

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.servicecanada.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	hours	\$	hours	\$	hours	\$	hours	\$
Date the next report is due	/ /		/ /		/ /		/ /	

Choose either the Internet or telephone service to complete your report.
Have your **Social Insurance Number (SIN)** and **Access Code** handy.

Internet Reporting Service
www.servicecanada.gc.ca

OR

Automated 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.

To get information on the status of your claim

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

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

www.servicecanada.gc.ca

Go to 'On-line Forms and Services' and click on the 'Employment Insurance (EI) On-line Services' icon.