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# PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Meet Regulatory Requirements

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**November 2010**

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# PeopleSoft Enterprise Human Resources Meet Regulatory Requirements Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft Enterprise Human Resources application fundamentals.

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**Note.** This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

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## PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft Enterprise Human Resources Meet Regulatory Requirements.

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## PeopleSoft Enterprise Application Fundamentals

The *PeopleSoft Enterprise Human Resources PeopleBook: Meet Regulatory Requirements* provides you with implementation and processing information for your PeopleSoft Enterprise Human Resources system.

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Enterprise HRMS Application Fundamentals PeopleBook*. Each PeopleSoft product line has its own version of this documentation.

*PeopleSoft Enterprise Application Fundamentals for HRMS PeopleBook* consists of important topics that apply to many or all PeopleSoft applications across the PeopleSoft HRMS product line. No matter which PeopleSoft HRMS products you are implementing, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

### **See Also**

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*

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## PeopleBooks and the PeopleSoft Online Library

A companion PeopleBook called *PeopleBooks and the PeopleSoft Online Library* contains general information, including:

- Understanding the PeopleSoft online library and related documentation.
- How to send PeopleSoft documentation comments and suggestions to Oracle.
- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.
- Understanding PeopleBook structure.
- Typographical conventions and visual cues used in PeopleBooks.
- ISO country codes and currency codes.
- PeopleBooks that are common across multiple applications.
- Common elements used in PeopleBooks.
- Navigating the PeopleBooks interface and searching the PeopleSoft online library.
- Displaying and printing screen shots and graphics in PeopleBooks.
- How to manage the locally installed PeopleSoft online library, including web site folders.
- Understanding documentation integration and how to integrate customized documentation into the library.
- Application abbreviations found in application fields.

You can find *PeopleBooks and the PeopleSoft Online Library* in the online PeopleBooks Library for your PeopleTools release.

## Chapter 1

# Getting Started with Meet Regulatory Requirements

This chapter discusses:

- Meet Regulatory Requirements business processes.
- Meet Regulatory Requirements implementation.

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## Meet Regulatory Requirements Overview

Meet Regulatory Requirements enables you to set up your system to monitor the regulatory requirements for a particular country.

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## Meet Regulatory Requirements Business Processes

Meet Regulatory Requirements provides these business processes:

- (AUS) Meet regulatory requirements for Australia.
- (CAN) Meet regulatory requirements for Canada.
- (FRA) Meet regulatory requirements for France.
- (GBR) Meet regulatory requirements for the United Kingdom.
- (NZL) Meet regulatory requirements for New Zealand.
- (USA) Meet regulatory requirements for the United States.
- (USF) Perform Central Personnel Data File edit processing.
- (GBR, USA, and USF) Meet disability regulatory requirements.

We discuss these business processes in the business process chapters in this PeopleBook.

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## Meet Regulatory Requirements Integrations

The Meet Regulatory Requirements business process integrates with these applications:

- All PeopleSoft Enterprise HRMS applications.
- Other PeopleSoft applications.
- Other third-party applications.

We discuss integration considerations in the implementation chapters in this PeopleBook.

### **See Also**

Interactive Services Repository on My Oracle Support

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## Meet Regulatory Requirements Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

### **Other Sources of Information**

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, data models, business process maps, and troubleshooting guidelines.

### **See Also**

"PeopleSoft Enterprise Human Resources Meet Regulatory Requirements Preface," page ix

*Enterprise PeopleTools PeopleBook: PeopleSoft Setup Manager*

*Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces*

## Chapter 2

# (AUS) Meeting Regulatory Requirements for Australia

This chapter discusses how to:

- Maintain the Australian Standard Classification of Occupations table (ASCO).
- Create reports for the Public Service and Merit Protection Commission (PSMPC).

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## Maintaining the ASCO Table

PeopleSoft provides standard ASCO codes. You can modify existing codes or add new codes as ASCO standards change. You can also print a report of the ASCO codes that you use.

## Pages Used to Maintain the ASCO Table

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Define ASCO Codes (Australian Standard Classification of Occupations Codes)	ASCO_TBL_AUS	Workforce Monitoring, Meet Regulatory Rqmts AUS, Define ASCO Codes, Define ASCO Codes  Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements, ASCO Codes, Define ASCO Codes	Define occupational codes per ASCO standard requirements.
ASCO Report - Prcsruncntl	PRCSRUNCNTL	Workforce Monitoring, Meet Regulatory Rqmts AUS, ASCO Report	Run the ASCO report (PER712AUS) that provides a list of the ASCO reporting codes.

### See Also

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "PeopleSoft Application Fundamentals for HRMS Reports," (AUS) Meet Regulatory Requirements Reports for Australia

## Creating Reports for the PSMPC

This section provides an overview of Australian PSMPC reporting and discusses how to:

- Enter additional employee data.
- Process the Snapshot and Change reports.

## Understanding Australian PSMPC Reporting

The Australian PSMPC requires that all government agencies provide employment details for employees employed under the Public Service Act 1999. Agencies are required to supply this information to the PSMPC in two files that include a range of personal and employment data about the agency's workforce.

The first file, called the *Snapshot* report, describes the state of the agency at a particular point in time. The second file, the *Change* report, describes how the agency has changed over a specific period of time.

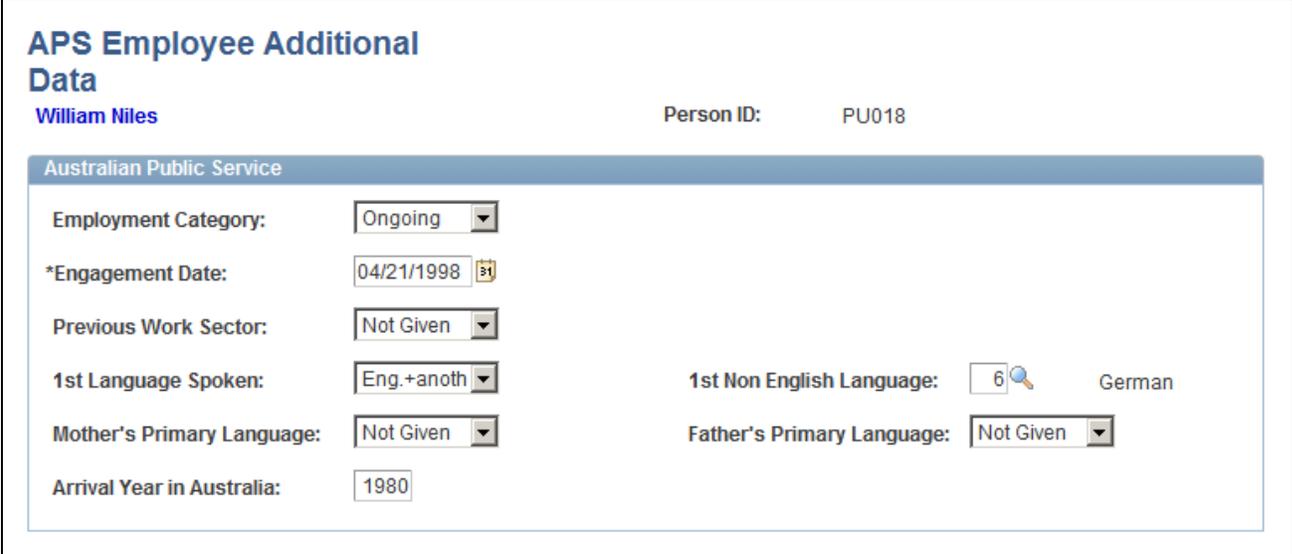
The reports supply the employees' current job details. If an employee performs another job for a period of more than 90 consecutive days, then the employee's substantive job is not reported.

