

## EMPLOYER

### Placement Completion Instructions

Upon completion of the placement, the following paperwork must be completed and sent back to the UHC in order for you to receive your subsidy entitlement:

- **Complete the UHC INVOICE** with the correct dates and all hours worked by the employee on a daily basis (a copy can be found at [www.uhc.ca](http://www.uhc.ca)  
Click on Employers then Forms, Tools & Resources

#### Please Note:


Invoices must be submitted within **5 days of completion** after the placement has ended.

Placement ending in March must have invoicing submitted immediately after completion


In addition, if a **STATUTORY HOLIDAY** falls within the contract, the employee **must be paid** in accordance with the Employment Standards Act

- **EMAIL OR DROP OFF** original UHC Invoice (signed by employee and employer) and the **COPY OF THE EMPLOYEE'S PAYROLL** (showing all tax deductions) to:

Job Development: [jobdevelopment@uhc.ca](mailto:jobdevelopment@uhc.ca)

 6955 Cantelon Drive  
Windsor, Ontario N8T 3J9

612 Notre Dame Street  
Belle River, Ontario N0R 1A0

 P 519.944.4900  
F 519.944.9184

P 519.944.4900  
F 519.728.9055

 **uhc.ca**  
[uhc@uhc.ca](mailto:uhc@uhc.ca)

Charitable Registration No.  
11927 5485 RR 0001