



ROE Tool Usage Notes

March 2016

The Export ROE tool can be used to produce a report of one or more employee's EI earnings and contributions as well an XML text file that can be uploaded to Service Canada to produce an ROE.

For more information on Service Canada's ROE WEB program, refer to the Service Canada website: <http://www.esdc.gc.ca/en/ei/roe/index.page>.

The Tool contains new fields for Pay Period Type, ROE Reason and Last Day for which Paid.

To produce an ROE report and create the export file perform the following steps to produce the XML file.

STEPS

1. In Payroll click Tools | Export ROE.
2. Select the employee or group of employees to export.

3. If you have a reduced rate of EI, select the **EI Class** and **Payroll Account** (formerly Business Number) for the export. Note: If the employee(s) has earnings in more than one class, you will need to repeat this process for the 2nd EI Class and Payroll Account.
4. Check that the **Pay Period** range is correct.
5. Enter the **Service Canada Organization #** if one has been assigned otherwise leave this blank.
6. Under **Items**, select the Item Range for employee EI deduction item(s) (normally 7000).
7. Click the down arrow to the right of the **ROE Reason** and select one from the dropdown list.
8. Confirm the **Last Day for which Paid** is correct. If not, click the down arrow to the right and select the correct date.
9. Enter the company's **Contact Information**.
10. Click the **Export ROE** button.
11. The ROE report will be displayed, along with the company information and the employee(s) address, SIN, Start, Last Date Paid, ROE Reason and (if applicable) Term dates.

Export ROE -- Webpage Dialog

Export ROE

1 of 1 100%

Main Report

Record Of Employment

Pay Period From: 2014/26 To: 2015/26

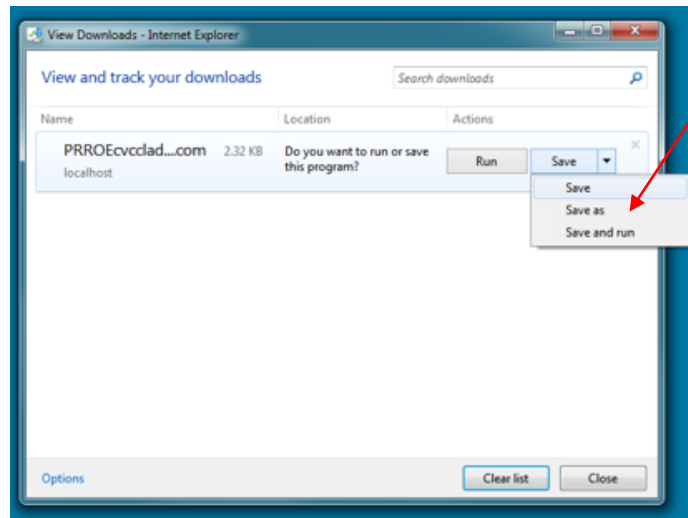
Company-name: CVVCL Payroll Account Number: 899925713RP0001
 Contact: Admin Istrator Phone: (604) 555-5555 Item Range/Type Block: 7000 to 7000
 Pay Period Type: B - Bi-weekly Class: All
 Last Date Paid: 17/Dec/2015
 ROE Reason: A00 - Shortage of work / End of contract or season

O'Henry	O'Henry, Sweet	SIN: 000-000-000
100 Happy Place	Vancouver	Start-date: 01/9/2015
BC, Canada		Term-date: 17/12/2015

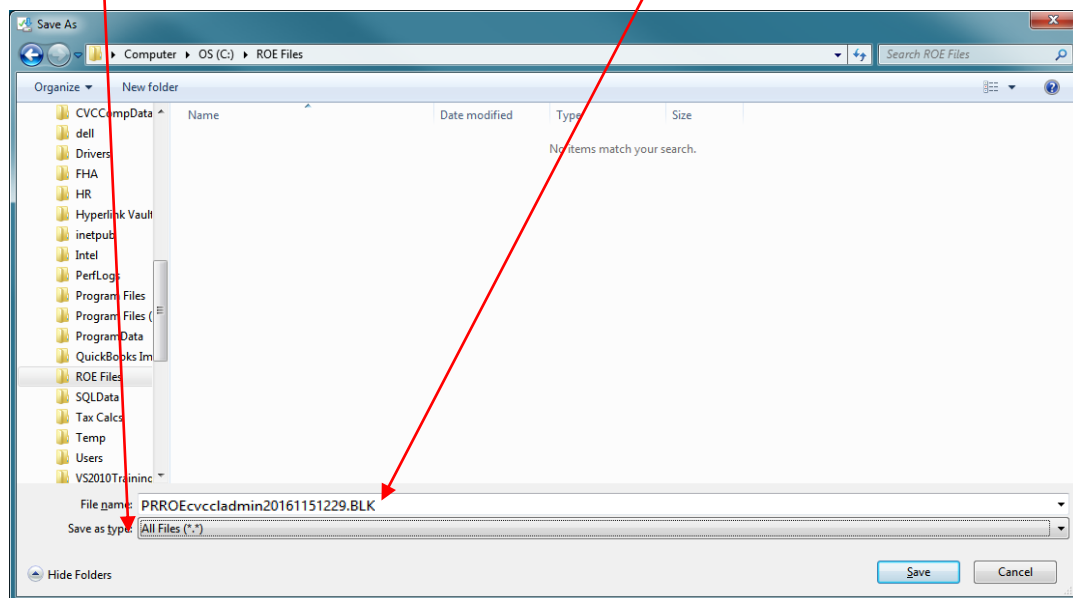
#	Year	Pd	IN:PD	AM:PD	Hours
1	2015	26	3,300.00	-62.04	1.00
2	2015	25	0.00	0.00	0.00
3	2015	24	0.00	0.00	0.00
4	2015	23	0.00	0.00	0.00
5	2015	22	0.00	0.00	0.00
6	2015	21	0.00	0.00	0.00
7	2015	20	0.00	0.00	0.00
8	2015	19	0.00	0.00	0.00

Print Export [Export Complete. Click here to download your file.](#) Back Close

12. Click the **Export Complete. Click here to download your file.** link and select Save As from the dropdown list at the right of Save.



13. Change the Save as Type to All Files (*.*) and enter .BLK for the file extension.



14. Repeat for any additional EI Class and Payroll Account numbers in which the employee(s) worked.
15. Logon to the ROE WEB site and upload the file(s).