

# CEVA July 2017 Flex Layoff

Applications can be filed on or after July 1, 2017 and no later than 28 days from your last day worked. **Your last day worked will be June 30, 2017.**

There is a link on the Unifor Local 222 website [www.local222.ca](http://www.local222.ca), click on Links, then Apply for E.I. Benefits Online. **You can also apply** by going to **[www.canada.ca](http://www.canada.ca)**. Under “Most requested services and information” select Employment Insurance. Under “Services and information” select **Regular benefits**. There are 7 choices. Select **5. Apply**

Scroll to the bottom of the page and click on “Start application”. You will then be asked if you are trying to retrieve an application that you started earlier, click “No” and then “Continue”. Next, select “Benefits for employees”. You will then be asked if you were given a reference code; click “yes”.

Enter code **3529043195301217**. Click “Continue”, on the next page click “Continue” .

You will be asked for security information: SIN, last name, mother’s maiden name etc. Make sure you spell your mother’s maiden name correctly or your application will be screened out. Click “Continue” after answering these questions and then click “Continue” to validate your security information. You will be given a temporary password; write this down and click “Continue”. You will then fill in personal information and click “Continue”.

Next is banking information; if you are not on direct deposit, we highly recommend you sign up for it as it speeds up payment considerably. It also eliminates the possibility of a lost or stolen cheque. You will be asked your employer’s name. You do not need to answer your first day worked. Put in your last day worked and click “Continue”. You will be asked if you worked less than 21 weeks as well as “did your earnings vary”. Answer and click “Continue”. You will then be asked

if someone helped you with your application; answer “No” and click “Continue”.

You will then be given six pages of rights and responsibilities which you must accept in order to submit your application. After accepting these, you will be given a confirmation number (write this down.) You have now completed the first step of the process.

Once E.I. has processed your application, you will be mailed a 4 digit access code, which you will need, to complete your reports. Failure to do your reports will disqualify you from receiving E.I. benefits.

**Before you can complete your E.I. reports for any of this time frame you must allocate your Holiday Pay (gross amount) received June 29, 2017. Please call the Union Hall at 905-723-1187 for assistance.**

**Completing Reports:** Go back online **on or after July 14, 2017** and complete your reports, even if you are just serving a waiting time.

Go to [www.canada.ca](http://www.canada.ca). Under “Our services and information” select Employment Insurance. Under Most requested select “Send your E.I. report by internet”. Scroll to bottom and click continue. Enter your SIN and the 4 digit access code assigned to you by E.I.; select your province and click continue. Answer all questions accordingly. Select **accept** to send your report.

**Please ensure the dates for the two weeks you are reporting for – as shown in the top right corner – are correct, as your initial report may revert back to the week prior to layoff.**