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## 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 that the ROE be available for pick up on the individual's last day of employment with Queen's University.

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**Submit form to:**

Payroll Services  
Finance Department  
3rd Floor Rideau Building

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**Instructions:**

This form is an interactive Adobe document. Once completed, print then submit (send) the document to Payroll Services for action.

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

**Biographic Information:**

1. Record your last name and firstname.
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:
  - If this is your first term of employment with QU then record your first day of work, or
  - If an ROE has been previously issued for a previously worked term of employment, then record your first day back to work after the previously worked term of employment ended. (see example below)

Example:           An individual worked a term from 01 April 1997 to 31 March 1999 and an ROE was issued for this term.  
                          The individual returned to Queen's University on 01 June 2000 and worked until 31 May 2001.  
                          The date to record for first day of work in this situation would be 01 June 2000.

2. Record your position title or type of work you performed.
3. Record the reason for the Request.
4. Record your email where you can be reached.
5. Indicate by checking off the appropriate box if the ROE is to be mailed or picked up.
6. Print/Rest the form. Then submit the completed form to Payroll Services for action.