

Tips for Employers - Coding the ROE

When employees are directly affected by COVID-19 and are not working, a ROE must be issued. For **Box 16 – Reason for Separation**, please use the following codes but do not include comments:

- Use **Code D (Illness or Injury)** if the individual is sick or has been quarantined
- Use **Code A (shortage of work)** for individual who is not sick or quarantined but not working due to other reasons related to COVID-19
- Use **Code E (quit) or N (leave of absence)** for other reasons related to Covid-19. Only add comments as necessary.

It is important to note each time a comment is entered, it is manually pulled by a representative to review. This may cause unnecessary delays in processing times, so ensure you add comments only as necessary.