

MEMORANDUM

TO: All District Locations

FROM: Marlene Toplass, Payroll Manager

DATE: May 16, 2017

SUBJECT: **EI RECORDS OF EMPLOYMENT (ROE)**

You may apply for EI benefits from Service Canada on-line via the internet. Information on applying for EI benefits has been posted in First Class under All Staff / District Departments / Payroll – please see “Filing for EI 2017”.

We will be submitting your ROE’s directly to Service Canada via the internet. You will no longer need to take or mail a paper copy to your local Service Canada office. You may apply for EI benefits after your last day worked, and Service Canada will automatically match the ROE that we send them electronically with your application.

Note that as a result of changes to the Employment Insurance Act, employers are NOT required to provide a paper copy to employees of an electronic ROE. Employees may view and print a copy themselves, on or after we have submitted your ROE, by visiting your “My Service Canada Account” on the Service Canada website: www.servicecanada.gc.ca

We anticipate that we will have all ROE’s submitted to Service Canada by mid July.

Please note:

ROE’s for noon hour supervisors and crosswalk guards will be issued on request only. Please contact Raj Chata in payroll

ROE’s for life skill workers will be issued on request only. Please contact Raj Chata in payroll.

ROE’s for Continuing Ed./Adult Ed. employees will be issued on request only. Please contact Daljit Sandhu in payroll

PLEASE POST TO BULLETIN BOARD