

Employer Application Manual

A thorough step-by-step guide
through our application process.

TECHNATION^{CA}



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Stage 1:

Application Stage

Create Account

The screenshot shows the 'Register for an applicant account' page. It includes a header with the 'Apply' logo and a message about the program using the SurveyMonkey Apply platform. Below this, there are social media login buttons for Facebook, Twitter, and Google. An 'OR' separator is followed by a registration form with fields for 'First name' (placeholder: Employer), 'Last name' (placeholder: Employer), 'Email' (placeholder: Canadiancompanyname@gmail.com), 'Password' (masked with dots), and 'Confirm password'. A line points from the 'Last name' field to the instruction 'Create a username, password and enter your email address.'

Create a username, password and enter your email address.

Career Ready Program

Programs My Applications EN Employer Employer



The screenshot shows the 'Programs' page with a search bar. Two program cards are visible. The 'Summer 2020' card shows a funding range of 'CA\$5,000.00 to CA\$7,000.00' and a 'MORE >' button. The 'Fall 2020' card shows a funding range of 'CA\$1.00 to CA\$7,500.00' and a 'MORE >' button. A line points from the 'Fall 2020' card to the instruction 'Ensure you're applying for the correct placement period.' Another line points from the 'MORE >' button on the 'Fall 2020' card to the instruction 'Click MORE, then APPLY.'

Ensure you're applying for the correct placement period.

Click **MORE**, then **APPLY**.

Task 1: Find out if you're eligible

Career Ready Program

Programs My Applications EN Employer Employer

0 of 3 required tasks complete

Last edited: Oct 15 2020 11:50 AM (EDT)

REVIEW SUBMIT

Deadline: Dec 1 2020 11:59 PM (EST)

EE Employer Employer (Owner)
Canadiancompanyname@gmail.com

Add collaborator

Fall 2020
F20-0000002206

APPLICATION ACTIVITY

Preview

Your tasks

- Pre-Approval: Find out if you're eligible [F20] (optional)
- Tell us about your company [F20]
- Tell us about the student [F20]
Owner only task
- Invite the student to participate [F20]
Cannot be started at this time

Notice your four tasks. Begin your first task by selecting “Find out if you're eligible.” Mark as complete after review.

Career Ready Program

Programs My Applications EN Employer Employer

Back to application

Fall 2020
F20-0000002206
ID: F20-0000002206

Pre-Approval: Find out if you're eligible [F20] (optional)

Tell us about your company [F20]

Tell us about the student [F20]

Invite the student to participate [F20]
Cannot be modified

0 of 3 required tasks complete

Last edited: Oct 15 2020 11:51 AM (EDT)

REVIEW SUBMIT

Pre-Approval: Find out if you're eligible [F20]
Completed Oct 15 2020 11:51 AM (EDT)

Task instructions Hide

Complete this eligibility quiz to receive pre-qualification for the Career Ready Program subsidy.

Pre-Qualification Quiz

Review the questions below to find out if you are eligible for our subsidy!

I am...

- a registered Canadian business or organization (tech and non-tech, municipalities, hospitals, post-secondary institutions and non-profits included)
- ready to hire a student who is enrolled in studies at an accredited Canadian post-secondary institution. Arts, business, technology, etc. All fields of study are accepted. Note that international students are not eligible.
- providing a meaningful, paid work experience, which will immerse the student in technology
- aware of workplace safety standards in my province and have liability coverage

Did you answer Yes to all of these questions?

Then mark this task as complete to receive an email with tips on how to recruit a student if you haven't yet.

Green check marks throughout the interface indicate that you have successfully completed a task.

Completing this eligibility task triggers an email. You will receive an email with info on what is required of your student during the application process, and tips on how to recruit a student if you haven't yet.

Task 2: Tell us about your company

Career Ready Program

Programs My Applications EN Employer Employer

Back to application

Fall 2020
F20-0000002206
ID: F20-0000002206

Pre-Approval: Find out if you're eligible [F20] (optional)

Tell us about your company [F20]

Tell us about the student [F20]

Invite the student to participate [F20]
Cannot be modified

0 of 3 required tasks complete

Last edited: Oct 15 2020 11:51 AM (EDT)

REVIEW SUBMIT

Pre-Approval: Find out if you're eligible [F20]
Completed Oct 15 2020 11:51 AM (EDT)

Task instructions Hide

Complete this eligibility quiz to receive pre-qualification for the Career Ready Program subsidy.

Pre-Qualification Quiz

Review the questions below to find out if you are eligible for our subsidy!

I am...

- a registered Canadian business or organization (tech and non-tech, municipalities, hospitals, post-secondary institutions and non-profits included)
- ready to hire a student who is enrolled in studies at an accredited Canadian post-secondary institution. Arts, business, technology, etc. All fields of study are accepted. Note that international students are not eligible.
- providing a meaningful, paid work experience, which will immerse the student in technology
- aware of workplace safety standards in my province and have liability coverage

Did you answer Yes to all of these questions?

Then mark this task as complete to receive an email with tips on how to recruit a student if you haven't yet.

Select your second task, “Tell us about your company.”

Net new calculator

The spirit of Career Ready Program funding is to grow and help scale Canadian companies and to incentivize companies to hire post-secondary talent. We compare “this year” to “last year” or “this year” to the year Career Ready started (2016-2017) to determine your growth as an eligibility factor.

This is how we determine your net new positions available for subsidy:

Career Ready Program

Programs My Applications EN Employer/Employeur

Baseline for Net New Placements

Enter the number of students your organization hired in the years listed below, as well as the number you anticipate for the entire fiscal year (April - March). You would not count:

- Students you have receiving our funding for in the past, or who are on an 'extension' from a previous cohort
- Recent grads
- High school students

If you have multiple offices, departments and locations, an accurate number could be challenging to find from years back. If this is the case, please use **entire** for your local office, team or even department for the sample. For last year and the forecast, please enter a number as accurate as possible.

