


# Record of Employment (ROE) Information Sheet

 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** FOR FURTHER INFORMATION, CONTACT  
Contact Name  
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. 17 ONLY COMPLETE IF PAID (OTHER THAN REGULAR PAY) IN ANOTHER PAY PERIOD OR PAYABLE AT A LATER DATE.  
A - VACAT B - SICK C - OTHER MONIES (SPECIFY)

P.P.	INSURABLE EARNINGS	P.P.	INSURABLE EARNINGS	P.P.	INSURABLE EARNINGS	STATUS	HOLIDAY PAY FOR		
1	2	3	4	5	6	D	M	Y	\$
1	820.00	2	820.00	3	820.00				
4	960.00	5	960.00	6	960.00				
7	820.00	8	820.00	9	820.00				
10	960.00	11	960.00	12	960.00				
13	820.00	14	960.00	15	960.00				
16	960.00	17	820.00	18	820.00				
19	960.00	20	960.00	21	960.00				
22	940.00	23	960.00	24	940.00				
25	820.00	26	940.00	27	940.00				
28	940.00	29	940.00	30	820.00				
31	820.00	32	940.00	33	940.00				
34	940.00	35	940.00	36	940.00				
37	820.00	38	940.00	39	940.00				
40	940.00	41	820.00	42	940.00				
43	940.00	44	940.00	45	940.00				
46	820.00	47	960.00	48	960.00				
49	960.00	50	960.00	51	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)).  
PSL PAYMENT START DATE AMOUNT PER DAY PER WEEK  
WU 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**

INS 6228 (05/07) e  
Version 9.0  
Canada Page 2 contains important information. Service Canada delivers Human Resources and Skills Development Canada programs and services for the Government of Canada. 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](http://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](http://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](http://www.servicecanada.gc.ca/eng/online/pac/pacinfo.shtml). (Click on "Continue" at the bottom of the next two pages to proceed.)