## Pages Used to Create Reports for the PSMPC

Page Name	Definition Name	Navigation	Usage
APS Employee Additional Data (Australian Public Service employee additional data)	APS_PERSDTA_AUS	Workforce Monitoring, Meet Regulatory Rqmts AUS, APS Employee Additional Data, APS Employee Additional Data	Enter additional employee data required for APS reporting.
Define APS Movement (define Australian Public Service movement)	APS_MOVECODE_AUS	Workforce Monitoring, Meet Regulatory Rqmts AUS, Define APS Movement, Define APS Movement	Define or modify codes for changes in employment status. These codes are used by APS for administering human resources functions when employees change positions or job status.
Define APS Non-English Code (define Australian Public Service non-English code)	APS_LNG_CD_AUS	Workforce Monitoring, Meet Regulatory Rqmts AUS, Define APS Non-English Code, Define APS Non-English Code	Define or modify codes for languages used in APS reporting.
Create APS PSMPC (create Australian Public Service Public Service and Merit Protection Commission)	APS_RUNCTL_AUS	Workforce Monitoring, Meet Regulatory Rqmts AUS, Create APS PSMPC, Create APS PSMPC	Process the Snapshot and Change reports for PSMPC reporting.

## Entering Additional Employee Data

Access the APS Employee Additional Data page (Workforce Monitoring, Meet Regulatory Rqmts AUS, APS Employee Additional Data).



**APS Employee Additional Data**  
 William Niles Person ID: PU018

Australian Public Service

Employment Category: Ongoing

\*Engagement Date: 04/21/1998

Previous Work Sector: Not Given

1st Language Spoken: Eng.+anoth

1st Non English Language: 6 German

Mother's Primary Language: Not Given

Father's Primary Language: Not Given

Arrival Year in Australia: 1980

APS Employee Additional Data page

- Employment Category** Select the appropriate category to define the employee's position. Options are *Irreg. Duty* (irregular duty), *Ongoing*, *Specf Task* (specific task), and *Specf Term* (specific term).
- Engagement Date** Select the date to record the engagement date of the current period of employment in APS.
- Previous Work Sector** Select the employee's previous work sector.
- 1st Language Spoken** Select the language classification.
- 1st Non English Language** If you select *Other* (meaning other than English) as the first spoken language, select the employee's first language in this field.
- Mother's Primary Language and Father's Primary Language** Select the employee's parents' primary language.
- Arrival Year in Australia** Enter the year the employee first arrived in Australia.

## Processing the Snapshot and Change Reports

Access the Create APS PSMPC page (Workforce Monitoring, Meet Regulatory Rqmts AUS, Create APS PSMPC, Create APS PSMPC).

Create APS PSMPC page

**Company** Enter the company that you want to report on.

**Start Date and End Date** This date range is the period when employee details are processed.  
 For the Change report, this date range is the period when change entities specified by APS, like maternity leave or postal code, has changed on the period specified on the run control.  
 For the Snapshot report, employees who are active at the end date will be reported.

**Report Type** Select the report type. Options are *Change* and *Snapshot*.

**Contact Phone** Enter a number for the APS employment database project team to call in order to clarify information in the APS employee report.

### See Also

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "PeopleSoft Application Fundamentals for HRMS Reports," (AUS) Meet Regulatory Requirements Reports for Australia

*PeopleTools PeopleBook: PeopleSoft Process Scheduler*

## Chapter 3

# (CAN) Meeting Regulatory Requirements for Canada

This chapter provides an overview of regulatory requirements for Canada and discusses how to:

- Set up control tables for Canadian regulatory reports.
- Run the Employment Equity report.
- Run official languages reports.

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## Understanding Regulatory Requirements for Canada

The Meet Regulatory Requirements business process provides the tools to meet Canadian federal reporting requirements in several areas. You can establish pay equity criteria and generate a report summarizing job classes and related evaluation criteria. To classify jobs for census or other reporting purposes, you need to review and update Canadian standard occupational classification codes.

To meet employment equity and official language reporting requirements, run reports to generate data extract files for loading into two federal government reporting systems: the Employment Equity Computerized Reporting System (EECRS) and the Treasury Board Secretariat's system for reporting on the Official Languages Act (OLA).

PeopleSoft provides the following Canadian regulatory reports:

- Employment Equity.
- National Occupational Codes.
- Official Languages Requirements.
- Pay Equity Table.

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## Setting Up Control Tables for Canadian Regulatory Reports

To set up the Canadian regulatory reports tables, use the Define Canadian Pay Equity Table (CAN\_PAY\_EQUITY\_TBL), and Define Canadian NOC Codes (CAN\_NOC\_TABLE) components.

This section discusses how to:

- Quantify job evaluation criteria.

- Review National Occupational Class (NOC) codes.

## Pages Used to Set Up Control Tables for Canadian Regulatory Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Define Canadian Pay Equity	CAN_PAY_EQUITY_TBL	Workforce Monitoring, Meet Regulatory Rqmts CAN, Define Canadian Pay Equity, Define Canadian Pay Equity	Quantify job evaluation criteria to meet requirements set by the Pay Equity Act. Associate pay equity job class codes with job codes in the Job Code table.
Define Canadian NOC Codes (define Canadian National Occupational Classification codes)	CAN_NOC_TABLE	Workforce Monitoring, Meet Regulatory Rqmts CAN, Define Canadian NOC Codes, Define Canadian NOC Codes	Review NOC codes for Canadian companies and associate NOC codes with job codes in the Job Code table. PeopleSoft delivers an extensive list of NOC codes, which you can change.
Pay Equity - Run Control	PRCSRUNCNTL	Workforce Monitoring, Meet Regulatory Rqmts CAN, Reports, Pay Equity, Run Control	Run the Pay Equity Table report (PER715CN), which lists evaluation information.
National Occupation Codes - Run Control	PRCSRUNCNTL	Workforce Monitoring, Meet Regulatory Rqmts CAN, Reports, National Occupation Codes, Run Control	Run the National Occupation Codes report (PER716CN), which lists the NOC codes used in categorizing job codes.

## Quantifying Job Evaluation Criteria

Access the Define Canadian Pay Equity page (Workforce Monitoring, Meet Regulatory Rqmts CAN, Define Canadian Pay Equity, Define Canadian Pay Equity).

## Define Canadian Pay Equity

**Job Class:** KC1

**Pay Equity Details** Find | View All First 1 of 1 Last

**\*Effective Date:**   **\*Status:**

**Job Comparison Criteria**

<b>Pay Equity Effort Points:</b>	<input type="text" value="1,000"/>
<b>Pay Equity Responsibility Pts:</b>	<input type="text" value="500"/>
<b>Pay Equity Working Cond Points:</b>	<input type="text" value="400"/>
<b>Pay Equity Skill Points:</b>	<input type="text" value="300"/>
<b>Pay Equity Total Points:</b>	2,200

Define Canadian Pay Equity page

Design the point system used in Job Comparison Criteria group box. Determine and enter points by comparing each of the factors to every other job class in the company. For example, you might assign more pay equity skill points to an engineer job class than a mailroom clerk job class because the engineering job requires more education and experience.

**Pay Equity Effort Points** Enter points for the physical and mental effort required to perform a job.

**Pay Equity Responsibility Pts** (pay equity responsibility points) Enter points for decision-making and responsibility for people, equipment, and budgets.

**Pay Equity Working Cond Points** (pay equity working conditions points) Enter points for the working environment, including dirt, noise, stress, and health risks.

**Pay Equity Skill Points** Enter points for the education, experience, and special abilities that are required to perform a job in this job class.

**Pay Equity Total Points** Displays the total points as you enter points.

## Reviewing NOC Codes

Access the Define Canadian NOC Codes page (Workforce Monitoring, Meet Regulatory Rqmts CAN, Define Canadian NOC Codes, Define Canadian NOC Codes).

**Define Canadian NOC Codes**

National Occupational: 0011

NOC Details	
*Effective Date:	01/01/1900
Effective Status:	Active
*Description:	Legislators
NOC Occupational Group:	01 Senior Managers
Can OEE Skill Level:	N/A

Define Canadian NOC Codes page

**NOC Occupational Group** (National Occupational Classification occupational group) Select the group to which this job classification code belongs. Occupational group codes are included in the translate table.

**Can OEE Skill Level** (Canadian Ontario Employment Equity skill level) Select from the list of values.

## Running the Employment Equity Report

This section provides overviews of employment equity reporting, Employment Equity report files, employee inclusion in the Employment Equity report, and salary calculation, and discusses how to run the Employment Equity report.

## Understanding Employment Equity Reporting

If you're a federally regulated employer in Canada and required to report to the federal government on employment equity, Human Resources provides the Canadian Employment Equity 2.0 interface—the Employment Equity report (PER101CN)—which creates three data interface files for the federal government's Employment Equity Computerized Reporting System (EECRS). You don't have to enter the data in the database and then reenter the same data in EECRS each year.

The report retrieves extensive data for all Canadian employees in the organization who were active employees at any point during the calendar year. The report includes up to four promotion dates per employee within a given year, in ascending order.

The Employment Equity report is based on the interpretation of Employment Equity Reporting Guideline 11, as published by Human Resources Development Canada (HRDC). Because the interpretation of the guidelines can vary, there may be differences between your requirements and the rules that PeopleSoft has built into the generic solution. If the data imported into the EECRS does not meet Guideline 11, either modify the information once it has been imported into the EECRS or modify the Employment Equity report.

You are responsible for reporting accurate information to HRDC. The HRDC is the source of interpretation and final authority on all matters related to employment equity reporting, including the definition of salary and its rules for annualization and non-annualization. PeopleSoft doesn't assume this role.

## Understanding Employment Equity Report Files

The Employment Equity report creates three files: employee.txt, promo.txt, and term.txt. The employee file includes information on temporary and permanent employees. The following tables lists the field names in each report file, the fields in PeopleSoft HRMS from which the report retrieves the data, and the tables where the fields are located.

### ***Employee File***

The following table lists the fields and tables used to create the employee.txt file:

<b><i>EECRS Report Field Name</i></b>	<b><i>PeopleSoft Field</i></b>	<b><i>PeopleSoft Table</i></b>	<b><i>Notes</i></b>
Employee # (employee number)	Employee ID	PERSONAL_DATA	None
CMA Code (Census Metropolitan Area code)	Census Metropolitan Area	LOCATION_TABLE	Based on the location code in the employee job record, the report uses the CMA associated with that location code in the LOCATION_TBL table.
Province Code	Numeric Code	STATE_NAMES_TBL	Based on the location code in the employee job record, the report uses the numeric code associated with that location code in the LOCATION_TBL table.
NOC Code (National Occupational Classification code)	Canadian NOC Code (Canadian National Occupational Classification code)	JOBCODE_TBL	Based on the job code in the employee job record, the report uses the NOC code associated with the job code in the JOBCODE_TBL table.
NAICS (North American Industrial Classification System) four-digit code	NAICS Code	DEPT_TBL_CAN	Based on the department ID in the employee job record, the report uses the NAICS code associated with that department ID in the DEPT_TBL table.

<b><i>EECRS Report Field Name</i></b>	<b><i>PeopleSoft Field</i></b>	<b><i>PeopleSoft Table</i></b>	<b><i>Notes</i></b>
Employee Type Code	Temporary Full-/Part-Time Other	Derived value based on rules in Structured Query Report (SQR); data from a combination of PERSONAL_DATA and EMPLOYMENT records.	See Chapter 3, "(CAN) Meeting Regulatory Requirements for Canada," <a href="#">Understanding Inclusion of Employees in the Employment Equity Report</a> , page 13.
Employee Type Comment	Employment Status Full-Time Student	Derived value based on rules in SQR; data from a combination of PERSONAL_DATA and EMPLOYMENT records.	See Chapter 3, "(CAN) Meeting Regulatory Requirements for Canada," <a href="#">Understanding Inclusion of Employees in the Employment Equity Report</a> , page 13.
Gender	Sex	PERSONAL_DATA	None
Last Name	Name	PERSONAL_DATA	None
Given Name	Name	PERSONAL_DATA	None
Salary	Annual Rate	JOB	See Chapter 3, "(CAN) Meeting Regulatory Requirements for Canada," <a href="#">Understanding Salary Calculation</a> , page 14.
Aboriginal	Aboriginal	PERSONAL_DATA	None
Visible Minority	Visible Minority	PERSONAL_DATA	None.
Disabled	Disabled	PERSONAL_DATA	None
Hire Date	Hire Date	EMPLOYMENT	None
Termination Date	Termination Date	EMPLOYMENT	None

### ***Promotion File***

The following table lists the fields and tables used to create the promo.txt file:

<b><i>EECRS Report Field Name</i></b>	<b><i>PeopleSoft Field</i></b>	<b><i>PeopleSoft Table</i></b>	<b><i>Notes</i></b>
Employee #	Employee ID.	PERSONAL_DATA	None
Promotion # (promotion number)	Derived values from SQR program; sequential count.	Based on a number of job records that meets appropriate criteria as defined by EECRS reporting rules.	None
Promotion Date	Derived value from EFF_DT.	JOB	None

### **Temporary Terms File (for Temporary Employees)**

The following table lists the fields and tables used to create the term.txt file:

<b>EECRS Report Field Name</b>	<b>PeopleSoft Field</b>	<b>PeopleSoft Table</b>	<b>Notes</b>
Employee #	Employee ID	PERSONAL_DATA	None
Term # (term number)	Derived field; sequential count.	CONTRACT_DATA	None
Start Date	CONTRACT_BEGIN_DT	CONTRACT_DATA	None
End Date	CONTRACT_END_DT	CONTRACT_DATA	None
Completed Date	Termination Date	EMPLOYMENT	Temporary employees only.

## **Understanding Inclusion of Employees in the Employment Equity Report**

The Employment Equity report includes any employee in a Canadian regulatory region during the reporting year. This includes employees who were hired, rehired, transferred, or terminated, and anyone who was active, on leave, or suspended during the year.

The job record used in the data files includes the maximum effective date and effective sequence that is less than or equal to the year end. This may be a record from before the current year if an employee has had no job activity during the reporting year.

The minimum employee record number is used if more than one job is present. Data from personal data, diversity, disability, and employment records appears as of the report's run date. Data from the tables JOBCODE\_TBL, DEPT\_TBL, and LOCATION\_TBL appears as of the end of the year.

### **Employees with Multiple Jobs**

For employees with multiple jobs, the report provides information on only one job.

