

REPORTING CALENDAR

This calendar will help you to accurately report the hours you worked and the earnings you received during each week of the reporting period. To obtain additional copies of this calendar, photocopy this document or print it from the Internet site www.canada.gc.ca.

HOW TO USE THE REPORTING CALENDAR

- Record the number of hours worked, and earnings before deductions, for each day of the week, from Sunday to Saturday.
- At the end of the week, total your **hours** in the "**Total to Report**" line. On this line record only full hours worked.
Examples: Total of 15.25 hours = 15 hours / 15.75 hours = 15 hours
- At the end of the week, total the **amounts** in the "**Total to Report**" line. On this line record round dollar amounts to the nearest whole number. Examples: Total of \$125.49 = \$125 / \$125.50 = \$126
- Record the date of your next report in the "**Date next report is due**" line.

	week from: to:		week from: to:		week from: to:		week from: to:	
	hours	\$	hours	\$	hours	\$	hours	\$
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Total to report								
Date the next report is due	/	/	/	/	/	/	/	/

To complete your report choose either the:

- Internet Reporting Service
www.canada.gc.ca

OR

- Automated Telephone Reporting Service: **1 800 531-7555**
Press 1 for a demonstration
Press 2 to complete your report

If you are to receive EI benefits for the weeks reported, your payment should be deposited to your bank account two business days after your report is processed.

If you are not enrolled in Direct Deposit, it may take longer to receive payment by mail.

Get information on the status of your claim by choosing one of the available methods:

Use "**My EI Information on-line**" for the convenience and flexibility of managing your personal Employment Insurance (EI) claim, by visiting: www.canada.gc.ca

- Go to 'On-line Forms and Services'
- Click on the 'Employment Insurance (EI) on-line Services' icon,
- Choose our online service "**My EI Information on-line**" and follow the instructions.

Contact the Automated Telephone Information Service at **1 800 206-7218** and press:

- Option 1: for information about **your** Employment Insurance benefit payments
- Option 2: for general information about Employment Insurance, or visit www.canada.gc.ca .
- Option 0: to enroll in Direct Deposit (have your bank account number and bank transit number handy)

Have your **Social Insurance Number** and **Access Code** handy when using the Internet or telephone Services.