

## School Board Employees Applying for Employment Insurance Summer Record of Employment (ROE) Process

A Reference Code has been assigned for Ontario residents only. During the application process you will be asked for this Reference Code. The same Reference Codes will be used for Summer, Christmas and March break for 2009/2010. Please keep for your records.

**3529012009SCHOOL - for service in English**  
**3529012009FRENCH - for service in French**

All Board ROE's are now processed using Service Canada's Web ROE program. Since the Board is submitting ROEs electronically, we will no longer print or forward a paper copy to employees. Copies will only be forwarded by request and under unusual circumstances. No "Return to Work Date" will be entered on ROEs so that Service Canada will properly calculate your EI claim. Having no return date on the ROE will have no effect on your return to employment in September, however please remember to claim any earnings that you do receive during your EI claim period.

*On March 15, the Government of Canada changed the procedure for submitting ROEs electronically. If you submit ROEs electronically, you no longer need to print a paper copy for your employees. When you submit ROEs electronically, the data is transmitted enters Service Canada's systems directly, where it is used to process EI claims.*

*Note: Ensure your employees are aware that you will be submitting their ROEs to Service Canada electronically. If your employees want copies of their ROEs, they should visit the My Service Canada Account page on our Web site. As a courtesy, even though you are no longer required to print paper copies of ROEs, you should do so if your employees ask for them.*

Employees can file their EI claims once payroll has processed the electronic ROE file.  
Complete your application for Employment Insurance benefits on-line at: [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)

All ROE's will be issued automatically for 10Mth employees or casual/contact employees not working during the summer. You are encouraged to file in the week it is being transmitted. Below is our estimated dates when employees may access their ROE's at Service Canada and apply for benefits.

<b>Ottawa Catholic School Board</b>		
<b>Summer 2009 – Web Record of Employment (ROE) Information</b>		
<b>Emp Group</b>	<b>Emp Group Description</b>	<b>ROE Available for Viewing On</b>
TOCC	Teaching Occasional Contract	June 29, 2009
TSUP	Teaching Supply Teachers	July 8, 2009

Payroll Contacts:

Admin. & Support Groups

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Continuing and Community Education, Child Care Services

Brian Willies      224-4455 Ext 2264      [brian.willies@ottawacatholicschools.ca](mailto:brian.willies@ottawacatholicschools.ca)

Long-Term Occasional Teachers

Joanne Templeton      224-4455 Ext 2265      [joanne.templeton@ottawacatholicschools.ca](mailto:joanne.templeton@ottawacatholicschools.ca)

Occasional (Supply) Teachers

Suzanne Bois      224-4455 Ext 2261      [suzanne.bois@ottawacatholicschools.ca](mailto:suzanne.bois@ottawacatholicschools.ca)

Have a safe and enjoyable summer!

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