

**Employment Insurance Filing Procedures for People Newly Hired  
and People Not Receiving Full Vacation Pay Over Shutdown  
July 19, 2021**

If you are reactivating an existing claim or applying for a new E.I. claim, you follow the same instructions. You can do so on the internet within 28 days from your last day worked. Make sure that you have done any outstanding reports before you reactivate your claim. If you did not qualify for an EI claim during a previous period and have since worked, you should make application again as you may qualify. If you worked somewhere else in the last 52 weeks, and you left that job, you must fill out a “Quit - Voluntary Separation from Employment” form that you can pick up at the Benefits Office (or print off online) and submit to Service Canada with the Record of Employment (ROE) (if it is in your possession).

Everyone filing to receive EI benefits over the shutdown period will need to request a ROE on the HUB AFTER your last day worked and BEFORE we return from shutdown. If you do not do so, you will not be able to receive EI benefits during the shutdown. Please use the link “Record of Employment (ROE for TPT)” link to do so, whether you are full time or part time.

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 “no”. You will be applying for Regular Benefits. Read to the bottom of the page and click “Continue”.

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 parents name - put mother’s maiden name). 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. 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.

The next page is your **Personal Information** page. Fill in all fields. After the personal information screen, you will be required to answer a personal tax credit question on the Income Tax Information page. Answer either Basic or Basic with spouse depending on your situation.

Next is the **Direct Deposit** page. If you answer “YES” that you would like to have your payment deposited into your bank, a new question will appear asking if you have used Direct Deposit on a previous claim for E.I. If you have used this service previously and have banking information on file at E.I. from a previous claim your payments will deposit to that 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.

Proceed with your application answering all fields with the relevant information. The following are answers for some of the questions that you may have difficulty with.

You belong to the union, **UNIFOR Local 1285**. Your employer is **FCA Canada Inc.** and their phone number is **905-458-2800**. You will be asked for your first day worked and last day worked. You are not required to enter your first day worked, so leave it blank. Your last day worked means the last day that you worked or were paid for before you stopped working. For most people, it will be July 16, 2021 for this period. You will be returning to work on August 2, 2021 unless otherwise notified.

Reason for separation would be “shortage of work”. On the Rate of Pay screen, enter you rate of pay. If asked for your Actual Hours Worked, enter the hours you worked for the last week worked or what you were paid for. On the Job Title Information screen enter in the field of occupation and click on “Search”. Scroll down and highlight your occupation and then press continue. If you received vacation pay on June 25, 2021, you will need to contact Service Canada and report the gross amount received.

On the ROE Reminder screen, it will state that it is your responsibility to submit a Record of Employment (ROE) from every employer that you worked for within the past 52 weeks. If the employer submits ROEs electronically, directly to Service Canada you will not have to submit one yourself. If you have had other employment in the last 52 weeks, you need to ensure that you submit any other ROE to Service Canada.

Continue to answer the questions on the following pages: Other Employers, Worker’s Compensation payments, Pensions, Business Relationship and Variable Weeks. Be sure to fill out the Course or Training Program if you are attending classes. If you are attending classes in the future, course information will need to be reported at the time you start your studies. As this can affect your job search availability, your claim will need to be adjudicated for EI eligibility. The answers for these pages will be based on your own individual circumstances and should be answered accurately.

After you have completed the above screens you will be at the Rights and Responsibilities section which consists of 6 pages.

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.

After the application, has been processed by E.I. you will still be required to complete your bi-weekly report online or by telephone (1-800-531-7555). Failure to report for any period could result in EI not paying you

At the completion of the application process 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. Service Canada will send you your access code and information on how to report. You should be able to complete your reports after two weeks. Do your reports and keep them up-to-date. Once your claim has been processed, any payments from EI will be paid to you.

**WHEN REPORTING, YOU MUST REPORT “OTHER MONIES” AND CONTACT SERVICE CANADA TO REPORT THE VACATION PAY YOU RECEIVED ON JUNE 25, 2021. YOU WILL NEED TO TELL THEM YOU RECEIVED ANNIVERSARY VACATION PAY, THAT ALLOCATES TO THE SHUTDOWN AS PER YOUR GROSS WEEKLY EARNINGS.**

If you have any questions or concerns regarding your application, you can contact HRDC directly at 1-800-206-7218.

In Solidarity,

Paula Racicot & Jeanine Noseworthy, UNIFOR Benefits Office – Brampton Assembly