

You may have gotten a notice that you are now on Off Duty Status (ODS), or lay-off, here's what you need to know.

Even if you are on ODS, you can still apply for EI. Start your application the day you receive your notice. Do not wait.

You do not need to wait for your employer to issue an ROE, but you will need the last three pay stubs.

If you need help don't hesitate to contact your union rep or HR for help.

Here's what you need to before you start:

- All applications are online.
- For **EI regular benefits**, you will need the following **personal information**:
 - your Social Insurance Number (SIN). If your SIN begins with a 9, you need to supply proof of your immigration status and work permit.
 - your mother's maiden name.
 - your mailing and residential addresses, **including the postal codes**.
 - your complete banking information to sign up for direct deposit, including the financial institution name, bank branch number, and account number
 - names, addresses, dates of employment, and reason for separation for all your employers over the last 52 weeks
 - your detailed version of the facts (if you quit or have been dismissed from any job in the last 52 weeks)
 - the dates, Sunday to Saturday, and earnings for each of your highest paid weeks of insurable earnings in the last 52 weeks or since the start of your last EI claim, whichever is the shorter period. This information will be used, along with your Record(s) of Employment, to calculate your benefit rate.

If you are reactivating an existing claim:

- the salary amount you received, before deductions, for the last week you worked (from Sunday to your last day of work), including insurable tips and commissions
- any other amount you received or will receive (such as vacation pay, severance pay, pension payments, pay in lieu of notice, and other money)