community members about the CAP Centre
- Promote the awareness of E-commerce to local small businesses
- Develop publicity and promotional materials
- Organize information sessions and other promotional events
- Encourage local media to do stories on the CAP Centre
- Approach businesses and service clubs as potential partners

Research

- Perform customized Internet searches for specific target groups
- Collect data about the community or CAP Centre clients (i.e.: exit polls)

Administration

- Maintain records for the CAP Centre
- Assist the CAP Centre Supervisor in day-to-day activities of the CAP Centre
- Assist in a **small** amount of tasks for the office in which you work (does not have to be CAP-related)

Prohibited Activities

- Downloading Copyrighted Music or Game 'cracks'
- Accessing offensive websites
- Engaging in offensive email or chat
- Any non-work-related activities

Training Sessions

Training Sessions will be delivered throughout the project year. Interns and Supervisors are encouraged to attend. Interns will be paid for their time at these sessions. Most training will be offered online. If we offer an in-person training session, Interns will be paid for travel time (for those who come from other towns). This pay will come *from their Internship hours*. CAP Centres must discuss transportation and accommodations with the session organizers in advance.

Supervisor Registration Package '08-'09

Supervisor Information

Each Intern must have a **Primary Supervisor**.
The Primary Supervisor must complete and submit
the **Supervisor Registration Package**.
An Alternate Supervisor is highly suggested.

Primary Supervisor – *(required)*

Name (First and Last): _____

Work Phone: _____ Fax: _____

******YOU MUST PROVIDE AN EMAIL ADDRESS******

Work Email: _____

Alternate Supervisor – *(highly suggested but not required)*

The person who will fulfill the supervisor duties when the Primary
Supervisor is not available

Name (First and Last): _____

Work Phone: _____ Fax: _____

******PLEASE PROVIDE AN EMAIL ADDRESS******

Work Email: _____

Primary Supervisor Agreement

Initial beside each item that you have read and understand, and agree to be bound by:

- Reporting & Payroll Policy** _____
- Supervisor Duties & Responsibilities** _____
- E-Office User Guide for Supervisors** _____
- WebTrain® Participant Manual** _____

I, _____, have read and understand the above items, and I agree to be bound by them as they relate to the supervision of one or more Youth Internships for the 2008-09 Community Access Program Youth Initiative. I understand that failure to comply may result in delay of the intern's pay, and/or the termination of the Internship. Further, I attest that all information provided is accurate, to the best of my knowledge.

Signature: _____

Supervisor Duties & Responsibilities

Hiring an Intern

1. Hiring Process

- CAP Sites are encouraged to **advertise** the positions through local means and consult employment-related web sites for potential candidates.
- Please be reminded that Community Access sites are **equal opportunity** employers and are not allowed to hire person(s) who are family members or relatives of employees of the CAP Center. It is recommended that the hiring committee consist of members other than family members of applicants. Those members of the hiring committee with a family member or relative applying for the Youth position must remove themselves from the hiring committee.
- The employer is obliged to conduct the hiring process in a fair and open manner. To encourage **employment equity**, the CAP Center Operator and/or the employer will give consideration to the hiring of Aboriginal people, members of visible minority groups, persons with disabilities, and women. Hiring is to be conducted in a fair and open manner, with consideration given to those applicants who are disabled, member of a visible minority, or female.
- A youth who has previously held the position may only be considered if and when a CAP Site can demonstrate they did not have any other eligible applicants.

2. Youth Eligibility

- Only one youth between the ages of 15 and 30 (students, recent graduates, underemployed or unemployed) is eligible to be hired for the 'youth' position. The youth hired is to utilize the complete work term of 560 hours for which he/she has applied - **NO 'position splitting'**. Potential youth interns must be eligible to be legally entitled to work in Canada, respecting both provincial and federal laws.
- Generally speaking, the youth interns should be selected **based on the following criteria**: enthusiasm and creativity; excellent communication skills; knowledge of computers and the Internet, including Internet navigation as well as basic hardware and software setup and management; business, marketing and training experience; and interest in community oriented economic development. Familiarity with HTML and basic Web page design skills are assets.

