

## Employment Insurance Filing Procedures – March 23, 2020

**\*\*\* Please note that you cannot file an application and do your reports on the same day \*\*\***

If you are reactivating an existing claim or applying for a new E.I. claim, **you follow the same instructions. You can file on the internet as of March 21, 2020** and within 28 days from your last day worked. **You have until April 24, 2020 to file before your claim is considered late and you will have to go to Service Canada to fix it. If you are a TPT, you will file without the reference code and complete a full application (see other flyer). TPTs are required to request a ROE on Dashboard before you return to work (RTW). Make sure that you have done any outstanding reports and your claim is in order before you do your application. If you are in the process of setting up a wait period while off on S&A/sick, please make sure that your wait period is set up before doing your application or anything online. If you are not sure, contact the Benefits Office before you do anything online. If you do not, you could cancel or delay your wait period and any payments you may be entitled to.**

If you did not qualify for an EI claim during a previous period and have since worked, you should submit an application again as you may qualify. If you worked somewhere else in the last 52 weeks, and you left that job, if you have not already done so, you will have to fill out a “Quit - Voluntary Separation from Employment” form. If you were suspended or terminated since your last application, you will have to fill out a “Fired (Dismissed)” form. You can pick up either forms at the Benefits Office (or print off online). You can take any paper forms and ROEs from previous workplaces (if in your possession) to the Service Canada office closest to you. FCA Canada Inc. submits ROEs online directly to Service Canada (except TPTs who have to request them and then they are sent electronically). You should verify that Service Canada received it by viewing it on your My Service Canada Account (MSCA). If you’re FCA Canada Inc. ROE does not appear in your MSCA, please contact Payroll at 1-877-827-7744 and request that they send your ROE to Service Canada. You can also check to see if you already have a wait period through the MSCA.

**Please DO ALL STEPS to ensure your application and reports are complete and you receive all the benefits you are entitled to. Please READ the complete flyer and COMPLETE ALL 3 STEPS**

**STEP 1: File your application.** To complete the application, you will need the following: 1) Social Insurance Number, 2) Your mother’s last name when she was born (ensure spelling is correct), 3) Banking information for direct deposit (optional)

On the internet go to [www.canada.ca](http://www.canada.ca) and press “English”

**Screen 1:** In the middle of screen, click “Employment Insurance and leave”

**Screen 2:** on the left side of the screen, click “Regular Benefits”

**Screen 3:** Click on “5. Apply” in the middle of the screen

**Screen 4:** Scroll down to the bottom of the screen and click “Ready to Start?”

**Screen 5:** read to the bottom then click “Start application”

You will be asked, “Are you trying to retrieve an application which you started **within the last 72 hours** but did not complete?” Answer “no” unless you started a claim in the last 72 hours and want to continue with it. You will then be asked, “**What type of Employment Insurance benefits would you like to claim?**” **Select Benefits for Employees.** When asked if you were given a reference code, click “Yes” and enter:

**3515042020970646** – active as of March 21, 2020

Select “Continue”. You will be filing for Regular Benefits. The first page of the application is the **Identity Information** page. This area will ask you for your SIN#, date of birth, mother’s maiden name etc. It is **very important** to have the correct information (i.e. the correct spelling of your mother’s maiden name and your name as it appears on your SIN card). If the information does not match the information provided on your Social Insurance application when you applied for it, you will be required to go to the Service Canada office near you and provide the appropriate identification. If you do not, your claim will be cancelled. After completing this section, you will then need to validate your information by clicking Continue. Write down your temporary password. This will allow you to leave the application process and continue it again within 72 hours without having to start all over. Select Continue.

The next page is your **Personal Information** page. Fill in all fields. Next is the **Direct Deposit** page. If you answer “**YES**” that you have used Direct Deposit on a previous claim, you will be asked if you want to use the same bank information. If you have used this service previously and have banking information on file at E.I. from a previous claim, any payment you are entitled to will be deposited to your account. If you have changed your banking information or wish to start a Direct Deposit, answer the questions in this section accordingly and provide your banking information.

Under the “Last Employer Information”, enter the name of your most recent employer, which is FCA Canada Inc. (905-458-2800). You will be asked for your first day worked and last day worked. **Please leave your first day worked blank.** Your last day worked (LDW) will be **March 17 or 18, 2020 if you do not qualify for Short Work Week or March 20, 2020 if you do.** You will then be required to enter your CID # under “Clock, Badge or Payroll Number.” This number appears on the front of your swipe badge you use to enter the plant not your TID# or Master#. The next section is on Variable Weeks. Please read the information provided. You will need to answer the questions accordingly. The information you provide is very important in determining your benefit rate. You will need your pay information if your wages varied over the past 53 weeks. If your **average** gross weekly earnings were below \$1021, you will need to provide your “best weeks” or the weeks with your highest pay. You can refer to your pay statements (hard copy or through Dashboard) as we cannot provide the information for you. If you worked elsewhere during the period, you should include pay weeks if they were one of your “best weeks.” If you cannot provide your ‘best weeks’ information at the time of your application, you can fill out a “Claimant Attestation – Highest Weeks of Insurable Earnings (Variable Best Weeks)” form that you can pick up at the Benefits Office or print off online. After you have completed the above screens, you will see the **Rights and Responsibilities** section, which consists of 6 pages. It is important to read this section thoroughly especially page 3 of 6 where it informs you of **your responsibilities.** If you **leave your area of residence or the country during your lay-off, you are not entitled to E.I. and you must notify E.I. that you are leaving.** You must be **ready, willing and looking** for work to qualify for an E.I. payment.

Once you have completed all the above information and have read your rights and responsibilities you will click on “**I accept my rights and responsibilities**” and continue to the **Attestation** page. Click “Accept ...” and your application will be complete. Write down or print your confirmation number and then click “Exit” at the bottom of the page. There is a possibility you will need this number in the future so hang on to it.

### **STEP 2: Complete your report.**

As mentioned previously, after your application has been processed by Service Canada **you will still be required to complete your bi-weekly report online or by telephone.** (1-800-531-7555 to report by phone). Remember you cannot do your application and report on the same day. Your report won't be due until 2 weeks after your LDW. If you do not do your report, your EI claim is **NOT** complete. Whether you return to work or not, you **MUST** do your report. Be mindful of the period you are reporting for. When re-activating your claim, it starts the week prior to the start of the layoff. You want to report each week correctly and you may need to report earnings for one of the weeks. Always report gross earnings. If you do not report correctly for the period you were laid off, you could end up with EI overpayment(s) or lose EI payable weeks. EI can go back 7 years on what they consider false statements or mistakes in reporting. If you do not have your access code to report, you can contact Service Canada at 1-800-206-7218 to request another one.

On the internet go to [www.canada.ca](http://www.canada.ca) and press “English”

**Screen 1:** In the middle of screen, click “Employment Insurance and leave”

**Screen 2:** on the right side of the screen, click “Send your EI report by Internet”

**Screen 3:** read to the bottom then click “Continue”

**Screen 4:** Login using your SIN, Access Code & Province of residence

### **STEP 3: When you return to work, report that you have started a full-time job and are back to work.**

Once you have reported for the layoff period, you should say you have returned to work and **STOP** reporting. If you continue to report, you may be requested to provide information that you are looking for work. EI reports are from Sunday to Saturday. Please remember if you work on a Sunday, you will need to report the hours and money received differently. If you need assistance with this, please come and see us at the Benefits Office. You should report your RTW date when reporting for that week

If you have any questions or concerns, you can contact Service Canada directly at 1-800-206-7218. You may also come into the Benefits Office or call us at 905-458-2874.