



EI APPLICATION GUIDELINE

TO QUALIFY FOR EI BENEFITS, YOU MUST HAVE ACCUMULATED 700 INSURED HOURS OF WORK IN THE LAST 52 WEEKS. 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 THIS GUIDELINE (**BLUE PAPER**). IT WILL ALSO BE POSTED ON UNIFOR199.ORG AND FACEBOOK. **NOTE: WHEN FILING A NEW CLAIM. THE SUB QUESTION MAY NOT BE ASKED.**

****FOR THOSE ELIGIBLE:** THE INFLATION PROTECTION BONUS IS BEING **ALLOCATED** FOR THE WEEK OF **DECEMBER 4-10 AND PAID ON DECEMBER 15**. IF YOU ARE ON LAY OFF THE WEEK OF **DECEMBER 11-17** YOU **DO NOT** HAVE TO CLAIM THESE MONIES. ANY FURTHER QUESTIONS CONTACT ME – VINCENT FILICE**

HOW DO I KNOW IF MY SUB CODE IS ACTIVATED? Under the **OTHER MONEY** question when filing your reports, if it does not state their records show you are receiving SUB; and you are eligible – **STOP** your report and call me, Vincent Filice to activate your Sub Code.

*****General Motors sends your ROE to Service Canada. Select the option presented in this Guideline.*****

EI CHECK LIST

THE FOLLOWING IS A CHECKLIST GUIDE OF INFORMATION YOU MAY BE ASKED TO HAVE PREPARED WHEN COMPLETING AN APPLICATION. PLEASE ANSWER PER YOUR PERSONAL SITUATION.

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| ○ Name (As indicated on SIN Card) | ○ Street Name/Number |
| ○ SIN Number | ○ Direct Deposit (Y/N) |
| ○ Date of Birth | ○ Same Banking info (Y/N) |
| ○ Parent's Last Name at Birth | ○ Same Mailing Address (Y/N) |
| ○ Postal Code | ○ Other Employment Last 2 Yrs (Y/N) |
| ○ Workers Comp Last 2 Yrs (Y/N) | ○ How Many Days Last week of Work (SUN-SAT) |
| ○ S&A Last 2 Yrs (Y/N) | ○ Collecting CPP? – (If so, when did it start? (DAY/MONTH/YEAR) and how much do you receive monthly?) (Gross Amount) |
| ○ Job Title | ○ Collecting Survivor Pension? |
| ○ Rate of Pay (TOTAL) | ○ Eligible for SUB? (Y/N) |
| ○ Last Day Worked | |
| ○ How Many Hrs Last Week of Work (SUN-SAT) | |

IF YOU COLLECT CPP OR A PENSION, YOU MUST INPUT THE DATE YOU STARTED COLLECTING AND THE GROSS AMOUNT ON THE APPLICATION. Call 1-800-277-9914 if you do not know this information.

IMPORTANT NOTICE

*****Service Canada reserves the right to change the following questions without notice*****

TO BEGIN APPLICATION, GO TO: canada.ca

1. Click → **English**
2. Scroll down and click → **Employment Insurance**
3. Select → **Regular Benefits**
4. Read through numbers 1 to 7 then click → **#5 Apply**
5. Scroll to bottom of page and click → **Ready to Start** then **Start Application**
6. You will be prompted with a screen asking if you are trying to retrieve an application you started earlier. Select → **No** then click → **Continue**
7. Select → **Benefits for Employees**
8. You will be asked if a reference code was supplied, click → **NO**
9. Click → **Regular Benefits** then **Continue**
10. Read this page carefully then Select **Continue**
11. Enter personal information:
SOCIAL INSURANCE NUMBER, LAST NAME, FIRST NAME, LAST NAME AT BIRTH, GENDER AND 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.) click **Continue** then **Validate**.

12. You will be given a temporary password identification number. Write this number down and click → **Continue**
13. Fill in personal information → **Continue** **(ONLY ANSWER QUESTIONS WITH THE *)**
14. **Programs and Services** section is voluntary please click **continue**.
15. Next, would you like your tax slip electronically? If you want to continue to receive your T4E by mail, answer → **Please Send Me a Paper Copy** and whether you claim your taxes by yourself **(basic)** or with your spouse **(basic and spouse)**
16. You are then asked if you have a direct deposit account registered and if you want to continue using the same bank information. If you do, **CLICK YES THEN YES**. If you do not have direct deposit, you can set it up following the guideline they provide.
17. Please input your highest level of education completed.
18. You will then be asked if you are part of a Union → **Yes** input **Unifor Local 199**

*****QUESTIONS MAY BE DIFFERENT, AND POSSIBLY IN DIFFERENT ORDER. PLEASE USE THIS AS A GUIDELINE AND ANSWER PER YOUR PERSONAL SITUATION. *****

- If you are reactivating an existing claim within the last 52 weeks, a message will appear stating that there are weeks still payable, and it will automatically reactivate your existing claim **CLICK > CONTINUE**
- Existing claim continued: **Other employment since establishing your EI CLAIM:** Have you worked since you completed your last application for Employment Insurance Benefits > **YES**
- Last Employer information: **General Motors of Canada**. You do **NOT** have to enter your first day of work; **HOWEVER**, you must enter your last day worked and if you will be returning to work with this employer. **YES**, then **NO** to return date.
- You **MAY** be asked the employer address information → **570 GLENDALE AVE, ST. CATHARINES, ON, L2P 0B2**
- Next the screen **MAY** prompt you to input employer's name and phone number → **General Motors 905-641-6340**
- Reason for layoff → **Shortage of work**
- Enter your earnings information. Hourly rate of pay and per hour → **Continue**
- You **MAY** be asked: Did you or will you receive vacation pay? → **Unknown** → **Continue**
- **YOU WILL BE ASKED THIS QUESTION WHEN REACTIVATING A CLAIM:** Have you received, or will you receive any of the following monies? → **If entitled to SUB** click **Supplemental Unemployment Benefit** → **General Motors** pays **SUB**
- You **MAY** be asked about your Job Title information. **Answer per your personal situation.**
- You **MAY** be asked for ROE information – Last employer. Select option: **I have a paper ROE and will submit it to Service Canada OR my employer submitted the ROE electronically. OR asked if you will be submitting an ROE. Select > NO**
- Next, you **MAY** be asked about **OTHER EMPLOYERS**. If you've only worked for GM within the last 52 weeks select: **NO**. If you've worked for other employers, answer per **your personal situation**
- You will be asked a **series of random questions** → ***Answer per your personal situation***
- 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 (**DAY/MONTH/YEAR**) and the **gross monthly amount**. **Call 1-800-277-9914 if you do not know this information.**
- After answering another **series of random questions** - **(Answer per your personal situation)** you will be asked if someone is helping you with your application, click **NO** then click → **Continue**
- You are then given several pages of rights and responsibilities. Read and click > **I accept**
- You will be asked if you accept the above attestation and want to submit application. Click > **I accept**
- Print confirmation page or write confirmation number. Retain for your records.
- You will then be waiting to receive a 4-digit access code in the mail which you will use to report your weeks of layoff.

Call Service Canada for all information on your claim **-1-800-206-7218**
Monday to Friday, 8:30a.m.– 4:30 p.m.

If you have trouble completing your application or think you have made a mistake, please call 1-800-206-7218 and press 0 **OR** call me – Vincent Filice or my Alternate, Adam Nie.

VINCENT FILICE
ALT: ADAM NIE

UNIFOR LOCAL 199 SUB/EI REPRESENTATIVES
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