



Record of Employment (ROE)

Records of Employment are not issued automatically.

Employees who require a Record of Employment can send an email request to Payroll Services payroll.analyst.jr@lakeheadu.ca or any of the payroll staff. Please include the following information to expedite this process:

- Last name of employee (as appears on pay stub in myInfo)
- First name of employee (as appears on pay stub in myInfo)
- Middle name or initial
- Lakehead University employee ID number (this is also your student number)
- Your phone number with area code
- Last day of work
- Reason for leaving
 - shortage of work - lay-off or gap in employment of greater than five working days,
 - sickness
 - other (please give details)
- Contact name and phone number in department (manager/supervisor) should further information be required

(A department can send a list of employees as well, but please advise the employees so we do not get duplicates.)

All ROE's are submitted via Service Canada's on-line system. You can view, download or print your ROE at Service Canada by visiting "[My Service Canada Account](#)" on the [Service Canada](#) website. Please note that in periods of high volumes of requests, we will attempt to have the ROE submitted to Service Canada as soon as possible.

Please note, you can begin your application for Employment Insurance benefits through Service Canada prior to receiving your Record of Employment. Please follow this link for more information [Service Canada EI benefits](#).

Additional information is available on the Payroll website

[Record of Employment \(ROE\) Information Sheet](#)

Clint Mason, Manager of Payroll and Pension Services, Office of Financial Services