



Ease the Administrative Burden with an Automated Record of Employment Solution

Record of Employment Solution

For current and former employees who experience an interruption in earnings, a Record of Employment (ROE) is key to their eligibility for employment insurance benefits. For employers, it's a responsibility that must be completed timely and in compliance with Service Canada — a process that adds time and work to an already busy day.

The Government of Canada says the ROE is the single most important document used by employees to apply for employment insurance benefits.

Equifax can help with a solution that automates and centralizes the Record of Employment process, helping to improve compliance with Service Canada and saving time and money.

Benefits of an Automated ROE Solution

Time and Cost Savings



Automating the ROE process can help reduce the administrative workload for your HR team, saving time and money

Centralized Service



The HR team has access to the initial filing, refiling, and a direct link to Service Canada through a centralized dashboard

Automated Filings



Records are filed directly with Service Canada, removing the work from employers and speeding up the process

Fully Compliant



A validation process significantly reduces the risk of manual errors and the need for reprocessing, helping to reduce the risk of fines



24/7/365 Access

The Record of Employment solution from Equifax is available 24/7/365 through an employer web portal — including a summary of all filings, records requiring corrections and a reprinting function.

Additional Benefits

- ✓ A validation process checks for errors such as missing or incomplete fields
- ✓ When errors are detected, records are sent back to the employer prior to being filed
- ✓ The automated process is triggered in all circumstances where a record is required

Quick Reference

Situations where employers must issue a Record of Employment include:

- When an employee experiences an interruption in earnings
- When Service Canada requests one
- When the pay period type changes
- When there is a change in company ownership
- When an employee retires

Learn more about how you and your employees can benefit from the Equifax Record of Employment solution at verificationexchange.ca or call 1-866-736-7162 for more information

