

NOTICE WITH RESPECT TO RECORDS OF EMPLOYMENT

StFX submits Records of Employment (ROEs) electronically to Service Canada. As of March 15, 2009 employers who submit Records of Employment electronically are no longer required to print a paper copy for employees. When ROEs are submitted electronically, the data enters Service Canada's systems directly, where it is used to process EI claims.

If you want a copy of your ROE, you should visit the [My Service Canada Account](#) on the Web. From My Service Canada Account, you can view and/or print a copy of your ROE on the same day it is submitted. As a courtesy, even though employers are no longer required to print a paper copy of your ROE, you can request a paper copy by e-mailing your request to payroll@stfx.ca.