

INSTRUCTIONS TO EMPLOYERS FOR REIMBURSEMENT

1. Job Developers may only deal with training related matters, questions regarding financial matters must be directed to **Finance 519-944-4900**.
2. The hours on the invoices must be filled out starting on the first day of the employee’s placement and must be totaled at the end of the week and must correspond to the payroll records.
3. The invoice must be signed by both the employee and employer.
4. The employee must be paid for all statutory holidays before the employer is reimbursed by the UHC.
5. At each checkpoint (**1, 3, 6 and 12 months**), the UHC will require proof of the employee’s employment.
6. By signing this form, the employee agrees that after all options to obtain proof of pay from them have been exhausted, the UHC can request proof of pay from the employer.
7. **All contracts with a March end date MUST be submitted by the third week of March annually.**

As an authorized signatory of _____, I accept the conditions as set forth by the UHC Hub of Opportunities that any invoice received later than **5 days** after the placement completion shall be considered null and void. There shall be no liability against the UHC for late submission.

EMPLOYER NAME	SIGNATURE	DATE
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CLIENTS NAME	SIGNATURE	DATE
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