

How to issue a “Record of Employment” in BusinessVision

The record of employment is a compulsory form you need to fill in for terminated employees. Rules for completion of the form appear on the reverse of the printed form. They are also available in a booklet from Human Resources and Development Canada.

Before you create record of employment, you must ensure that you have issued the employee's final paycheque, including any vacation and severance pay.

To produce a record of employment

1. Select **Edit > Payroll > Record of Employment** to open the Create List of Terminated Employees.
2. Enter the date range for which you want to generate the Record of Employment in the Employees terminated to and from fields.
3. Enter a contact name in the Contact name field.
4. Enter a contact name in the Contact telephone no. field.
5. Select **Web** to file the Record of Employment electronically or **Form** to print a physical copy.
6. Enter the issuer name in the Issuer name field.
7. Enter or select a date in the Issue date field.
8. Click **OK** to accept your selections and to open the Records of Employment.
9. Mark the **Employee No.** check box for each employee for whom you want to create a Record of Employment. Alternately, click **Select All** to select all employees on the list.
10. Double-click an employee or click **Modify** to open the Record of Employment <Employee Number>, where you can view and edit the data.
11. One of the compulsory fields you enter is the Serial no. of ROE amended or replaced field. This is the serial number on the form you will print onto.
12. Individual Records of Employment require additional information before filing such as contact information and reason for issuing. All necessary fields are presented on the General, Other Monies, and Insurables tabs.
13. When processing a Record of Employment for a salaried employee, you can specify the standard number of hours worked per period by marking **Salaried employees** –

insurable hours per period on the Insurables tab. Any period for which the employee received salary will have the number of hours specified added to its total.

14. Enter data in all other required fields then click **Save** to save your changes and to close the Record of Employment <Employee Number>.
15. Click **Print** on the Records of Employment to print the record of employment or click **Export to Web**. If you select **Export to Web**, the default file name is roe_web.xml. Visit [Service Canada](#) for specifications and support of ROE Payroll Extract Transfer.
16. The Record of Employment forms are serialized. We suggest you first print the form onto plain paper and check the output.
17. Check the accuracy and alignment on your printer prior to printing the form itself. If the alignment is out, and you need to reprint the form, remember to modify the Serial no. of ROE amended or replaced field first before reprinting.