If you do not know a particular number write "unknown" and proceed.

	A. April 2016 - March 2017 - This could be 0.	B. April 2019 - March 2020	C. Forecast April 2020 - March 2021
Total Number of Students Hired	0	4	6

Enter the lower number from either column A or B:

A: Enter the number of students your company hired in 2016-2017.

B: Enter the number of student hires you had “last year.”

C: Enter how many students you plan on hiring this year. This does not need to be exact.

Below, enter the lower number from **A** and **B**. This will calculate the number of net new positions you are eligible for this year.

Complete the remainder of this page, then click **NEXT**.

Task 3: Tell us about the student

Career Ready Program

Programs My Applications EN Employer/Employeur

Back to application

Fail 2020
F20-0000002206
ID: F20-0000002206

Pre-Approval: Find out if you're eligible [F20] (optional)

Tell us about your company [F20]

Tell us about the student [F20]

Invite the student to participate [F20]
Cannot be modified

1 of 3 required tasks complete

Last edited: Oct 15 2020 12:02 PM (EDT)

Tell us about your company [F20]
Completed Oct 15 2020 12:02 PM (EDT)

Task instructions Hide

Within this task you will sign the privacy statement, answer some questions regarding your company, and report how many "Net New" students you might hire this year.

Employer Eligibility Criteria

- Your company must be a registered Canadian business and operate in Canada.
- The student must be hired by your company. Students are not to be hired as contractors or consultants. The employer must pay the student's salary throughout the duration of the placement. The subsidy will be paid 3-5 weeks after the student's gross earning have been verified at the end of the placement period.
- The position must provide students with an opportunity to develop skills within their field of study, while utilizing a form of technology in the role
- You must have general liability insurance.
- You must comply with all applicable federal and provincial human rights and labour legislation, regulations, and any other relevant standards including the Occupational Health and Safety Act and the Employment Standards Act.
- An employer is not eligible if:**
 - The student is an international student.
 - The Employer is a federal or provincial government body. Municipalities, hospitals and post-secondary institutions are newly eligible.
 - The Employer submits an incomplete application and/or does not provide supporting

Select your third task, "Tell us about the student."

Input your student's name, email, school, the wage you will pay them, hours per week and number of weeks they will work for you. We understand that wages and hours worked may change. We decide your subsidy based on the salary you input here, but this is just an estimation—we subsidize strictly on the final gross earnings of the student after the end of the placement, within the **Final Gross Student Earnings** task.

Next, upload a job description.

Task 4: Invite the student to participate

Career Ready Program

Programs My Applications EN Employer/Employeeur

Back to application

Fall 2020
F20-0000002206
ID: F20-0000002206

Pre-Approval: Find out if you're eligible [F20] (optional)

Tell us about your company [F20]

Tell us about the student [F20]

Invite the student to participate [F20]

2 of 3 required tasks complete

Last edited: Oct 15 2020 12:06 PM (EDT)

REVIEW SUBMIT

Tell us about the student [F20]
Completed Oct 15 2020 12:06 PM (EDT)

Task instructions Hide

Within this task you will enter simple information regarding the student you are hiring. Their name, school, position at your company, wage, weeks planned on working etc. You will also upload a job description explaining the role they will be filling and the technology they will be immersed in while on the job.

Note: If you have more than one student to apply for, you will create new, individual applications for each of them. You won't need to reenter the company information.

Please note that the student must:

- Be either a Canadian Citizen, permanent resident or a protected person defined by the Immigration and Refugee Protection Act.
- Be registered as a full time student in an accredited Canadian post-secondary institution.
- Not be an international student with a work permit.
- Not be an immediate family member of the employer.

Tell us about the student [F20]
1
Is your student an International Student?

Select your fourth and final task of the Application Stage, **"Invite the student to participate."**

Click **REQUEST A RECOMMENDATION**.

Your student is referred to as a Recommender during the application process.

Career Ready Program

Once they register, they will be linked automatically to this application, and you will be notified once they have completed their tasks - then the Submit button will become active to you.

First name
Student

Last name
Étudiant

Email
Student@etudiant.com

Message
Let your student know about TECHNATION's Career Ready program.

CANCEL SEND REQUEST MARK AS COMPLETE

Send a personalized message to the student if you'd like, then click **SEND REQUEST**.

The student will receive an email with detailed instructions on how to proceed. They will also receive a document explaining our privacy rules and the value of the Career Ready Program.

Career Ready Program

Programs My Applications EN Employer/Employeeur

Back to application

Fall 2020
F20-0000002206
ID: F20-0000002206

Pre-Approval: Find out if you're eligible [F20] (optional)

Tell us about your company [F20]

Tell us about the student [F20]

Invite the student to participate [F20]

2 of 3 required tasks complete

Last edited: Oct 20 2020 05:25 PM (EDT)

REVIEW SUBMIT

Invite the student to participate [F20]

Task instructions Hide

Students may be referred to as "Recommenders."

In this task a registration e-mail will be sent to the student to complete their portion of the application process. They will need to tell us a little bit about themselves as well as upload a resume, proof of citizenship, and proof of enrollment.

Once they register, they will be linked automatically to this application, and you will be notified once they have completed their tasks - then the Submit button will become active to you.

Recommendations You will not be able to review the contents of received recommendations.

