

EMPLOYMENT INSURANCE (EI) APPLICATION

EUROCAN HOURLY EMPLOYEES

A reminder for Eurocan Hourly employees to complete their EI application after the mill closes. EI applications can be submitted starting February 17, 2010. The on-line EI application will not let you apply earlier than this date. Employees are encouraged to apply for EI within 28 days from last day worked in order to receive full benefit entitlement. Do not wait until your severance is used up to file for your EI.

The Record of Employment (ROE) for hourly employees will be electronically submitted by Eurocan's Payroll Office to the EI Office. Employees will receive a hard copy ROE from Eurocan by mail in mid-March 2010. You do not need your ROE at the time you apply for EI.

The following options are available to Hourly Employees to complete their EI application:

Option 1 *(suggested preferred option for employees)*

Services Canada (EI) and Kitimat Employment Services Centre representatives will be on-hand at the Kitimat Employment Services Centre on February 17 (8:30pm to 6pm), February 18 (8:30pm to 6pm) and February 19 (8:30am to 4pm) to assist Eurocan hourly employees complete their EI application.

Option 2

You can apply for EI online 24 hours/day via your personal computer by going to:

<http://www100.hrdc-drhc.gc.ca/ae-ei/dem-app/english/home2.html>

or by calling Prince George toll free 1.866-338.7383 and pressing Extension 322. A message will come on asking you to go on-line to complete your application OR leave your name and telephone number and a Citizen Service Agent will call you back to set up an appointment time.

Option 3

Employees can complete their EI application at the Terrace Service Canada Centre located at 4630 Lazelle Avenue (office hours are 8:30am to 4pm, Monday to Friday).

Note – after you apply for EI, you will receive a 4-digit access code. You need this access code to complete your EI reports either via telephone or through your government e-pass. Keep your access code in a safe place and memorize it. An e-pass can be created which will assist you to keep track of your EI claim such as payment history, when to file your EI reports, etc. The Kitimat Employment Services Centre staff will assist you to create an e-pass account when you receive your 4-digit access code.

Call the EI Telephone Information Service at 1.800.206.7218 at any time if you have questions. You do not need to have an established claim to call this number.