



# EI APPLICATION & REPORTING GUIDE

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*A MEMBER'S GUIDE TO APPLY AND REPORT  
FOR EI BENEFITS WHILE ON LAYOFF*

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# REQUIRED INFORMATION

FULL NAME:

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MAILING ADDRESS:

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POSTAL CODE:

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PHONE #:

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PARENT'S LAST NAME AT BIRTH:

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SIN:

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ACCESS CODE:

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PLEASE CONTACT YOUR BENEFITS  
REPRESENTATIVES IF YOU HAVE  
ANY QUESTIONS OR ISSUES

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# EMPLOYMENT INSURANCE FILING

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**\*\*\* 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 31<sup>st</sup>** and within 28 days from your last day worked. You have until **April 28<sup>th</sup>** to file before your claim is considered late and risk losing benefits.

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.

**New claims will have a one week waiting period, if you have not served one in the last 52 weeks.**

# APPLYING ONLINE
























BE ADVISED: You will need to apply for EI benefits ONLINE,  
We suggest applying one week after last day worked

*PLEASE NOTE NOT ALL APPLICATIONS ARE THE SAME,  
SOME QUESTIONS MAY BE DIFFERENT OR NOT ASKED.  
THIS IS A GENERAL GUIDE, ANSWER EACH QUESTION  
CORRECTLY AS IT APPLIES TO YOU*


TO BEGIN APPLICATION, GO TO: **Canada.ca**

1. Click —→ **English**
2. Scroll down and click —→ **Employment Insurance**
3. Select —→ **Regular Benefits**
4. Right side of page, click —→ **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 —→ **No**
9. Select —→ **Regular benefits**
10. Scroll to bottom of page and click —→ **Continue**
11. Enter personal information: **SOCIAL INSURANCE NUMBER, BIRTHDATE, LAST NAME, FIRST NAME, LAST NAME AT BIRTH, GENDER AND MOTHER'S MAIDEN NAME** (\*\*Please watch spelling\*\*)
12. Verify information is correct and click —→ **Continue**
13. You will be given a temporary password. **Write this number down** and click —→ **Continue**

Temporary Password: \_\_\_\_\_

14. Input all personal information: **SPEAKING, WRITING, EMAIL ADDRESS, PHONE NUMBER, POSTAL CODE** – Select  **RETRIVE ADDRESS** - Select range from drop downbox, Input Address: **NUMBER, STREET, APT., CITY, PROVINCE** – Is your residential mailing address different : Select  **No**, if address entered is your mailing address. If Different Select  **Yes** and enter other address, click  **Continue**
15. Select any that apply to you and then click  **Continue**
16. Select how will you access your T4E, click  **Send me a paper copy**, Select which tax situation applies to you  **Basic** or **Basic and Spouse**, click  **Continue**
17. Have you used Direct Deposit on a previous claim with EI within last year, select Click  **Yes** ; Do you want to use the same banking information, Click  **Yes**(If info is the same), Select  **No** (if you want to enter new banking info) Click  **Continue** if everything is okay *If you do not have new banking information handy and want to submit your banking information later you can bring it to your Benefits Rep or to a Service Canada location.*
18. Select your level of education from dropdown box, Click  **Yes** for member of a Union, Enter **UNIFOR** in first box and **88** as Local, Click  **Continue**
19. Next the screen will prompt you to input employers' name  **General Motors** ( 300 Ingersoll Street, Ingersoll, N5C 4A6, 519-485-6400) You do not have to enter your first day work; You must enter the last day worked, Input  **March/31/2023.** Will you be returning to this employer, select  **Yes**, Do you know the date of your return, select  **No.** Click  **Continue**
20. Select  **There was a shortage of work.**
21. Input  Your Rate of pay, Select  **Hour** from drop down box. Click  **Continue.**

22. Input —> **Auto**, and click —> **Search job titles**, select **auto assembly worker (94200)**. Click —> **Continue**.
23. Select —> **I requested or will request the ROE from my employer**. (*These are done automatically and submitted electronically by the company*) Click —> **Continue**.
- 24 Select —> **No**, to do you want to add a record of employment. Click —> **Continue**.
25. Select —> **No**, to did you have any other periods of work, (*unless you worked somewhere other than GM, then enter info*). Click —> **Continue**
26. Click —> **Continue**, to missing record of employment message.
27. It May let you know that you are re-activating an old claim, Click —> **Continue**. (*If new claim, this will not show up*)
28. Select —> **No**, to Information on Quebec Parental Insurance. Click —> **Continue**.
29. Select —> **No**, to Workers Compensation Payments, (*unless you are receiving or planning to receive WSIB payments, then enter WSIB Info*) Click —> **Continue**.
30. Select —> **No**, to are you now or will you be receiving a pension ***If you are not collecting a pension***. Select —> **Yes**, if you are currently collecting a pension or have initiated a pension. You will need the start date and amount per month of pension. Click —> **Continue**.
31. Select —> **No**, to Are you related to any owner or part-owner of the business. Select —> **No**, to did you own more than 40% of shares. Select —> **No**, to if you are owner or part-owner. (*If you have another employer outside of GM these answers may change*) Click —> **Continue**.