Student Étudiant
Student@etudiant.com Requested: Oct 20 2020

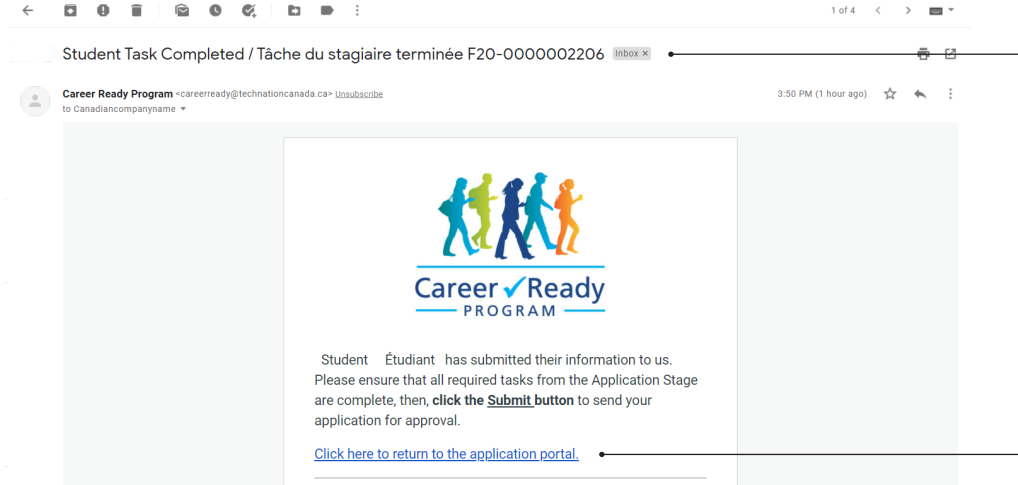
MARK AS COMPLETE

Begin another application at any point.

The half-filled circle means you are now waiting for the student to complete their task.

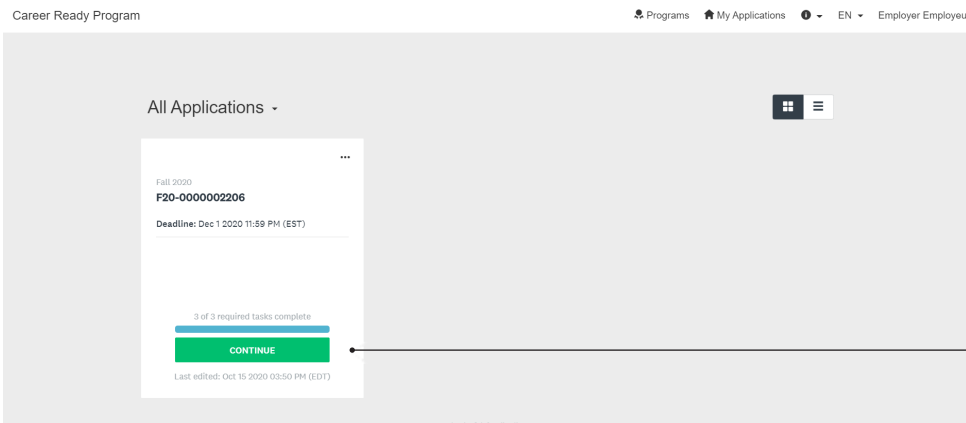
You can begin additional applications by returning to the Programs homepage. On your second application, tasks 1 and 2 will autofill for your convenience.

Submit application for Initial Review



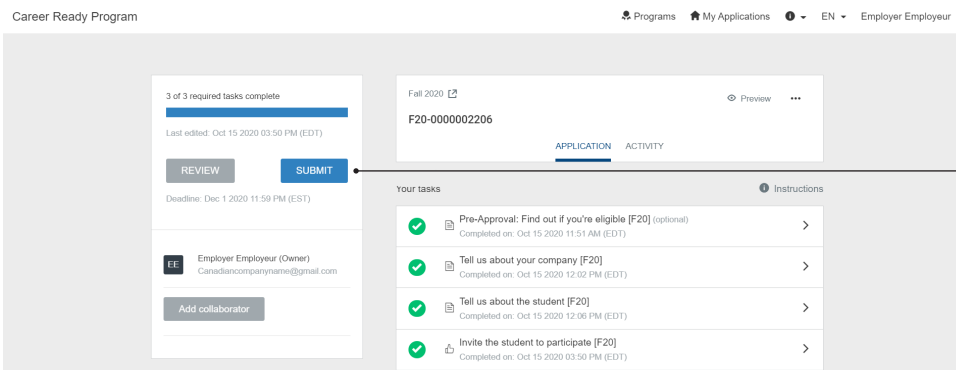
You will receive an email when your student has completed their task.

Now you can return to the online application portal and submit the application for Initial Review.



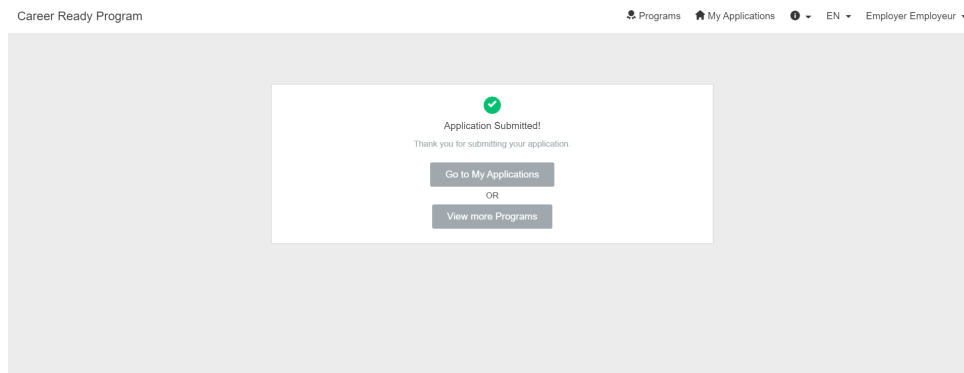
Log in again if necessary and select the appropriate application. Click **CONTINUE**.

Notice all your tasks are complete with green check marks. If you see a half-filled circle, it means the task is missing information, or the student has not yet completed their task. Reach out to them via your own methods to remind them.

