



29 July 2020

**COVID – 19 HR Update 15 – paper ROE processing**

Reverend Fathers and Colleagues in Christ,

**Paper ROE processing**

We have recently received inquiries from employees on temporary layoff and from Service Canada about ROE processing. Reports of conflicting details provided to employees has caused confusion and unneeded stress. We send one copy of the paper ROE to the Service Canada location in Bathurst, NB. We have learned that they are not using these ROEs for processing EI benefit claims as we understood.

We have discovered that employees are expected to provide their ROE to the processing center directly. To help with this process we are asking that for any paper ROEs that have been submitted after March 15<sup>th</sup>, an additional copy is to be mailed to the Edmonton address:

Service Canada Centre  
P.O. Box 245  
Edmonton, Alberta T5J 2J1

For any future paper ROE processing, please send a copy to both mailing addresses in Bathurst and Edmonton or set up the [ROE web](#) and send in electronically.

**Support Contacts** for those processing payroll at the parishes

- Marian Fougere – [marian.fougere@caedm.ca](mailto:marian.fougere@caedm.ca) or 780 469 1010 ext 2125
- Patrick Snoek – [patrick.snoek@caedm.ca](mailto:patrick.snoek@caedm.ca) 780 392 2452

**Note:** Pastors please share this update with those in your parish that are currently on temporary layoff and have received a paper ROE.

As the COVID-19 pandemic evolves, we will continue to support each other. We will work hard to address changes that come up and to help answer questions.

God Bless,

Patrick