Printing the Record of Employment

If one of your employees resigns, is terminated, or has another interruption in their earnings, you must issue them a Record of Employment (ROE). The ROE is an official form that the employee needs in order to apply for Employment Insurance (EI) benefits. Just as the name suggests, the ROE provides a record of employment for your employees including how long they worked and how much they earned while employed by your business.

This may sound like a lot to keep straight, but QuickBooks Online Payroll makes this a straightforward process.

This QuickGuide will show you how to access and generate the Record of Employment.

About Employment Insurance (EI)

Employment Insurance (EI) provides temporary financial assistance to unemployed Canadians who have lost their job through no fault of their own, while they look for work or upgrade their skills.

Depending on their situation, there are several types of EI benefits available to Canadians:

Employment Insurance Regular Benefits are available to individuals who have lost their jobs through no fault of their own (for example: due to shortage of work, seasonal layoffs, or mass layoffs) and are available for and able to work, but can't find a job.

Employment Insurance Maternity and Parental Benefits provide support to individuals who are pregnant, have recently given birth, are adopting a child, or are caring for a newborn.

Employment Insurance Sickness Benefits are for individuals who are unable to work because of sickness, injury, or quarantine.

Employment Insurance Compassionate Care Benefits are available to people who have to be away from work temporarily to provide care or support to a family member who is gravely ill with a significant risk of death.
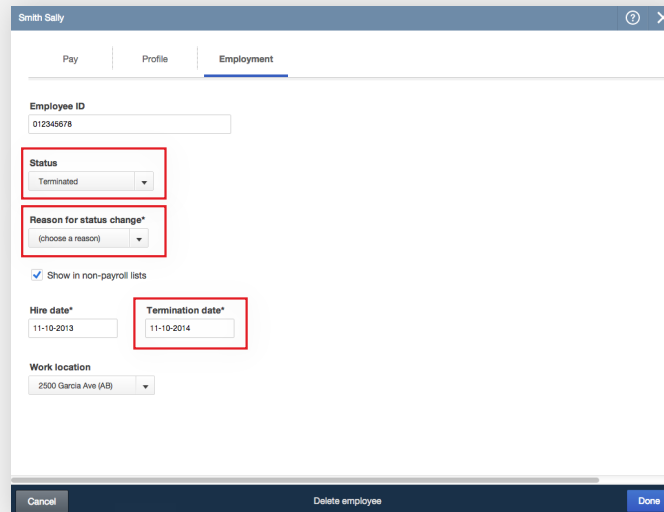
Employment Insurance benefits for Parents of Critically Ill Children are available to eligible parents who take leave from work to provide care or support their critically ill or injured child.

Employment Insurance Fishing Benefits provide support to qualifying, self-employed fishers who are actively seeking work.
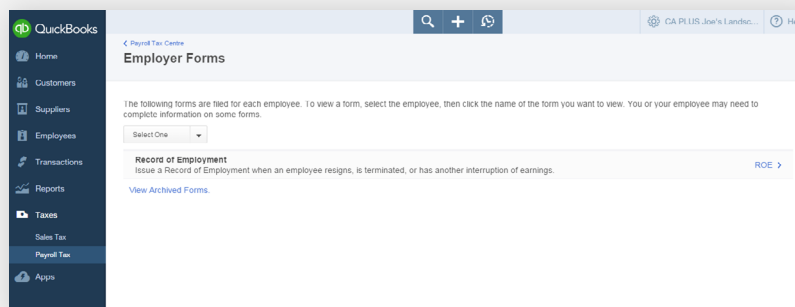
Printing the Record of Employment

Accessing and Printing the Record of Employment (ROE)

1 From the left-hand navigation bar, select **Employees**, then select the Employee name. Click the **Edit Employee** button to open the Employee Edit window. On the Employment tab, select **Terminated**, **Deceased** or **Not On Payroll** from the Status drop-down list.
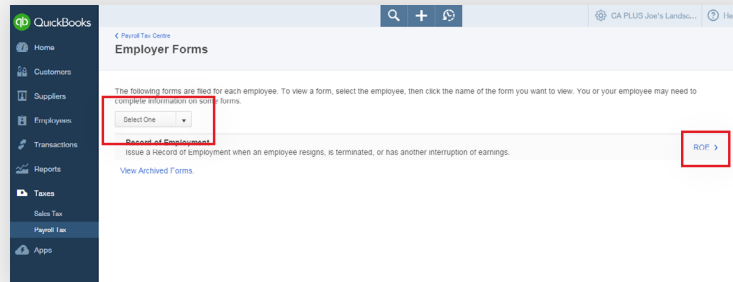

2 Enter a reason for the status change as well as a termination date. Click **Done**.

3 You will be asked if you want to create an ROE at this time. Click **Yes** to open the ROE window and print the report. Or click **No, I'll do it later** to print the document at a later time. *Remember: This needs to be printed within five days of the employee's last day with your business.*

4 To access and print the ROE later, from the left-hand navigation bar, select **Taxes**. Select **Payroll Tax**, and then select **Employer Forms**.
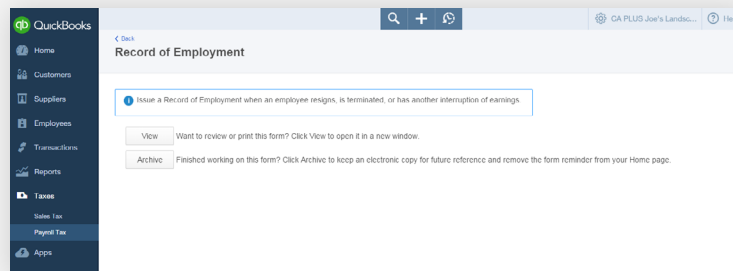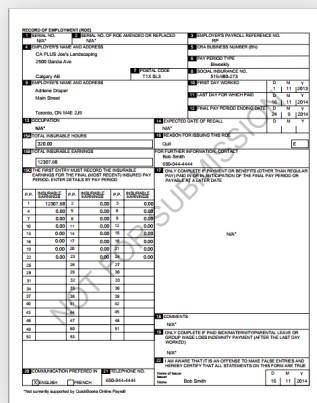
Printing the Record of Employment

5 In the Employer Forms window, select the appropriate employee from the drop-down list. Select **ROE** to generate the form.

6 In the Record of Employment window, click **View** to review or print the form. Or, click **Archive** when finished.

7 The ROE will be displayed. Use this from to assist you in completing the official ROE form available from the CRA. You can submit the form electronically on the ROE web site or complete a paper form. You will need to give one copy to the employee, one to Service Canada, and keep a third copy in your records for six years.

That's all there is to it. You've completed the necessary steps to print a ROE.