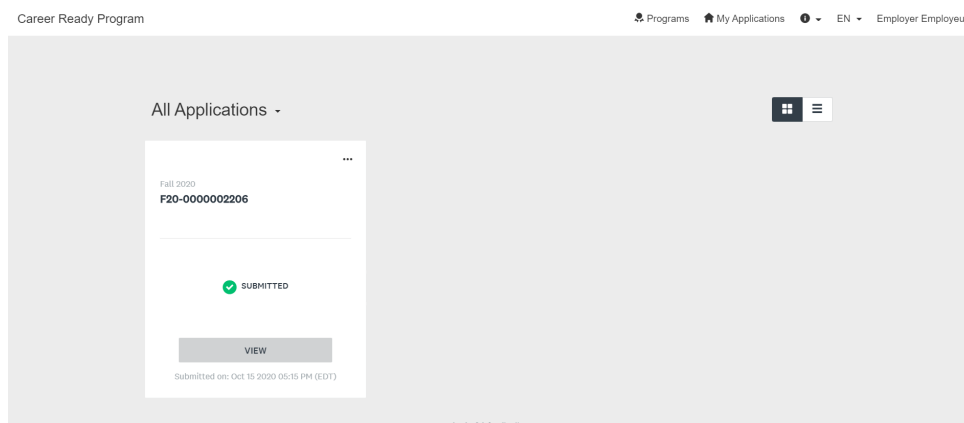


Click **SUBMIT**.

Congratulations! You have submitted your first application for Initial Review. You can now “go to your applications” or “view more programs” if you would like to start another application. You can start multiple applications at the same time. You do not need to wait to submit your first before you start your second. And yes, **every student you hire needs a separate application**. You won’t have to redo tasks 1 and 2. They will automatically fill in as “repeatable tasks,” so additional applications are quick!



Your application will look like this until the Career Ready review team has reviewed your application. It usually takes within 10 business days. You will receive an email once your application has been reviewed notifying you of your awarded subsidy and directing you back to your application for your next tasks.

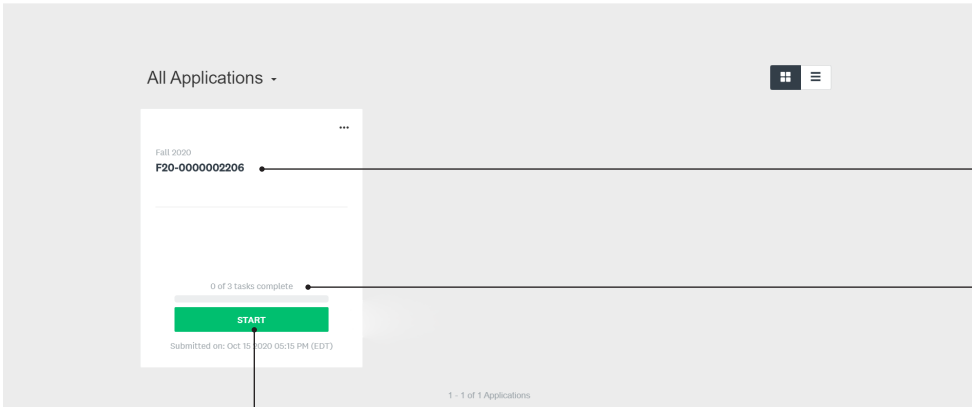


Stage 2:

Approved

Stage

You will know you've been approved once you receive an email congratulating you on your approved subsidy. This will direct you to log back into our online portal. From there, log in to your account.



The screenshot shows the 'Career Ready Program' online portal. At the top, there is a navigation bar with links for 'Programs', 'My Applications', 'EN', and 'Employer/Employeur'. Below the navigation bar, the main content area is titled 'All Applications'. A card is displayed for an application with the ID 'F20-0000002206'. The card shows '0 of 3 tasks complete' and a green 'START' button. Below the button, it says 'Submitted on: Oct 15, 2020 05:15 PM (EDT)'. At the bottom of the card, it says '1 - 1 of 1 Applications'. Three lines with dots point to the application ID, the '0 of 3 tasks complete' status, and the 'START' button.

Select the appropriate application.

Notice it reads, "0 of 3 tasks complete." This means you have three new tasks.

Click **START**.

Task 1: Placement Agreement

Career Ready Program

Programs My Applications EN Employer Employer

0 of 3 tasks complete

Last edited: Oct 15 2020 05:28 PM (EDT)

REVIEW SUBMIT

EE Employer Employer (Owner)
Canadiancompanyname@gmail.com

Add collaborator

Fall 2020 F20-0000002206

Preview

APPLICATION ACTIVITY

Your tasks

- Placement Agreement [F20]
- Student Learning Plan [F20]
- Proof of First Payment [F20]

Previous tasks

- Pre-Approval: Find out if you're eligible [F20] (optional)
Completed on: Oct 15 2020 11:51 AM (EDT)
- Tell us about your company [F20]
Completed on: Oct 15 2020 12:02 PM (EDT)

Complete and sign the **Placement Agreement** by clicking on the task.



You can download a copy of the Agreement for your records by clicking the options box at the top right of the completed task. You can download any completed task in the same manner.

Task 2: Student Learning Plan

Notice that your first task is marked complete.

Career Ready Program

Programs My Applications EN Employer Employer

< Back to application

Fall 2020
F20-0000002206
ID: F20-0000002206

Placement Agreement [F20]

Student Learning Plan [F20]

Proof of First Payment [F20]

1 of 3 tasks complete

Last edited: Oct 15 2020 05:33 PM (EDT)

REVIEW SUBMIT

Placement Agreement [F20]
Completed Oct 15 2020 05:33 PM (EDT)

Employer Placement Agreement [F20]
The Employer Agrees That:

Clause 1. Work term employment agreements are between the student and the employer. TECHNATION Canada (formerly Information Technology Association of Canada) is not a party to these agreements and assumes no financial or legal responsibility with regard to events or actions by either party that affect the employment situation for any co-op student (e.g. layoffs, intellectual property issues, confidentiality agreements, strikes, etc.).

