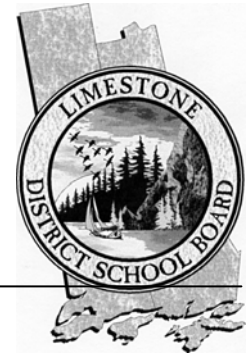


# Limestone District School Board

## Financial Services

Peter Lynch - Manager  
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June 8, 2011

## IF YOU PLAN ON APPLYING FOR EI THIS SUMMER PLEASE READ THE FOLLOWING

Following is a summary of the current process for issuing of Record of Employment's. This process allows you to apply for EI right away and not wait for your ROE. It also helps EI process your claim faster.

- The Board will issue a Record of Employment for every employee (excluding Permanent Teachers and 12 month employees).
- The Board will transfer your ROE directly to EI. **You will not receive a copy by mail.**
- **If you want to view and/or print your ROE, you should visit the My Service Canada Account page at [www.servicecanada.gc.ca/eng/online/mysca.shtml](http://www.servicecanada.gc.ca/eng/online/mysca.shtml)**
- When you apply on-line just check the box that states that your employer has submitted your ROE electronically.
- To speed processing of your claim, please make sure that you enter the **reference code** stated on the Service Canada letter (**on the back of this memo**). This code will assign you to a special team to process your claim.
- This **reference code** is valid from June 1, 2011 until May 31, 2012. If you will be applying for EI again during the 2011/12 school year, please keep a copy of this memo.
- **For Permanent 10 Month CUPE Employees excluding Elementary Secretaries working the first week of July**, your ROE will state that your last day for which paid is July 1, 2011.
- ROE's for **Permanent Employees** will be *issued the week of July 11<sup>th</sup>*. Service Canada recommends that you file your claim during this week.
- ROE's for Occasional Teachers and Casual Employees will be *issued the week of July 25<sup>th</sup>*. Service Canada recommends that you file your claim during this week.

Please read the notice from Service Canada on the back of this memo for more information. If you have any questions please contact Service Canada at 1-800-206-7218.

Thank you,

Paula Carson, CGA  
Financial Supervisor, Payroll



## Instructions for Applying for Employment Insurance

Complete your application for Employment Insurance benefits on-line at:

[www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)

A Reference Code has been assigned for **Ontario residents only**. During the application process you will be asked for this Reference Code.

**The Reference Code can be used for filing Regular Claims for EI Benefits if your last employment was with a School Related Employer Only. Please keep for your records.**

**3511012011201112**

The Reference Code may be used for applications between 1 June 2011 to May 31, 2012

The Reference Codes should only be used if you are applying for **REGULAR BENEFITS**.

### Do not use the REFERENCE CODE if:

- You are applying for special benefits (Sickness, Maternity, Parental or Compassionate Care Benefits; or
- You are pregnant and would like to automatically switch to maternity benefits immediately after collecting regular benefits.
- You are permanently laid off or retired.

### Security Information

You will be asked to provide personal information (Social Insurance Number, first and last name, date of birth, and **your mother's maiden name** (*her last name when she was born*)). **If this information is not correctly entered, there may be a delay in processing your claim**

### When should you file?

Even though you can file immediately you are encouraged to file your application when you receive your Record of Employment if it is paper or during the week your Record of Employment has been transmitted if it is filed on through the internet.

Your employer may have made arrangements to send the paper ROEs direct to Service Canada please check with your employer. If your employer is sending through the internet they should be able to provide an estimated date the ROE will be transmitted.

### Don't Delay

**If your Record of Employment is not issued within 3 weeks from your last day of work. File your application no more than 4 weeks after your last day of work or you may lose benefits.** . You do not need your Record(s) of Employment to apply however they **will be required to calculate your benefits.**

### Submitting Records of Employments (ROEs)

#### Internet ROEs

Record of Employments with Serial Numbers starting with "W" or "S" do **NOT** need to be submitted to your Service Canada Centre.

#### Paper ROEs

You are required to submit all Records of Employment not previously submitted to your local Service Canada Centre with Serial Numbers starting with "A", "E" or "L" for all employment within the last 52 weeks (this includes any full-time, part-time or casual employment with another employer or school board).

Please check with your employer to see if they have made arrangements to send the ROEs direct to Service Canada.

### Reactivating Existing Claim – New Process

If you started a new EI claim within the last 52 weeks and there are still weeks payable on that claim, **we will automatically reactivate (renew) your existing claim.**

If your claim cannot be reactivated for any reason, this application will be considered for a new claim.

If there are **4 weeks or less payable** on your claim and you do not work after your claim is reactivated, you will **not** need to complete another application. **In all other cases**, you will have to file a new application once you receive your final payment notice for your existing claim.

If you prefer to start a new claim instead, please contact us at **1-800-206-7218** prior to beginning your application. Your decision to start a new claim is final and cannot be reversed. Some considerations to be aware of before making this decision are:

- If your claim is reactivated and you work after the start of the claim, you may be able to establish a new claim when your existing claim runs out.
- In order to establish a new claim you must have enough insurable hours and meet the qualifying conditions for a new claim.
- If a new claim is established instead of reactivating your existing claim, the remaining weeks payable on the existing claim will be lost.
- A two-week unpaid waiting period must be served on a new claim before you are entitled to receive payment.

If you have questions please call the Employment Insurance Call Centre (**Monday to Friday from 8:30 am to 4:30 pm**) at **1-800-206-7218**.