

Occasional Teachers Applying for EI 2016 -2017

Note record of employments for the summer will be issued upon completion of each group's final pay. All salaried employees with a final pay of June 30th should have their ROE's sent to Service Canada by June 30, 2016. All casual groups including Daily Occasional Teachers will be two weeks later on July 14, 2016.

Please note this memo from Service Canada was posted earlier

within the ESS/iMenu Portal under the **Payroll Information** link: <https://sites.google.com/a/ocsb.ca/payroll-information/>

Below are the REFERENCE CODES that can be used for REGULAR EMPLOYMENT INSURANCE (EI) filing for the school break periods for the June 2016 - March 2017 periods. These codes can be used by people occupying positions as school board employees, school bus employees and all other school related occupations who are off during the non-teaching periods, as indicated below.

Employees can file their claims by visiting: <http://www.servicecanada.gc.ca/>

Employees, who need to file EI claims before the Effective date or after the Expiry date indicated, **will be required to complete the regular application** for Employment Insurance benefits without a Reference Code.

Please note: **The codes are not to be used for permanent layoffs, retirements or special benefit claims such as maternity, parental, compassionate care, illness or people who live or relocate outside the province of Ontario during these periods.**

Claimant Enquires on the status of their claim:

Only claimants or appointed representatives can make enquiries on a claim for EI Benefits. This normally occurs when the individual cannot act on their own behalf. A form must be completed and filed to ensure the appointed representative is noted on the claim. Claimant's may ask Human Resources or Payroll staff questions in regards to their EI. The claimants must be directed to contact Service Canada for answers to their specific situation. Employer reps or Union reps cannot enquiry on individual situations without consent on file.

By telephone

EI Telephone Information Service. Call [1-800-206-7218](tel:1-800-206-7218) (TTY: [1-800-529-3742](tel:1-800-529-3742)) and choose option "1." Be sure to have your Social Insurance Number and your access code on hand when you call.

Or

They can visit the nearest Service Canada Centre in their area. <http://www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?cmd=lst&pv=on&ln=eng>

<http://www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?cmd=lst&pv=on&ln=fra>

The Reference Codes are only to be shared or used by employees who work in Ontario and live in the province of Ontario during the break periods. Workers who relocate during these periods to another province are to file a regular application and should not enter a Reference Code when prompted.

The Reference Code for EI Applications for June 2016 school-related intake:

3511012016201606

Effective: 17 Jun 2016

Expiry: 23 Jul 2016

Please be reminded that all Stat Holiday pay paid or payable for days in this period should be recorded on the ROE. If they are not, you will need to amend the ROEs when it is paid.

The Reference Code for EI Applications for Dec 2016 school-related intake:

3511012016201612

Effective: 16 Dec 2016

Expiry: 15 Jan 2017

Please be reminded that all Stat Holidays and Floating Holidays must be recorded on the ROE generated for the December break. If they are not, you will need to amend the ROEs when it is paid.

The Reference Code for EI Applications for Mar 2017 school-related intake:

3511012017201703

Effective: 10 Mar 2017

Expiry: 02 Apr 2017

Instructions for Paper ROEs

Most EI related questions can be answered by referring to the Service Canada Website at: <http://www.servicecanada.gc.ca/eng/common/contactus/ei.shtml>

Record of Employment questions normally can be answered at the Service Canada Website

at: <http://www.servicecanada.gc.ca/eng/common/contactus/index.shtml#ecc>

Or call

Employer Contact Centre

Record of Employment (advice, guidance, paper ROE orders), ROE Web (technical support), Report on Hirings, Work-sharing, Automated Earnings Reporting System (Data Gateway support), and Temporary Foreign Worker Program (excluding the Seasonal Agricultural Workers Program and jobs in Quebec, but including Live-In Caregivers in Quebec).

Toll-free within Canada and the United States: [1-800-367-5693](tel:1-800-367-5693)

TTY: [1-855-881-9874](tel:1-855-881-9874)

The Employer Contact Centre is available Monday to Friday from 7 a.m. to 8 p.m., Eastern Time.