

### **What is a Record of Employment?**

The Record of Employment (ROE) is a form your employer must complete when you stop working. Your employer must issue an ROE even if you do not plan on applying for unemployment. On your ROE you will find details and a history of your work.

### **How can I request an ROE?**

Please reach out to your Payroll Clerk by email to request your record of employment. Payroll will issue a ROE using the reason code of "Employees Request".

### **How can I access my ROE?**

ROE's are processed online. You can access your Record of Employment through the Service Canada website. ROE's will not be sent out to individuals directly. Please visit [My Service Canada Account](#) to access your ROE.

### **When can I apply for Unemployment?**

You can apply for unemployment after your last day of work. You do not require a Record of Employment to get the application started. Please submit the application stating that your employer will send the ROE electronically. To submit an EI claim please visit: [www.servicecanada.ca](http://www.servicecanada.ca)

### **I am a Teacher. Why does my ROE say I worked 8 hours per day even though I work 5.5 hours a day?**

As a teacher the total number of hours of teaching time and related duties that the collective agreement covers and for which the teacher received remuneration will be recorded.

### **Am I able to receive a ROE for the December break?**

An email will be sent prior to the holiday season with deadlines for requests. Casual employees are able to request ROE's for the lapse of employment during the holidays. A Record of Employment will be issued after all of the hours have been paid prior to the 2 week December break.

### **When will my ROE be issued?**

HR will send notice to payroll that there has been a change in your employment. For example: maternity, paternity, leave of absence, retired or resigned. Corresponding codes will be used. If you have a biweekly pay period cycle, ROE's will be submitted to Service Canada within five calendar days after the end of the pay period in which the interruption of earnings occurs.

### **What If I am a 12 Month employee? Will an ROE be issued?**

No, you will not receive an ROE unless you either request an ROE or if there is a change in your employment status

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**If I am a 10 month or 11 month employee when will my ROE be issued at the end of the school year?**

**Examples:**

**Permanent Employees - 10 Month/11 Month**

Last day of school - June 30, 2024

Pay Period 14 - June 25 - July 8 - pay date of July 7, 2024

ROE's will be issued the week of July 10-14, 2024

**Casual Employees - 10 Month (2 weeks in arrears)**

Last day of school - June 30, 2024

Pay period 15 - June 25 - July 8 - pay date of July 21, 2024

ROE's will be issued the week of July 24-28, 2024.

**What if I am in a permanent position and also a casual position?**

ROE's will be issued after all hours have been paid. If you are in a permanent position and do not work the last two weeks of the school year your ROE will be issued during the week of July 10-14; however, if you work in a casual position the last two weeks of the school year then you will need to wait until the week of July 24-28, 2023.

**Where can I find more information about ROE's and help on better understanding?**

The Government of Canada has documented the process. Please visit their website at <https://www.canada.ca> and search "How to Complete the Record of Employment Form" or click [here](#).