



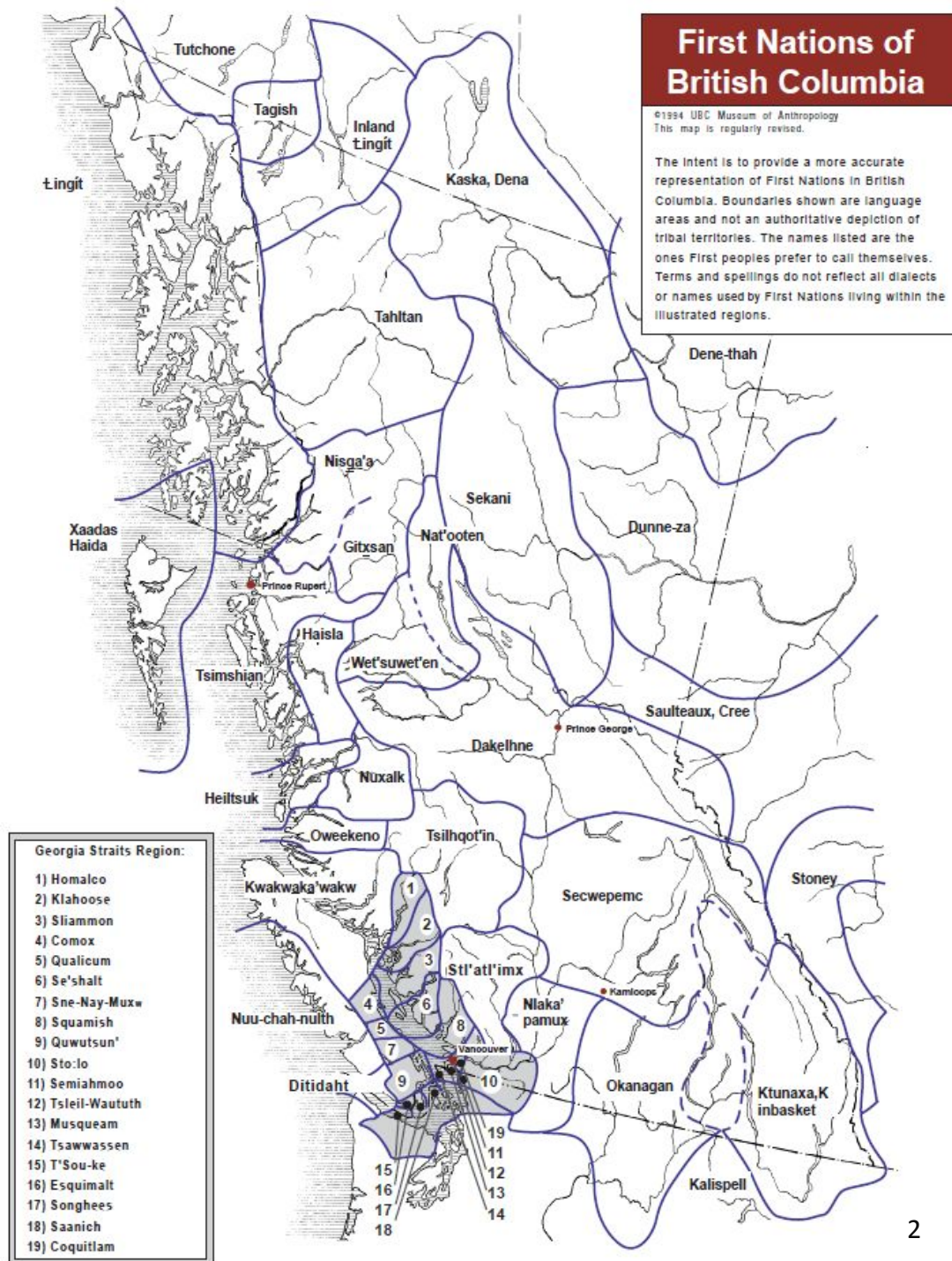
Employment Insurance Seminar

Navigating the EI Claim Process for Teachers Teaching on Call



BC Teachers' Federation

Acknowledgment of Traditional Territory



Objectives

The objective of this seminar is to provide teachers with the information they need to

- make effective, error-free 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?

