

## NOTICE TO EMPLOYERS – RECORDS OF EMPLOYMENT

The Employment Insurance (EI) **Best 14 Weeks** pilot project was implemented on October 30, 2005. Under this pilot project, the EI benefit rate for workers who live in 23 EI economic regions will be established using the highest 14 weeks of insurable earnings in the last 52 weeks. This benefit rate requires a new reporting requirement on the Record of Employment (ROE) for these workers.

Easily adapt to this new reporting requirement and complete Records of Employment faster online using ROE Web. Many employers have already taken advantage of ROE Web allowing them to complete one or hundreds of ROEs in minutes. ROE Web also allows Service Canada to improve service delivery to EI recipients.

**Employers with workers who live in the following economic regions should read this important information.** Visit our website for the municipalities or search a postal code to see if it is included.

Central Quebec	Northern British Columbia	Restigouche-Albert
Chicoutimi – Jonquière	Northern Manitoba	St. John's
Eastern Nova Scotia	Northern Ontario	Southern Coastal British Columbia
Gaspésie-Îles-de-la-Madeleine	Northern Saskatchewan	(excluding Greater Vancouver)
Lower St. Lawrence and North Shore	Northwest Territories	Sudbury
Madawaska-Charlotte	Northwestern Quebec	Trois-Rivières
Newfoundland and Labrador	Nunavut	Western Nova Scotia
Northern Alberta	Prince Edward Island	Yukon

To facilitate this new calculation, the equivalent of 53 weeks of pay period data will be needed instead of the 27 weeks provided through the existing ROE. The easiest way for employers to adapt is to use ROE Web which has been modified to allow employers to submit the equivalent of 53 weeks of pay period data.

To ease administration, employers can provide the equivalent of 53 weeks of pay period data using the ROE as an option. In order to do this complete Block 15C of the ROE even if each of the pay periods has insurable earnings. **Block 15C** of the paper version has sufficient space to include all types of pay period except weekly. Except for this change, the instructions outlined in *How to Complete the Record of Employment (ROE) Form* remain the same. The following chart outlines how many pay periods are required for each pay period type as a result of the pilot project for employers in the affected regions:

Pay Period Type	Number of consecutive pay periods to report for Block 15C or less if period of employment was shorter
Weekly	Last 53
Bi-weekly	Last 27
Semi-monthly	Last 25
Monthly	Last 13
13 Pay Periods a Year	Last 14

Employers who have **weekly pay periods** can use the worksheet available from our website to provide data for pay periods 28 to 53 (**Block 15C**) and attach it to the paper or laser printed version of the ROE.

If your company uses one of the larger Payroll Service Providers (PSPs), you may have other options such as sending your ROEs through your PSP. Many Payroll Software Vendors will be including the 53 week earnings capacity (ROE Web) in upcoming versions of their software packages.

If your company or your Payroll Service Provider is not able to make the adjustment to provide the equivalent of 53 weeks of pay period data on the ROE, Service Canada may contact you for the additional information. Service Canada will make every effort to obtain the additional payroll information from claimants before contacting employers.

For complete information on ROE Web, the Best 14 Weeks pilot and to access the guide *How to Complete the Record of Employment (ROE)*, **visit our site at:** [servicecanada.gc.ca](http://servicecanada.gc.ca), then click Services for Canadian Business, Human Resources Management, and finally Employment Insurance Information for Employers. Or contact our ROE Web Help Desk at 1 800 385-5470.