



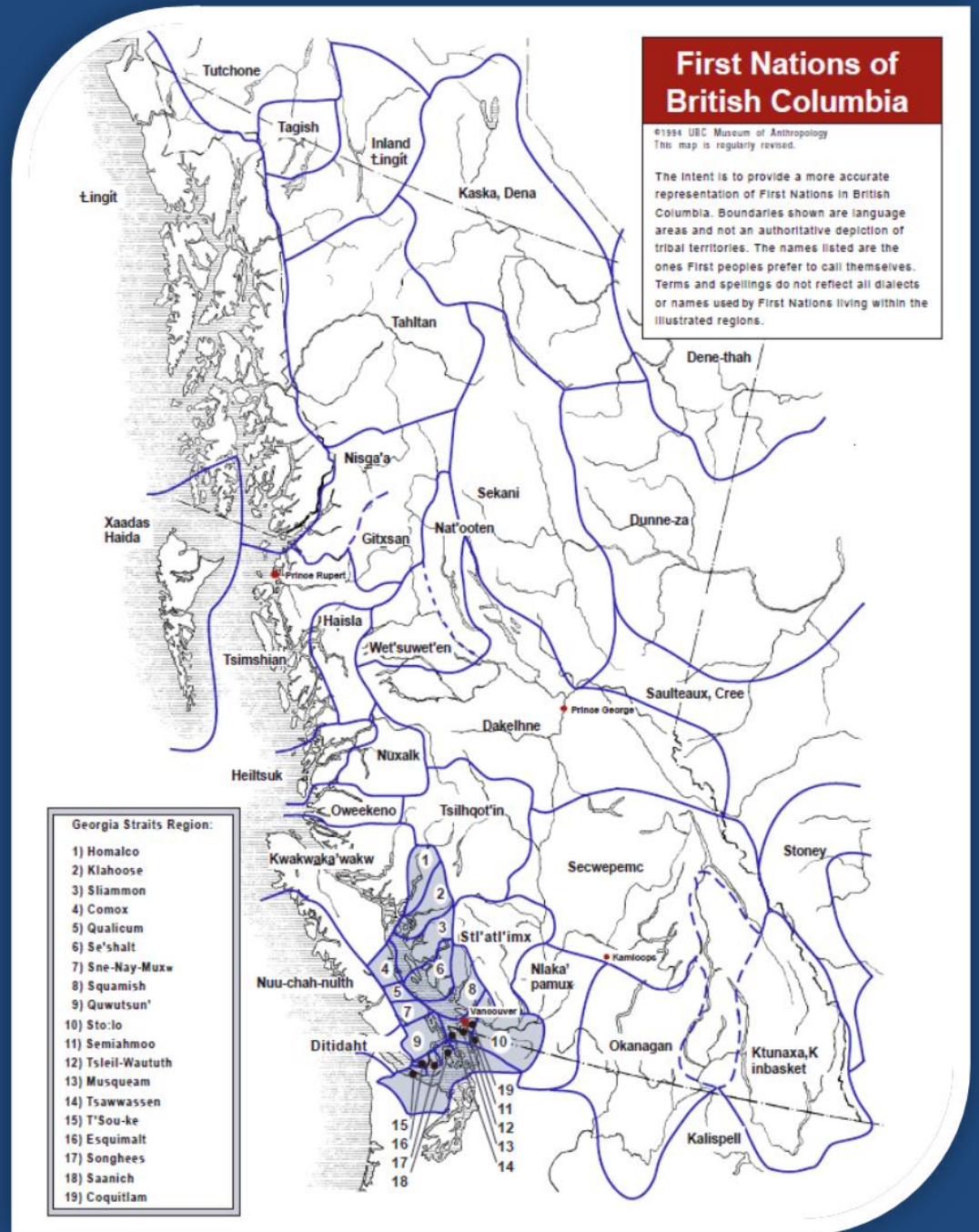
Employment Insurance Seminar

Navigating the EI Claim Process for Teachers Teaching on Call



BC Teachers' Federation

Acknowledgment of Aboriginal Territory



Disclaimer

- This workshop only provides general information to teachers contemplating applying for Employment Insurance (EI) benefits. The information in this workshop does not constitute legal or tax advice.
- The BCTF, including BCTF Facilitators, are unable to provide legal or tax advice on this issue.
- Members should contact Service Canada directly for any questions or concerns regarding their entitlement to EI.
- If tax advice or guidance is needed, we encourage members to consult a qualified tax professional (at their own expense).

Health and Safety



Fire Protection



Emergency Procedures



Electrical Safety



Ergonomics

Workshop Norms

- Be present, curious and open-minded.
- Listen respectfully.
- Make sure everyone is heard.
- Ideas, not people, are open to criticism.

Purpose

The purpose of this workshop is to provide teachers with the information they need to:

- make effective, online applications for employment insurance.
- maximize and extend those benefits throughout the school year.

Outline

- Should I apply?
- Do I qualify?
- What are my benefits?
- How do I apply?
- How do I maintain my claim?
- How do I deal with problems?
- Summary.

Should I apply?

Employment Insurance is an entitlement!

- You pay premiums.
- The employer pays premiums.
- It provides income replacement when work is not available.

Should I apply?

EI is more than wage replacement

- It covers non-teaching breaks.
- It covers “slow periods.”
- It provides sick leave to TTOCs.
- It covers sick days under regular benefits and up to an additional 26 weeks under sickness benefits.

Should I apply?

From the Service Canada website...

Employment Insurance (EI) provides regular benefits to individuals who lose their jobs through no fault of their own (for example, due to shortage of work, or seasonal or mass lay-offs) and are available for and able to work, but can't find a job.

Always apply for EI benefits as soon as you stop working. You can apply for benefits even if you haven't yet received your record of employment. If you delay filing your claim for benefits for more than 4 weeks after your last day of work, you may lose benefits.

<https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit.html>

Do I qualify?

To qualify,

1. you must have experienced an interruption in earnings, i.e., for seven or more consecutive days,
2. your teaching contract has ended, or
3. your employment was on a casual or substitute basis, and
4. you have no prospect of being called out for the next seven days.

Do I qualify?

Note: The acceptance or rejection of a new contract (verbal or written) may impact your eligibility for a claim.

If you accept a position for September during the June round of postings, you may not qualify for EI over the summer.

If you accept a position for September in the August postings, and you are collecting EI, you will need to report your new contract.

Do I qualify? *(cont.)*

5. You must have enough hours

- The number of required hours depends on your region, but will be between 420–700 hours in the last 52 weeks or since the start of your last EI Claim (whichever is shorter).
- One public school teaching day equals 9.1 hours; 700 hours is approximately 77 teaching days.


How many weeks of EI will I get?

Service Canada provides a tool that lets you look up the maximum number of weeks for your particular region by entering your postal code

http://srv129.services.gc.ca/eiregions/eng/postalcode_search.aspx

Breakdown of FTE

- 9.1 is a full teaching day, regardless of what your paystub may list.
- 0.6 FTE of a day = 5.5 hours
- 0.5 FTE of a day = 4.6 hours
- 0.4 FTE of a day = 3.7 hours
- 0.25 FTE of a day = 2.3 hours



700 EI hours / 9.1
is about 77
teaching days

*One public school teaching day equals 9.1 hours; private schools do not have this same agreement.

What are the benefits?

- For most people, the basic rate for calculating Employment Insurance (EI) benefits is 55% of their average **insurable weekly earnings**, up to a maximum amount.
- As of January 1, 2025, the maximum yearly insurable earnings amount is \$65,700. This means that you can receive a maximum amount of \$695 per week.

EI and Taxes?

Taxes are deducted from EI payments

- EI benefits are taxable, no matter what type of benefits you receive. Federal and provincial or territorial taxes, where applicable, will be deducted from your payment.
- Before you file your taxes next year, you will receive a T4E which shows you the employment insurance you received in the year, and any income tax that was taken off from these amounts.

How do I apply?

- You have up to four weeks after the last day worked to apply online
- You may use the computer at your local Service Canada Centre to apply if you don't have access to a computer
- Expect to receive benefits within 28 days from the day they receive your claim.

How do I apply?

Record of Employment (ROE)

- School districts must issue a ROE to all TTOCs and anyone who has been laid off.
- It will usually be submitted electronically.
- You may have to request your ROE. Ask your Local President for the process in your district.
- Find your ROE online.

