

March 24, 2020

E.I. Instructions: Layoffs March 2020

Service Canada does not allow us to use a reference code. Everyone is required to complete the long form application. Your last day worked will be (insert the date you were last at work)

**! FAILURE TO APPLY WITHIN 28 DAYS FROM YOUR LAST DAY WORKED
MAY DISQUALIFY YOU FROM RECEIVING BENEFITS !**

Applications can be filed online by going to www.canada.ca. Under “Most Requested” select Employment Insurance and leave. Under “Services and information” select Regular benefits. You will see 7 steps. Select 5. Apply. Scroll to the bottom of the page and click on “ready to start” scroll to the bottom of page and click “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 “NO” and then click “Continue”, under which type of benefits are you applying for select “REGULAR” and then “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”. From here on, some of the questions are more individual. Simply answer accordingly. Your employer’s name is (insert your employer’s name). You do not need to answer your first day worked. Input your last day worked. When asked if you worked less than 22 weeks and “did your earnings vary” answer “No” to both. When asked if someone helped you with your application, answer “No.

You will then be given six pages of rights and responsibilities which you must accept to submit your application. After accepting these, you will be given a confirmation number as proof of completing your application (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.

To Complete Reports: Go back online 2 weeks after applying to complete your reports. Go to www.canada.ca Under “Most requested” select “sign into an account” Under Most frequently accessed accounts, select weekly E.I. reporting service. Enter your Social Insurance Number 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.

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