Clause 2. Where legally required, the employer is responsible for Workplace Safety and Insurance Board (WSIB) or alternate workplace insurance coverage. The Employer must hire the student and make all applicable contributions to deductions such as CPP, EI and income tax. The student must not be hired as a contractor or consultant.

Clause 3. TECHNATION makes no representation as to the adequacy of student's skills or abilities. The selection of appropriate students to fill available positions is entirely the decision of the employer.

Clause 4. The Employer will provide access for TECHNATION and/or Government of Canada representatives to the business premises where the Student is working to monitor the work experience.

Clause 5. The Employer is not hiring the Student to fill a position left vacant due to an industrial dispute, or one where the worker was laid off, or a position that displaces another worker in the company.

Clause 6A. TECHNATION will provide the Recipient up to 50% of wages, or up to \$5,000, of the Student's

Select your second task, **"Student Learning Plan,"** and complete this task.

Meet with your student to discuss the goals they hope to achieve and the skills they hope to develop during their placement. This is a wonderful opportunity to really map out expectations for your student and areas that their supervisor could support them in growing their skillsets.

We recommend completing the learning plan as soon as possible—it helps to establish a meaningful learning experience for the student early on.

Programs My Applications EN Employer

Employer

Clear

Date
Oct 15 2020

Remote work resources

We understand that onboarding new staff within remote working environments can be tricky. Please check out these tips and tricks for a smooth and confident supervisory experience.

- Tips for onboarding students remotely
- Tips for supervising students remotely

SAVE & CONTINUE EDITING MARK AS COMPLETE

Sign and date.

Click **MARK AS COMPLETE.**

Task 3: Proof of First Payment

Notice that your first two tasks are marked as complete.

Select your third and final task in this section, “First Proof of Payment.”

Upload a document to show the student has begun their work term placement at your company. This document should include the student’s name, the company’s name, a date, wages earned, deductions taken, etc.

Career Ready Program

Programs My Applications EN Employer

Back to application

Fall 2020
F20-0000002206
ID: F20-0000002206

Placement Agreement [F20]

Student Learning Plan [F20]

Proof of First Payment [F20]

2 of 3 tasks complete

Last edited: Oct 15 2020 05:37 PM (EDT)

REVIEW SUBMIT

Student Learning Plan [F20]
Completed Oct 15 2020 05:37 PM (EDT)

Task instructions Hide

Within this task you will upload or develop a learning plan along with your student to map out a meaningful learning experience for them while employed at your company.

The learning plan is to be composed by the employer during or after meeting with the student to discuss their placement expectations and goals. It is a personalized action plan, designed to help set and meet work term-related goals. This should be completed before or very shortly after the start of the placement.

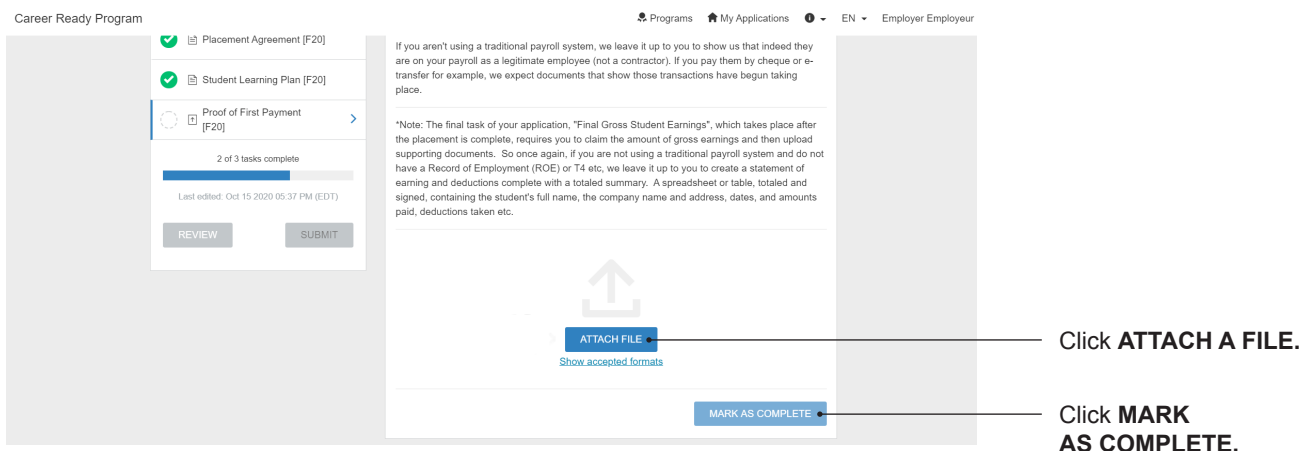
This should clearly demonstrate the knowledge, competencies or skills that the student will acquire over the course of their employment, and how these skills will support future employment in the sector or mobility to other sectors/regions.

Remote work resources

We know that onboarding new staff within remote working environments can be tricky. Check out these helpful tips and tricks by CEWL (Co-operative Education and Work-Integrated Learning Canada) for a smooth and confident supervisory experience.

