

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

RECORD OF EMPLOYMENT (ROE)

EMPLOYER INFORMATION:
 1. IDENTIFIER: W00000000
 2. EMPLOYER NAME AND ADDRESS: Gatineau, QC, Canada
 3. POSTAL CODE: K1K 1K1
 4. CEA BUSINESS NUMBER (BN): 130000002R21111
 5. PAY PERIOD TYPE: W - Weekly
 6. SOCIAL INSURANCE NO: 930-000-D12

EMPLOYEE INFORMATION:
 7. EMPLOYEE NAME AND ADDRESS: Ottawa, ON, Z1Z1Z1
 8. EMPLOYEE OCCUPATION: [Blank]
 9. FIRST DAY WORKED: 01 | 01 | 2010
 10. LAST DAY FOR WHICH PAID: 31 | 12 | 2010
 11. FINAL PAY PERIOD ENDING DATE: 31 | 12 | 2010

EARNINGS:
 12. TOTAL INSURABLE HOURS: 1590
 13. TOTAL INSURABLE EARNINGS: \$ 24,380.00
 14. Earnings table with columns for P.P., Insurable Earnings, and other details.

CONTACT INFORMATION:
 15. CONTACT NAME: [Blank]
 16. TELEPHONE NO: (25) 22 | [Blank]

ADDITIONAL INFORMATION:
 17. SHORTAGE OF WORK / END OF CONTRACT OR RESIGNATION: [Blank]
 18. COMMENTS: [Blank]
 19. PAYMENT START DATE, AMOUNT, PER DAY, PER WEEK: [Blank]

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

Footer:
 HE 02 (03) 2
 Version: 02
 Service Canada delivers Human Resources and Skills Development Canada programs and services for the Government of Canada.
 Page 2 contains reported information.
 Date of last update: 04 | 01 | 2011

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 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)**.