El 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 15 weeks under sickness benefits.

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.

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

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.
- Until September 24 2022, you need to have accumulated 420 hours of insurable employment during your qualifying period to qualify for EI benefits for every region.

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
- Check with your local regarding TTOC FTE callouts.

What are the benefits?

- 55% of average gross earnings of 14–22 best weeks over last 52-week qualifying period—maximum of \$638 per week.

Working While on Claim (WWC)

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 how much you earn, you will not be eligible to receive EI benefits for that week.

Example

Isabelle collects EI benefits. She receives the maximum amount allowed, which is \$638 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 ($\$400 \times 50\% = \200). She will be paid \$438 ($\$638 - \$200 = \438).

When you work and receive benefits at the same time, you must not combine the hours and earnings of more than one week. It is essential that you report your work earnings and hours during the week in which you worked.

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

How do I apply?

Step 1—Record of Employment (ROE)

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

Human Resources Development Canada / Développement des ressources humaines Canada
RECORD OF EMPLOYMENT (ROE)
 IF COMPLETING THIS FORM BY HAND, USE A PEN AND PRESS FIRMLY
 EMPLOYER: REFER TO THE GUIDE - HOW TO COMPLETE THE RECORD OF EMPLOYMENT - WHICH PROVIDES DETAILED INSTRUCTIONS. Protected when completed - B

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 \$ **D M Y** \$

B - STATUTORY HOLIDAY PAY FOR \$ \$ \$

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**

Canada
 EMPLOYEE: APPLY FOR EMPLOYMENT INSURANCE BENEFITS ON THE INTERNET AT www.hrdc.gc.ca/ei
 FOR MORE INFORMATION, REFER TO THE BACK OF THIS DOCUMENT. Ce formulaire est également disponible en français. EMPLOYEE'S COPY PART 1

How do I apply?

Step 2—Check the 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, comment, and date of recall—unknown.

How do I apply?

Step 2—When and where?

- You have up to four weeks after the last day worked.
- You may use the computer at your local Service Canada Centre to apply.
- Expect to receive benefits within 28 days from the day they receive your claim.

How do I apply?

Step 3—Getting organized

Work out:

- your average weekly earnings over the qualifying period
- your best 14–22 weeks over the qualifying period if your rate was variable
- separate hours for contract and TTOC, separate ROEs.

November

2 9.1 hours \$335	3 9.1 hours \$335	4 TTOC 9.1 hours \$330	5 TTOC ½ day 4.55 hours \$165	6 NO WORK \$670 Contract 18.2 hours \$495 TTOC 13.65 hours
9 9.1 hours \$335	10 9.1 hours \$335	11 - HOLIDAY	12 NO WORK	13 TTOC ½ day 4.55 hours \$165 \$670 Contract 18.2 hours \$165 TTOC 4.55 hours
16 5.2 hours \$175	17 5.2 hours \$175 TTOC ½ day 4.55 hours \$165	18 5.2 hours \$175 TTOC ½ Day 4.55 hours \$165	19 5.2 hours \$175	20 5.2 hours \$175 \$875 Contract 26 hours \$330 TTOC 9.1 hours
23 5.2 hours \$175	24 5.2 hours \$175 TTOC ½ day 4.55 hours \$165	25 5.2 hours \$175	26 5.2 hours \$175	27 5.2 hours \$175 \$875 Contract 26 hours \$165 TTOC 4.55 hours



The Service Canada Application Process





Application for Employment Insurance benefits online



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Start application

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

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

Use only the buttons provided at the bottom of the screens to navigate through the application.

* Are you trying to retrieve an application which you started **within the last 24 hours** but did not complete?

☐ Yes ☐ No

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Type of Employment Insurance Application

► Help for this page

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

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

☐ **Benefits for employees:**

These benefits are for people who are applying based on their work in insurable employment as an employee, including fishers. They 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 child.

☐ **Benefits for self-employed people:**

Self-employed people can apply for benefits if they 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 child.

