

Service Canada encourages Canadian businesses to file ROEs electronically

It's faster, easier, and more accurate

Service Canada invites you to join the many businesses that produce Records of Employment (ROEs) in electronic format.

Electronic ROEs enable Service Canada to automate more of its claims processing, resulting in improved services for businesses and Employment Insurance claimants.

By filing electronically, you can produce ROEs more efficiently and securely. It also greatly reduces your related administrative burden and costs.

In collaboration with Service Canada, ADP Canada has developed an ROE payroll extract to help you create and file ROEs through Service Canada's ROE Web application.

When you convert to electronic ROEs, you will:

1. **Enjoy a longer compliance period** – Given recent changes to EI regulations, employers who choose to file electronically can now submit their ROEs according to their payroll cycles.
2. **Eliminate mailing and distribution costs** – You will no longer need to provide a copy to the employee or mail the ROE to Service Canada. You will also be able to retrieve your electronic ROEs from the Service Canada database for six years.
3. **Save time and increase your productivity** – Electronic ROEs reduce the time it takes to produce an ROE.
4. **Improve the quality of ROEs** – ROEs you submit electronically comply with Service Canada validation rules.
5. **Reduce calls and requests for payroll information from Service Canada** – You will receive fewer requests for information, since only complete ROEs can be submitted electronically to Service Canada.
6. **Improve how you manage employee payments after separation** – You can electronically produce amended ROEs to reflect monies you pay to employees after separation.
7. **Benefit from more flexible deadlines** – Electronic ROEs allow you to initiate a special off-cycle request to produce and submit ROEs and/or final payments between payroll cycles.

Submitting ROEs electronically is the most efficient, reliable, secure, and convenient method available. Speak to your payroll provider's customer service representative today for more information.