

Getting your Record of Employment (ROE)

If you are applying for Employment Insurance (EI) benefits, you will need a Record of Employment (ROE) from each employer you worked for in the last 52 weeks. **Ask your employer for your ROE right away.** When you get your ROE, make an extra copy for yourself, and **apply for EI as soon as possible.**

Once your employer knows that your employment has ended, they must give you your ROE within 5 days. But not all employers obey the law.

What if I have trouble getting my ROE?

- Keep track of all your efforts to get your ROE.
- Call the Employment Insurance Telemessage number for help. Look in the blue pages of the phone book under “Employment and Unemployment” or “Human Resources Development Canada”.
- You can also ask for help at the Community Legal Clinic nearest you. Look under “Legal Aid” or “Legal Clinics” in the white pages of the phone book, or under “Lawyers” in the yellow pages.

Can I apply for EI without my ROE?

Yes. If you are having trouble getting your ROE, **do not wait too long** to apply for EI. If you don't apply within 4 weeks, you will probably get less benefits. Bring proof of your employment; for example, pay stubs and T-4 slips.

This publication contains general information only. Each situation is unique. The law can also change. If you have a legal problem, contact your community legal clinic or a lawyer.

CLEO has publications on other areas of law as well. Most are free. For an order form, call **(416) 408-4420** or visit our Web site at <www.cleo.on.ca>.

Produced by: Community Legal Education Ontario (CLEO). CLEO receives funding from Legal Aid Ontario and Department of Justice Canada.