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Reference Code

► Help for this page

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

* Are you part of a group of employees in

- an Apprenticeship Program, or
- Work-sharing Program, or
- a Group Layoff situation, or
- the Automotive Industry; and

were you given a reference code to submit this application?

☐ Yes ☒ No

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Benefit Type

► Help for this page

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

* What type of benefits are you applying for?

- ☒ **Regular benefits**, if you have lost your job and you are available for and able to work, but can't find a job.
- ☐ **Fishing benefits**, if you are a self-employed person engaged in fishing.
- ☐ **Sickness benefits**, if 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**, if you are pregnant or have recently given birth. This option also allows you to receive maternity followed by parental benefits.
- ☐ **Parental benefits**, if you are caring for a newborn or newly adopted child.
- ☐ **Compassionate Care benefits**, if you are caring or supporting a family member who is gravely ill with a significant risk of death within 26 weeks.
- ☐ **Benefits for Parents of Critically Ill Children**, to care or support a critically ill child.

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Identity information

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Identity Information

► Help for this page

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

- your Social Insurance Number,
- your date of birth,
- your mother's family name at birth

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. For more information see the Help section for this page.

We will use the information you provided to verify your identity. Any information that does not match the information on your Social Insurance Number 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

* Social Insurance Number (without spaces or hyphens)

Identity information

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Temporary Password

Your temporary password is:
B3BF-210C

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 password exactly as shown.**

This password has been randomly generated. Your password along with the information you completed on the last screen are the key to retrieving your partially-completed application. This password will stay active for a 24 hour period. If you fail to complete your application in a 24-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.

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Programs and services

Service 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 Aboriginal Affairs and Northern Development 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

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Income Tax Information

► Help for this page

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

You may be able to file your income tax earlier by choosing to obtain your Employment Insurance (EI) tax slip (T4E) online. Starting February 1, you can obtain and print an electronic copy of your tax slip through My Service Canada Account. If you choose not to receive your tax slip electronically a paper copy will be mailed to you by the end of February.

A printed copy of your electronic tax slip is considered an official document by the Canada Revenue Agency and can be attached to your income tax return.

Would you like to obtain your EI tax slip by internet (electronically) through My Service Canada Account?

☒ Yes ☐ No

If you answer "Yes" to this question, a paper copy of your EI tax slip **will not be mailed** to you.

If you answer "No" to this question, a paper copy of your EI tax slip **will be mailed** to you.

* Personal Tax Credit

☒ Basic (self only)
☐ Basic and spouse

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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

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Last Employer Information

► Help for this page

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

* Business name of your most recent employer

Nanaimo School District

Area Code and Telephone Number

250-754-5421

First day worked (DD/MM/YYYY)

04/09/2012



* Last day worked (DD/MM/YYYY)



* Will you be returning to work with this employer?

☐ Yes

☐ No

☒ Unknown

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Reason for Separation

► Help for this page

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

Employer:

Name Nanaimo School District

Phone Number 250-754-5421

First day worked

04/09/2012

Last day worked

28/06/2013

* Why are you no longer working?

- ☒ Shortage of Work (includes Layoff, End of Contract, End of Season, Office Closure)
- ☐ Quit (includes Retirement, Health Reasons, Moving to accompany a spouse or dependent)
- ☐ Dismissed or Suspended
- ☐ Illness, Injury or Surgery
- ☐ Maternity
- ☐ Parental
- ☐ Compassionate Care
- ☐ Parents of Critically Ill Children
- ☐ Employer Bankrupt
- ☐ Apprentice Training
- ☐ Work-sharing
- ☐ Strike or Lockout
- ☐ Leave of Absence

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Rate of Pay

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

\$ ☐ per hour ☐ per year

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

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Job Title Information

[► Help for this page](#)

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

Employer:

Name Nanaimo School District

Phone Number 250-754-5421

First day worked

04/09/2012

Last day worked

28/06/2013

* What was your job title?

Enter your job title (secretary, plumber) or your field of work (aviation, finances, administration) and **click on "Search job titles"**. You can also try your search by entering a minimum of the first 4 letters of the job title or the field of work. If you do not find the exact match, select the one that most closely matches your occupation.

