

EMPLOYMENT INSURANCE REPORTING CALENDAR

While you're receiving Employment Insurance benefits, you must submit a report every 2 weeks to show that you're eligible and to continue receiving benefits. On this report, you need to enter the total earnings and hours worked for each week. The reporting calendar can help you keep track of your hours and earnings.

You need to report hours and earnings from each job, including self-employment.

How to fill in the reporting calendar

- 1.** At the top of the calendar, enter the dates for the weeks you're reporting. Use Sunday as the first day and Saturday as the last day of the week. For example, Sunday, September 6 to Saturday, September 12.
- 2.** In the "Hours" column, enter the total number of full and partial hours worked each day. For example, 8.25 hours.
- 3.** In the "Earnings" column, enter the total earnings before deductions for each day of the week you worked. Include all earnings, such as tips, commissions or vacation pay.
- 4.** Add up the "Hours" column and enter the total in the "Total to report for this week" box. Report only full hours. Round down to the nearest hour; do not round up. For example, if you worked 38.5 hours, you would enter 38 hours.
- 5.** Add up the "Earnings" column and enter the total in the "Total to report for this week" box. Round your total earnings to the nearest dollar. For example, if your earnings were \$125.49, enter \$125. If your earnings were \$125.50, enter \$126.
- 6.** When it comes time to complete your report, enter the total amounts from your calendar where required.
- 7.** Once you complete and submit your report, the due date of your next report will be displayed. Note this date at the bottom of your reporting calendar as a reminder.



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Hours and earnings for the week of: _____			Hours and earnings for the week of: _____		
	Hours	Earnings		Hours	Earnings
Sunday			Sunday		
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		
Saturday			Saturday		
Total to report for this week			Total to report for this week		
Next report due on: _____					