Finding your ROE(s)



Government
of Canada

Gouvernement
du Canada

My Service Canada Account

[Home](#)

[Employment Insurance](#) ▾

[Canada Pension Plan/Old Age Security](#) ▾

[My Service Canada Account](#) > [Employment Insurance](#)

Records of Employment

In the Records of Employment (ROEs) section, you can:

- check and print electronic ROEs
- check information on paper ROEs

This information is available for the last 7 years.

[Records of Employment](#)

Check for Accuracy

The ROE is the single most important document in EI.

You must verify

- first/last day worked
- total insurable hours
- total insurable earnings
- reason for issuing: code A

1 SERIAL NO. **A 53631518**

2 SERIAL NO. OF ROE AMENDED OR REPLACED

3 EMPLOYER'S PAYROLL REFERENCE NO.

4 EMPLOYER'S NAME AND ADDRESS

5 CCRA'S BUSINESS NO. (BN)

6 PAY PERIOD TYPE

7 POSTAL CODE

8 SOCIAL INSURANCE NO.

9 EMPLOYEE'S NAME AND ADDRESS

10 FIRST DAY WORKED (OR FIRST DAY WORKED SINCE LAST ROE ISSUED) D M Y

11 LAST DAY FOR WHICH PAID D M Y

12 FINAL PAY PERIOD ENDING DATE D M Y

13 OCCUPATION

14 EXPECTED DATE OF RECALL D M Y
 UNKNOWN NOT RETURNING

15A TOTAL INSURABLE HOURS ACCORDING TO CHART ON REVERSE

15B TOTAL INSURABLE EARNINGS ACCORDING TO CHART ON REVERSE \$

16 REASON FOR ISSUING THIS ROE ▶ ENTER CODE

FOR FURTHER INFORMATION, CONTACT TELEPHONE NO. ▶ ()

17 ONLY COMPLETE IF THERE HAS BEEN A PAY PERIOD WITH NO INSURABLE EARNINGS. COMPLETE ACCORDING TO CHART ON REVERSE.

P.P.	INSURABLE EARNINGS	P.P.	INSURABLE EARNINGS	P.P.	INSURABLE EARNINGS
1		2		3	
4		5		6	
7		8		9	
10		11		12	
13		14		15	
16		17		18	
19		20		21	
22		23		24	
25		26		27	

18 ONLY COMPLETE IF PAYMENTS OR BENEFITS (OTHER THAN REGULAR PAY) PAID IN OR IN ANTICIPATION OF THE FINAL PAY PERIOD OR PAYABLE AT A LATER DATE.

A - VACATION PAY \$

B - STATUTORY HOLIDAY PAY FOR

D	M	Y	\$

C - OTHER MONIES (SPECIFY)

	\$

19 ONLY COMPLETE IF PAID SICK/MATERNITY/PARENTAL LEAVE OR GROUP WAGE LOSS INDEMNITY PAYMENT (AFTER THE LAST DAY WORKED).

PAYMENT START DATE D M Y

AMOUNT \$

PER DAY PER WEEK

20 COMMUNICATION PREFERRED IN ENGLISH FRENCH

21 TELEPHONE NO. ()

22 I AM AWARE THAT IT IS AN OFFENCE TO MAKE FALSE ENTRIES AND HEREBY CERTIFY THAT ALL STATEMENTS ON THIS FORM ARE TRUE.

SIGNATURE OF ISSUER _____ NAME OF ISSUER (please print) _____ DATE D M Y

What does the code in Block 16 mean?
 The following chart explains the codes that may appear in Block 16:

A - Shortage of work / End of contract or season	B - Strike or lockout	D - Illness or injury
E - Quit	F - Maternity	G - Mandatory retirement
H - Work-Sharing	J - Apprentice training	M - Dismissal
N - Leave of absence	P - Parental	Z - Compassionate care/Family caregiver
K - Other (see Block 18, Comments)		

Finding your ROE(s)

If you had both temporary contracts and TTOC work in the past 52 weeks, then be on the lookout for 2 separate ROEs from the same school district.

Break

Let's take a quick stretch break!



The Service Canada Application Process



Prepare to apply

Complete and submit your online application right away. If you apply more than 4 weeks after your last day of work, you may lose benefits.

When you apply, you'll need:

- your social insurance number (SIN)
 - if your SIN begins with a 9, you need to supply proof of your immigration status and work permit
- the last name at birth of one of your parents
- your mailing and residential addresses, **including the postal codes**
- your banking information to sign up for direct deposit, including:
 - financial institution name
 - bank branch (transit) number
 - account number



details about all employment in the past 52 weeks or since the start of your last claim, whichever is shorter. This includes:

- employer names
- addresses
- dates of employment
- reason for separation (if you quit or were dismissed, you will need to provide your version of the facts)

Note: We will need your records of employment (ROE) from each employer to determine your eligibility.



Don't wait to apply

You can send required documents after you apply.



Application for Employment Insurance benefits online



Important

Direct Deposit

Using direct deposit, the Government of Canada can deposit payments automatically into your bank account and avoid postal delay. [Sign up](#) for direct deposit when you apply for EI! It is convenient, secure and reliable.

You have chosen to complete your application in English. You will not be able to change to French once you start your online session. If you wish to [change language](#) you must do so before you begin.

Answers to fields and questions with an asterisk (*) are mandatory

Use only the "Continue" and "Previous" buttons to navigate through the application.

* Are you trying to retrieve an application you began within the last 72 hours but did not complete **(required)**?

Yes

No

Continue



This site is protected by hCaptcha and its [Privacy Policy](#) and [Terms of Service](#) apply.



Application for Employment Insurance benefits online



Type of Employment Insurance Application

Answers to fields and questions with an asterisk (*) are mandatory.

Benefits for employees

You can apply for benefits for employees if you worked in insurable employment as an employee, including if you are a fisher. These benefits provide temporary financial assistance if you have lost your job (through no fault of your own), if you are sick, pregnant, caring for a newborn or adopted child, caring for a family member who is seriously ill with a significant risk of death or providing care or support to a critically ill family member.

Benefits for self-employed people

As a self-employed person, you can apply for benefits if you have voluntarily registered into the EI program. These benefits provide temporary financial assistance if you are sick, pregnant, caring for a newborn or adopted child, caring for a family member who is seriously ill with a significant risk of death or providing care or support to a critically ill family member.

*** What type of Employment Insurance benefits would you like to claim?**

- Benefits for employees
- Benefits for self-employed people

Continue

Date modified: 2021-02-26



Application for Employment Insurance benefits online



Type of Employment Insurance Application

Answers to fields and questions with an asterisk (*) are mandatory.

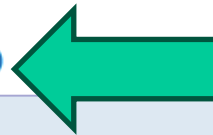
Benefits for employees

You can apply for benefits for employees if you worked in insurable employment as an employee, including if you are a fisher. These benefits provide temporary financial assistance if you have lost your job (through no fault of your own), if you are sick, pregnant, caring for a newborn or adopted child, caring for a family member who is seriously ill with a significant risk of death or providing care or support to a critically ill family member.

Benefits for self-employed people

As a self-employed person, you can apply for benefits if you have voluntarily registered into the EI program. These benefits provide temporary financial assistance if you are sick, pregnant, caring for a newborn or adopted child, caring for a family member who is seriously ill with a significant risk of death or providing care or support to a critically ill family member.

* What type of Employment Insurance benefits would you like to claim?



Benefits for employees

These benefits are the ones normally received by employees working in an insurable job, including fishers.

Benefits for self-employed people

These special benefits are payable to independent workers who have entered an agreement with Service Canada and are paying their premiums directly to Canada Revenue Agency.

Note:

If you were self-employed during the last calendar year and you have worked as an employee in the past 52 weeks determining which type of benefits to choose in establishing a claim becomes an important decision. If you are unsure of which type of benefits would be to your advantage, contact us at 1-800-206-7218 (TTY: 1-800-529-3742). This information is only available by phone. Once your decision is made regarding the type of benefits you choose to receive, it is final and cannot be reversed.



Application for Employment Insurance benefits online

Reference Code

Answers to fields and questions with an asterisk (*) are mandatory.

* Are you part of a group of employees in an **Apprenticeship** program, a **Work-sharing** program, a **group layoff** situation (including layoffs due to a natural disaster), or the **automotive** industry **AND** you were given a reference code to submit with this application?

The reference code must be entered in the exact same format as issued (e.g. CAPITAL, or small letters, or a combination of both).

Important notice for teachers and support staff

You will not be issued a 16-digit reference code. Please complete your application without using a reference code.

The reference code is 10 alphanumeric characters.

This number **does not appear on your Record of Employment.**

Yes

No

Previous

Continue

Date modified: 2021-02-26




Application for Employment Insurance benefits online



Benefit Type

Answers to fields and questions with an asterisk (*) are mandatory.

* What type of benefits are you applying for? 

- Regular benefits:** you have lost your job (through no fault of your own) and you are available for and able to work, but can't find a job.
- Fishing benefits:** you are a self-employed person engaged in fishing.
- Sickness benefits:** you are unable to work due to illness, injury or quarantine. This option also allows you to receive sickness benefits prior to maternity benefits.
- Maternity benefits:** you are pregnant or have recently given birth. This option also allows you to receive maternity followed by parental benefits.
- Parental benefits:** you are caring for one or more newborn or newly adopted children.
- Compassionate Care benefits:** you are caring or supporting a family member who is gravely ill with a significant risk of death within 26 weeks.
- Family Caregiver benefits:** you are providing care or support to a critically ill family member.

Previous

Continue

Date modified: 2021-02-26

Preparing Your Information

Regular Benefits

Read the following instructions and gather the necessary information. This will ensure that there are no delays in processing your application.

You will need to provide the following **personal** information:

- your Social Insurance Number (SIN) - if your SIN begins with a 9, you will need to provide proof of your immigration status and work permit;
- the last name at birth of one of your parents;
- your mailing and residential addresses, including postal codes (if you do not have a usual place of residence, you must apply in person at your local Service Canada Centre);
- your complete banking information, including branch/transit number, financial institution name and number, and your account number (as shown on your cheque or bank statement), to have your payments deposited automatically into your bank account using direct deposit;
- if you are receiving or will receive a pension, you will need to provide the type of pension (e.g. CPP/QPP, insurance, retirement pension from an employer), the start date, amount, and who is paying the pension. If you do not have this information at this time, you will need to provide it to us by calling 1-800-206-7218.

You will need to provide the following **employment** information:

- the names, addresses and telephone numbers of all employers you worked for in the last 52 weeks, as well as the dates of employment and the reasons for separation from these employers;
- your detailed version of the facts if you quit or were dismissed from any job in the last 52 weeks;
- Record(s) of Employment:
 - If your employer(s) submits ROEs electronically to Service Canada, you do not need to request copies from your employer(s), and you do not have to provide copies to Service Canada.
 - If your employer issues ROEs in paper format, you must request all ROEs issued during the last 52 weeks and provide them to Service Canada as soon as possible after you submit your EI application. You must mail us your paper ROEs or drop them off in person at a Service Canada Centre.

Identity Information

Identity Information

You will be deemed to have signed your claim for benefits by providing and submitting:

- your Social Insurance Number (SIN);
- your date of birth;
- the last name at birth of one of your parents.

You have to provide your legal name (as indicated on your SIN card/letter). If your SIN card/letter does not reflect your legal name, you must update your SIN record.

We will use the information you provided to verify your identity. Any information that does not match the information on your SIN application may cause a delay in the processing of your claim.

To retrieve your partially completed application you will need to re-enter your personal information **exactly** as you first entered it. For example, if you used CAPITAL letters, you will have to use CAPITAL letters again to retrieve your application.

Answers to fields and questions with an asterisk (*) are mandatory.

Reactivating a Previous Claim

Should I terminate or reactivate an existing claim

Note: The following information does not apply to you if you are applying for fishing benefits.

If you started a new claim for EI benefits within the past 52 weeks, and there are weeks still payable, that claim will automatically be reactivated when you complete the EI Application online.

If your existing claim is reactivated and you have worked since the start of that claim, you may be able to establish a new claim when this claim runs out.

- To establish a new claim, you must have enough insurable hours and meet the qualifying conditions.
- If you start a new claim instead of reactivating your existing claim, the remaining weeks payable on the existing claim will be lost.
- You must serve a 1-week unpaid waiting period on a new claim before you are entitled to receive payment.

To verify if your waiting period has been served or to view the number of weeks still payable on the existing claim, access [My Service Canada Account](#).

If you prefer to terminate your existing claim and begin another EI claim, **do not start the application at this time**. To terminate a claim **you must first contact us** by calling 1 800 206-7218 (TTY: 1-800-529-3742). Your decision to terminate a claim is final and cannot be changed.


Note: If you require additional information to assist you in making the decision to reactivate or terminate an existing claim, this information is only available by phone at 1-800 206-7218 (TTY: 1-800-529-3742).


Identity Information

* Social Insurance Number (without spaces or hyphens)


* Date of Birth


Year: ▼ Month: ▼ Day: ▼

* Last name (as indicated on your SIN card/letter) 


* First given name (as indicated on your SIN card/letter) 

Other given name

* Last name at birth 

* Gender 

- Male
 Female
 X

* Parent's last name at birth 

Previous


Continue


Identity Information

* Social Insurance Number (without spaces or hyphens)

* Date of Birth

Year: ▼ Month: ▼ Day: ▼


* Last name (as indicated on your SIN card/letter) 

* Last name (as indicated on your SIN card/letter) 


Your last name can also be referred to as Family Name or Surname. Enter your legal last name only.

If the name you provided when you applied for your Social Insurance Number (SIN) is no longer your legal name because you have changed it as a result of a marriage or a name change, you must provide your updated information to Service Canada. Learn how to do this by visiting the following Web page **after you have completed your EI application**.

www.servicecanada.gc.ca/eng/sin/apply/how.shtml

* Gender 

- Male
 Female
 X

* Parent's last name at birth 

Previous


Continue

Identity Information


* Social Insurance Number (without spaces or hyphens)

* Date of Birth


Year: ▼ Month: ▼ Day: ▼


* Last name (as indicated on your SIN card/letter) 

* First given name (as indicated on your SIN card/letter) 


* First given name (as indicated on your SIN card/letter) 

Enter only your first name (given name). Do not enter just initials or your nickname and do not put your last name (family name/surname) in this block.

* Last name at birth 

* Gender 

- Male
 Female
 X

* Parent's last name at birth 

Previous


Continue


Identity Information

* Social Insurance Number (without spaces or hyphens)


* Date of Birth


Year: ▼ Month: ▼ Day: ▼

* Last name (as indicated on your SIN card/letter) 

* First given name (as indicated on your SIN card/letter) 


Other given name

* Last name at birth 

* Last name at birth 

Your last name can also be referred to as your family name or surname. This information may be used for additional verification against the Social Insurance Register.

○ X

* Parent's last name at birth 

Previous


Continue


Identity Information

* Social Insurance Number (without spaces or hyphens)


* Date of Birth


Year: ▼ Month: ▼ Day: ▼

* Last name (as indicated on your SIN card/letter) 

* First given name (as indicated on your SIN card/letter) 

Other given name

* Last name at birth 

* Gender 

* Gender 

X represents another option not listed.


- Male
- Female
- X

Identity Information

* Social Insurance Number (without spaces or hyphens)


* Date of Birth

Year: ▼ Month: ▼ Day: ▼

* Last name (as indicated on your SIN card/letter) 


* First given name (as indicated on your SIN card/letter) 


Other given name

* Last name at birth 

* Gender 

- Male
 Female
 X

* Parent's last name at birth 

* Parent's last name at birth 

Enter the last name at birth of **one** of your parents as submitted in your SIN application. Do not enter any first name.

Identity Validation

Identity Validation

Review the information you provided below. If the information is correct click the "Continue" button. If you wish to change any of your information click the "Previous" button.

Social Insurance Number

Date of Birth

Last Name

First Given Name

Last Name at birth

Parent's last name at birth

Gender

Previous

Continue

Date modified: 2021-02-26

Identity Validation

Temporary Password

Your temporary password is:



In the event you lose your session, this temporary password will let you continue the completion of your application. **Please take care to note your temporary password exactly as shown.**

This temporary password has been randomly generated. Your temporary password along with the information you completed on the last screen are the key to retrieving your partially-completed application. This temporary password will stay active for a 72 hour period. If you fail to complete your application in a 72 hour period, your application will be deleted and you will be required to start a new application.

Service Canada takes measures to ensure that your electronic transactions with us are secure and your privacy is protected.

[Previous](#)

[Continue](#)

Date modified: 2021-02-26

Your Contact Information

Personal Information

► Help for this page

Answers to fields and questions with an asterisk (*) are mandatory.

I prefer service in:

* Speaking:

English

French

* Writing:

English

French

Your email address may be shared with Job Bank to assist you in finding potential employment. In addition, it may be shared with your provincial or territorial government and its authorized service providers to help you with employment programs and services.

Service Canada may contact you by email to provide you with information or ask you to call one of our agents.

Information about your claim cannot be shared by email.


Email address


Your Contact Information

It is **important** to provide a telephone number where we can contact you or where we can leave you a message. If we cannot reach you, we will be required to contact you by email or by mail. This may delay the processing of your application.

Main telephone number


Number: Type:

.TTY/TDD Number 

.TTY/TDD Number 

A "teletypewriter" (TTY) or "telecommunications device for the deaf" (TDD) is a device that helps someone who is deaf or who has trouble hearing or speaking to use a telephone.

* Mailing Address:

* Enter your postal code and select the "Retrieve address" button to display your mailing address. 

We require a valid postal code: do not use the letter "O" in place of the number zero, or the letters "I" or "L" for the number one.

Retrieve address

Check if the address is outside Canada

International Address

Previous

Continue



Application for Employment Insurance benefits online



Programs and services

Employment and Social Development Canada and its partners have a number of programs and services designed to assist workers who have particular employment needs. The information sought below is for determining your eligibility for these programs and services and also for statistical purposes.

This information will also be used to determine how much income tax, if any, will be deducted from your benefits.

Completion of this section is voluntary.

I am

Status Indian

(Status Indian is someone who is registered with Crown-Indigenous Relations and Northern Affairs Canada as an Indian, or who is entitled to be so registered, according to the terms of the *Indian Act*)

Non-status Indian

Inuit

Métis

Person with a disability

Visible minority

Previous

Continue

Date modified: 2021-02-26



Application for Employment Insurance benefits online




Income tax information


Answers to fields and questions with an asterisk (*) are mandatory.

Your T4E (Statement of Employment Insurance and Other Benefits)

You need your T4E to complete your income tax return. You can get it sooner online than by mail through My Service Canada Account (MSCA). To register, visit Canada.ca/myservicecanadaaccount.

How will you access your T4E? 

- I will access it online from MSCA (available February 1) and not receive it by mail.
- Please send me a paper copy (mailed by February 28).

How will you access your T4E? 

Registering with My Service Canada Account gives you convenient and secure access to:

- your EI payment information;
- your direct deposit information;
- your current and past EI claims;
- your EI tax slip (T4E); and
- your electronic records of employment (ROEs).



Application for Employment Insurance benefits online



Personal tax credit

The amount of tax deducted from your EI depends on the province or territory in which you live and your personal tax situation.

* Please select your personal tax situation:

- basic
- basic and spouse (if you declare your **spouse** as a **dependent** on your income tax return)

According to the *Income Tax Act*, a spouse is a person you are legally married to or who is your common-law partner.

Selecting "basic and spouse" results in **less tax being deducted** from your Employment Insurance than selecting "basic."

Modifying your personal tax credit

To change the amount of income tax to be deducted from your EI after you submit your application, call 1-800-206-7218.

Previous

Continue

Date modified: 2021-02-26

Direct Deposit

Direct Deposit

Answers to fields and questions with an asterisk (*) are mandatory.

Direct Deposit is the standard method used by Service Canada to deposit EI payments directly into your bank account.

* Have you used Direct Deposit on a previous claim for Employment Insurance benefits within the last year (52 weeks)?

Yes

No

* Banking information

I have my banking information with me.

I do not have my banking information with me, but will be providing this information in the near future.

I cannot use Direct Deposit

Previous

Continue

Date modified: 2021-02-26

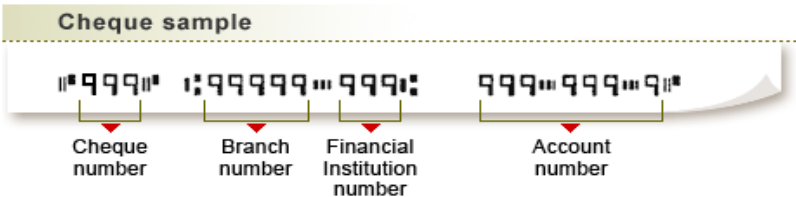
Direct Deposit - Banking Information

Answers to fields and questions with an asterisk (*) are mandatory.

It is important to provide accurate bank account information. This information is used to deposit your Employment Insurance benefits.

Refer to your cheque for the official name of your Financial Institution

The bottom of a typical personal cheque is in this format:



* Branch/Transit Number i

Financial Institution (F.I.) - Click on your financial institution from this list below

If you have not located your banking institution in the list, enter its name and institution number below (enter only the last 3 digits for the number):

* F.I. Name

* F.I. Number i

* Account Number i

If this is a joint account, provide the name of the other person(s)

I authorize Employment and Social Development Canada to redirect the deposit of my Employment Insurance benefits and/or Employment benefits to an account number other than the one listed above when ESDC is notified by the financial institution of changes to the Financial Institution, branch/transit, or account number.

To avoid delayed payments, I will contact the Telephone Information Service immediately if I change financial institutions, branches, close my account, or change my residence or mailing address.

Direct Deposit – if you've had a previous claim

Direct Deposit

Answers to fields and questions with an asterisk (*) are mandatory.

Direct Deposit is the standard method used by Service Canada to deposit EI payments directly into your bank account.

* Have you used Direct Deposit on a previous claim for Employment Insurance benefits within the last year (52 weeks)?

Yes

No

* Do you want us to use the bank account information you gave us the last time? If it has been more than a year that you had a claim or if your bank account information has changed, select "No" and provide the direct deposit banking information to ensure you get your payment on time. **Note:** Direct deposit information provided to the Canada Revenue Agency is not shared with Service Canada.

Yes

No

Previous

Continue

Date modified: 2021-02-26

Application for Employment Insurance benefits online



Other Personal Information

Answers to fields and questions with an asterisk (*) are mandatory.

* Indicate your highest completed level of education

University

* Are you a member of a Union or Professional Association?

Yes

No

* Name of Union or Professional Association

BCTF

Local or Chapter Number

61

This is usually the same number as your school district, check with your local teachers' association if you're not sure. In this example, 61 = Greater Victoria Teachers' Association.

Previous

Continue

If you work in more than one school district, start with the district that you've worked the most in. You'll be able to enter your other employer(s) later in this application.

If you had a previous EI Claim in the past 52 weeks

Message on reactivating your existing claim

► Help for this page

If you started a new EI claim within the last 52 weeks and there are weeks still payable on that claim, **we will automatically reactivate (renew) your existing claim.**

If your claim cannot be reactivated for any reason, this application will be considered for a new claim.

If there are 4 weeks or less payable on your claim and you do not work after your claim is reactivated, you will not need to complete another application. In all other cases, you will have to file a new application once you receive your final payment notice for your existing claim.

Read the "Help" text on this page for further information. If you prefer to terminate your existing claim and begin another EI claim, do not submit this application at this time. To terminate a claim, you must first contact us by calling 1-800-206-7218 (T.T.Y: 1-800-529-3742). Your decision to terminate a claim is final and cannot be changed.

If you require additional information to help you make the decision to reactivate or terminate an existing claim, this information is only available by phone at 1-800-206-7218 (T.T.Y: 1-800-529-3742).


[Previous](#)[Continue](#)

Date modified: 2021-02-26

If you had a previous EI Claim in the past 52 weeks

Other employment since establishing your EI claim

Answers to fields and questions with an asterisk (*) are mandatory.

* Have you worked since you completed your last application for Employment Insurance benefits? 

If you have worked since you completed your last application for benefits, you must answer "Yes" even if you have declared the work and earnings on your bi-weekly reports.

Yes

No

Previous


Continue

Date modified: 2021-02-26

Last Employer Information

Last Employer Information - Greater Victoria School District

Answers to fields and questions with an asterisk (*) are mandatory.

* Business name of your most recent employer 

The most recent employer is the employer you last worked for before filing this application, regardless if the work is full-time, part-time or casual.


Area Code and Telephone Number

If you are unable to provide this information at this time, you must provide it after you complete your application or processing delays may occur.




Last Employer Information - Greater Victoria School District

Answers to fields and questions with an asterisk (*) are mandatory.


* Business name of your most recent employer 

The most recent employer is the employer you last worked for before filing this application, regardless if the work is full-time, part-time or casual.

First day worked (DD/MM/YYYY) 

If you have never applied for Employment Insurance benefits before, provide the actual first day you started to work for your most recent employer. If you have had a previous Employment Insurance claim, provide the first day you worked since the last time you applied for Employment Insurance benefits. If you returned to work for your last employer following a break in employment, provide the day you returned to that employment.



* Last day worked (DD/MM/YYYY) 

This date represents the last day you were physically at work with your last employer, even if you were paid beyond that date. You cannot apply for Employment Insurance benefits before your last day of work. If you are continuing to work part time for an employer, provide the most recent date you worked for this employer as your last day worked.



* Will you be returning to work with this employer?

- Yes
- No
- Unknown

Previous

Continue

Last Employer Information

Last Employer Address

Answers to fields and questions with an asterisk (*) are mandatory.

Employer:

Name Greater Victoria School District

Phone Number

You'll need to provide the name, phone number and complete mailing address for each employer that you've worked for in the past 52 weeks.

* Number and Street

556 Boleskine Rd

Apt./Suite

* City, Town or Village

Victoria

* Province, Territory

BRITISH COLUMBIA

Postal Code 

V8Z1E8

Previous

Continue

Reason for Separation

Answers to fields and questions with an asterisk (*) are mandatory.


Employer:

Name Greater Victoria School District

Phone Number

First day worked

Last day worked

* Why are you no longer working? 

- There was a shortage of work (includes closure due to COVID-19, layoff, end of contract or season and office closure).
- I quit (includes retirement, health reasons, moving to accompany a spouse or dependent).
- I was dismissed or suspended (includes unsuitable, terminated within probationary period or terminated without cause).
- I am on sick leave (includes illness, injury, quarantine, surgery, recovery and medical leave of absence).
- I am on maternity leave.
- I am on parental leave (includes caring for a newborn or recently adopted child).
- I am on compassionate care leave (includes providing care or support for a person who requires end-of-life care).
- I am on family caregiver leave (includes providing care or support for a critically ill or injured person).
- My employer went bankrupt.
- I am on apprenticeship training.
- I have a work-sharing agreement.
- I am on strike or lockout.
- I am on a leave of absence.

Previous

Continue

This is an optional question

Rate of Pay

What was your hourly rate of pay or annual salary (before deductions)?

Earnings per

This information is sought to gather data for Labour Market Information. Completion of this section is voluntary.

[Previous](#)

[Continue](#)

Date modified: 2021-02-26

Job Title Information

Job Title Information

Answers to fields and questions with an asterisk (*) are mandatory.


Employer:

Name GVSD

Phone Number

First day worked

Last day worked

* **Enter your job title** (secretary, plumber) or your field of work (aviation, administration) and **click on "Search job titles"**. You can also try your search by entering a **minimum of the first four letters** of the job title (secretary or secr; plumber or plum) or the field of work (aviation or avia; administration or admi). If you do not find the exact match, select the one that most closely matches your occupation. 

Not all possible job titles are listed. If the exact title is not in the list, select the one that is the closest match.

Search job titles

[Previous](#) [Continue](#)

Choose whichever job title represents the bulk of your work as a teacher

teacher

Search job titles

* Select a job title from the list below; if the job title you wish to use is not part of that list, please specify another job title. Choose a job title by **highlighting** it.

drama teacher – secondary school (4031)
dramatic arts teacher – private or studio (5135)
early childhood education teacher – college level (4021)
early childhood services teacher – elementary school (4032)
economics teacher – college level (4021)
economics teacher – secondary school (4031)
electromechanical technology teacher – college level (4021)
electronic technology teacher – college level (4021)
elementary school substitute teacher (4032)
elementary school supply teacher (4032)
elementary school teacher (4032)
elementary school teacher's aide (4413)
elementary school teacher's assistant (4413)
elocution teacher – non-medical (4021)
embalming teacher (4021)
English as a second language (ESL) high school teacher (4031)

This is the job title you have selected:


elementary school substitute teacher (4032)

Previous

Continue

Teaching Information

Answers to fields and questions with an asterisk (*) are mandatory.

* In the last two years, have you taught any part of the school curriculum at any of these levels: nursery, early childhood, daycare, preschool, pre-elementary, kindergarten, elementary, primary, secondary/high school, vocational, private school or adult education? 

Teaching is comprised of, among other things, teaching subjects related to the school curriculum, such as reading, writing and arithmetic or specialized subjects. Where an individual assists a full time teacher in the classroom, provides care to children, but does not perform any teaching duties, they are not considered to be teaching.

Yes

No


Previous

Continue

Date modified: 2021-02-26

Teaching Status

Answers to fields and questions with an asterisk (*) are mandatory.

* What was your teaching status in the last 2 years? 

Casual: Irregular, occasional or on-call teaching.

Substitute: A person who is available, on-call or used to perform the duties of another teacher temporarily, during leaves of absence, holidays or illness.

Permanent: Contract that's valid for an indefinite period of time.

- Casual on call
- Substitute
- 10 month contract
- Permanent contract for an indefinite period
- Temporary contract
- Combination of casual or substitute with some periods under contract

Previous

Continue

Date modified: 2021-02-26

Teaching Status

Answers to fields and questions with an asterisk (*) are mandatory.

- Casual on call
 - Substitute
 - 10 month contract
 - Permanent contract for an indefinite period
 - Temporary contract
 - Combination of casual or substitute with some periods under contract
- * Did you at any time during the last 52 weeks, replace the same teacher for more than 10 consecutive teaching days?
- Yes
 - No
- * Have you received a verbal or written offer of employment for the next teaching period?
- Yes
 - No

Previous

Continue

Teaching Notifications

Employer:

Name GVSD

Phone Number

First day worked

Last day worked

Answers to fields and questions with an asterisk (*) are mandatory.

* You must notify us if you are offered a teaching contract of employment during the period of this claim as it may affect your entitlement to benefits.

I have read the above statement

Previous

Continue

Date modified: 2021-02-26

Once you are awarded a contract you may no longer be eligible to receive EI benefits, even if you don't actually start working for a month or two. For example, if you accept a contract in June, but you don't start until September, you may be ineligible to receive EI benefits over the summer.

ROE Information - Last Employer

Answers to fields and questions with an asterisk (*) are mandatory.

* We need a Record of Employment (ROE) covering this period of work to process your claim. If your employer issued you an ROE with a serial number that begins with "S," "W" or "Y," Service Canada already has it.

Select one of the following options: 

Missing Record of Employment

You can view Records of Employment submitted by your employer online in My Service Canada Account.

If the pay period type is weekly, every two weeks or semi-monthly, your employer has 5 days after the end of the final pay period to issue an electronic ROE.

If the pay period is monthly or every four weeks, your employer has to issue your ROE on one of the following dates, whichever is earlier:

- 5 days after the end of the final pay period; or
- 15 days after the first day off.

If you requested your Record of Employment (ROE), but did not receive it within this timeframe, download and print the Request for Record of Employment **form INS3166**, at canada.ca/esdc-forms.

- I have a paper Record of Employment and will submit it or have submitted it to Service Canada or my employer submitted the Record of Employment electronically.
- I requested or will request the Record of Employment from my employer to be submitted promptly.
- My employer did not issue a Record of Employment to me due to bankruptcy, going out of business or moving.
- A Record of Employment is not issued because my employment is not insurable (examples: I am self-employed or I control more than 40% of the voting shares of the business I work in, etc.).

Previous

Continue

Record of Employment


- Most employers send an electronic version.
- Applicants may have more than one ROE.
- Please ensure that hours are correct.
- Contract and TTOC ROEs are separate and entered as separate employers.
- The ROE with the most hours is entered first.

If you have worked for other school districts or other employers in the past 52 weeks, you can add them in here by stating “yes”, then you will answer the same questions as you did for the first employer.

Other employers

Answers to fields and questions with an asterisk (*) are mandatory.

If you already reported your period of work with your last employer, do not report again here for the same period.

* In the last 52 weeks, did you have any other periods of work? (with the same employer or other employers) 

We need to know about all your employment in the past 52 weeks in order to determine your entitlement to benefits. Without this information, you may not receive all the benefits to which you are entitled.

Yes

No

You must give Service Canada any **paper** Records of Employment you received from employers in the last 52 weeks. This extra information helps determine your eligibility for EI.

Previous

Continue

Date modified: 2021-02-26

If you had filed an EI claim within the last 52 weeks, then you may be asked more detailed information about the earnings you have received.

Some Questions Asked

- Quebec Parental Insurance.
- Workers' Compensation Payments.
- Pensions.

Business Relationship Information

Answers to fields and questions with an asterisk (*) are mandatory.

Family relationship with Employer

* Are you related to any owner or part-owner of a business for which you worked, or to a shareholder who participated in running the business?

Yes


No

Answer "Yes" if the owner, part-owner or shareholder is:

- your father, mother, grandparent or great-grandparent (including adoptive, step and in-law);
- your brother or sister (including step or in-law);
- your son, daughter, grandchild or great-grandchild (including adoptive, step and in-law);
- your spouse (including common-law);
- your aunt, uncle, niece, nephew or cousin.

Note: You are not related to your employer for Employment Insurance purposes if you are a self-employed person engaged in fishing for which you receive a Record of Employment (ROE) Self-Employed Fisher form. If you are related to any of your other employers, select "Yes".

Shareholder in a corporation for which you worked


* Did you own more than 40 % of the shares of any corporation for which you worked? 

Yes

No

A shareholder is a person who owns shares in a corporation (a business that has been legally incorporated).

Sole owner or partner in a business for which you worked

* Were you the owner or part-owner (partner) in any business for which you worked? 

Yes

No

Previous

Continue


Workforce History

► Help for this page

Answers to fields and questions with an asterisk (*) are mandatory.

The following questions will be used to ensure you receive the maximum number of weeks of benefits to which you may be entitled.


During the last 2 years, were you at any time:

* unable to work for medical reasons? 

Select "Yes" if there were any periods within the last 2 years where you were unable to work due to medical reasons, including illness, injury, surgery/recovery, pregnancy, or your own quarantine, and for which you received no compensation or benefits from your employer.

Yes

No

* in receipt of preventative withdrawal payments? 

Preventative Withdrawal is only paid to people who qualify for Quebec Workers' Compensation. It is paid if you left work because of a workplace danger to you, your unborn child or child you are breastfeeding.

Yes

No


Workforce History

► Help for this page

Answers to fields and questions with an asterisk (*) are mandatory.

The following questions will be used to ensure you receive the maximum number of weeks of benefits to which you may be entitled.

During the last 2 years, were you at any time:

* on a training course or another activity related to employment that you were referred to by a designated authority? (Other activities could include Skills Development programs, a Job Creation Partnership, or a Self-employment program.) 

A designated authority is an employment counsellor who works for the province or territory or an Indigenous Skills and Employment counsellor. Only answer "Yes" if one of these types of employment counsellor referred you to the course or employment activity.

Yes

No

* in jail and you were not found guilty of any of the charges?

Yes


No

[Previous](#) [Continue](#)

Date modified: 2021-02-26

Self-Employment Information

Answers to fields and questions with an asterisk (*) are mandatory.

* Are you self-employed, other than fishing or farming? 

Select "Yes" if you own and operate a business, whether or not it is making a profit.

Yes

No

Previous


Continue

Date modified: 2021-02-26

Tutoring may be considered self-employment if you pay your own taxes, EI, and CPP.

Farming Information

Answers to fields and questions with an asterisk (*) are mandatory.

* Do you or will you declare farming income on your Income Tax Return? 

Select "Yes" if you own, rent, or lease farmland.

Yes


No

Previous

Continue

Course or training program

Answers to fields and questions with an asterisk (*) are mandatory.

* Are you taking or will you be taking a course or training program? 

Select "Yes" if you are currently taking, or will be taking, any course, even if it is only a few hours in length.

Yes

No

Previous

Continue

Date modified: 2021-02-26

If you answer "yes," to taking courses or training, you will be taken to a screen with various time commitments to your courses, including studying. For larger time commitments, a further screen asks for course details. This may impact your claim.

Availability Information - Pregnancy

Answers to fields and questions with an asterisk (*) are mandatory.

* Are you pregnant or have you given birth in the last 17 weeks?

Yes

No

Previous

Continue

Date modified: 2021-02-26

Third Party Assistance

Answers to fields and questions with an asterisk (*) are mandatory.

* Did someone assist you in completing this application? 

You must answer "Yes" if someone assisted you in completing this application.

Answer "No" if the only assistance you received was from a Service Canada employee.

Yes

No

Previous

Continue

Date modified: 2021-02-26

Medical Documents

Answers to fields and questions with an asterisk (*) are mandatory.

If you are unable to upload your documents, answer "No" to the question below. You can upload them later. We will provide instructions after you submit your application.

You can now add **medical certificates** to your application.

If you have **other documents** to provide, you must mail them or bring them to a Service Canada Centre. We will provide instructions after you submit your application.

You can also submit medical documents later using My Service Canada Account.

Note: A medical certificate is not required for this application.

* Do you want to add a medical certificate to your application now? 

Yes

No

[Previous](#) [Continue](#)

Date modified: 2021-02-26

Rights and Responsibilities: Page 1 of 6

Employment Insurance and You: A Shared Responsibility

The Employment Insurance (EI) program provides Canadians with temporary financial assistance while they are unemployed, participating in an apprenticeship or a work-sharing program, pregnant, sick/injured, caring for a newborn or newly adopted child, or providing care or support to a critically ill or gravely ill family member.

The right to receive benefits involves a shared responsibility between Service Canada and you, our client.

[Previous](#)[Continue](#)

Date modified: 2021-02-26

Rights and Responsibilities: Page 2 of 6

Service Canada's responsibilities

When you request EI benefits, we aim to:

- give you prompt and courteous service;
- advise you of the programs and services available to you;
- serve you in the official language of your choice;
- establish a claim for benefits, if you meet the qualifying conditions specified in the *Employment Insurance Act and Regulations*;
- process your claim within the same timeframe regardless of how you apply - online, in person or by mail;
- give you accurate information about your claim, including how you may share parental benefits with your EI-eligible spouse or common-law partner, compassionate care benefits with other EI-eligible family members and family caregiver benefits with other EI-eligible family members; and whether or not you will be required to serve a waiting period; and
- let you know about decisions we've made about your claim and explain the process to follow if you disagree with a decision.

[Previous](#)[Continue](#)

Date modified: 2021-02-26

Rights and Responsibilities: Page 3 of 6

Your responsibilities

When requesting **EI regular** benefits, including **fishing** benefits, you must:

- be capable of and available for work and unable to obtain suitable employment.
- actively search for and accept offers of suitable employment. For further information on what constitutes suitable employment visit the Employment Insurance section of the Service Canada website at servicecanada.gc.ca
- conduct job search activities that increase your opportunities to find suitable employment, such as:
 - assessing employment opportunities;
 - preparing a resume or cover letter;
 - registering for job search tools or with electronic job banks or employment agencies;
 - attending job search workshops or job fairs;
 - networking;
 - contacting prospective employers;
 - submitting job applications;
 - attending interviews;
 - undergoing evaluations of competencies.
- keep a detailed record as proof of your job search efforts to find suitable employment as we may ask you to provide that proof at any time. Therefore you must keep your job search record for 6 years;
- let us know when you refuse any offers of employment;
- report all periods when you are not available for work;
- provide all the required information and documents;
- keep your appointments with our office;
- notify us of any separation from employment and the reasons for the separation;
- report any absences from your area of residence and/or any absence from Canada;
- report all employment, whether you work for someone else or yourself;
- accurately report all employment earnings before deductions in the week(s) in which you earn them, as well as any other money you may receive.

Previous

Continue

Rights and Responsibilities: Page 4 of 6

Other important information

Payment of benefits

Your EI payments may be delayed if, for example, you are receiving vacation or severance pay. If your payments are delayed, you will be notified in writing.

Reports

If you have chosen not to complete reports while claiming maternity, parental, compassionate care, family caregiver benefits or apprenticeship benefits you must inform Service Canada immediately if you have any earnings and/or employment to declare.

Apprentices

To be eligible for EI as an apprentice, a claimant must be taking courses in an apprenticeship program the EI Commission has referred them to and have stopped working to attend the course.

[Previous](#)[Continue](#)

Rights and Responsibilities: Page 5 of 6

Other important information

Absence from Canada

You must report any absences from Canada. You may be able to receive EI benefits when you are temporarily outside Canada. For example, you can receive sickness benefits if you are in the United States receiving medical treatment that is not readily or immediately available in Canada. If you are residing in the United States permanently, you may be able to receive EI regular, maternity, parental, compassionate care and family caregiver benefits as long as you meet the requirements for these benefits.

You may also file a claim for maternity, parental, compassionate care and family caregiver benefits if you reside outside of Canada or the United States and are covered by Canada's EI program.

[Previous](#)[Continue](#)

Rights and Responsibilities: Page 6 of 6

Answers to fields and questions with an asterisk (*) are mandatory.

Other important information

Interest

We charge interest on any debts you incur as a result of misrepresentation. We calculate interest on overdue debts daily, and that interest compounds monthly on the amount owing at the average Bank of Canada rate plus 3%.

