



unifor

Local**88**

EI APPLICATION & REPORTING GUIDE

*A MEMBERS GUIDE TO APPLY AND REPORT
FOR EI BENEFITS WHILE ON LAYOFF*



REQUIRED INFORMATION

FULL NAME:

MAILING ADDRESS:

POSTAL CODE:

PHONE #:

MOTHER'S MAIDEN NAME:

SIN:

ACCESS CODE:

EMPLOYMENT INSURANCE FILING

***** Please note that you cannot file an application and do your reports on the same day.*****

If you are reactivating a claim or applying for a new claim, you will follow the same instructions. You can file on the internet as of **March 20th** and within 28 days from your last day worked. You have until **April 17th** to file before your claim is considered late and risk losing benefits.

If you are a probationary employee or TPT, you will file without the reference code and complete a full application.

Service Canada reserves the right to take up to 28 days to adjudicate your claim from the date of the online application. The earlier you have your application in, the faster a decision can be made. Late submissions, incomplete applications, wrong information, delays in ROE submission or delays in reporting can slow down your application.

If you didn't qualify for an EI claim during a previous period and have since worked, you should submit an application again. If you worked somewhere else in the last year, and left that job, if you have not already done so, you need to fill out a "Quit - Voluntary Separation from Employment" form.

You can take any paper forms and ROEs from previous workplaces (if in your possession) to the Service Canada office closest to you. General Motors Ingersoll submits ROEs online directly to Service Canada.

You should verify Service Canada received your ROE by viewing it on your My Service Canada Account (MSCA). If you're General Motors of Canada ROE does not appear in your MSCA, please contact us for payrolls contact information and request that they send it to Service Canada.

APPLYING ONLINE

NO REFERENCE NUMBER FOR THIS LAYOFF

BE ADVISED: You will need to apply for EI benefits ONLINE promptly following your last day of work.

PLEASE NOTE NOT EVERY APPLICATION IS THE SAME, SOME QUESTIONS MAY BE DIFFERENT OR NOT ASKED

TO BEGIN APPLICATION, GO TO: Canada.ca

1. Click  **English**
2. Scroll down and click  **Employment Insurance**
3. Select  **Regular Benefits**
4. In center of page, click  **#5 Apply**
5. Scroll to bottom of page and click  **Start Application**
6. You will be prompted with a screen asking if you are trying to retrieve an application you started earlier. If you have not already started an application, select  **No**, then click 
- Continue**
7. Select  **Benefits for Employees**
8. You will be asked if a reference code was supplied, click  **Yes**, if **No**, skip to step 11.
9. **Input reference number**, select  **Continue**
10. The next page will read **Specialized Application Notice** then click  **Continue**
11. Enter personal information: **SOCIAL INSURANCE NUMBER, LAST NAME, FIRST NAME, LAST NAME AT BIRTH, GENDER AND MOTHER'S MAIDEN NAME** (**Please watch spelling**)
12. You will be given a temporary password. **Write this number down** and click  **Continue**
13. **Input all personal information**  **Continue**

14. You are then asked if you have a direct deposit account set up and if you want to continue to use it. Click **Continue** if everything is okay. If you do not have direct deposit and would like to set it up, enter information in the next screen. *If you do not have it handy and want to submit your banking information later you can bring it to your Benefits Rep or Service Canada.*

15. Next the screen will prompt you to input employers name
General Motors (300 Ingersoll Street, Ingersoll, N5C 4A6, 519-485-6400)

16. You do not have to enter your first day work; HOWEVER, you must enter the last day worked (Vacation counts as last day).

Input **March/20/2020**

17. You may be asked to input pay rate **input your rate of pay**, hours that you work per week **enter hours a week you normally work**, and days per week **enter how many days a week you normally work**.

18. It will then ask the hours you worked the week prior to going off **Enter hours worked pervious week**

19. Did you or will you receive vacation pay? **No**

20. Verify pay amount, click **Continue**

21. You will be asked if you are receiving money from this employer, check off **Supplemental Unemployment Benefits (SUB) only if you will be receiving SUB**

If you are **NOT** receiving SUB, check off **I did not or will not receive additional money from my employer**

22. Please answer the next sections according to your own situation (**Other Employers, Information on Quebec Pension, Workers' Compensation Payments, Pensions, Self-Employment, Farming Income, Course or Training**).

23. You may be asked if you worked less than 22 weeks —> Enter **YES or NO**, Did you earning vary over the last 52 weeks —> Enter **YES or NO**. If NO to both, continue.

