



National Association of
Japanese Canadians
*CAPACITY BUILDING
INITIATIVE 2022-2026*
Canada Summer Jobs 2024

November 29, 2023

OVERVIEW

- Canada Summer Jobs (CSJ) provides wage subsidies to employers to create quality summer work experiences for young people aged 15 to 30 years.
- The application period is now open, and the program is accepting applications until January 10, 2024 at 11:59 p.m. Pacific Standard Time (note earlier deadline than previous years)
- Source: <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs.html>

SCOPE OF FUNDING

- Not-for-profit employers can receive funding for up to **100%** of the provincial or territorial adult minimum hourly wage and all associated Mandatory Employment Related Costs (MERCs).
- To improve the quality of the work placement, employers are encouraged to pay more than the minimum wage and offer a paid position that is longer than the duration of the Agreement; however, reimbursement will only apply to the applicable provincial or territorial adult minimum hourly wage in effect at the time of employment.

Source: Canada Summer Jobs Website

QUALITY JOB PLACEMENTS

The quality of the job placement will be a key factor in determining which applicants receive funding. These factors include:

- Youth investment - by paying youth above the minimum wage, or by committing to retain the youth as an employee beyond the period of the CSJ Agreement
- Supervision
- Mentoring
- Skills development
- Health and safety practices
- Work environment policies and practices

Source: Canada Summer Jobs Website

Canada Summer Jobs wage subsidy



DURATION AND HOURS OF WORK

- The duration of the CSJ-funded portion of the job must be between **6 and 16 consecutive weeks**.
- Jobs must be full-time (**30 to a maximum of 40 hours per week**).

Source: Canada Summer Jobs Website

- Please be aware of Employment Standards in your area regarding overtime hours and pay and statutory holiday pay

KEY DATES

Please note the following key dates:

- Applications are due by **January 10, 2024 at 11:59 p.m. Pacific Standard Time.**
- Funding confirmations will be sent to employers starting in April 2024 and will continue into the summer months.
- The earliest job start date is April 22, 2024.
- The latest job start date is July 22, 2024.
- The latest job end date is August 31, 2024.
- The latest date to submit a payment claim is 30 days following the completion of the last CSJ-funded work placement.

Source: Canada Summer Jobs Website

Canada Summer Jobs wage subsidy



HOW TO APPLY

To apply for this grant:

- Review applicant guide and articles of agreement from the Canada Summer Jobs website
- Applications can be submitted online or on paper, but if you are applying online, **please do NOT wait until the last minute!**
- Detailed, step-by-step instructions can be found here: <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/writing-your-application.html>

Canada Summer Jobs wage subsidy



HOW TO APPLY – VIA GCOS

To apply for this grant, set up a GCOS account (2 week process):

- Set up an account with GCOS (Grants and Contributions Online Services) which will allow you to:

<https://www.canada.ca/en/employment-social-development/services/funding/gcos.html>

- Apply for funding and track your application status for CSJ and other Employment and Social Development Canada programs;
- Save your application and finish it at any point in time but only while the Call for Application is open;
- Submit supporting documents and set up a direct deposit;
- Access your account 24/7 from all mobile devices.

Source: Canada Summer Jobs

Canada Summer Jobs wage subsidy



HOW TO APPLY – OTHER WAYS

To apply for this grant, you can also:

- Use online fillable form

<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/apply.html>

- Complete a paper application and send it by mail (postmarked before January 10, 2024)
- Source: Canada Summer Jobs

Canada Summer Jobs wage subsidy



ADVERTISING YOUR POSITION

Ideally the position should be advertised through your community channels

- Website
- Social Media
- Newsletter
- Word of Mouth



ADVERTISING YOUR POSITION

Online Websites can also be a useful channel, but they can sometimes incur costs or applicants that are unqualified (e.g. do not have working status in Canada)

- <https://www.jobbank.gc.ca/home>
- <https://ca.indeed.com/>



HANDLING PAYROLL AND DEDUCTIONS

- Upon hiring an employee, they should complete a TD1 Personal Tax Credit Return (both Federal and Provincial versions)

<https://www.canada.ca/en/revenue-agency/services/forms-publications/td1-personal-tax-credits-returns/td1-forms-pay-received-on-january-1-later/td1.html>

- This form tells you the category that the employee falls into for the purposes of calculating the amount of federal and provincial tax that needs to be deducted from the employee's pay cheque



HANDLING PAYROLL AND DEDUCTIONS

- If you do not have a Government of Canada Payroll Account (a business number followed by a suffix ending in RPXXXX where the X's represent a number, usually 0001), then you will have to set one up to remit government remittances

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/open-manage-payroll-account.html>



HANDLING PAYROLL AND DEDUCTIONS

- You will need to calculate deductions (federal tax, provincial tax, Canada Pension Contributions and Employment Insurance) on each pay cheque and withhold that amount from an employee on each pay.

<https://www.canada.ca/en/revenue-agency/services/e-services/digital-services-businesses/payroll-deductions-online-calculator.html>



HANDLING PAYROLL AND DEDUCTIONS

- At the end of each month, you will need to calculate the employer contributions that must be sent to the Government of Canada along with the employee deductions that you have withheld. This works out to:
 - Canada Pension Plan – contribution equal to what was deducted from the employee
 - Employment Insurance – contribution equal to what was deducted from the employee x 1.4



HANDLING PAYROLL AND DEDUCTIONS

- Remittances for the month (employee deductions and employer contributions) need to be sent to the Government by the 15th of the following month. In addition, you need to provide a report about gross salaries, number of employees working for the company and the total payment to be remitted to the Government
- This can be done online through online banking or in person at the bank using the original PD7A form that would be sent to you. Photocopies are not accepted.



HANDLING PAYROLL AND DEDUCTIONS

- Quickbooks has an online payroll module that you could use for a fee
- Third party payroll providers (Ceridian, ADP) can also handle payroll
- If you only have one employee though, a spreadsheet can be used to track payroll
 - The NAJC has a payroll template that can be tailored to produce calculations as well as a payroll statement



HANDLING PAYROLL AND DEDUCTIONS

- You do have to complete a Record of Employment upon termination of the employee's position. This can be done online after you have set up your online payroll account
- You have to complete T4's by February 28 of the year after the payroll calendar year has been completed. A Summary T4A form also has to be completed and this can also be done online or through your payroll program
- The NAJC can assist in completing these forms



Questions?

Website: www.najc.ca

Facebook: <https://www.facebook.com/najc.ca/>

Instagram: [@najc_national](https://www.instagram.com/najc_national)

Twitter: [@najc.ca](https://twitter.com/najc.ca)

ONLINE PROGRAMS: <http://najc.ca/online-programs/>

Email/Phone: ed@najc.ca (403) 561 7572

STAY INFORMED! Sign up to receive our enews newsletter:

<http://najc.ca/> (Go to bottom of page):

Subscribe to our mailing list

First Name

Last Name

Email address:

