



**unifor**  
Local**199** | Canada

# **EI APPLICATION & REPORTING GUIDE**

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*A MEMBERS GUIDE TO APPLY AND REPORT FOR EI  
BENEFITS WHILE ON LAYOFF*

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# **REQUIRED INFORMATION**

FULL NAME (AS INDICATED ON SIN CARD):

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MAILING ADDRESS (INCLUDE POSTAL CODE):

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DATE OF BIRTH:

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PHONE:

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MOTHER'S MAIDEN NAME:

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SIN:

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ACCESS CODE (WILL RECEIVE IN MAIL AFTER YOU APPLY):

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CLOCK NUMBER:

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If you do not have direct deposit setup with Service Canada please have your banking info with you when you apply.

# **APPLYING ONLINE**

**BE ADVISED:** The EI office has made the decision that all of our members laid off will have to file for EI benefits online as the rest of Canada does.

**Questions that are not marked with a (\*) are voluntary and can be left blank**

**TO BEGIN APPLICATION, GO TO: canada.ca**

1. Click → **English**
2. Scroll down and click → **Employment Insurance**
3. Select → **Regular Benefits**
4. In center of page, click → **#5 Apply**
5. Scroll to bottom of page and click → **Start Application**
6. You will be prompted with a screen asking if you are trying to retrieve an application you started earlier. If you have not already started an application, select → **No** then click → **Continue**
7. Select → **Benefits for Employees**
8. You will be asked if a reference code was supplied, click → **Yes**
9. Enter Reference Code →  
**3529043195102018**
10. Click → **Regular Benefits**
11. Enter personal information:  
**SOCIAL INSURANCE NUMBER, LAST NAME, FIRST NAME, LAST NAME AT BIRTH, GENDER AND MOTHER'S MAIDEN NAME**
12. You will be given a temporary password identification number. Write this number down and click → **Continue**
13. Fill in personal information → **Continue**
14. Next would you like your tax slip electronically? If you want to continue to

- receive your T4E by mail answer→ **No** and whether you claim your taxes by yourself (basic) or with your spouse
15. You are then asked if you have a direct deposit account set up and if you want to continue to use it. If you do not have direct deposit you can set it up using your banking information.
  16. Please input your highest completed level of education.
  17. You will then be asked if you are part of a Union → **Yes** input **Unifor. & Local 199**
  18. Next the screen will prompt you to input employer's name and phone number → **General Motors 905-641-6345**
  19. You do not have to enter your first day of work; **HOWEVER**, you must enter your last day worked. → **October 26, 2018**
  20. You will be asked the employer address information→**570 GLENDALE AVE, ST. CATHARINES, ON, L2R 7B3**
  21. Reason for layoff → **Shortage of work**
  22. Enter your HOURLY RATE OF PAY
  23. Please enter your Job Title (Example: Auto Assembly)
  24. Your **ROE** is submitted electronically by GM click the top option.
  25. Click→ **No** unless you have worked another job in the last year. ***(New Hires who may not have 600 hours worked at GM should add your previous employment here.)***
  26. You will be asked a series of questions → answer per your personal situation
  27. You will be asked if you are receiving a pension within the next 52 weeks. If collecting CPP you must enter the date you started collecting and the gross monthly amount.
  28. Did you work less than 21 weeks in the last year→ **No**  
Did your earnings vary over the last 53 weeks → **No**. EI gets this information on your **ROE**.

29. After answering another series of questions, you will be asked if someone is helping you with your application, click **no** then click → **Continue**
30. You are then given several pages of rights and responsibilities. **Read or print** and click → **I accept**
31. You will be asked if you accept the above attestation and want to submit application. Click → **I accept**
32. Print confirmation page or write confirmation number. Retain for your records.

## **ATTENTION:**

Shortly after you apply, Service Canada will mail you an EI benefit statement, which will provide you with your **EI access code**. (Tip: You will always have the same access code) You need this code to complete reports. Once you have received your code you can go online and report, if your report is not yet due you will be given the date it can be completed.

## **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 benefits and benefits for parents of critically ill children as long as you meet the requirements for these benefits. You may also file a claim for maternity, parental, compassionate care benefits or benefits for parents of critically ill children if you reside outside Canada or the United States and are covered by Canada's EI program.

# REPORTING INSTRUCTIONS

TO RECEIVE EI BENEFITS, YOU **MUST** COMPLETE AND SUBMIT REPORTS THAT COVER **2** CALENDAR WEEKS, FROM SUNDAY TO SATURDAY.