The report selects the job to include based on:

- Active job.
- Full-time job.
- Job with the highest salary.

The employee salary is reported as the sum of all job salaries.

### **Determination of Employee Type**

Two fields in the employee.txt file are related to employee type: Employee Type and Employee Type Description (for an employee type categorized as *Other (04)*).

The system determines the appropriate category for each EECRS employee type:

<b>Full-Time (01)</b>	REG_TEMP = 'R' (regular) FULL_PART_TIME = 'F' (full-time) EMPL_STATUS not in (L,P,S) FT_STUDENT <> 'Y'
<b>Part-Time (02)</b>	REG_TEMP = R FULL_PART_TIME <> 'F' EMPL_STATUS not in (L,P,S) FT_STUDENT <> 'Y'
<b>Temporary (03)</b>	REG_TEMP = 'T' EMPL_STATUS not in (L,P,S) FT_STUDENT <> 'Y'
<b>Other (04)</b>	EMPL_STATUS in (L,P,S) or FT_STUDENT = 'Y' or (EMPL_STATUS not in (L,P,S) and has not worked in this reporting year (using LAST_DATE_WORKED) ) Supersedes <i>Full-Time, Part-Time, Temporary, and Casual</i> .
<b>Casual (05)</b>	Employees who would otherwise be temporary but whose combined start and end dates (from contract data) add up to fewer than 12 weeks during the reporting year.

If the employee type code is *Other (04)*, the description field is populated as follows:

<b>Full-Time Student</b>	FT_STUDENT = 'Y'
<b>On Leave of Absence</b>	EMPL_STATUS = L,P
<b>Terminated and hasn't worked during the year</b>	EMPL_STATUS = T,U
<b>Retired and hasn't worked during the year</b>	EMPL_STATUS = R,Q
<b>Deceased and hasn't worked during the year</b>	EMPL_STATUS = D
<b>Last Date Worked not in reporting year and not null</b>	LAST_DATE_WORKED <>Null and <Reporting Year

## Understanding Salary Calculation

The following stipulations regarding salary definition and calculation apply to Employment Equity Reporting Guideline 11:

- Salary should be annualized in some situations.
- If two activities with respect to earnings or job take place in a year, one that requires annualization and one that does not, then the most recent activity takes priority.

For example, if a new hire (annualized) is laid off that same year (non-annualized), the employee's salary should be non-annualized for this report.

- The salary figure includes salary, wages, commissions, tips, bonuses, and piece rates, but not overtime wages.
  - When salary isn't annualized, the default salary figure provided is pulled from the CIT YTD tax in CAN\_TAX\_BALANCE field.

This information does not include overtime. If overtime is allowed, modify the data manually in the report files or modify the PER101CN report.

- Annualized salary does not include overtime.

Annualized salary information uses the ANNUAL\_RT field. If you are not using PeopleSoft Payroll, the ANNUAL\_RT is used in all circumstances.

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**Important!** The final authority in interpretation of annualization or non-annualization rests with HRDC. You have the final responsibility for compliance with the EECRS reporting rules.

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### **Salary Annualization**

The following table shows when salary is annualized and how the Employment Equity report handles each situation. Note cases in which you must modify the report manually for accurate results.

<b>Employment Equity Report Annualization</b>	<b>Interface Functionality</b>
New hires and promotions during the reporting period.	The Employment Equity report annualizes using ANNUAL_RT.
Unpaid leaves of absence granted at the request of employees who returned to work on or before December 31.	The Employment Equity report annualizes using ANNUAL_RT; however, paid leaves are non-annualized.  If unpaid leave is still active at December 31, it is non-annualized.
New hires with a salary including commission; add salary and commission and annualize total.	The Employment Equity report annualizes using ANNUAL_RT.  Modify the provided figure manually in EECRS.
New hires with steady base salary; annualize only base salary and then add commission.	The Employment Equity report annualizes using ANNUAL_RT.  Modify the provided figure manually in EECRS.
Transferred employees as a result of a corporate transaction; employees considered new hires.	Human Resources does not specify how to complete corporate transactions. If you have terminated employees from one company and hired them in another one as the means of corporate transfer, they appear as new hires and PER101CN annualizes using ANNUAL_RT.  Otherwise, modify the figure manually within EECRS.

The following table shows when salary is not annualized and how the Employment Equity report handles each situation. Note cases in which you must modify the report manually for accurate results.

<b>No Employment Equity Report Annualization</b>	<b>Interface Functionality</b>
Temporary employees.	The SQR categorizes them as employee type <i>Temporary (03)</i> .
Seasonal workers who have worked a complete season.	All seasonal workers are considered to have worked a complete season. Human Resources does not use partial seasons.
Seasonal workers who work part of a season.	All seasonal employees are considered to have worked a complete season and do not have their salary annualized by the Employment Equity report.  Modify data in EECRS manually if employees worked an incomplete season.
Employees who are temporarily laid off.	The SQR categorizes them as employee type <i>Other (04)</i> .
Employees recalled in accordance with the mid year collective agreement.	The Employment Equity report does not annualize.
Striking employees.	The Employment Equity report does not annualize.
Permanent employees working part of the year as full-time employees.	The Employment Equity report does not annualize.
Acting assignments.	Human Resources does not take these situations into account. Modify the provided figure manually in EECRS.
New hires with fluctuating base salary and commission.	Human Resources does not take these situations into account. Modify the provided figure manually in EECRS.
Employees with commission-only salary.	Human Resources does not take these situations into account. Modify the provided figure manually in EECRS.
Employees who change employment status mid year (temp to part-time, part-time to full-time, and so on).	Modify the provided figure manually in EECRS.

## Page Used to Run the Employment Equity Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Employment Equity	RUNCTL_PER101CN	Workforce Monitoring, Meet Regulatory Rqmts CAN, Reports, Employment Equity, Employment Equity	Run the Employment Equity report (PER101CN). This SQR creates an interface file that you can export to Canadian Employment Equity software.

## Running the Employment Equity Report

Access the Employment Equity page (Workforce Monitoring, Meet Regulatory Rqmts CAN, Reports, Employment Equity, Employment Equity).

### ***Importing the Report into EECRS***

When you import the interface file into EECRS, you have two options: merge the existing file or overwrite it. The default is to overwrite the file because normally you submit information for the whole organization at the same time.

If divisions in the organization prepare their information separately and you need to combine division files, you may need to use the merge option. Keep in mind that the merge option creates duplicate records. The EECRS software does not warn you about duplicate records or issue error messages. For this reason, the Canadian government strongly recommends that you back up your final files. Because you can inadvertently delete or overwrite existing employee data in EECRS, backing up your files ensures that you retain accurate records of the information submitted each year.

The Employment Equity report does not extract information about employers. Before you run the final report using the EECRS software, enter values in the EECRS Employer Information fields.

### ***Troubleshooting***

The Employment Equity report detects errors that can prevent the EECRS from successfully importing data.

If you find that records are missing from the import files when you run the Employment Equity report, information that is required for the EECRS report may not be included in the online pages. The PER101CN.LIS file identifies these situations and produces an error message.

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## Running Official Languages Reports

Canadian federal institutions are required to report on the official languages used in their departments in accordance with the Official Languages Act (OLA). Human Resources provides the Canadian Official Language Data File report and the Canadian Official Languages reports.

This section provides overviews of the Canadian Official Language Data File report and the Canadian Official Language reports and discusses how to run the Canadian Official Language Data File report.