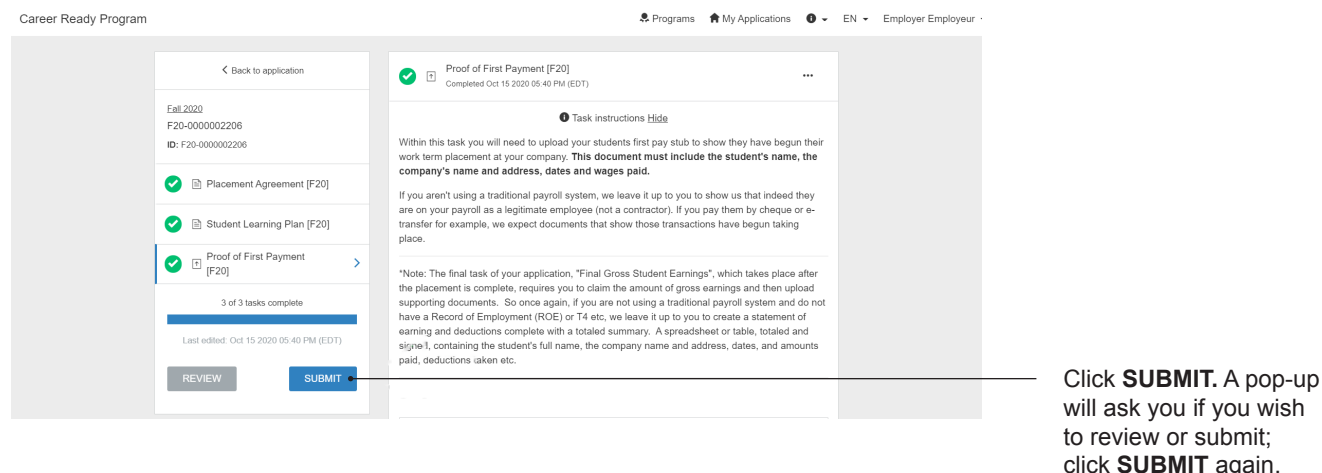
- Tips for onboarding students remotely
- Tips for supervising students remotely

Select “Proof of First Payment.”



Submit for Secondary Review

Notice your three new tasks are marked complete. If at any point they are a green half-circle, simply click on the task again and complete it.

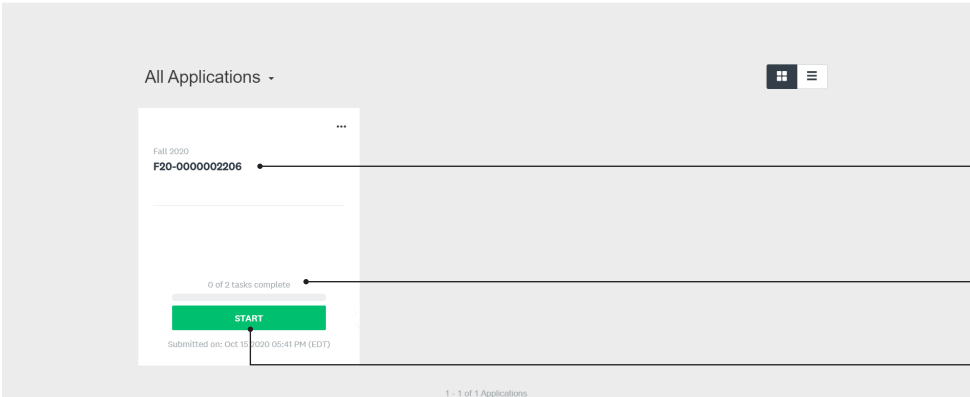


Congratulations—your approved application is now in Secondary Review. You will be notified via email once your application has been assessed.

Stage 3:

Payment Forms

Log back into our online portal.



The screenshot shows the 'Career Ready Program' online portal. At the top, there is a navigation bar with links for 'Programs', 'My Applications', a user profile icon, 'EN', and 'Employer/Employeur'. Below the navigation bar, the main content area is titled 'All Applications'. A card for 'Fall 2020' with application number 'F20-0000002206' is displayed. The card shows a progress bar for '0 of 2 tasks complete' and a prominent green 'START' button. Below the button, it says 'Submitted on: Oct 15 2020 05:41 PM (EDT)'. At the bottom of the card, it indicates '1 - 1 of 1 Applications'. Three lines point from the right side of the image to the application card: one to the application number, one to the 'START' button, and one to the submission date.

Select the appropriate application.

Notice your two new tasks.

Click **START**.

Task 1: Deposit and Bank Information

Career Ready Program

Programs My Applications EN Employer/Employeeur

0 of 2 tasks complete

Last edited: Oct 15 2020 05:59 PM (EDT)

REVIEW SUBMIT

EE Employer/Employeeur (Owner)
Canadainc@companyname@gmail.com

Add collaborator

Fall 2020 Preview ...

F20-0000002206

APPLICATION ACTIVITY

Your tasks

Instructions

Deposit and Bank Information [F20]

Final Gross Student Earnings [F20]

Previous tasks

Pre-Approval: Find out if you're eligible [F20] (optional)
Completed on: Oct 15 2020 11:51 AM (EDT)

Tell us about your company [F20]
Completed on: Oct 15 2020 12:02 PM (EDT)

Tell us about the student [F20]
Completed on: Oct 15 2020 12:06 PM (EDT)

(EFT) only - sometimes referred to as Automatic Clearing House (ACH).

Name of Financial Institution Bank of Banks

Branch Address 100 Bank Street

City Toronto

Province Ontario

Postal code M6K3B1

Branch/Transit Number (5 digits) 55555

Financial Institution Number (3 digits) 555

Account Number (7 to 12 digits) 555555555

Void Cheque or Document from Financial Institution

If a void cheque is not available, please attach a document from your financial institution confirming this banking information. We use this to verify your business account.

Upload a file Accepted formats: .pdf, .jpeg, .jpg, .png, .doc, .docx

Click "Deposit and Bank Information."

Fill in banking information.

Upload a void cheque or a document from your financial institution confirming your company's banking info, and enter the required fields.

Sign and date.

If you need someone from your finance team to authorize the signature, you can add them as a collaborator.

