



## **REPORTING GUIDELINE**

To receive EI benefits, you **MUST** complete and submit reports that cover the week(s) you are being asked.

**\*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\***

**\*TIP\* 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 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.

**\*TIP\*, look at the top right corner for the hand pointing at the week highlighted and answer per your personal situation\***

IT COULD ask you if you worked during the **SECOND WEEK** of this report.

**\*TIP\***, look at the top right corner for the hand pointing at the week highlighted and answer per your personal situation\*

**\*(IF YOU HAVE RECEIVED EARNINGS INCLUDING CHRISTMAS PAY FOR THE WEEK(S) BEING ASKED TO REPORT - IMPLEMENT THE HOURS AND GROSS AMOUNT YOU WERE PAID.) \***  
**CHECK YOUR PAYSTUB IF YOU DO NOT KNOW THIS INFORMATION.**

**HOW MUCH YOU MAKE WILL DETERMINED IF YOU ARE ELIGIBLE FOR EI BENEFITS 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)**

**\*905 641-6345\***

### 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?

**\*NO\***

**\*\*\*YOU DO NOT NEED TO DECLARE YOUR P&Q BONUS; THE ALLOCATION OF MONIES IS ON FILE\*\*\***

**NOTE:** IF YOU **CHOOSE** TO ANSWER **YES** AND DECLARE THE P&Q BONUS, 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**

**\*\*\*IT IS YOUR RIGHT TO DECLARE THE P&Q BONUS IF YOU CHOOSE\*\*\***

**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 TELEDOC 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 4:30PM

If you have any problems completing your report or think you have made a mistake; please call 1-800-206-7218 and press 0 **OR** call your SUB/EI REP Vincent Filice or his ALT. Adam Nie.

**VINCENT FILICE**

**ALT: ADAM NIE**

UNIFOR LOCAL 199 SUB/EI REPRESENTATIVES

IN PLANT: 905 641-6419 (MONDAY TO FRIDAY 6:30AM-2:30PM)

CELL PHONE: 905 658-7781 (7 days a week (SATURDAY/SUNDAY UNTIL 3PM))