

Important Summer Farm Dates and Timelines

- July 1, 2017** **Program begins**
Participants should have received their acceptance letters, timesheets and farm safety information.
- July 10, 2017** **Safety quiz must be completed and submitted for marking.**
You and your employee are required to review the Farm Safety CD together in order to keep the employee as safe as possible in your workplace. The CD will take at least two hours to review and could take much longer depending on the details you discuss and the parts of the CD that are relevant to your farm. The employee is then required to complete a quiz based on the CD. If your employee has completed a quiz in prior years, there is a choice of a second quiz. They can complete an alternate quiz this year. **An employee is only required to complete ONE quiz.** Hardcopies of the quizzes are enclosed in the mailout, but it is preferable to complete the quiz on line at the link indicated on the farm safety declaration. The declaration sheet must be signed and submitted for both hard copy and on-line quizzes.
- July 15, 2017** **Last day to replace an employee on the program.**
- July 31, 2017** **First monthly timesheet and record of hours should be sent in.**
Monthly timesheets and Record of Hours must be completed at the end of each month and **faxed** in to us at **403 742-7527**. Processing of the government portion of wages takes about two weeks after we receive the timesheets. This payment is made directly to the employee. **PLEASE SUBMIT TIMESHEETS MONTHLY rather than waiting until the end of summer for both.**
- July 31, 2016** **DEADLINE FOR SUBMITTING SOCIAL INSURANCE NUMBER**
- August 31, 2017** **Program ends and second monthly timesheet and record of hours should be sent in.**
- Sept. 15, 2017** **Final deadline for submitting monthly timesheets and record of hours.**
*****ALL TIMESHEETS MUST BE SUBMITTED BY SEPTEMBER 15, 2017 TO RECEIVE PAYMENT.**

Contact Information:

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