## Understanding the Canadian Official Language Data File Report

The Canadian Official Language Data File report (PER102CN) creates an import file used by the Official Languages Information System (OLIS II) software, which is required under the OLA to report official language information. The report captures information about permanent employees and temporary employees who work for periods of six months or more.

The following table lists the field names in the report, the fields in PeopleSoft HRMS from which the report retrieves the data, and the tables where the fields are located:

<b>OLA Report Field Name</b>	<b>PeopleSoft Field</b>	<b>PeopleSoft Table</b>	<b>Notes</b>
Institution Code	Institution Code	COMPANY_TBL	None
Record ID	Employee ID	PERSONAL_DATA	None
First Official Language	Preferred Language	PERSONAL_DATA	None
Occupational Category	Occupational Category	JOBCODE_TBL	Based on the job code in the employee job record, the report uses the occupational category associated with the job code in the JOBCODE_TBL table.
Language of Service to Public	Pub Svc Lng Can (public service language Canada)	PERS_OFFLNG_CAN	None
Language of Internal Service to NCR	Intrl Ncr Lng Can (internal National Capital Region language Canada)	PERS_OFFLNG_CAN	None
Language of Internal Service to Ontario North and East	Intrl On Lng Can (internal Ontario language Canada)	PERS_OFFLNG_CAN	None
Language of Internal Service to Montreal	Intrl Mnt Lng Can (internal Montreal language Canada)	PERS_OFFLNG_CAN	None
Language of Internal Service to Bilingual Quebec-Other	Intrl Qc Lng Can (internal Quebec language Canada)	PERS_OFFLNG_CAN	None
Language of Internal Service to New Brunswick	Intrl NB Lng Can (internal New Brunswick language Canada)	PERS_OFFLNG_CAN	None
Bilingualism Code	Bilingualism Code	PERSONAL_DATA	None
Comm Req Supervision to NCR	Supr Comm Ncr Can (communication requirements - supervision to National Capital Region Canada)	PERS_OFFLNG_CAN	Identifies whether or not the employee is required to provide bilingual supervision to employees located in the NCR.

<b>OLA Report Field Name</b>	<b>PeopleSoft Field</b>	<b>PeopleSoft Table</b>	<b>Notes</b>
Comm Req Supervision to Ontario North & East	Supr Comm On Can (communication requirements - supervision to Ontario North & East Canada)	PERS_OFFLNG_CAN	The same as above, except applies to supervision of employees in the bilingual region of Ontario North & East.
Comm Req Supervision to Montreal	Supr Comm Mnt Can (communication requirements - supervision to Montreal Canada)	PERS_OFFLNG_CAN	The same as above, except applies to supervision of employees in the bilingual region of Montreal.
Comm Req Supervision to Bilingual Quebec-Other	Supr Comm Qc Can (communication requirements - supervision to Quebec and other Canada)	PERS_OFFLNG_CAN	The same as above, except applies to supervision of employees in the bilingual region of Quebec - other.
Comm Req Supervision to New Brunswick	Supr Comm Nb Can (communication requirements - supervision to New Brunswick Canada)	PERS_OFFLNG_CAN	The same as above, except applies to supervision of employees in the bilingual region of New Brunswick.
TBS Office Code	Office Cd Can (office code Canada)	LOCATION_TBL	This designates a point of service. The values should correspond to the office codes established by the TBS (Treasury Board Secretariat).

## Understanding the Canadian Official Language Reports

The Canadian Official Language reports (PER108CN) provide summary information that is required by the OLA. The reports assume an as of date of December 31 of the current year, unless another date is specified.

There are five summary reports that are produced in a print format:

- Participation by Province.
- Participation by Occupational Category.
- Service to Public by Bilingual Office/Point of Service.
- Internal Service to Bilingual Regions.
- Supervision in Bilingual Regions.

### ***Participation by Province***

The Participation by Province summary report includes individuals whose most recent job record has a REG\_REGION value equal to CAN and an EMPL\_STATUS value equal to A, L, P, or S.

The following table lists the report field names, the fields in PeopleSoft HRMS from which the reports retrieve the data, and the tables where the fields are located:

<b>OLA Summary Report Field Name</b>	<b>PeopleSoft Field</b>	<b>PeopleSoft Table</b>	<b>Notes</b>
Province	JOB..LOCATION_CODE	JOBCODE_TBL	Displays the location code based on the employee JOB location code as indicated in the employee job code record.
Total # of Employees (total number of employees)	JOB.LOCATION_CD	JOBCODE_TBL	Displays the total number of employees for each province based on their JOB.LOCATION_CD. When an employee's JOB.LOCATION_CD is equal to the National Capital Region (NCR), that employee is included in the NCR count, not in the provincial count.
Total # of Employees First Official Languages English	LANGUAGE_CD	PERSONAL_DATA	The count of selected employees in the selected group who have a language code that isn't equal to <i>CFR</i> or <i>FR</i> . If the employee's language isn't French, then the report uses English.
Total # of Employees First Official Languages French	LANGUAGE_CD	PERSONAL_DATA	The count of selected employees in a selected group who have a language code that is equal to <i>CFR</i> or <i>FR</i> .

### ***Participation by Occupational Category***

The Participation by Occupational Category summary report includes individuals whose most recent job record has a REG\_REGION value equal to *CAN* and an EMPL\_STATUS value equal to *A*, *L*, *P*, or *S*.

The following table lists the report field names, the fields in PeopleSoft HRMS from which the reports retrieve the data, and the tables where the fields are located:

<b>OLA Summary Report Field Name</b>	<b>PeopleSoft Field</b>	<b>PeopleSoft Table</b>	<b>Notes</b>
Occupational Category	CAN_NOC_CD	JOBCODE_TBL	The Occupational Category field displays one of five occupational categories that corresponds to the CAN_NOC_CD code in the JOBCODE_TBL table.  The categories are: <ul style="list-style-type: none"> <li>• 91-Managers</li> <li>• 92-Professionals</li> <li>• 93-Specialists &amp; Technicians</li> <li>• 94-Administrative Support</li> <li>• 95-Operational</li> </ul>
Total # of Employees (total number of employees)	CAN_NOC_CD	JOBCODE_TBL	The count of selected employees with that occupational category.
Total # of Employees First Official Languages English	LANGUAGE_CD	PERSONAL_DATA	The count of selected employees in the selected group who have a language code that isn't equal to <i>CFR</i> or <i>FR</i> . If the employee's language isn't French, then the report uses English.
Total # of Employees First Official Languages French	LANGUAGE_CD	PERSONAL_DATA	The count of selected employees in a selected group who have a language code that is equal to <i>CFR</i> or <i>FR</i> .

### **Service to Public by Bilingual Office/Point of Service**

The Service to Public by Bilingual Office/Point of Service summary report includes individuals whose most recent job record has an EMPL\_STATUS value equal to *A*, *L*, *P*, or *S* and whose OFF\_LNG\_RQMT\_CAN record has a PUB\_SVC\_LNG\_CAN value of either *French*, *English*, or *Bilingual*.

Employees with a *Bilingual* value in the PUB\_SVC\_LNG\_CAN field are counted in both the French and English columns, resulting in values that may total more than the value in the Resources Serving the Public field. This is according to the OLIS II guidelines.