Click **MARK AS COMPLETE**.

Task 2: Final Gross Student Earnings

Career Ready Program

Programs My Applications EN Employer/Employeur

Back to application

Fall 2020
F20-0000002206
ID: F20-0000002206

Deposit and Bank Information [F20]

Final Gross Student Earnings [F20]

1 of 2 tasks complete

Last edited: Oct 15 2020 06:05 PM (EDT)

REVIEW SUBMIT

Deposit and Bank Information [F20]
Completed Oct 15 2020 06:05 PM (EDT)

Task instructions Hide

This is a repeatable task - you will only need to finish it once when creating multiple applications.

Deposit and Bank Information [F20]
How would you like to be paid?

Due to COVID-19 measures, we highly recommend you select the direct deposit method. The logistics for us to produce a cheque with the temporary closure of our office may result in significant delays to your payment.

Direct Deposit

Banking Information
Please do not enter coordinates for wire transfer. We pay by Electronic Funds Transfer (EFT) only - sometimes referred to as Automatic Clearing House (ACH).

Notice your “Deposit and Bank Information” task is marked complete by the green check mark.

Select “Final Gross Student Earnings.”

Career Ready Program

Programs My Applications EN Employer/Employeur

Final number of weeks worked in this placement period for this student:

Placement period range listed above.

16

Final number of hours worked this placement period for this student:

Placement period range listed above.

600

Gross earnings of this student

Enter the total gross amount the student earned during the placement period.
The number that you claim here will be the amount for which we base the subsidy you receive.

Note: Gross earnings refer to the total income earned before the application of any tax deductions or adjustments. If you enter only the net pay, this may lower the subsidy you are awarded. We are asking for gross.

\$ 12080.68

Enter your student's hours and weeks worked, as well as their total gross earnings.

Upload a document(s) to support the amount of gross pay you claimed. Ideal proof of earnings is a simple document that shows the gross pay of the student from this placement period (ie: Final pay stub or Record of Employment (ROE)).

Payment document(s) must contain: **Student's full name, dates, gross amounts, company name.**

If you are not using a traditional payroll system and do not have a ROE or T4, etc., we leave it up to you to show us proof of payment transactions and a totaled summary. Our review team will not total a collection of pay stubs, so please do any accounting on your end prior to submitting. A spreadsheet or table, totaled and signed, containing the student's full name, the company name, dates, amounts paid, deductions taken, etc. Please complete this task at your earliest convenience so that we can process your subsidy in a timely manner.

Career Ready Program

Programs My Applications EN Employer/Employeur

Upload another file

Accepted formats: .pdf, .doc, .docx, .xls, .xlsx, .png, .jpg, .jpeg

Did this position play a direct role in combating COVID-19 (eg. development of essential materials, development/contributions for COVID awareness materials, etc.)

☐ Yes
☐ No

Did this student work remotely as a direct result of the COVID-19 crisis?

☐ Yes
☐ No

SAVE & CONTINUE EDITING MARK AS COMPLETE

Upload proof of gross pay document.

Click **MARK AS COMPLETE**.

Submit for Final Review

Notice your three new tasks are marked complete. If at any point they are a green half-circle, simply click on the task again and complete it.

Career Ready Program

Programs My Applications EN Employer/Employeeur

Back to application

Fall 2020
F20-0000002206
ID: F20-0000002206

Deposit and Bank Information [F20]

Final Gross Student Earnings [F20]

2 of 2 tasks complete

Last edited: Oct 15 2020 06:09 PM (EDT)

REVIEW SUBMIT

Final Gross Student Earnings [F20]
Completed Oct 15 2020 06:09 PM (EDT)

Task instructions Hide

In this task you will claim your student's **final** hours and weeks worked, as well as their **final** total gross earnings. You will also upload a document(s) to support the amount of gross pay you claimed.

Ideal proof of earnings is a simple document that shows the gross pay of the student from this placement period.

Examples:

- Pay stub
- Record of Employment (ROE)
- T4

Document(s) must contain the student's full name, dates, amounts and company name and address.

If you are not using a traditional payroll system and do not have a ROE or T4 etc.:

- We leave it up to you to show us proof of payment transactions, and a totaled summary.
- Our review team will not total a collection of pay stubs, so please do any accounting on your end prior to submitting.

Notice your two complete tasks with green check marks. If these are half-circles, simply click on the task again and complete it.

Click **SUBMIT**.

A pop-up will ask you if you wish to review or submit, click **SUBMIT**.

Congratulations! Your application is now in Final Review. You will receive notification via email of your final approved subsidy (which will likely be 75% of your student's gross pay, depending on their eligibility decided in the Initial Review)

You will receive a receipt via email, and a copy will be sent to the remittance email you supplied in the Payment Forms Stage. The funds will be transferred into the specified account or you will receive a cheque.

Refer to the Payment Schedule on our website to learn when to expect payments; usually 2-4 weeks after the end of the placement period.

Other

Add a collaborator – Link a co-worker to the application

Whether you want to link your accounting department to the application for the **Deposit and Bank Information** task, or you want to have a co-worker aid in the application process, you'll want to add them as a collaborator. You can do this at any point during the application process.

Career Ready Program

Programs My Applications EN Employer/Employeeur

2 of 2 tasks complete

Last edited: Oct 15 2020 06:09 PM (EDT)

REVIEW SUBMIT

Employer/Employeeur (Owner)
Canadaincompanyname@gmail.com

Add collaborator

Fall 2020
F20-0000002206

APPLICATION ACTIVITY

Your tasks

Instructions

Deposit and Bank Information [F20]
Completed on: Oct 15 2020 06:05 PM (EDT)

Final Gross Student Earnings [F20]
Completed on: Oct 15 2020 06:09 PM (EDT)

Previous tasks

Pre-Approval: Find out if you're eligible [F20] (optional)
Completed on: Oct 15 2020 11:51 AM (EDT)

Tell us about your company [F20]
Completed on: Oct 15 2020 12:02 PM (EDT)

Click **"Add Collaborator."**

Enter the collaborator's email address.

