

Changes to Electronic Records of Employment

The federal government has introduced changes to the Employment Insurance Regulation affecting employers who issue electronic Records of Employment (ROEs).

The changes will allow employers more time following the interruption in earnings in which to issue an electronic ROE. The changes will allow employers to issue an electronic ROE no later than five days after the end of the pay period during which the first day of the employee's interruption of earnings falls. However, if there are 13 or fewer pay periods per year under the employer's pay cycle, the electronic ROE is issued either no later than five days after the end of the pay period during which the first day of the employee's interruption of earnings falls or 15 days after the first day of the interruption of earnings, whichever comes first.

The changes to the Regulation also mean that **employers who issue electronic ROEs are no longer required to also provide a paper copy to employees, although employers may still choose to do so.** Employees who wish to access their electronic ROEs can do so online in their My Service Canada Accounts at www.servicecanada.gc.ca. This is a change from the information provided in BCPSEA *Legislative Update* No. 2008-03 dated December 8, 2008. It is also important to note that the Employment Insurance Commission also recommends that employers consider the following actions when transitioning to this new system:

- Ensure your employees are aware that you will be submitting their ROEs to Service Canada electronically
- If your employees want copies of their ROEs, they should visit the My Service Canada Account page on the web at [My Service Canada Account](#). From their My Service Canada Account, they can view and/or print copies of ROEs on the same day you submit them.
- As a courtesy, even though you are no longer required to print paper copies of ROEs, you should do so if your employees ask for them.

Please note that these changes came into effect on March 15, 2009, and apply only to electronic ROEs. The old rules continue to apply for employers issuing paper ROEs. Employers wishing to switch from paper to electronic ROEs should consult the Service Canada website.

Questions

If you have any questions regarding this bulletin, please contact your BCPSEA labour relations liaison.