The following table lists the report field names, the fields in PeopleSoft HRMS from which the reports retrieve the data, and the tables where the fields are located:

<b>OLA Summary Report Field Name</b>	<b>PeopleSoft Field</b>	<b>PeopleSoft Table</b>	<b>Notes</b>
Province	LOCATION_DESCR	LOCATION_TBL	None
Location	STATE_TBL.DESCR	STATE_TBL	None
Office Code	LOCATION_TBL.TBS_ OFFICE_CD_CAN	LOCATION_TBL	None
Resources Servicing the Public	PUB_SVC_LNG_CAN	OFF_LNG_RQMT_CAN	The count of selected employees at that location.
Resources Serving in English	PUB_SVC_LNG_CAN	OFF_LNG_RQMT_CAN	The count of selected employees at that location with a PUB_SVC_LNG_CAN value of either <i>English</i> or <i>Bilingual</i> .
Resources Serving in French	PUB_SVC_LNG_CAN	OFF_LNG_RQMT_CAN	The count of selected employees at that location with a PUB_SVC_LNG_CAN value of either <i>French</i> or <i>Bilingual</i> .

### ***Internal Services to Bilingual Regions***

The Internal Services to Bilingual Regions summary report includes individuals whose most recent job record has a REG\_REGION value equal to *CAN* and an EMPL\_STATUS value equal to *A*, *L*, *P*, or *S*.

Individuals must also have a value of either *English*, *French*, or *Bilingual* in any of the following fields on the OFF\_LNG\_RQMT\_CAN page:

- INTRL\_ON\_LNG\_CAN
- INTRL\_NCR\_LNG\_CAN
- INTRL\_MNT\_LNG\_CAN
- INTRL\_QC\_LNG\_CAN
- INTRL\_NB\_LNG\_CAN

Employees with a *Bilingual* value in any of these internal services fields are counted in both the French and English columns, resulting in values that may total more than the value in the Internal Services to Bilingual Regions field. This is according to the OLIS II guidelines.

The following table lists the report field names, the fields in PeopleSoft HRMS from which the reports retrieve the data, and the tables where the fields are located.

<b>OLA Summary Report Field Name</b>	<b>PeopleSoft Field</b>	<b>PeopleSoft Table</b>	<b>Notes</b>
Internal Services to Employees In: <ul style="list-style-type: none"> <li>• National Capital Region</li> <li>• Ontario North &amp; East</li> <li>• Montreal</li> <li>• Bilingual Quebec-Other</li> <li>• New Brunswick</li> <li>• Total</li> </ul>	INTRL_NCR_LNG_CAN INTRL_ON_LNG_CAN INTRL_MNT_LNG_CAN INTRL_QC_LNG_CAN INTRL_NB_LNG_CAN	OFF_LNG_RQMT_CAN	None
Resources Providing Internal Services	INTRL_NCR_LNG_CAN INTRL_ON_LNG_CAN INTRL_MNT_LNG_CAN INTRL_QC_LNG_CAN INTRL_NB_LNG_CAN	OFF_LNG_RQMT_CAN	Displays the count of employees who have a value of <i>English</i> , <i>French</i> , or <i>Bilingual</i> in the Internal Languages field for each region.
Resources Serving in English	INTRL_NCR_LNG_CAN INTRL_ON_LNG_CAN INTRL_MNT_LNG_CAN INTRL_QC_LNG_CAN INTRL_NB_LNG_CAN	OFF_LNG_RQMT_CAN	Displays the count of employees who have a value of <i>English</i> or <i>Bilingual</i> in the Internal Languages field for each region.
Resources Serving in French	INTRL_NCR_LNG_CAN INTRL_ON_LNG_CAN INTRL_MNT_LNG_CAN INTRL_QC_LNG_CAN INTRL_NB_LNG_CAN	OFF_LNG_RQMT_CAN	Displays the count of employees who have a value of <i>French</i> or <i>Bilingual</i> in the Internal Languages field for each region.

### ***Supervision in Bilingual Regions***

The Supervision in Bilingual Regions summary report includes individuals whose most recent job record has a REG\_REGION value equal to *CAN* and an EMPL\_STATUS value equal to *A, L, P, or S*.

Individuals must also have a value of either *English, French, or Bilingual* in any of the following fields on the OFF\_LNG\_RQMT\_CAN page:

- SUPR\_COMM\_ON\_CAN
- SUPR\_COMM\_NCR\_CAN
- SUPR\_COMM\_MNT\_CAN
- SUPR\_COMM\_QC\_CAN
- SUPR\_COMM\_NB\_CAN

The following table lists the report field names, the fields in PeopleSoft HRMS from which the reports retrieve the data, and the tables where the fields are located:

<b><i>OLA Summary Report Field Name</i></b>	<b><i>PeopleSoft Field</i></b>	<b><i>PeopleSoft Table</i></b>	<b><i>Notes</i></b>
Bilingual Supervision: <ul style="list-style-type: none"> <li>• To Supervise Employees in NCR.</li> <li>• To Supervise Employees in Ontario North &amp; East.</li> <li>• To Supervise Employees in Montreal.</li> <li>• To Supervise Employees in Bilingual Quebec-Other.</li> <li>• To Supervise Employees in New Brunswick.</li> <li>• Total.</li> </ul>	SUPR_COMM_NCR_C AN SUPR_COMM_ON_CA N SUPR_COMM_MNT_C AN SUPR_COMM_QC_CA N SUPR_COMM_NB_CA N	OFF_LNG_RQMT_CAN	None

<b>OLA Summary Report Field Name</b>	<b>PeopleSoft Field</b>	<b>PeopleSoft Table</b>	<b>Notes</b>
The Number of Supervisors Required to Be Bilingual	SUPR_COMM_NCR_C AN SUPR_COMM_ON_CA N SUPR_COMM_MNT_C AN SUPR_COMM_QC_CA N SUPR_COMM_NB_CA N	OFF_LNG_RQMT_CAN	Displays the count of employees who have a value of <i>Bilingual</i> in the Supervisors Required field for each region.
Of These, the Number Qualified to Carry Out Their Duties in Both Official Languages	SUPR_COMM_NCR_C AN SUPR_COMM_ON_CA N SUPR_COMM_MNT_C AN SUPR_COMM_QC_CA N SUPR_COMM_NB_CA N	PERSONAL_DATA	None

### See Also

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "PeopleSoft Application Fundamentals for HRMS Reports"

## Page Used to Run Canadian Official Languages Report

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Official Language Requirements	RUNCNTL_PER102CN	Workforce Monitoring, Meet Regulatory Rqmts CAN, Reports, Official Language Requirements, Official Language Requirements	Run the Canadian Official Languages Data File SQR (PER102CN), which creates an import file to report official languages information.



## Chapter 4

# (FRA) Meeting Regulatory Requirements for France

This chapter provides overviews of French regulatory requirements and pension and contingency fund data, and discusses how to:

- Set up French regulatory requirements.
- Review pension and contingency fund information.
- Run the Disability report.
- Manage elections and run the Election report.
- Prepare and run the Employee Survey report.
- Run workforce reporting statutory reports.
- Prepare and run the Training 2483 report.

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## Understanding French Regulatory Requirements

Human Resources provides resources for managing and reporting on various types of data that are required by French government regulations.

PeopleSoft provides the following French regulatory reports:

- Disability (DIS001).
- Election (ELE001).
- Employee Survey (SOC001).
- Monthly Workforce (REG001FR).
- Personal Register (REG002FR).
- Training 2483 (TRN029).
- Workforce by Nationality (REG003FR).
- Single Hiring Statement (HRSHSFRA).
- BIAF report (*Bordereau Individuel d'Accès à la Formation* report) (REG004FR).

