

OEVC Single Point Lesson



SUB Processing – OEVC Care Site



STEP 1:

You can submit applications to start or stop a SUB claim request through the OEVC Care site with the QR code to the left, or the link [OEVC CARE - Home \(sharepoint.com\)](https://sharepoint.com).

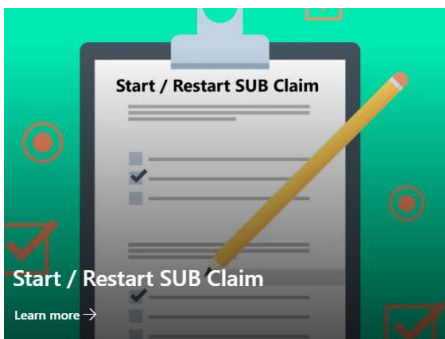
SUB Application Form



STEP 2:

When the link opens, click the tile titled 'Supplemental Unemployment Benefit (SUB) Form.'

You will be taken to a new page with details regarding SUB pay and EI, along with a list of times to start and stop a SUB claim based on various situations you may be in through the retooling period.



STEP 3:

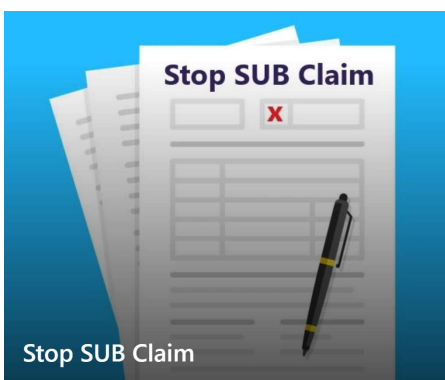
Depending on if you are looking to start or stop a SUB claim, you will select one of the two forms on this page, as seen on the left. To help determine if you need to start or stop a claim, here is some information.

When to Start a SUB Claim:

If you are returning from being out of the country, a personal leave of absence, an S&A or WSIB leave, or your alternative work term has ended, and you are collecting EI.

When to Stop a SUB Claim:

If you are leaving the country, have found alternative work (full time or contract), are going on a personal leave of absence, S&A or WSIB claim.



STEP 4:

The form will open up asking for you first and last name, global ID. If you are aware of when your last waiting period was, please include that information in order to aid in the accuracy of the claim. You will be prompted to select a week that you would like your claim to begin. Please ensure you do not have scheduled vacation on that week.

You will have the option of providing a personal email to receive a confirmation that your claim was received and approved by Employee Relations. This email will not be stored.

Should you have questions, concerns or need assistance please email OEVCSUB@ford.com or call 905-845-2511 ext. 3621.