

Request for Record of Employment

TO: All Employees

FROM: Payroll Office

- Alina Hawthorne, Teacher Payroll
- Alina Hawthorne, TTOC Payroll
- Sue Preece, CUPE Payroll
- Wendy Poland, CUPE Casual Payroll

Email: Payroll@sd62.bc.ca

SUBJECT: **RECORD OF EMPLOYMENT (ROE)**

If you require a ROE this year, please complete the information below and return this form to the Payroll Office by fax to 250.474.9885 or email to Payroll@sd62.bc.ca by June 30, 2018.

Teacher TTOC CUPE Support CUPE Casual
(Please check the appropriate employee group)

Employee#: _____

Name: _____

Position: _____

Last Day Worked: _____

NOTES:

CUPE Employees:

- If you will be paid vacation days following your last day worked, your ROE will not be issued until the pay period in which your vacation bank is exhausted.
- Your last day 'worked' reported on your ROE **must be your last day of paid vacation.**
- Please verify online at Service Canada once your ROE has been submitted.

Teachers:

- If you have been offered a contract for September, a Record of Employment will not be issued.

If this form is not returned to the Payroll Office, a ROE will not be issued.