



UPPER GRAND DISTRICT SCHOOL BOARD
PAYROLL SERVICES

OCCASIONAL TEACHERS

Final Pay Period for school year ending June 2009 is:
June 15th to June 26th Paydate July 10, 2009.

If anyone has a different "last day worked" or completion date other than the dates in the final pay period please indicate this with a notation on the last timesheet you submit to payroll.

Records of Employment or ROE's will be processed via Service Canada's web site and sent electronically to Service Canada starting July 9 to July 14th.

- NO paper copies will be issued
- Attached is Instructions to apply for Employment Insurance
- Please use Reference Code when applying for EI (note dates to use this code)
- Reason for issuing ROE's will be Shortage of Work

Web Site to use when applying for EI benefits is:
www.servicecanada.gc.ca

If anyone has any concerns or questions please contact me at 519-822-4420 ext 808.

Thank You

Darlene Allen
Payroll Supervisor
Upper Grand District School Board

Complete your application for Employment Insurance benefits on-line at:

www.servicecanada.gc.ca

A Reference Code has been assigned for **Ontario residents only**. During the application process you will be asked for this Reference Code.

The same Reference Codes will be used for **Summer, December and March break for 2009/2010**. Please keep for your records.

3511012009SCHOOL - for service in English

3529012009FRENCH - for service in French

Enter the Reference Code exactly as shown in capital letters. These codes are case sensitive and will be open for use only during the following periods.

Summer 2009	01 Jun 09 to 07 Aug 09
December break 2009	07 Dec 09 to 16 Jan 10
March break 2010	08 Mar 10 to 10 Apr 10

These Reference Codes should only be used if you are applying for **REGULAR BENEFITS**. Do not use if:

- you are applying for special benefits (Sickness, Maternity, Parental or Compassionate Care Benefits; or
- you are pregnant and would like to automatically switch to maternity benefits immediately after collecting regular benefits.

You will be asked to provide personal information (Social Insurance Number, first and last name, date of birth, and **your mother's maiden name** (*her last name when she was born*)). **If this information is not correctly entered, there may be a delay in processing your claim.**

You are encouraged to submit your application when you receive your Record of Employment if it is paper. Your employer may have made arrangements to send the paper ROEs direct to Service Canada please check with your employer. **You should file during the week they are sent.**

If your employer will be transmitting your Record via internet. **You are encouraged to file in the week it is being transmitted.** Your employer should be able to provide an estimated date the ROE will be transmitted.

You should not delay in filing more than 4 weeks after your last week of work or you may lose benefits. You do not need your Record(s) of Employment to apply however they will be required to calculate your benefits.

Records of Employment with Serial Numbers starting with **"W" or "S"** do **NOT** need to be submitted to your Service Canada Centre.

However, you are required to submit all Records of Employment not previously submitted to your local Service Canada Centre with Serial Numbers starting with **"A", "E" or "L"** for all employment within the last 52 weeks (this includes any full-time, part-time or casual employment with another employer or school board).

If you have questions please call the Employment Insurance Call Centre (**Monday to Friday from 8:30 am to 4:30 pm**) at **1-800-206-7218**.

Please review these service offerings during your visit to the Service Canada Website:

[Application for Employment Insurance on-line,](#)
[Internet Reporting Service](#)
[My Service Canada Account](#)

Note: If your usual place of residence is located outside the province of Ontario, do not use the above Reference Codes when completing your application on-line.