- Login to: **canada.ca**
- Select → **English**
- Click → **Employment Insurance**
- In right hand column under **Most Requested**, click → **Send your report by Internet**
- Scroll to bottom of page and click → **Continue**
- Enter the following information:
  - 1) **Social Insurance Number**
  - 2) **Access Code**
  - 3) **Province of Residence**
- Click → **Continue**
- Complete (see examples on next page) the report and when finished. click → **Printable Version**
- Right click on the screen and click → **Print**
- Retain for your records

## **INFORMATION NEEDED IF WORKING DURING REPORT:**

GENERAL MOTORS PHONE NUMBER – 905-641-6345	
ADDRESS – 570 GLENDALE AVE., ST. CATHARINES, ON, L2R 7B3	
EARNINGS: (SEE YOUR PAYSTUB!)	SKILLED TRADES EX. \$41.10/HR
	PRODUCTION EX. \$35.25/HR
	NEW HIRES \$21.17/HR 1 – \$22.12/HR 2 – \$23.07/HR

Call Service Canada for all information on your claim **-1-800-206-7218** – Monday to Friday, 8a.m.– 4 p.m.

It is your responsibility to report all your true earnings before deductions. If you do not, you may have to repay some or all of the money you received from EI benefits

Please remember that any earnings you attempt to report must be reported in the week the money is earned not when it is paid.

## **REPORTING EXAMPLES**

### **1. MEMBERS LAID OFF BOTH WEEKS**

This report covers the period from **October 28, 2018** to **November 10, 2018**

Have you moved, changed your mailing address or changed the banking information you provided for direct deposit?

**NO**

Were you outside Canada between Monday and Friday during the period of this report

**NO**

Are you self-employed?

**NO**

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.

**NO**

Did you attend school or a training course during the period of this report?

**NO**

Were you ready, willing and capable of working each day, Monday through Friday during each week of this report?

**YES**

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? (May say; Our records show you are receiving money from a SUB plan.) This does not affect your EI

**NO**



Accept and confirm then print a copy for your records!

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## **2. MEMBERS LAID OFF FIRST WEEK RETURNING TO WORK NOVEMBER 5**

This report covers the period from **October 28, 2018** to **November 10, 2018**.

Have you moved, changed your mailing address or changed the banking information you provided for Direct Deposit?

**NO**

Were you outside Canada between Monday and Friday during the period of this report?

**NO**

Are you self- employed?

**NO**

Did you work or receive any earnings during the period of this report?

**YES**

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

**YES**

Provide the date you started your full-time job?

**November 5, 2018**

### ***Work and Wages from October 28, 2018 to November 3, 2018***

Did you work or receive any earnings during the first week of this report? This includes work for which you will be paid later, unpaid work, self-employment including farming.

**NO**

### **Employer Information**

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

1

Employer 1:

**(905) 641-6345**

Did you attend school or training course during the period of this report?

**NO**

Were you ready, willing and capable of working each day, Monday through Friday during each week of this report?

**YES**

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? (May say; Our records show you are receiving money from a SUB plan.) This does not affect your EI

**NO**

**Note\* If you try to add holiday pay by answering yes to the previous question you will be prompted to call Service Canada and will not be paid until you do so. Please report Holiday pay as working time to avoid waiting on hold for hours.**

Accept and confirm then print a copy for your records.

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If you have any problems completing your report or think you have made a mistake while reporting; please call your SUB/EI Rep immediately.

SUB Rep Rory De Marco will be at the Union Hall Monday **October 29, 2018** from **9AM to 1PM** to assist laid off members with their online applications.

# Things to Remember

- General Motors creates and sends your Record of Employment (**ROE**) **Electronically** to Service Canada
- Service Canada can take up to 28 days to make a decision on your claim. If EI contacts you by telephone make sure to get back to them as it can help speed up the process.
- If you receive any letters from EI that require a response, you must reply to them by the required date or EI may impose monetary penalties.
- You must report your **gross** earnings in the week which they are **earned** not when money is paid.
- Reports cover two calendar weeks, if you worked in one of them you must say YES to the question "Did you work or receive earnings during the period of this report". This will split the two weeks up
- All information and instructions can be found at **canada.ca** under the title **Employment Insurance**
- Reports cover two-weeks and EI pays Bi-weekly
- An error such as misspelling your mother's maiden name can delay processing time of your application.

If you are unsure or need assistance in  
completing the application or reporting  
process;

PLEASE CONTACT YOUR SUB/EI  
REPRESENTATIVE



**RORY DE MARCO**  
**ALT: ASHLEY KOFSKY**  
In plant: 905-641-6419  
Cell Phone: 905-658-7781

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