**See Also**

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "PeopleSoft Application Fundamentals for HRMS Reports," (FRA) Meet Regulatory Requirements Reports for France

**Prerequisites**

Set up control tables using the following pages before running French regulatory reports:

<b>Control Table Page</b>	<b>Description</b>
APE Table ( <i>activite principale exercee</i> table)	Classify the company's primary industry, such as software, banking, or insurance. The APE codes are mandated by French law.
External Variables	Enter information related to salaries and social security ceilings that are established by the French government each year, and enter the disability rates for the Disability report.
INSEE Table FRA (National Institute For Statistical And Economical Studies table France)	Input the INSEE codes for the company's job codes. Then map the company's job codes to one of the INSEE codes.
URSSAF Code ( <i>Union de Recouvrement de la Sécurité Sociale et des Allocations Familiales</i> code)	Store the codes of the local URSSAF offices. This government agency collects employee and employer contributions made for illness and work accidents.
Trn 2483 Parameters (training 2483 parameters)	Enter data required for the 2483 report. Much of the information required for the 2483 report is stored in the Human Resources system and payroll system.

In addition to setting up the control tables, you must set up Training 2483 report groups and indicators.

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## Understanding Pension and Contingency Fund Data

In France, employees and employers contribute to different types of pension funds:

- *Association des Régimes de Retraites Complémentaires* (ARRCO) is a complementary pension fund to which all employees can contribute.
- *Association Générale des Institutions de Retraite des Cadres* (AGIRC) is a complementary pension fund for executives.
- Contingency funds supplement standard social security payments.

The funds to which an employee contributes are determined by the employee's contract. The Category Status field in the French section of the Contract Data - Contract Type/Clause page defines employees' manager or non-manager status for pension fund processing.

Companies and establishments set up contracts with organizations, known as institutions, that manage a particular type of fund. For some contracts, it is mandatory that employee contribute to that fund but others are optional.

In Human Resources you set up the pension and contingency data as follows:

1. Set up the codes for the funds to which employees contribute.
2. Define the institutions that manage the pension and contingency funds.

For each institution define the institution number, the institution type (ARRCO, AGIRC, or Contingency), the fund managed by that institution, the DUCS and DADS codes for the institution, the institution address, and the SIRET number.

3. Define the pension/contingency contracts.

For each pension/contingency contract you define the membership number (contract number), the institution associated with the contract, and assign the contract to companies or establishments in the organization.

The pages for setting up the fund codes, institutions, and pension/contingency contracts are in Set Up HRMS, Product Related, Workforce Monitoring, Meeting Regulatory Requirements FRA and described in this chapter.

Pension and contingency funds are assigned to companies and establishments from the Pension/Contingency Contracts page, but you can also assign pension and contingency funds to individual employees from the Contract Data - Contract Type/Clauses page. The Contact Data component is described in the PeopleSoft Enterprise Human Resources: Administer Workforce PeopleBook.

See *PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce*, "Entering Additional Data in Human Resources Records."

For AGIRC and ARRCO contracts, a contract defined on the Contract Type/Clauses page overrides any contracts defined at the company or establishment level. However, for contingency funds, contracts assigned at the employee level are added to funds defined at the company or establishment level. If you have PeopleSoft Enterprise Global Payroll for France installed, it takes into account all contingency contracts that are applicable to the employee.

The Pension/Cont. Contracts Review page enables you to view a list of the pension and contingency funds for which an employee is eligible. Access this page as follows: Workforce Monitoring, Meet Regulatory Rqmts FRA, Pension/Cont. Contracts Review. This page is described in this chapter.

See [Chapter 4, "\(FRA\) Meeting Regulatory Requirements for France," Page Used to Review Employee Pension and Contingency Fund Contracts, page 41.](#)

If you have PeopleSoft Enterprise Global Payroll for France installed, refer to the PeopleSoft Enterprise Global Payroll for France PeopleBook for information about processing contributions through payroll.

See *PeopleSoft Enterprise Global Payroll for France 9.1 PeopleBook*, "Defining ARRCO, AGIRC, and Contingency Fund Contributions."

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## Setting Up French Regulatory Requirements

To set up the French regulatory requirements, use the Contract Type Group (CNTRCT\_TYPE\_GRP), Action Group (ACTION\_GRP\_FRA), Country Group (COUNTRY\_GRP), Define Employee Survey Indicators (SOC\_INDIC\_TBL\_FRA), Election Group (ELECTION\_GR\_TBL), Election Roll (ELECTION\_RL\_TBL), Mandatory Base Scheme (BSE\_SCH\_FRA\_TBL), Contract Event (CTC\_KND\_FRA\_TBL), Category Status (CTG\_STS\_FRA\_TBL), Covered Population (CVD\_POP\_FRA\_TBL), Job Category (JOB\_CTG\_FRA\_TBL), Previous Employment Situation (WRK\_EXP\_FRA\_TBL), Medical Organization (MED\_ORG\_FRA\_TBL), Population Category (POP\_CTG\_FRA\_TBL), Professional Status (PRF\_STS\_FRA\_TBL), Funds Codes (FUND\_FRA\_TBL), Pension/Ctgcy Institutions (FUND\_INST\_FRA), and the Pension/Contingency Contracts (CNTRCT\_FUND\_FRA), 2483 Parameters (TRN\_2483\_PARM), and 2483 Indicators (GROUP\_2483\_TBL\_GBL) components.

This section provides an overview of pages with system-populated fields and discusses how to:

- Group contract types.
- Update groups.
- Update indicators.
- Set up pension and contingency fund institutions.
- Set up pension/contingency fund contracts.

## Understanding Pages with System-Populated Fields

The following pages are populated with system data:

- Mandatory Base Scheme.
- Contract Event.
- Category Status.
- Covered Population.
- Job Category.
- Medical Organization.
- Population Category.
- Professional Status.

On these pages, you can modify, delete, and add new codes. As legislative changes occur, you can easily update this data to comply with French legislation that applies to your organization. In some cases, not all the system data is populated, because only a few parts of this information may be relevant to your organization.

