

Record of Employment (ROE)

A Record of Employment (ROE) is issued when an employee:

- Quits
- Is laid off or terminated
- Has not had work or insurable earnings from you for seven consecutive days (full time employees) or 30 days (part time employees), unless the employee is paid mainly by commission

Service Canada also requires you to issue ROE forms in some special situations, such as if the employee's earnings fall below 60% of his or her usual salary due to illness, injury, quarantine, or pregnancy. For more information, download the guide *How to Complete the Record of Employment Form* from the Service Canada website.

Creating a Record of Employment (ROE) Form

Because each ROE form must have a unique serial number, you cannot print an ROE form directly from QuickBooks or download blank ROE forms from the Service Canada website. Instead, you must copy the information from QuickBooks to an official, blank ROE form or to software for creating these forms from Service Canada.

In order for QuickBooks to generate an ROE, you must enter an ROE code and hire and release dates for the selected employee(s). Do this in the **Employee Info** tab of the employee's profile in the **Employee Centre**.

To generate an ROE in QuickBooks

1. Click the **Record of Employment (ROE)** form in the **File Forms** list and click **Process Form**.
2. Follow the on-screen prompts.
3. Copy the information to the official ROE form you received from Service Canada.
4. Give one copy to the employee and send another copy to Service Canada for their records.