

EI REPORTING DURING LAYOFF-WITH EARNINGS

This is just a guide. All answers are subject to your personal situation and should be answered accordingly.

Step by Step Guide

ACCEPTANCE STATEMENT

Read over the statement and choose **“I ACCEPT”**

ADDRESS AND DIRECT DEPOSIT

Have you moved, changed mailing address, or changed your banking information?

Answer NO or YES as it applies to you (Most will say NO)

ADDRESS AND DIRECT DEPOSIT CONFIRMATION

If the answers you provided are correct – choose **“I ACCEPT”**

OUTSIDE CANADA

Were you outside of Canada during the period of this 2-week report?

Answer NO if you did not leave the country (most will state NO)

Answer YES if you did leave the country (see the “reporting vacation or out of country” guide)

OUTSIDE CANADA CONFIRMATION

If the answers you provided are correct – choose **“I ACCEPT”**

WORK and WAGES

Are you self-employed?

Answer NO or YES as it applies to you (most will answer NO)

Did you work or receive earnings during the period of this report?

****make sure to look at the dates of the 2-week block**

Answer YES if you had earnings.

(if reporting vacation pay read the “reporting vacation or out of country” guide)

If you report earnings during the 2-week report you will be asked:

Did you start a full-time job during the period of this report?

Everyone should answer **NO** (if you answer YES your claim will be stopped and you will have to reapply to reactivate the claim)

Answer **NO** because we are not yet back to work. Once you have returned to work, you can answer YES and provide the date that you returned to regular full-time work

WORK and WAGES WEEK 1

Did you work during the first week of this report? (**Pay attention to the highlighted date**)

Answer NO or YES as it applies to you

If NO, you will move to WEEK 2

If YES, you will be asked:

How many hours did you work – Enter your hours.

Provide the gross amount of pay received – Enter your gross pay (rate of pay * hours worked)

WORK and WAGES WEEK 2

Did you work during the first week of this report? (**Pay attention to the highlighted date**)

Answer NO or YES as it applies to you.

If NO, you will move to EMPLOYER INFORMATION

If YES, you will be asked:

How many hours did you work – Enter your hours.

Provide the gross amount of pay received – Enter your gross pay (rate of pay * hours worked)

EMPLOYER INFORMATION

How many employers did you work for? Choose the number that applies to you (**for most it will be 1**)

Provide the phone number for each employer you worked for

For most it will be Ford Motor Company only and the number is **(905) 845-2511**

STOPPED WORKING

****This is one of the trickiest questions for people. Read carefully. The question is really asking if you have quit or been fired.**

Have you stopped working for any employer during this report?

The answer should be **NO**

If Ford is your only job then answer **NO**

WORK and WAGES CONFIRMATION

Review your responses. If the answers you provided are correct – choose **“I ACCEPT”**

TRAINING

Did you attend school or a training course?

Answer NO or YES as it applies to you (most will answer **NO**)

TRAINING CONFIRMATION

If the answers you provided are correct – choose **“I ACCEPT”**

AVAILABILITY

Were you ready willing and able to work during the period of this report?

Answer NO or YES as it applies to you (most will answer **YES**)

AVAILABILITY CONFIRMATION

If the answers you provided are correct – choose **“I ACCEPT”**

OTHER MONEY

****This is another tricky question that some people have trouble with...**

Our records show you are part of a SUB program, is there any **other** money that you have not told us about? ****You are** part of a SUB plan. Service Canada is aware of this. You only need to report **other** income if you receive any. They know about SUB so do NOT report it.

Answer NO or YES as it applies to you

****The answer for most will be NO**

OTHER MONEY CONFIRMATION

If the answers you provided are correct – choose **“I ACCEPT”**

REPORT RECORD and ATTESTATION

Review your report and choose **“I ACCEPT”**

Print if you wish to retain a paper copy of your report

Your report is complete. Info on when you can next report will be given to you at this point.

Then **“SIGN OUT”**

NOTE:

*** Be sure to keep up to date with your reporting every two weeks ***