

GM July 2017 Flex Layoff

You **MUST apply within 28 days** from your last day worked to receive benefits

★ **Your last day worked will be June 30** ★

Applications can be filed online **starting July 1, 2107** by going to www.canada.ca. Under “Our services and information” select Employment Insurance. 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 “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” and enter code **3529043195012017**.

Click “Continue”, click “Continue” again on the next page.

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, then enter your GM clock # 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 number 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. and SUB benefits.



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PLEASE TURN OVER

★ Completing reports ★

Go back online **on or after JULY 14, 2017** and complete your reports, even if you are just serving a waiting period.

Go to 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.

Important: Verify which 2 weeks, as shown in the top right corner, you are reporting for, as your initial report may jump back to the week prior to layoff

NEW HIRES (less than 1 year seniority)

You may be entitled to some E.I. monies during the two-week shutdown.

To determine your amount, **YOU MUST CALL SERVICE CANADA** prior to completing reports for any of this time frame and allocate the 4% Holiday pay (gross amount) received June 29, 2017.

Service Canada is reached by calling 1-800-206-7218 press ‘0’ to speak to a representative.

SENIORITY MEMBERS (greater than 1 year seniority)

For those receiving full vacation pay for the scheduled shutdown, we strongly advise you to report that you have returned to work July 17, 2017.

For those who choose to keep their claim open during the scheduled shutdown period, **you must report 40hrs / \$1440 for each week.**

Special Note For Those Receiving CPP: You must inform Service Canada. Whether it affects your claim depends on when you started receiving it.

TPTs (both full- and part-time)

All TPTs should apply for E.I benefits, as you may qualify to collect for any layoff, including the scheduled shutdown period.

UNIFOR SUB REPRESENTATIVES



TIM CORRIGAN 905-644-7839

timothy.corrigan@gm.com

TIM RANKINE 905-644-1541

timothy.rankine@gm.com

