

YUKON ESSENTIAL WORKERS INCOME SUPPORT PROGRAM GUIDE

The Yukon Essential Workers Income Support Program provides temporary financial support for low-income workers for the delivery of essential services during COVID-19.

For more information, visit: <https://yukon.ca/en/health-and-wellness/covid-19/yukon-essential-workers-income-support-program>

BEFORE YOU START THE WORKSHEET:

- Make sure your registration with Corporate Affairs is up to date
- Your application must be complete/signed
- Have your proof of eligibility ready (i.e. copy of your business license)
- Gather all the completed 'Employee Agreement' forms from the employees listed on the worksheet

STEPS TO COMPLETING WORKSHEET

If you require an advance, complete tabs "Advance Period 1" and "Advance Period 2", if not, skip to tab "Period One".

Continue to use the Worksheet for the entire program period; update after each pay period. Submit TWO or more pay periods at a time.

Your worksheet should be sent in with copies of the eligible employees' pay stubs, or detailed payroll report for the corresponding pay periods.

ADVANCE PERIOD 1

- Fill in Employer's Name
- Verify you have completed your application, your registration is up to date with Corporate Affairs and you have proof of eligibility
- Employee Name - as appears on paystub
- Provide 'Employee Agreement' form for each listed employee
- Provide employee's address, should match paystub or internal records
- Confirm employee's primary residence during program period
- Enter Essential Occupation
- Work Period Start – should correspond with paystub. Only need to enter in first line and it will carry through to others

- Work Period End – should correspond with paystub. Currently auto set for 14-day period but can be adjusted
- Regular rate – hourly wage
- Hours Worked – use hours from previously pay period, if available. Overtime hours, vacation hours, sick hours, or statutory pay hours are not eligible hours

ADVANCE PERIOD 2

- Only need to input Hours Worked

PERIOD ONE

- Employee's Name, as appears on paystub – all employees on this worksheet should have the same 16-week program period. Start new worksheet if you need to add more employees in future weeks
- Provide Pay Stubs for each listed employee for the specified pay period
- Provide a 'Employee Agreement' form for each listed employee
- Provide employee's address, should match paystub or internal records
- Confirm employee's primary residence during program period
- Enter Essential Occupation
- Work Period Start – should correspond with paystub. Only need to enter in first line and it will carry through to others
- Work Period End – should correspond with paystub. Currently auto set for 14-day period but can be adjusted
- Rate type – Declare if this is the employee's regular rate or rate plus premium (i.e. night and weekend).

Example: A employee's regular hourly wage is \$16.00 but if he works weekends he receives an extra \$1 per hour, if he works nights he receives an extra \$1.50 per hour and if he works weekend nights he receives an extra \$2.50 per hour. If the employee worked 73 hours in the pay period, 40 were regular hours, 10 were weekend hours, 8 were night hours, and 15 were weekend night hours, enter his hours in the worksheet as 4 separate lines

Rate Type	Rate	Hours (Max Average 8/day)	Hourly Top Up	Subsidy (Maximum \$332.00)
Regular	\$ 16.00	40.00	\$4.00	\$ 160.00
Premium + Regular	\$ 17.00	10.00	\$ 3.00	\$ 30.00
Premium + Regular	\$ 17.50	8.00	\$ 2.50	\$ 20.00
Premium + Regular	\$ 18.50	15.00	\$ 1.50	\$ 22.50

- Rate – hourly wage for that Rate Type
- Hours Worked – hours worked for that Rate Type

SUBSEQUENT PERIODS

- Employee's Name, as appears on paystub – these names should be carried forward from previous pay period
- Provide Pay Stub for each listed employee for the specified pay period
- Work Period Start and End Date should carry through. Update Work Period End date if it doesn't correspond with paystub
- Name, Occupation, Rate Type, and Rate information should all carry through. You should only have to provide the period 'Hours'