(e.g. :plumber or plum, secretary or secr)



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IFFS > Teachers Questionnaire

Teachers

► [Help for this page](#)

What was your teaching status in the last 2 years?

- ☐ 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

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IFFS > Teachers Questionnaire

Teachers

Have you received a verbal or written offer of employment for the next teaching period?

☐ Yes

☒ No

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IFFS > Teachers Questionnaire

Teachers

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

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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.



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Other Employers

► Help for this page

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

* In the last 52 weeks did you have any additional periods of employment?

This may be additional periods of employment from your last employer, other employers, or any part-time or casual employment.

Do not repeat the period of employment reported under the Last employer section of this application.

☐ Yes ☐ No

With the exception of the Record(s) of Employment (ROE) submitted to Service Canada electronically by your employer, it is your responsibility to provide Service Canada with the ROE(s) issued via **paper format** from any employer you worked for in the past 104 weeks (2 years). This additional information will be used to determine if you qualify for benefits.

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Some questions asked

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

Variable Best Weeks

► Help for this page

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

What is the Variable Best Weeks Calculation?

Your variable best weeks are the weeks that you earned the most money. If your weekly insurable earnings varied from week to week, we will calculate the amount of your weekly benefits based on your total insurable earnings before deductions during the "best weeks" in your qualifying period (generally 52 weeks).

What information do I need to provide?

The number of weeks used to calculate your weekly benefits will vary from 14 and 22, depending on the unemployment rate where you live. You will need to calculate your earnings based on our calendar week. A calendar week is from Sunday to Saturday. You need to provide the following details:

- The dates of each calendar week you earned the most money;
- The weekly gross amount. If vacation pay and/or stat holiday pay is included with each pay cheque, these monies should be included in the calculation of your best week(s). Do not include any vacation pay or other monies you received from your employer as a termination payment; and
- You will need to calculate your earnings based on our calendar week from Sunday to Saturday.

* In the last year did you work less than 19 weeks?

☐ Yes ☒ No

* Did your earnings vary over the last 53 weeks?

☒ Yes ☐ No

* Were your average gross weekly earnings (before deductions) in the last 53 weeks equal to or greater than \$935?

☐ Yes ☒ No



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Variable Best Weeks - Details

A maximum of 22 weeks of earnings can be provided. However, some weeks may not be used to calculate your benefit rate if this number exceeds the maximum allowable.

Provide the gross amount (before deductions) of your highest weeks of insurable earnings beside the corresponding employer name.

All of your employers' names will automatically appear in each week selected. If a highest week of insurable earnings does not apply to a particular employer, leave the amount field blank beside that employer. Do not enter \$0.00.

Note: If you are a self-employed fisher, do not add your fishing earnings as they are not considered in the calculation of your highest weeks of insurable earnings.

* Select the calendar week (Sunday to Saturday)
that you want to provide earnings for. (DD/MM/YYYY)

Nanaimo School District

\$ 1950 x

12/05/2013



Remove this week

Add earnings for another week

21 week(s) can still be added.

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Workforce History

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

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

* in receipt of Workers' Compensation?

☐ Yes ☐ No

* unable to work for medical reasons?

☐ Yes ☐ No

* in receipt of group wage loss insurance benefits?

☐ Yes ☐ No

* prevented from working due to a labour dispute (strike or lockout)?

☐ Yes ☐ No

* on a training course to which you were referred by a designated authority?

☐ Yes ☐ No

* in jail?

☐ Yes ☐ No

* in receipt of a payment from the Wage Earner Protection Program?

☐ Yes ☐ No

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Self-Employment Information

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

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

☐ Yes ☐ No

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



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Course or training program

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

* Are you taking a course or other training program?

☐ Yes ☐ No

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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.



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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

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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

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Rights and Responsibilities

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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 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

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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.

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Submit

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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.

Job Search log screenshot



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?

- Be available for work.
- Be actively seeking work
 - email, phone, or fax 5–7 employers per week
 - use the job bank at www.jobbank.gc.ca
 - fill out a Job Search log.