*If Yes to the 52 week question, It will ask you if your average gross weekly earnings were below \$1021, If still **NO**, you can enter in your highest paid weeks. You can refer to your pay statements as we cannot provide this information for you. If you worked elsewhere during the period, you should include pay weeks if they were one of your “best weeks.” If you cannot provide your “best weeks” information at the time of your application, you can fill out a “Claimant Attestation – Highest Weeks of Insurable Earnings (Variable Best Weeks)” form. You can pick it up at the Benefits Office or print it off online.*

24.. You are then given several pages of rights and responsibilities. Read and click —> **I accept**

25. You will be asked if you accept the above attestation and want to submit application. Click —> **I accept**

**YOUR APPLICATION MUST BE COMPLETED WITHIN
28 DAYS OF YOUR LAST DAY WORKED OR EI MAY
NOT ACCEPT YOUR APPLICATION.**

ATTENTION:

Shortly after you apply, Service Canada will mail you an EI benefits statement, which will provide you with your **EI access code, the date your first EI report is due and instructions on how to complete EI reports.**

REPORTING INSTRUCTIONS

TO RECEIVE EI BENEFITS, YOU **MUST** COMPLETE AND SUBMIT REPORTS THAT COVER **2** CALENDAR WEEKS, FROM SUNDAY TO SATURDAY

Login to: canada.ca

- Select → **English**
- Click → **Employment Insurance**
- In right hand column under **Most Requested**, click →
Send your report by Internet
- Scroll to bottom of page and click → **Continue**
- Enter the following information:
 1. **Social Insurance Number**
 2. **Access Code**
 3. **Province of Residence**
- Click → **Continue**
- Complete the report and when finished click → **Printable Version**
- Right click on the screen and click → **Print**
- Retain for you records

INFORMATION NEEDED IF WORKING DURING REPORT:

GENERAL MOTORS PHONE NUMBER: 519-485-6400

ADDRESS: 300 Ingersoll St S, Ingersoll, ON N5C 4A6

EARNINGS: Hourly Rate x Hours Worked

To use the Teledec for filing your reports, call – 1-800-531-7555
and answer the questions.

Call Service Canada for all information on your claim – 1-800-
206-7218 – Press “0” to speak to a live representative
Monday to Friday 8am – 4pm

It is your responsibility to report all your true earnings before deductions. If you do not, you may have to repay some or all the money you received from EI benefits

SAMPLE SITUATION FOR REPORTING

The Internet Reporting Service is a simple, fast, convenient and secure way to submit your EI reports online. You need the access code and your Social Insurance Number (SIN) to submit reports and to get information about your claim.

*this is only an example. **DO NOT** input this data to your report*

JUNE/JULY						
SUN	MON	TUES	WED	THU	FRI	SAT
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Jane is reporting to EI for these two weeks. She worked the highlighted week and was laid off for the following week. Jane must report that she worked and received earnings during the first period of her report. Jane worked 38 hours and 45 minutes; Jane will report 38 hours. Jane earned \$402.30; Jane will report her earnings as \$402. Jane was laid off the week of July 2nd. She will report she did not work or receive any earnings for that week. Jane will report she has not stopped working for any employer and did not attend school or a training course. Jane was ready, willing and capable of working each day during both weeks of her report.

It is your responsibility to report all your true earnings before deductions. If you do not, you may have to repay some or all the money you received from EI benefits

SAMPLE SITUATION FOR REPORTING

*this is only an example. **DO NOT** input this data to your report*

JUNE/JULY						
SUN	MON	TUES	WED	THU	FRI	SAT
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Joe is reporting to EI for these two weeks. He was laid off for both weeks. Joe will report that he did not work or receive earnings for either of these weeks. He will report he had not stopped working for any employer and did not attend school or a training course. Joe was ready, willing and capable of working during both weeks of his report.

If you have any problems completing your reporting or think you may have made a mistake while reporting; please call your Benefits Representative immediately.

UNIFOR Local 88 Benefits Representatives



Stephan Cronin

226-825-8533

Rob Gallace

226-825-8534

Jeff Bankes

226-825-8535

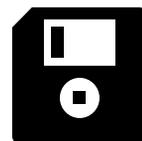


WHEN REQUESTING EI REGULAR BENEFITS, YOU MUST:

- Be capable of and available for work and unable to obtain suitable employment.
- Be actively searching for and accept offers of suitable employment. For further information on what constitutes suitable employment, visit the Employment Insurance section of the **Service Canada Website**;
- ✓ Conduct job search activities that increase your opportunities to find suitable employment, such as;
 - ✓ Assessing employment opportunities;
 - ✓ Preparing a resume or cover letter;
 - ✓ Registering for job search tools or with electronic job banks or employment agencies;
 - ✓ Attending job search workshops or job fairs;
 - ✓ Networking;
 - ✓ Contacting prospective employers;
 - ✓ Submitting job applications
 - ✓ Attending interviews;
 - ✓ undergoing evaluations of competencies



