

Record of Employment (ROE) Information Sheet

Service Canada

THE GUIDE - HOW TO COMPLETE THE RECORD OF EMPLOYMENT, PROVIDES DETAILED INSTRUCTIONS. Protected when completed - B

RECORD OF EMPLOYMENT (ROE)

1 SERIAL NO. **W00000000** 2 SERIAL NO. OF ROE AMENDED OR REPLACED 3 EMPLOYER'S PAYROLL REFERENCE NO.

4 EMPLOYER'S NAME AND ADDRESS
Employer Name
Employer Address Line 1
Gatineau, QC
Canada 7 POSTAL CODE **X1X 1X1** 8 SOCIAL INSURANCE NO. **990-000-012** 5 CRA BUSINESS NUMBER (BN) **100000802RP1111** 6 PAY PERIOD TYPE **W - Weekly**

9 EMPLOYEE'S NAME AND ADDRESS
Employee Name
Employee Address Line 1
Ottawa, On
212121 10 FIRST DAY WORKED **01 01 2010** 11 LAST DAY FOR WHICH PAID **31 12 2010** 12 FINAL PAY PERIOD ENDING DATE **31 12 2010**

13 OCCUPATION **Employee Occupation** 14 EXPECTED DATE OF RECALL
 UNKNOWN NOT RETURNING

15A TOTAL INSURABLE HOURS ACCORDING TO CHART ON PAGE 2 **1500** 16 REASON FOR ISSUING THIS ROE
Shortage of Work / End of contract or season **A**

15B TOTAL INSURABLE EARNINGS ACCORDING TO CHART ON PAGE 2 **\$ 24,300.00** 17 ONLY COMPLETE IF PAID IN ANTI-CIP (OTHER THAN REGULAR PAY) PAID IN OR AFTER YOUR PAYABLE AT A LATER DATE.
TELEPHONE NO. **22 22**

15C THE FIRST ENTRY MUST RECORD THE INSURABLE EARNINGS FOR THE FINAL (MOST RECENT) INSURED PAY PERIOD. ENTER DETAILS BY PAY PERIOD AS PER THE CHART ON PAGE 2.

P.P.	INSURABLE EARNINGS	P.P.	INSURABLE EARNINGS	P.P.	INSURABLE EARNINGS	P.P.	INSURABLE EARNINGS
1	820.00	2	820.00	3	820.00	4	820.00
4	960.00	5	960.00	6	960.00	7	960.00
7	820.00	8	820.00	9	820.00	10	820.00
10	960.00	11	960.00	12	960.00	13	960.00
13	820.00	14	820.00	15	960.00	16	960.00
16	960.00	17	820.00	18	820.00	19	960.00
19	960.00	20	960.00	21	960.00	22	940.00
22	940.00	23	960.00	24	940.00	25	820.00
25	820.00	26	940.00	27	940.00	28	940.00
28	940.00	29	940.00	30	820.00	31	820.00
31	820.00	32	940.00	33	940.00	34	940.00
34	940.00	35	940.00	36	940.00	37	820.00
37	820.00	38	940.00	39	940.00	40	940.00
40	940.00	41	820.00	42	940.00	43	940.00
43	940.00	44	940.00	45	940.00	46	940.00
46	820.00	47	960.00	48	960.00	49	960.00
49	960.00	50	960.00	51	820.00	52	820.00
52	820.00	53	960.00				

18 COMMENTS

19 ONLY COMPLETE IF PAID: SICK/MATERNITY/PARENTAL LEAVE OR GROUP WAGE LOSS INDEMNITY PAYMENT (AFTER THE LAST DAY WORKED).

PAYMENT START DATE	AMOUNT	PER DAY	PER WEEK
PSL	\$		
WLU	\$		
MATERNITY/PARENTAL	\$		

20 COMMUNICATION PREFERRED IN English French 21 TELEPHONE NO. **(111) 111-1111**

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

Name of Issuer
Issuer Name **04 01 2011**

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Version 9.0
Canada Page 2 contains important information. Ce formulaire est également disponible en français.

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 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 at www.servicecanada.gc.ca/eng/ei/employers/view_roe.shtml.

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). You can request a PAC at www.servicecanada.gc.ca/eng/online/pac/pacinfo.shtml. (Click on "Continue" at the bottom of the next two pages to proceed.)