



EMPLOYER GUIDE

What to expect as a participating employer in the TSNN program



Welcome to the Tourism SkillsNet North Program!

In this document, you will learn the roles of each organization involved in the Tourism SkillsNet North (TSNN) program, as well as what to expect as a participating employer. This document will also explain the information we will require from you to proceed with your wage subsidy claim.

Roles of Each Organization:



Destination Northern Ontario (DNO) is responsible for the administrative aspects of the program, administering the wage subsidy payments, and marketing & communication of the program.



Nature & Outdoor Tourism Ontario (NOTO) is responsible for employer recruitment, employer-employee matching, as well as helping operators prepare their wage subsidy claim.



Ontario Tourism Education Corporation (OTEC) is responsible for the training of job seekers and employees.

We've also partnered with Employment Service Providers, The Labour Market Group, District Social Service Administration Boards, Indigenous Tourism Ontario, and work with various colleges and universities and countless other tourism and hospitality organizations to help find and train job seekers to fill your vacancies, as well as provide additional training.

PROGRAM STEPS – WHAT TO EXPECT

STEP 1: HELPING YOU FIND STAFF

NOTO will list the job posting(s) that you've included in your TSNN registration on the TSNN Job Board and Indeed Profile. Any resumes received through these avenues will be forwarded to you as we receive them. TSNN also collects resumes from job seekers who registered with the program. We will share with you the resumes of job seekers in your area that have registered to the program and those who have indicated that they are willing to travel/move for employment.

STEP 2: INTERVIEWS

As the employer, you'll be responsible for interviewing any candidates you see fit from the resumes received through the TSNN program. We highly encourage you to interview all candidates that we send your way. Please let NOTO know how the interviews went. If you successfully hire a candidate, let NOTO know and proceed to Step 3.

STEP 3: GETTING STAFF TRAINED

Please ensure that any of your new/re-hired employees [are registered](#) to the TSNN program. In order to qualify for the wage subsidy, your employees must have an employment start date on or after March 28th, 2022 and complete all of the mandatory training courses. Consult [OTEC's Training Guide](#) for more details. Employees should download their certificates and take screenshots upon completion of the training courses. The team at OTEC can provide employers with updates on their employees training status upon request. Once your employee(s) have successfully completed all of the training, OTEC will submit confirmation to NOTO and this will allow us to proceed with the wage subsidy claim when their work placement with you is completed.

STEP 4: WAGE SUBSIDY PROCESS

NOTO will send you the following documents which you will need to complete in order to receive your wage subsidy:

- Skills Development Fund (SDF) Placement Agreement Form
- Employer Reimbursement Form
- Electronic Transfer Form

In addition to these documents, NOTO will require payroll records (in the form of a complete payroll register or ALL paystubs) and a void cheque.

IMPORTANT NOTE: Payroll records **MUST** include the following details:

- Payroll period
- Date & method employee was paid (if by cheque, include cheque #s)
- Hours worked
- Pay rate
- Vacation pay
- Gross pay
- Deductions
- Net pay

STEP 5: PAYMENT

Once NOTO receives all of the completed forms and documentation required, they will submit your wage subsidy claim to Destination Northern Ontario for payment.

**Congratulations! You have completed the program &
have received your wage subsidy!**

HAVE ANY QUESTIONS?

If at any time you have questions regarding the program, please don't hesitate to reach out to us!

General Inquiries – Destination Northern Ontario (DNO):

General Inquiries: communications@destinationnorthernontario.ca

Karen Peacock (TSNN Administrative Lead): k.peacock@destinationnorthernontario.ca

Erica Richard (TSNN Administrative Support): e.richard@destinationnorthernontario.ca

Training Inquiries – Ontario Tourism Education Corporation (OTEC):

Juan Pirela (TSNN Training - Project Manager): jpirela@otec.org

Melody Yang (TSNN Training - Project Coordinator): myang@otec.org

Employer Inquiries – Nature & Outdoor Tourism Ontario (NOTO):

Laurie Marcil (TSNN Employer Administrative Lead): laurie@noto.net

Kate Boissonneault (TSNN Employer Administrative Support): kate@noto.net

We look forward to working with you!