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:

- 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 header with the title 'Internet Reporting Service' and the URL 'servicecanada.gc.ca'. Below this is a navigation bar with links for 'Français', 'Home', 'Contact Us', 'Help', 'Search', and 'canada.gc.ca'. The main content area is divided into two columns. The left column contains a sidebar with links: 'Internet Reporting Service', 'Close', 'Help for this page', and 'Proactive Disclosure'. The right column 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 this message are three input fields: 'Social Insurance Number (SIN):', 'Access Code:', and 'Province of Residence:'. The 'Province of Residence' field is a dropdown menu with the text '-- Select your province --'. A 'Continue' button is located at the bottom right of the login section. Below the login section is a 'Help for this page' section with two sub-sections: 'Social Insurance Number (SIN):' and 'Access Code:'. The 'Social Insurance Number (SIN):' section explains that a valid nine-digit SIN must be provided, with no spaces or hyphens. The 'Access Code:' section explains that the Access Code is a four-digit code printed at the bottom of the EI benefit statement, used for electronic signature and telephone enquiries.

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Internet Reporting Service

Close

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Proactive Disclosure

Login

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.

Social Insurance Number (SIN):

Access Code:

Province of Residence:
-- Select your province --

Continue

Help for this page

Social Insurance Number (SIN):

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.

Access Code:

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

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

Internet Reporting Service
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Report
Outside Canada
Were you outside Canada between Monday and Friday during the period of this report?
☐ No ☐ Yes
Work and Wages
Are you self-employed?
☐ No ☐ 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.
☐ No ☐ Yes
Training
Did you attend school or a training course during the period of this report?
☐ No ☐ Yes
Availability
Were you ready, willing and capable of working each day, Monday through Friday during each week of this report?
☐ No ☐ 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?
☐ No ☐ Yes

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

Training vs. work



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Internet Reporting Service



Canada

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IFFS > Training Questionnaire

Training

If you found full time work but the job conflicted with your course/program, what would you do?

- ☐ I would drop the course/program to accept the job
- ☐ I would finish my course/program
- ☐ I would accept the job as long as I could delay the start date to allow me to finish the course/program
- ☐ I would change my course schedule to accept the job

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Training schedule

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IFFS > Training Questionnaire

Training

Does your educational institution's policy permit changes to course/program schedules?

☐ Yes

☐ Yes, but after the deadline, I can only drop classes

☐ No, I can only drop classes


☒ I don't know

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Training approval



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Training

► Help for this page

Have you been approved by a Government official from a Provincial, Territorial or Aboriginal Government, or their service provider, to attend this course or program as part of an Employment or Skills Development program? (If you are unsure, review the information provided on the help screen before you respond.)

- ☐ No, I was not approved for this course or program under an Employment or Skills Development program; I decided on my own to take it
- ☐ Yes, I am participating in an approved apprenticeship program and I have an Employer Sponsor
- ☐ Yes, I have been approved to take this course or program as part of a government-sponsored Employment or Skills Development program