- Keep detailed records as proof of your job search efforts to find suitable employment as Service Canada may ask you to provide that proof at any time. Therefore you must keep your job search records for 6 years;
- Report all periods when you are not available for work;
- Provide all the required information and documents;
- Keep your appointments with our office;
- Notify the Service Canada office of any separation from employment and the reasons for the separation;
- Report any absences from your area of residence and/or any absences from Canada to Service Canada;
- Report all employment, whether you work for someone else or yourself
- Accurately report all employment earnings before deductions in the week(s) in which you earn them, as well as any other money you may receive
- The bonus paid out in December is not a Christmas bonus, it is a performance bonus. If there is a layoff in the week this is paid out, please contact us for instructions on how to report it.



ABSENCE FROM CANADA

You must report any absences from Canada. You may be able to receive EI benefits when you are temporarily outside Canada. For example, you can receive sickness benefits if you are in the United States receiving medical treatment that is not readily or immediately available in Canada. If you are residing in the United States permanently, you may be able to receive EI regular, maternity, parental, compassionate care benefits and benefits for parents of critically ill children as long as you meet the requirements for these benefits. You may also file a claim for maternity, parental, compassionate care benefits or benefits for parents of critically ill children if you reside outside Canada or the United States and are covered by Canada's EI program.

EI WAITING PERIOD

The waiting period for EI is a one-week period during which no benefits are paid to the claimant. For regular benefits, an interruption of earnings must be established for a period of **7 consecutive** days with **no** earnings or work.

If it is to the claimant's advantage, a waiting period may be waived. This applies to claims where a claimant experienced an interruption of earnings from employment (special benefits), and was paid sick leave pay from the same employer, after they stopped working. Waiving of the waiting period does not provide the claimant with an extra week of benefits. It only allows EI benefits to be payable from the first week of the claim. You are only required to serve one waiting period per 52 weeks, this includes other EI benefits.

WORKING WHILE ON CLAIM

****ONE WEEK WAITING PERIOD STILL APPLIES****

How working affects your claim:

If you earn money while receiving EI benefits, **you can keep 50 cents of your benefits for every dollar you earn, up to 90 percent of your previous weekly earnings** (roughly four and a half days of work). Above this cap, your EI benefits are deducted dollar-for-dollar.

You are not eligible to receive EI benefits if you work a full week, regardless of the amount you earn. However, this will not reduce the total number of weeks payable on your claim.

Example:

John was laid off when the parts plant where he worked shut down. His weekly earnings at the parts plant were \$1500, so his weekly EI benefit rate is \$573 (2020 max EI is \$573). He has found a part-time job at a restaurant, where he works three days a week and earns \$300 per week.

As a result, his \$573 in EI benefits are reduced by \$150 or 50 cents for every dollar he earns at the restaurant ($\$300 \div 2 = \150). This brings his total EI benefit to \$423 ($\$573 - \$150 = \423).

In the end, John takes home \$423 per week in EI benefits plus his part-time wages of \$300, for a total of \$723.

DID YOU KNOW...?

- A common error, such as misspelling your mother's maiden name can delay processing time of your application.
- The EI system consists of a two part process; you must complete an application and then submit reports to receive EI.
- It is very important to complete your application the day after your last day of work. You must also submit your reports as soon as you receive your access code in the mail. Service Canada has 28 days to make a decision, so delaying your application will delay your pay.
- SUB benefits for compassionate care/family caregiver for an ill child must be applied for. There is a signed sheet that must be filled out. SUB for regular EI and maternity/parental **does not** have to be signed for.
- If you disconnect or exit your report before completing it, your information will not be saved and you will have to start over.
- **DO NOT** misplace your EI benefit statement, as you will need the access code to submit reports and get information about your claim.
- Your session will be disconnected if you stay on one page for more than 10 minutes.
- If your 2019 income from all sources exceeds \$66,375 you will be required to repay 30% of your EI benefit. This will not apply to you if you received less than 1 week of regular or fishing benefits in the preceding 10 taxation years. EI Special Benefits do not count.

NOTES

If you are unsure or need assistance in completing the application or reporting process;

PLEASE CONTACT YOUR BENEFITS REPRESENTATIVES



Stephan Cronin Stephan.cronin@gm.com
226-825-8533

Rob Gallace robert.gallace@gm.com
226-825-8534

Jeff Bankes jeffery.bankes@gm.com
226-825-8535