

**PAYROLL BULLETIN  
PLEASE POST IN YOUR:  
SCHOOL/FIELD CENTRE/DEPARTMENT**

**RECORDS OF EMPLOYMENT**

Records of Employment will be electronically submitted to Service Canada by the indicated dates for the following groups:

<b>GROUP</b>	<b>LAST PAYROLL DATE</b>	<b>ROE TO BE SENT ELECTRONICALLY TO SERVICE CANADA BY</b>
Child & Youth Care Workers	June 29, 2012	July 06, 2012
Educational Assistants	June 29, 2012	July 06, 2012
School Secretaries (10 Mth 10 days)	July 13, 2012	July 19, 2012
School Secretaries (11 Mth)	July 13, 2012	July 19, 2012
LTA Supply Education Assistants	July 13, 2012	July 19, 2012
Supply Education Assistants	July 13, 2012	July 19, 2012
LTA Supply School Secretaries	July 27, 2012	July 27, 2012
Supply School Secretaries	July 27, 2012	July 27, 2012
Student/Lunchtime Supervisors	July 13, 2012	July 19, 2012
Parenting and Family Literacy Facilitators	July 13, 2012	July 19, 2012
Occasional Teachers	July 13, 2012	July 19, 2012
Supply International Language Instr.	July 13, 2012	July 19, 2012
Continuing Education, Night/Saturday Classes	July 13, 2012	July 19, 2012
Msgr. Fraser Teachers	July 13, 2012	July 19, 2012
Continuing Ed-Adult ESL Instructors	July 13, 2012	July 19, 2012
Continuing Ed-Nursery Instructors	July 13, 2012	July 19, 2012
Designated Early Childhood Educators	July 13, 2012	July 19, 2012
Supply Parenting and Family Literacy Facilitators	July 13, 2012	July 19, 2012

Others (i.e. 10 month employees resigning, going on leave of absence, or ending a short-term contract) ROE will be issued the week following the final pay date of June 29, 2012.

**When applying for Employment Insurance please use the School Reference Codes below:**

**3511012012201213 - for service in English**  
**3511012012201213 - for service in French**

**CONTINUING EDUCATION SUMMER PROGRAMS**

Records of Employment will be issued by **the week following** the **final pay date** of each program listed below:

Adult Education – Day	Adult Education – Evening/Weekend	Summer School
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