False or misleading statements

If you knowingly withhold information or make a false or misleading statement, you have committed an act or omission that could result in an overpayment of benefits as well as severe penalties or prosecution. However if you notify Service Canada of your actions, we can waive monetary penalties or prosecution if we are not already investigating the matter.

Money owing

If you owe any money to the Employment Insurance Program, or the Canada Revenue Agency, or if the Department of Justice is garnisheeing your wages for unpaid family support, we may have to deduct money directly from your benefits. To make repayment arrangements, call the number indicated on your overpayment notice.

* I, , have read and understand I, my rights and responsibilities, and;

I accept my rights & responsibilities.

I do not accept my rights & responsibilities and want to abandon my application for Employment Insurance benefits.

Previous

Continue

Date modified: 2021-02-26



Application for Employment Insurance benefits online

Canada



Exit

Services > Application for EI benefits

Attestation

Answers to fields and questions with an asterisk (*) are mandatory

I declare that the information given to the questions on the Application for Employment Insurance benefits online and questionnaires is true to the best of my knowledge.

I understand that this information will be used to determine my eligibility for Employment Insurance Benefits (including Family Supplement) and/or Employment Benefits, Services and Training. I have read and understand the Rights and Responsibilities statement.

I understand that the information provided is subject to verification and that making a false statement on an Application for Employment Insurance benefits online is subject to an administrative penalty or criminal proceedings for knowingly making this false or misleading statement.

* I,

Accept the above attestation and want to submit my Application for Employment Insurance benefits online.

Do not accept the above attestation and wish to abandon my Application for Employment Insurance benefits online.

Previous

Submit

Version: 5.16.0.11

Break

Let's take a quick stretch break!

Keeping Your Claim Open

- Report your earnings and hours worked every two weeks.
- Let Service Canada know if you are out of the country, or if you are upgrading by taking a course.

How do I Maintain my Claim?

- ❑ Be available for work
- ❑ Complete your bi-weekly reports online
- ❑ Be actively seeking work:
 - E-mail, phone, or fax 5—7 employers per week
 - Use the job bank at www.jobbank.gc.ca
 - Maintain a Job Search log

Sample Job Search Log



PROTECTED WHEN COMPLETED - B

JOB SEARCH FORM

EI Claimant Information		Session Information		
Name:		Date:	Time:	
Social Insurance Number:		Location:		
Telephone & Cell Numbers with Area Code:				
<p>Please give us the details of every job search effort you have made starting two weeks prior to the information session date. To increase your chances of finding a suitable job, you must make ongoing job search efforts consistent with the job opportunities of your community, with a focus and a real desire to obtain employment.</p> <p>Job search efforts may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessing employment opportunities; • preparing a résumé or cover letter; • registering for job search tools or with electronic job banks or employment agencies; • attending job search workshops or job fairs; • networking; • contacting prospective employers; • submitting job applications; • attending interviews; and • undergoing evaluations of competencies. 				
Date	Type of job search effort	Details of your job search efforts (e.g. job title, wage/salary, employer name, address, phone number and email address)	Did you accept a job offer (Yes/No)?	Did you reject a job offer? (Yes/No)

How do I Maintain my Claim?

Job Search

- During non-teaching periods, search for non-teaching jobs.
- Must be unable to find work. Log “results” must read: No response, position filled, or nothing available.
- Must keep records for seven years.

Criteria for Suitable Employment

Non-variable criteria:

- Capability
- Suitability of hours
- Nature of work (morals and religion)
- Daily commute.

Variable criteria:

- Income
- Type of work.

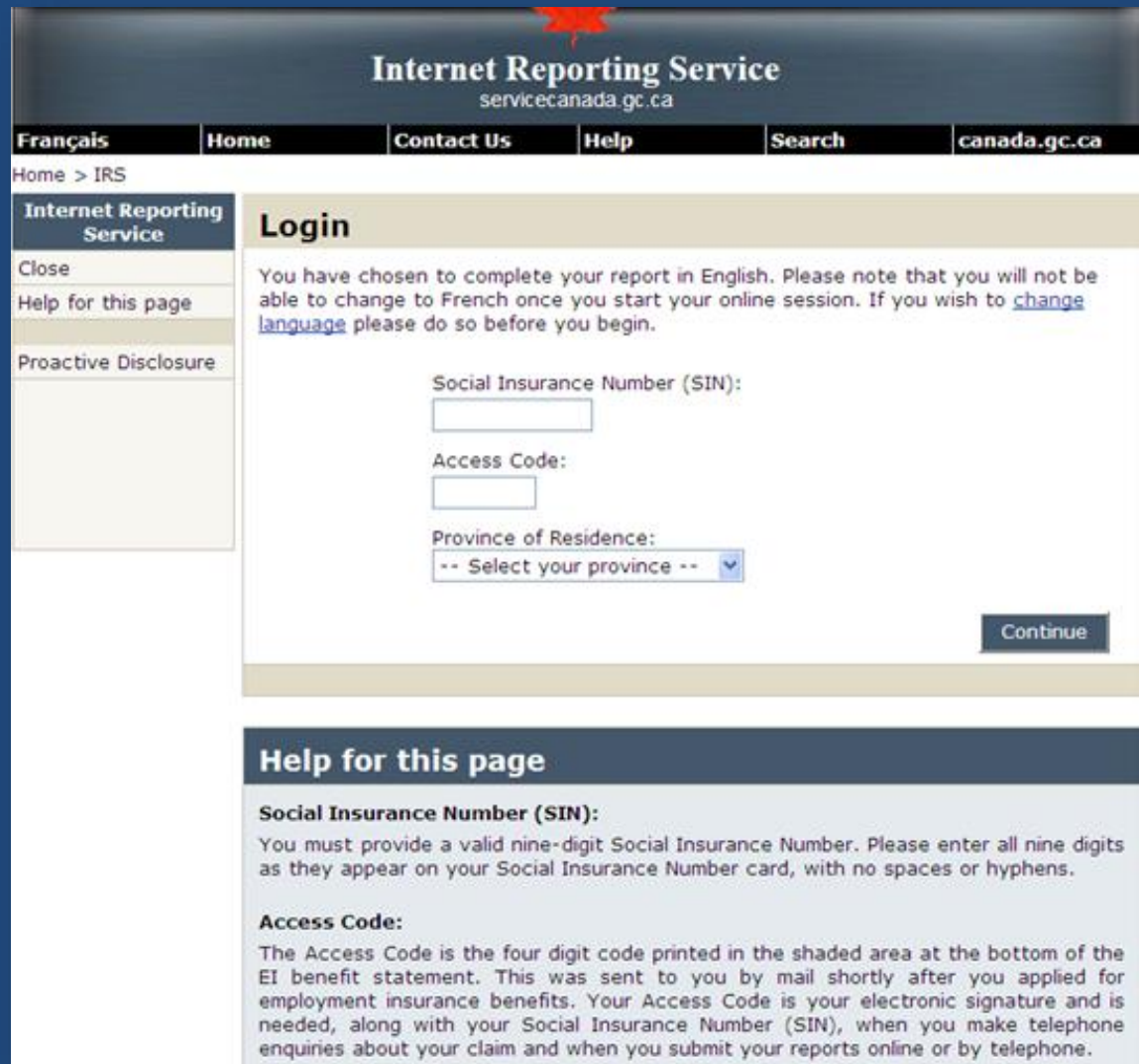


The EI Reporting Process



Maintaining Your Claim with Service Canada

Every two weeks you must report your work status and earnings. This is the Internet Reporting Service panel that you will see when you go to report.



The screenshot shows the Internet Reporting Service login page. At the top, there is a navigation bar with links for Français, Home, Contact Us, Help, Search, and canada.gc.ca. Below this, the page title is "Internet Reporting Service" with the URL "servicecanada.gc.ca". The main content area is titled "Login" and contains a message: "You have chosen to complete your report in English. Please note that you will not be able to change to French once you start your online session. If you wish to [change language](#) please do so before you begin." Below the message are three input fields: "Social Insurance Number (SIN):" with a text box, "Access Code:" with a text box, and "Province of Residence:" with a dropdown menu showing "-- Select your province --". A "Continue" button is located at the bottom right of the login section. Below the login section, there is a "Help for this page" section with two sub-sections: "Social Insurance Number (SIN):" and "Access Code:". The "Social Insurance Number (SIN):" section states: "You must provide a valid nine-digit Social Insurance Number. Please enter all nine digits as they appear on your Social Insurance Number card, with no spaces or hyphens." The "Access Code:" section states: "The Access Code is the four digit code printed in the shaded area at the bottom of the EI benefit statement. This was sent to you by mail shortly after you applied for employment insurance benefits. Your Access Code is your electronic signature and is needed, along with your Social Insurance Number (SIN), when you make telephone enquiries about your claim and when you submit your reports online or by telephone."