Select their access to either **“View & edit”** or **“View only.”**

Click **SEND INVITE**.

The collaborator will receive an email from ITAC Emails (or TECHNATION, we are under a rebrand) with the title “Request to Collaborate,” which will direct them to create an account, then they can see the application exactly how you see it.

Notice your collaborator(s) are listed on the left. You can edit their access to and from “View & edit” or “View only” by clicking the three dots, then selecting “Change access.” You can remove them as a collaborator, or you can resend the invitation.

Reset or Edit Task

If you've made a mistake and want to change something:

Click the three dots and select **“Edit.”**

If you would like to clear all the information within the task and start over:

Click the three dots and select **“Reset.”**

Note that if you have already submitted the set of tasks you wish to change for review, you will need to contact careerready@technationcanada.ca and have our team reopen your application internally. This might not be possible if what you are trying to change is your student information after we have approved you and your student. But leave a detailed email so our team can best access how to move forward.

Export a task or application – download for your records

If you wish to download a particular task, first enter the task by clicking on it.

Career Ready Program

Programs My Applications EN Employer/Employee

Final Gross Student Earnings [F20]
Completed Oct 15 2020 06:09 PM (EDT)

Task instructions Hide

In this task you will claim your student's **final** hours and weeks worked, as well as gross earnings. You will also upload a document(s) to support the amount of earnings claimed.

Ideal proof of earnings is a simple document that shows the gross pay of the student from this placement period.

Examples:

- Pay stub
- Record of Employment (ROE)
- T4

Document(s) must contain the student's full name, dates, amounts and company name and address.

If you are not using a traditional payroll system and do not have a ROE or T4 etc.:

Click the three dots and select **"Download."**

If you wish to download the entire application, make sure you're on your main page.

Career Ready Program

Programs My Applications EN Employer/Employee

2 of 2 tasks complete

Last edited: Oct 15 2020 06:09 PM (EDT)

REVIEW SUBMIT

Employer/Employee (Owner)
Canadiancompanyname@gmail.com

Collaborators Add

trishrobb@gmail.com
Invited: Oct 15 2020
View & edit

APPLICATION ACTIVITY

Download

Your tasks

- Deposit and Bank Information [F20]
Completed on: Oct 15 2020 06:05 PM (EDT)
- Final Gross Student Earnings [F20]
Completed on: Oct 15 2020 06:09 PM (EDT)

Previous tasks

- Pre-Approval: Find out if you're eligible [F20] (optional)
Completed on: Oct 15 2020 11:51 AM (EDT)
- Tell us about your company [F20]
Completed on: Oct 15 2020 12:02 PM (EDT)
- Tell us about the student [F20]

Notice your application #. This means you are on the main page and about to download the entire application.

Click the three dots and select **"Download."**

Begin another application

You can commence another application at any point. You don't need to wait until your first one is submitted before commencing the second and third.

Career Ready Program

[Programs](#) [My Applications](#) [EN](#) [Employer Employeur](#)

[Back to application](#)

Fall 2020

F20-0000002206

ID: F20-0000002206

Deposit and Bank Information [F20]

Final Gross Student Earnings [F20] [>](#)

2 of 2 tasks complete

Last edited: Oct 15 2020 06:09 PM (EDT)

[REVIEW](#) [SUBMIT](#)

Final Gross Student Earnings [F20]

Completed Oct 15 2020 06:09 PM (EDT)

Task instructions [Hide](#)

In this task you will claim your student's **final** hours and weeks worked, as well as their **final** total gross earnings. You will also upload a document(s) to support the amount of gross pay you claimed.

Ideal proof of earnings is a simple document that shows the gross pay of the student from this placement period.

Examples:

- Pay stub
- Record of Employment (ROE)
- T4

Document(s) must contain the student's full name, dates, amounts and company name and address.

If you are **not using a traditional payroll system** and do not have a ROE or T4 etc.:

- We leave it up to you to show us proof of payment transactions, and a totaled summary.

Click **"Programs."**

Career Ready Program

[Programs](#) [My Applications](#) [EN](#) [Employer Employeur](#)

Programs

Search programs..

Summer 2020

Accepting applications from Mar 2 2020 08:00 AM (EST) to Oct 13 2020 06:00 PM (EDT)

This program is closed.

CA\$5,000.00 to CA\$7,000.00

[MORE >](#)

Fall 2020

Accepting applications from Jun 24 2020 07:00 AM (EDT) to Dec 1 2020 11:59 PM (EST)

For work term placements taking place between September 1st and December 31st, 2020

CA\$1.00 to CA\$7,500.00

[MORE >](#)

Select the appropriate program for the time period you are looking to have subsidized. If your student's employment with you is overlapping between two or three placement periods, you will need to create separate applications within both programs: two applications for the same student within different time periods. You are eligible for our full subsidy during every four-month-long placement period.

Transfer an application to a co-worker

If you are going on leave or are changing positions, you can transfer your applications to someone else to manage by **adding them as a collaborator** (instructions above). After you have done this, please reach out to **careerready@technationcanada.ca** with the title "Transfer Application Request" in the subject line. Our admin team will be happy to assist you.

If you are an employee who is trying to gain access to applications you know exist but cannot find because the employee who commenced the applications has moved on, please reach out to **careerready@technationcanada.ca** with the title "Retrieve Application Request" in the subject line. Our admin team will be happy to assist you.

Questions?

Visit us online at **technationcanada.ca/careerready** for more information.
Visit our FAQ page or reach out to **careerready@technationcanada.ca**



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