

## Electronic ROEs save time for you, for payroll, and for Service Canada, who processes your benefits!

**RECORD OF EMPLOYMENT (ROE)**

1. IDENTIFICATION: W00000000

2. EMPLOYER NAME AND ADDRESS: Gatineau, QC, Canada

3. EMPLOYEE NAME AND ADDRESS: Ottawa, ON

4. EMPLOYER BUSINESS NUMBER: 130000002R21111

5. PAY PERIOD TYPE: W - Weekly

6. SOCIAL INSURANCE NO: 930-000-012

7. FIRST DAY WORKED: 01 | 01 | 2010

8. LAST DAY FOR WHICH PAID: 31 | 12 | 2010

9. FINAL PAY PERIOD ENDING DATE: 31 | 12 | 2010

10. TOTAL INSURABLE HOURS: 1590

11. TOTAL INSURABLE EARNINGS: \$ 24,300.00

P.P.	INSURABLE EARNINGS	P.P.	INSURABLE EARNINGS	P.P.	INSURABLE EARNINGS	P.P.	INSURABLE EARNINGS
1	820.00	2	820.00	3	960.00	4	820.00
5	960.00	6	960.00	7	820.00	8	960.00
9	820.00	10	960.00	11	820.00	12	960.00
13	960.00	14	820.00	15	960.00	16	820.00
17	960.00	18	820.00	19	960.00	20	820.00
21	960.00	22	820.00	23	960.00	24	820.00
25	960.00	26	820.00	27	960.00	28	820.00
29	960.00	30	820.00	31	960.00	32	820.00
33	960.00	34	820.00	35	960.00	36	820.00
37	960.00	38	820.00	39	960.00	40	820.00
41	960.00	42	820.00	43	960.00	44	820.00
45	960.00	46	820.00	47	960.00	48	820.00
49	960.00	50	820.00	51	960.00	52	820.00
53	960.00	54	820.00	55	960.00	56	820.00

12. COMMENTS: Shortage of Work / End of contract or Resignation

13. CONTACT INFORMATION: Contact Name, Telephone No. (251) 221-1111

14. PAYMENT INFORMATION: Payment Start Date, Amount, Per Day/Week

15. COMMUNICATION PREFERRED IN: English

16. TELEPHONE NO: (113) 111-1111

17. I AM AWARE THAT IT IS AN OFFENSE TO MAKE FALSE ENTRIES AND HEREBY CERTIFY THAT ALL STATEMENTS ON THIS FORM ARE TRUE.

Payroll uses electronic Records of Employment (ROEs) or an electronic ROE service to issue ROEs for most employees who experience an interruption in earnings. You do not need to request it.

If you are applying for Employment Insurance (EI) benefits, you can go to [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca) to apply online. This can be done before your ROE has been issued.

ROEs are generally issued 5 calendar days after your final pay period has been processed.

The electronic ROE goes directly into the EI system, so a paper copy is not needed and will not be provided to you. Your electronic ROE will be available in your My Service Canada Account.

To register for a My Service Canada Account, follow the instructions in the **“View my Electronic Record of Employment”** web page.

If you need assistance registering or using your My Service Canada Account, you can speak to a Service Canada representative by calling:

**English: 1-800-206-7218**  
**French: 1-800-808-6352**

**TIP:** Register for your My Service Canada Account before there is an interruption of earnings by registering for an account using a **Personal Access Code (PAC)**. (Click on “Continue” at the bottom of the next two pages to proceed.)