3. Inability to Hire or Loss of Intern

- If the CAP Centre **cannot find a candidate** suitable to hire, they should notify the Provincial Coordinator as soon as possible. The Internship contract will be cancelled and the offer extended to a different CAP site, at our discretion.
- If an Intern **cannot complete their Internship** (their employment is terminated) for any reason, please notify the Provincial Coordinator as soon as possible. If the remaining hours are sufficient to provide a partial Internship for a new candidate, the CAP Centre may re-hire. If the hours are not sufficient, they will be returned to the Delivery Agent and we will grant the hours to a different CAP Intern, at our discretion.

First Week of Work Responsibilities

This is what you should do with your Intern as soon as possible once they start the job:

1. If they have not already done so, direct the intern to complete the **Intern Registration Package**
 - The Intern Registration Form asks for an **email address**. This email must be a work email account, not the Intern's current home or personal use account. If your office provides the Intern with an email account, write it there. If not, they

can go to hotmail.com and create an account. DO NOT let them use an existing personal account. Ask them to make it include their name and the CAP Centre (such as jsmith-littlevilleCAP@hotmail.com).

- **Fax** the forms to 682-3101 and **mail the originals** to:
 - SK CAP YI
c/o Carlton Trail Regional College
Box 720, Humboldt, SK
S0K 2A0
- 2. Log into the **E-Office** at <http://www.synray.ca/capweb>.
 - Once you have sent in the Registration form, I will set you and the Intern up on the E-Office. You will receive an email that contains your **Username and Password**. The password is case-sensitive, so make sure you enter the correct Upper-case and Lower-case letters.
 - **Follow the entire User Guide** so that you know how to use the site. If you have any questions after that, please let me know. The User Guide is linked from the welcome page of the e-office. It is also available at www.ctr.sk.ca/cap.
 - *The Intern will enter any shifts they have worked so far, complete with a description of the **activities** they did each shift, and the **number and type of visitors** that came in. If these shifts fell in the previous pay period, they will not be able to enter them. Send me the complete info by email or messenger and I will add it for you. Those hours will be paid out with the next pay period.*
 - *At the end of **each shift that the Intern works**, they should enter the shift details on the e-office.*
 - **Pay Periods** run from Sunday to Saturday (you can see the break-down on the e-office)
 - Once your Interns have entered **all their hours for a pay period** accurately, they can click "Request Supervisor Approval" - this will send you a notice that states that you can go online and **approve the Intern's hours**. If you do not receive this email, check with your Intern to see if they forgot. If you still do not receive the email, you will be able to approve the hours anytime after the pay period closes (Saturday at midnight).
 - When you go online to approve the hours, please check to make sure that the Intern's reported **hours and activities are accurate**. Once you have deemed that they are accurate, simply check the "**Approve**" check-box.
 - *Saturday is the last day for your intern to make changes to their hours. Monday is the day-of-grace on which they may still make corrections by **contacting me directly**. Any un-reported hours after that point will be paid out with the following pay period.*
- 3. Create a **Schedule**
 - Help your Intern decide on an overall schedule for the Internship. Keep in mind that you should plan to use all of the hours by **March 21**.
 - *Keep an updated schedule **posted where the CAP Centre visitors can see it**. Try to follow the same pattern every week, and make only slight changes as needed.*

Daily Responsibilities

- **Ensure that the intern completes their Daily Responsibilities.** In short, they must:
 1. Show up for work on time and appropriately dressed
 2. Check their email and respond appropriately
 3. Log on to MSN Messenger (optional - if you allow this program, please monitor their use of it)
 4. Keep busy with CAP duties (about 80% CAP duties and 20% duties for your office)
 5. Log into the E-Office at the end of each shift to report their shift details
- **Be available** to the intern for supervision, guidance and clarification of their duties

Work Term Responsibilities

- **Ensure that the intern completes their Work Term Responsibilities**
- Ensure that the actual internship closely resembles the proposed internship, including any objectives and projects you may have added to your proposal. Throughout the term, the youth should be evaluated on productivity in regards to term objectives.

Last Week of Work Responsibilities

Make sure your Intern gets these tasks done before the hours are used up:

1. Have your Intern Write a "**Success Story**"
 - Have them write a **short article** (a few paragraphs) about what impact the internship has had either on them or on the members of the community. They could focus on a particular person who frequented the site, or on a program that they ran, or just on how they have earned new job skills and confidence, etc. Have them **Email** it to me. If you can include some pictures (of you or the site or a class), that would be fantastic.
2. Complete the **Final Report**

Complete the Final Supervisor's Report on E-Office.