32. Workforce History: Select ———▶ **No**, to unable to work for medical reasons (Unless off on S&A or EI sickness, then enter most recent dates), Select ———▶ **No**, to in receipt of preventative withdrawal payments, Select ———▶ **No**, to on a training course, Select ———▶ **No**, to in jail. Click ———▶ **Continue**. (Please answer yes to the ones that apply to you, click  to find out more information about each question)
33. Select ———▶ **No**, to Self-employed (*Unless you are, then select Yes and please fill in information about business*) Click ———▶ **Continue**.
34. Select ———▶ **No**, to farming income (Unless you have farming incoming, then select **Yes** and please fill in information) Click ———▶ **Continue**.
35. Select ———▶ **No**, to taking a course or training program (*unless taking a course, then select Yes and please fill in information*) Click ———▶ **Continue**.
36. Select ———▶ **No**, to did someone assist you (Unless you are filling out this application for someone else) Click ———▶ **Continue**.
37. Select ———▶ **No**, to add a medical certificate.
38. Please read “Rights and Responsibilities” carefully. There will be 6 pages.

**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.**

Sometimes there are delays in the mail, You may attempt to use your previous access code. This number stays the same unless a new one is requested.



# 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](http://canada.ca)

- Select —→ **English**
- Click —→ **Employment Insurance**
- In right hand column under **Most Requested**, click —→  
**Submit your EI report with Internet Reporting Service**
- Click Green button —→ **Submit your report by Internet**
- 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 2<sup>nd</sup>. 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, Start a new full-time job 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.

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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:

**Over the past few years, Service Canada has not been conducting Job Search Interview/Audits due to COVID restrictions. There is a very high probability that these will be conducted again within the next year. So please be aware this is a requirement to collect EI Regular Benefits. Failure to do so could result in a repayment of EI benefits as well as SUB benefits for the period you were required to be looking for work.**

- 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;
- ✓ Contacting prospective employers;
- ✓ Submitting job applications
- ✓ Attending interviews;



- 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

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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

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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 (S&A) 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.

**\*\*Note if you are collecting SUB, you will lose 50 cents of your SUB benefits as well for every dollar you earn.**

## 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 \$638 (2022 max EI is \$638). 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 \$638 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 \$488 ( $\$638 - \$150 = \$488$ ).

In the end, John takes home \$488 per week in EI benefits plus his part-time wages of \$300, for a total of \$788.

# 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 within 28 days of your last day worked. 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 payments.
- 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 2023 **net income** from all sources exceeds \$76,875 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.



# WHAT TO DO IF YOU RUN OUT OF EI?

If you have a current claim, you can re-apply for benefits once your weeks run out or your claim year ends. You may qualify for more EI weeks based on how many hours you've worked since the start of your last claim or in the past 52-week period.

If you do not qualify for EI again, but are still SUB Eligible, you may qualify for full SUB. On your paystub on the right-hand side, it will show your SUB weeks eligibility, what you have used and how many you have remaining. You must still apply for EI and receive a denial letter. This letter is mailed to you or can be accessed via your MyServiceCanada Account. For sub payments to start it must be submitted to: [Canadian\\_suboffice@gm.com](mailto:Canadian_suboffice@gm.com).

For Defined Contribution members, you may elect to contribute to your pension while in receipt of SUB. There will be a form sent out by Canada Life that must be filled out to contribute. Once SUB runs out, you will no longer be able to contribute.

If you run out of SUB and have 6 years seniority at the start of this layoff, you may qualify for IMP benefits. IMP benefits pay up to 60% of your weekly earnings. There is a form to fill and out submit weekly to the Canadian sub office for GM: [Canadian\\_suboffice@gm.com](mailto:Canadian_suboffice@gm.com)

# NOTES

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# NOTES

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

PLEASE CONTACT YOUR BENEFITS  
REPRESENTATIVES



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