



REPORTING GUIDELINE

IMPORTANT: Keep in mind that Service Canada has up to 6 years to find inconsistencies in your report(s) and their integrity department may contact you in the future to verify. It is important if you are having trouble or think you made a mistake to contact me – Vincent Filice or my Alternate, Adam Nie so we can amend your report(s) with a Service Canada agent.

When requesting EI benefits: Over the past few years, Service Canada has not been conducting Job Search Audits or interviews due to COVID restrictions. There is a very good possibility this will be occurring moving forward. Please be aware this is a **requirement** to collect EI Regular Benefits. Failure to comply with the rules & regulations could result in a **repayment** of EI benefits and SUB (if you qualify) for the period you were required to be looking for work. Keep detailed records as proof of your job search efforts to find suitable employment. An agent will let you know if you need to submit it to Service Canada. Therefore, you must keep your job search records for 6 years.

To receive EI benefits or serve a waiting period, you **MUST** complete reports that cover the week(s) you are being asked using this guideline. **(Yellow paper)**

If you have a pre-existing claim and did not report within 3 weeks of the date your report was due – you will have to reapply using the **EI application** guideline leaflet provided for you **(blue paper)**. If you do not have the application leaflet it will be posted on unifor199.org and Facebook.

****Under the OTHER MONEY question. If it does not state, their records show that you are receiving SUB, and you are eligible – STOP your report and call me, Vincent Filice to activate your Sub Code.****

Please pay attention to the weeks you are asked to report

Login to: Canada.ca

Select > **English**

Click > **Employment Insurance**

In right hand column under **MOST REQUESTED**, click >**Send your report by internet.**

Scroll to THE BOTTOM of the page and click > **Continue**

Enter the following information:

- 1) **Social Insurance Number**
- 2) **Access Code**
- 3) **Province of Residence**

Click > **Continue**

EI Report Record and Attestation

The following is a record of the questions and the answers that YOU provide

ADDRESS AND DIRECT DEPOSIT

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

***ANSWER PER YOUR PERSONAL SITUATION ***

OUTSIDE CANADA

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

ANSWER PER YOUR PERSONAL SITUATION

Top right corner will indicate the week(s) they are asking you to report

WORK AND WAGES

Are you self-employed?

ANSWER PER YOUR PERSONAL SITUATION

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.

***CHECK THE WEEK(S) IN THE TOP RIGHT CORNER AND ANSWER PER YOUR PERSONAL SITUATION*
IF YOU RECEIVED NO EARNINGS FOR THE WEEK(S) BEING ASKED ANSWER *NO***

IF YOU ANSWERED YES TO THE EARNINGS QUESTION,

IT WILL ASK YOU IF YOU STARTED A ***FULL TIME JOB DURING THE PERIOD OF THIS REPORT***

If you want to continue reporting ***ANSWER > NO***

If you want to **STOP** reporting ***ANSWER > YES*** and implement the date in which you returned to work.

If answered **NO** to ***DID YOU START A FULL TIME JOB*** question

It will ask your work and wages for the **FIRST WEEK** of the report.

Look at the top right corner for the hand pointing at the week highlighted and answer per your personal situation

IT MAY ask if you worked during the **SECOND WEEK** of this report. (Depending on if it's a one-week report or two. Two-week reports are common.)

Look at the top right corner for the hand pointing at the week highlighted and answer per your personal situation

IMPORTANT: IF YOU HAVE WORKED OR RECEIVED EARNINGS FOR THE WEEK(S) BEING ASKED TO REPORT, IMPLEMENT THE HOURS, AND GROSS AMOUNT FOR THE WEEK YOU WORKED OR RECEIVED EARNINGS, NOT THE WEEK YOU WERE PAID. *(VACATION PAY/HOURS ARE INCLUDED)*. CHECK YOUR PAYSTUB IF YOU DO NOT KNOW THIS INFORMATION. HOW MUCH YOU MAKE WILL DETERMINED THE AMOUNT OF EI BENEFITS YOU MAY RECEIVE FOR THAT WEEK

Employer Information

How many employers did you work for during this report period? **(If only worked for GM answer)**

1

Employer 1: Phone Number: (GM NUMBER)

905 641-6340

STOPPED WORKING

The following question will give you the opportunity to inform us of any loss of employment that you have not already declared on your application for benefits.

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

NO

TRAINING

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

NO

AVAILABILITY

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

YES

OTHER MONEY

MAY ASK: Our records show that you are receiving money from Supplemental Unemployment Benefits (SUB) plan. Or JUST ASK 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? **(If you are entitled to SUB and it does NOT say the first option, STOP your report and call me – Vincent Filice, so I can activate your SUB code with Service Canada)**

ANSWER: *NO*

NOTE: IF YOU ANSWER YES, AFTER COMPLETING YOUR REPORT - IT WILL ASK YOU TO CALL AND GIVE MORE INFORMATION ABOUT YOUR “OTHER MONIES” and until you speak to an agent your account will be put on HOLD. 1-800-206-7218 AND PRESS 0 or call me - Vincent Filice

**READ OVER YOUR ANSWERS, CONFIRM AND ACCEPT AT THE BOTTOM OF THE PAGE.
PRINT, TAKE A PICTURE OR WRITE DOWN THE NEXT TIME YOU ARE ELIGIBLE TO REPORT.**

To use TELEDOK for filing your reports call 1-800-531-7555 and answer the questions.

Call Service Canada for all information about your claim at 1-800-206-7218
Monday-Friday, 8:30AM TO 430PM

VINCENT FILICE

ALT: ADAM NIE

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