

ROE Web (Records of Employment on the Web)

www.servicecanada.gc.ca/roeweb

ROE Web is a secure Web-based application that enables employers to create, submit, amend, and print 53-week ROEs electronically. It is an efficient, reliable and convenient way of issuing ROEs.

- With the introduction of the Variable Best Weeks initiative, since April 7, 2013, EI benefits are calculated using the client's highest weeks of earnings over the qualifying period (generally 52 weeks).
- As an employer, you are encouraged to provide the equivalent of 53 weeks of pay period information in Block 15C of the Record of Employment (ROE) form.
- If you issue 53-week ROEs through one of Service Canada's electronic applications, you do not need to change your practices in any way. If you are using an older 27-week electronic ROE, we encourage you to switch to a 53-week electronic ROE.

Advantages of using ROE Web for Businesses

- No need to print copies of ROEs for your employees.
- ROE issuance is aligned with pay cycles.
- No need to visit or call Service Canada for paper ROEs.
- No postage fees to send ROE second copy to Bathurst.
- Reduced number of calls and *Requests for Payroll information* from Service Canada.
- No need to *securely* store blank paper ROEs until they are used or completed.
- Easier to produce amended ROEs.
- Reduce paper burden and costs to produce ROEs via direct payroll extracts and bulk file transfers.
- Less mistakes; ROE Web detects common mistakes made by employers.
- Reduced risk of having ROEs stolen.

Advantages of ROE Web for Employees Seeking EI

- Less risk of lost or stolen ROEs.
- ROEs are sent electronically straight to Service Canada- the employee does not need to visit a Service Canada Centre.
- The employee may view their ROEs online through their My Service Canada Account.
- The employee working sporadic work patterns will not need to record their hours on a Sunday through Saturday weekly basis as they would if their employer uses paper ROEs on a 27 week format.

ROE Web Resources:

CRA My Business Account:

<http://www.cra-arc.gc.ca/mybusinessaccount/>

CRA My Account:

<http://www.cra-arc.gc.ca/myaccount/>

GCKey:

<https://clegc-gckey.gc.ca/j/eng/l?ReqID=561aa2cc-697f-4709-bb3b-3503b6d49566>

Sign Up for ROE Web:

www.servicecanada.gc.ca/roeweb

ROE Web Guide and Tutorials:

<http://www.servicecanada.gc.ca/eng/services/ei/employers/roe/resources/index.shtml>

Weekly Pay Periods Work Sheet:

<http://www.servicecanada.gc.ca/eng/ei/faq/weeklyworksheet.shtml>

ROE Web Testimonials:

<http://www.servicecanada.gc.ca/eng/video/roeweb.shtml>

Employer Contact Centre (for ROE Web technical support):

1-800-367-5693 toll free