Internet Reporting Service

Internet Reporting Service	Report
Log Out	Outside Canada
Help for this page	Were you outside Canada between Monday and Friday during the period of this report? <input type="radio"/> No <input type="radio"/> Yes
	Work and Wages
	Are you self-employed? <input type="radio"/> No <input type="radio"/> Yes
	Did you work or receive any earnings during the period of this report? This includes work for which you will be paid later, unpaid work, self-employment including farming. <input type="radio"/> No <input type="radio"/> Yes
	Training
	Did you attend school or a training course during the period of this report? <input type="radio"/> No <input type="radio"/> Yes
	Availability
	Were you ready, willing and capable of working each day, Monday through Friday during each week of this report? <input type="radio"/> No <input type="radio"/> Yes
	Other Money
	Is there any other money that you have not previously told us about, that you received or will receive for the period of this report? <input type="radio"/> No <input type="radio"/> Yes

These questions will be asked every time you do your report. Read them very carefully to make sure you answer correctly.

Additional Information



Internet Reporting Service

servicecanada.gc.ca

Français

Home

Contact Us

Help

Search

canada.gc.ca

Home > IRS

BRENDA STEWART

Internet Reporting
Service

Log Out

Additional Information

Based on the answers you provided on the previous page, you will now be asked for additional information about the following:

Work and Wages

Concerning the details of your work and earnings for each week of this reporting period.

If you wish to correct an answer on the previous page, choose the Back button before continuing. Choose Continue to move to the next page.

Reporting your work and wages. If you worked at all and earned money during the two-week period, **you must report it.**

Working While on Claim:

- Under the Working While on Claim rule (the default rule), you can keep 50 cents of your benefits for every dollar you earn, up to 90 percent of your previous weekly earnings. Above this cap, your EI benefits are deducted dollar-for-dollar. If you work a full work week, regardless of you how much you earn, you will not be eligible to receive EI benefits for that week.

Working While on Claim: Example

- Isabelle collects EI benefits. She receives the maximum amount allowed, which is \$695 a week. During her benefit period, she finds part-time work for \$20 an hour. She works 20 hours a week, earning a total of \$400. Therefore, her benefits will be reduced by \$200 ($\$400 \times 50\% = \200). She will be paid \$495 (benefit rate \$695 - \$200 = \$495).

Reporting your Weekly Work and Wages

Service Canada Canada


Internet Reporting Service
servicecanada.gc.ca

[Français](#) | [Home](#) | [Contact Us](#) | [Help](#) | [Search](#) | [canada.gc.ca](#)

Home > IRS BRENDA STEWART

This report covers the period from April 24, 2011 to May 07, 2011.

	S	M	T	W	T	F	S
Week 1	24	25	26	27	28	29	30
Week 2	1	2	3	4	5	6	7

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Work and Wages

Did you start a full time job during the period of this report?

No Yes

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Help for this page

Did you start a full time job during the period of this report?

Choose YES if you started a full time job. By answering YES you will no longer need to complete reports as you are employed.

You will need to report each week separately. You will also be asked if you began a full-time job during this period. If you accepted a contract during this period, you must answer “Yes” to the question.

Reporting your Weekly Work and Wages

Service Canada Canada


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Home > IRS BRENDA STEWART

The first week of your report covers the period from April 24, 2011 to April 30, 2011.

	S	M	T	W	T	F	S
Week 1	24	25	26	27	28	29	30
Week 2	1	2	3	4	5	6	7

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Work and Wages for Week 1

How many hours did you work during the first week of this report? Enter full hours only, do not enter part hours.

hour(s)

Provide the total amount of earnings before deductions (including tips or commissions) that you did or will receive from all employers for the first week of this report. Round to the nearest dollar (do not enter cents) and do not use commas or spaces.

\$

Help for this page

How many hours did you work during the first week of this report? Enter full

You will need to report the number of hours that you worked and the gross amount that you earned. (This is the amount before any deductions).

Employer Information

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FrançaisHomeContact UsHelpSearchcanada.gc.ca

Home > IRS BRENDA STEWART

This report covers the period from April 24, 2011 to May 07, 2011.

	S	M	T	W	T	F	S
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Internet Reporting Service
Log Out
Help for this page

Employer Information

How many employers did you work for during this reporting period?

Provide the 10 digit phone number with area code of each employer for whom you worked during the period of this report.

Employer 1:

Employer 2:

Employer 3:

Who did you work for in weeks one and two? The information is put in this panel. There is room for more than one employer if you worked for more than one employer during this two-week period.

Stopped Working



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Français Home Contact Us Help Search canada.gc.ca

Home > IRS

BRENDA STEWART

This report covers the period from April 24, 2011 to May 07, 2011.

	S	M	T	W	T	F	S
Week 1	24	25	26	27	28	29	30
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Help for this page

Stopped Working

The following question will give you the opportunity to inform us of any loss of employment that you have not already reported to us.

Have you stopped working for any employer during the period of this report?

No Yes

Back

Continue

Help for this page

The following question will give you the opportunity to inform us of any loss of employment that you have not already reported to us.

Have you stopped working for any employer during the period of this report?

This question was added to give you the opportunity to notify us each time you complete your report of any separation from employment that you did not already report to us on your EI application or previous reports.

A separation from employment could include: layoff, on call, end of a temporary

During this two-week period, have you stopped working for any employer? This would be if you were laid off, quit, or were fired. If you are just taking a couple of weeks off from working a part-time job, you haven't stopped working.

The final panel—continuing with bi-weekly reporting

Completing your EI reports online

Report submitted on: April 05, 2014 11:54:05

This confirms that your report for the period ending Saturday, April 05, 2014 has been successfully received. You do not need to contact us to check that we have received your report.

About Your Next Report

You can file your next report on Saturday April 19, 2014. It is important to file your next report within 3 weeks of this date otherwise loss of benefits may occur.

If you wish to print a record of the report you filed today, choose [Printable version](#)

Bulletin Board

When you need information about your claim such as payment information or you want to apply for direct deposit, visit [My Service Canada Account](#).

Please Note:
Starting February 03, 2014, you will be able to print a copy of your Employment Insurance T4E for 2013. A printed copy of your electronic tax slip is considered an official document by the Canada Revenue Agency (CRA) and can be attached to your income tax return. To print a copy of your T4E, login to [My Service Canada Account](#) and click on "View my tax slip". While there, you may choose to turn off the T4E mailing option.

Job Search

You are considered a frequent claimant in the scope of your job search while on Employment Insurance. For more information go to [servicecanada.gc.ca/EIchanges](#).

Search for job offers in your area and receive daily job alerts in your inbox.

[Continue Job Search](#)

This panel gives you tips on how to complete your reports bi-weekly. There is also information on job searches.

Extending Through the Year

When you've completed your two-week report:

- If you are getting paid for the report, two weeks will be deducted from the benefit period.
- If you are not getting paid for the report, no weeks will be deducted and will carry over to the next report.

Troubleshooting Issues/problems

1. Audits

- Approximately one out of ten is audited. Keep your Job Search log and employment record for seven years.
- You will be asked to come to an interview or to mail in your job search log or a questionnaire.
- Send in a copy of your Job Search log, **not** the original.

Troubleshooting Issues/problems

1. Audits

- Keep all records of when you are offered and accept contracts.
- Avoid signing anything if you are not sure of the accuracy.
- Don't place restrictions on your availability.
- If interviewed, ask for a copy of the audit form.

Troubleshooting Issues/problems

2. Appeals

You have the right to appeal unfair decisions...use it!

- Reconsideration.
- Social Security Appeal Tribunal.

Contact Information

Service Canada: www.servicescanada.gc.ca

1-800-206-7218

BCTF Contact:

Luke Olver, lolver@bctf.ca

604-871-1890 (local)

1-800-663-9163

Summary

- Record-keeping is essential.
- Double check everything—days worked, pay, hours, etc.
- Follow the timelines carefully.
- Complete applications carefully and accurately.



Employment Insurance Seminar
Navigating the EI Claim Process for Teachers
Teaching on Call

Thank you for your feedback.

