

EMPLOYMENT INSURANCE REPORTING CALENDAR

This calendar will help you to accurately report the hours you worked and the earnings you received during each week of the reporting period. To obtain additional copies of this calendar, photocopy this document or print it from www.servicecanada.gc.ca.

HOW TO USE THE REPORTING CALENDAR

- Record the number of full and partial hours (Hours) you worked and your earnings before deductions (Earnings) for each day of the week, from Sunday to Saturday.
- Add and round your hours and earnings and enter the results in the "Total to report" row. Report only full hours in this box. For example, if you worked 38 hours and 15 minutes in a week, enter 38 hours. If you worked 38 hours and 45 minutes, enter 38 hours. When reporting your earnings for each calendar week (Sunday to Saturday), round to the nearest dollar. For example, if your earnings were \$125.49, enter \$125. If your earnings were \$125.50, enter \$126.
- Record the due date of your next report in the "Date next report is due" row.

	From:		From:		From:		From:		From:	
	To:		To:		To:		To:		To:	
	Hours	Earnings	Hours	Earnings	Hours	Earnings	Hours	Earnings	Hours	Earnings
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Totals to report (rounded)										
Date next report is due										

- To complete and submit your EI reports 24 hours a day, 7 days a week, you can use the **EI Internet Reporting Service** by visiting www.servicecanada.gc.ca and clicking on "Complete your EI report".
- If you are unable to use the internet, the EI Telephone Reporting Service is available by calling 1-800-531-7555.

You must submit your first EI report on or shortly after the due date shown on your benefit statement. **Do not submit your report before this due date.** After you complete your first report, we will let you know the due date for your next EI report. Mark this date on your calendar—you cannot file your next report before this date. **Note:** It is important to complete your reports **no later than three weeks after each due date** or your EI claim may be affected.

FOR MORE INFORMATION

To view and update your EI information, register for a My Service Canada Account at www.servicecanada.gc.ca/msca.

Providing false information for yourself or someone else is considered fraud and is punishable by law.

To find out more about Employment Insurance benefits:

- CLICK** servicecanada.gc.ca
- CALL** 1-800-206-7218 (TTY: 1-800-529-3742)
- VISIT** a Service Canada Centre