

HOW TO COMPLETE THE REQUEST FOR RECORD OF EMPLOYMENT FORM

This form is to be used when an employee requires a Record of Employment (ROE) from Payroll Services when a break in service has or is going to occur.

When a break in service is going to occur at a future date then the Request Form can be completed and submitted to Payroll Services in advance. The individual would then request

1. Insert the cursor into the first field (Name)

Biographic Information:

1. Record your last name and first name.
2. Record your employee number and your Social Insurance Number (Note this is required data if employee number is unknown contact Human Resources at extension 32070)
3. Record your home address.

ROE previously issued:

If an ROE has been previously issued by Queen's University for a previously worked term of employment, then only the information relating to the current term of employment is required.

1. First day of work - Record either of the following:
 - a. If this is