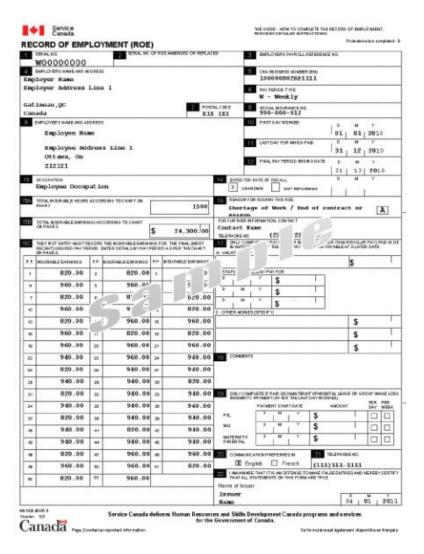
Electronic ROEs save time for you, for payroll, and for Service Canada, who processes your benefits!



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 El 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).