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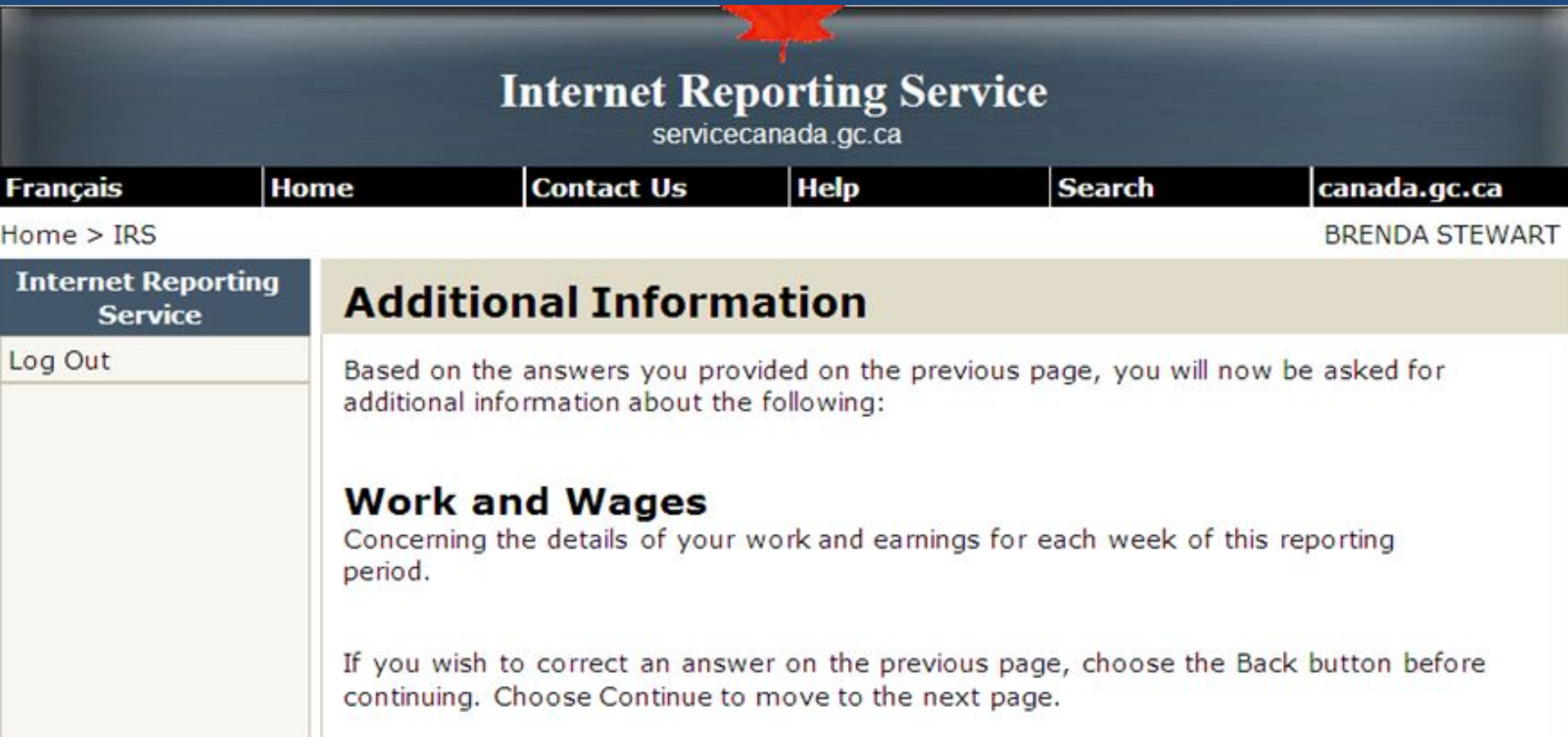
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Additional information



The screenshot shows the 'Internet Reporting Service' website. At the top, there is a red maple leaf logo. Below it, the text 'Internet Reporting Service' and 'servicecanada.gc.ca' are displayed. A navigation bar contains links for 'Français', 'Home', 'Contact Us', 'Help', 'Search', and 'canada.gc.ca'. Below the navigation bar, the text 'Home > IRS' is on the left and 'BRENDA STEWART' is on the right. The main content area has a header 'Additional Information'. The text below the header states: 'Based on the answers you provided on the previous page, you will now be asked for additional information about the following:'. This is followed by a section titled 'Work and Wages' with the text: 'Concerning the details of your work and earnings for each week of this reporting period.' At the bottom of the section, it says: '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.'

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.

Reporting your weekly work and wages

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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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Work and Wages

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

☒ No ☐ Yes

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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

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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
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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.

\$

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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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BRENDA STEWART

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

Week 1

Week 2

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

Internet Reporting Service

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Employer Information

How many employers did you work for during this reporting period?
1

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

Employer 1: 2507552431

Employer 2:

Employer 3:

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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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BRENDA STEWART

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

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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

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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.

How do I deal with 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.

How do I deal with 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.

How do I deal with problems?

2. Appeals

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

- Reconsideration.
- Social Security Appeal Tribunal.

Luke's contact information

If you have any questions, issues , or concerns,
contact:

Luke Olver, lolver@bctf.ca

604-871-1890 (local)

1-800-663-9163

Service Canada: www.servicescanada.gc.ca

1-800-206-7218

Summary

- You have a right to EI—use it!
- 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.**