## Pages Used to Set Up French Regulatory Requirements

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Contract Type Group	CNTRCT_TYPE_GRP	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Contract Type Group, Contract Type Group	Group contract types together. Before using this page, set up the Contract Type table.
Action Groups	ACTION_GRP_PNL_FRA	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Action Groups, Action Groups	Define action groups used by processes.
Country Group	COUNTRY_GRP	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Country Group, Country Group	Modify country groupings. Before using this page, set up the Country table.
Employee Survey Group	GROUP_SHEETTBL_FRA	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Define Emly Survey Indicators, Employee Survey Group	Update the seven main groups defined by the French government.
Employee Survey Indicator	INDIC_SHEETTBL_FRA	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Define Emly Survey Indicators, Employee Survey Indicator	Update the indicators and link the indicators with the relevant application engine section.
Election Group	ELECTION_GR_TBL	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Election Group, Election Group	Define the various groups that are active in the company.
Election Roll	ELECTION_RL_TBL	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Election Roll, Election Roll	Define the election rolls or candidacies.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Base Scheme	BSE_SCH_FRA_TBL	Set Up HRMS, Product Related, Workforce Administration, Workforce Data FRA, Base Scheme, Base Scheme	Define the base scheme necessary for DADS, a French payroll report.
Contract Event	CTC_KND_FRA_TBL	Set Up HRMS, Product Related, Workforce Administration, Workforce Data FRA, Contract Event, Contract Event	Define the contract events that are needed for DADS.
Category Status	CTG_STS_FRA_TBL	Set Up HRMS, Product Related, Workforce Administration, Workforce Data FRA, Category Status, Category Status	Define the category status needed for French payroll and DADS.
Covered Population	CVD_POP_FRA_TBL	Set Up HRMS, Product Related, Workforce Administration, Workforce Data FRA, Covered Population, Covered Population	Define the covered population needed for DADS.
Job Category	JOB_CTG_FRA_TBL	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Job Category, Job Category	Define the job categories used in the company. This information is required for the Single Hiring Statement report.
Previous Employment Situation	WRK_EXP_FRA_TBL	Set Up HRMS, Product Related, Workforce Administration, Workforce Data FRA, Previous Employment Situations, Previous Employment Situation	Review and update the previous employment codes used for the Single Hiring Statement report.
Medical Organizations	MED_ORG_FRA_TBL	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Medical Organization, Medical Organization	Define the medical organizations used in the company. This information is required for the Single Hiring Statement report.
Population Category	POP_CTG_FRA_TBL	Set Up HRMS, Product Related, Workforce Administration, Workforce Data FRA, Population Category, Population Category	Define the population categories used by your company. Needed for DUCS, a French payroll report.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Professional Status	PRF_STS_FRA_TBL	Set Up HRMS, Product Related, Workforce Administration, Workforce Data FRA, Professional Status, Professional Status	Define the professional status used in the company; this information is required for DADS.
Funds Codes	FUND_FRA_TBL	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Funds Codes, Funds Codes	Set up fund codes for pension/contingency funds. You associate fund codes with the pension/contingency institutions on the Institution Type page.
Institution Type	FUND_INST_FRA	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Pension/Ctgcy Institutions, Institution Type	Define pension/contingency institutions. Specify the institution type, and the fund code, DADS and DUCS codes associated with the institution.
Institution Address	FUND_INST2_FRA	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Pension/Ctgcy Institutions, Institution Address	Enter the pension/contingency institution's address information and enter the SIRET number for the institution.  <b>Note.</b> This information doesn't roll into PeopleSoft Enterprise Pension Administration, which is a U.S. application.
Pension/Contingency Contracts	CNTRCT_FUND_FRA	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Pension/Contingency Contracts, Pension/Contingency Contracts	Set up contract information for pension/contingency contracts. Define your fund codes and institutions before you set up contract information.
Trn 2483 Parameters Setup (training 2483 parameters setup)	TRN_2483_PARM	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, 2483 Parameters, Trn 2483 Parameters Setup	Set up 2483 training parameters.

Page Name	Definition Name	Navigation	Usage
Trn 2483 Company Costs (training 2483 company costs)	TRN_2483_CPNY_COST	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, 2483 Parameters, Trn 2483 Company Costs	Set up 2483 training costs.
2483 Group	GROUP_2483_TBL_FRA	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, 2483 Indicators, 2483 Group	Set up 2483 indicator groups.
2483 Indicator	INDIC_2483_TBL_FRA	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, 2483 Indicators, 2483 Indicator	Set up 2483 indicators.

## Grouping Contract Types

Access the Contract Type Group page (Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Contract Type Group, Contract Type Group).

### Contract Type Group

**Group Name:** 2483-B-ALL

**Data** Find | View All | First 1 of 1 Last

**\*Effective Date:**

**Status:**

**\*Description:**

**Short Description:**

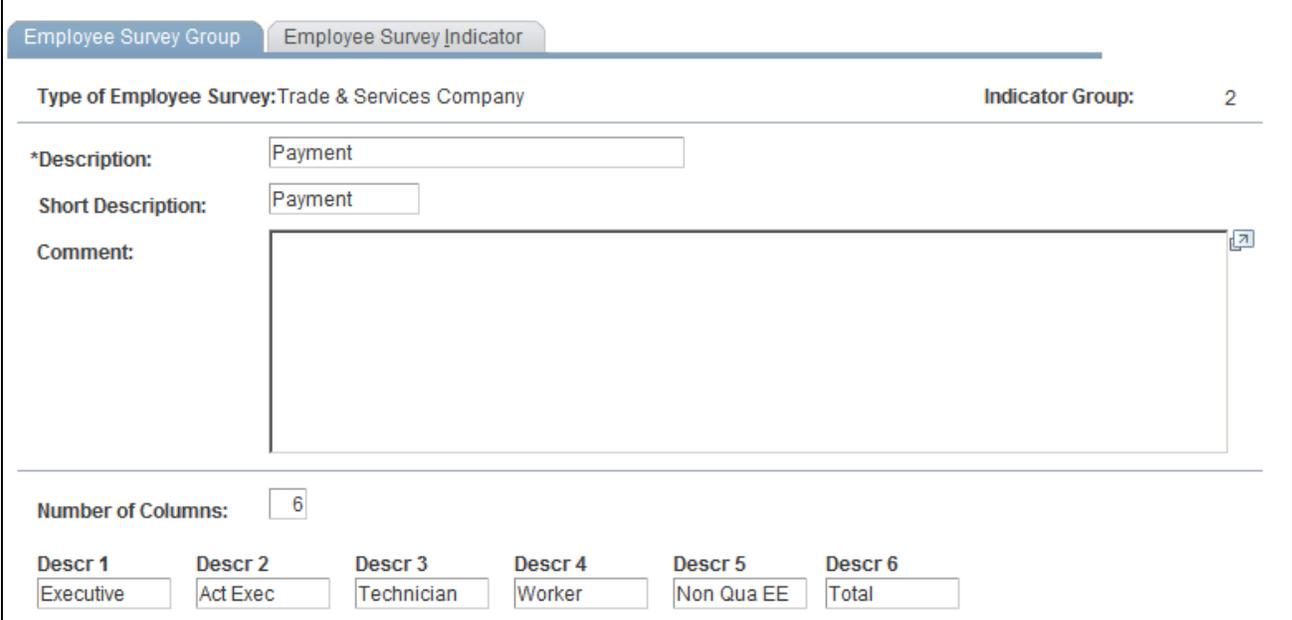
Data <span style="float: right;">Customize   Find   View All   First 1-3 of 15 Last</span>			
*Set ID	*Contract Type	Description	
FRA	ACE	Access to First Job Contract	+ -
FRA	ADA	Adaptation Contract	+ -
FRA	ADD	Fixed Term Adaption Contract	+ -

Contract Type Group page

**SetID and Contract Type** Enter or look up a setID and a contract type to associate with this group name. These groups are used for legal reporting, including the Training 2483 report, Monthly Workforce report, and Personal Register report.

## Updating Groups

Access the Employee Survey Group page (Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Define Empl Survey Indicators, Employee Survey Group).



Employee Survey Group    Employee Survey Indicator

Type of Employee Survey: Trade & Services Company    Indicator Group: 2

\*Description: Payment

Short Description: Payment

Comment:

Number of Columns: 6

Descr 1    Descr 2    Descr 3    Descr 4    Descr 5    Descr 6

Executive    Act Exec    Technician    Worker    Non Qua EE    Total

Employee Survey Group page

**Note.** All groups and nearly all indicators that you must prepare for the Employee Survey report already exist in the Employee Survey Group table and the Employee Survey Indicator table as system data; however, the Employee Survey process does not determine all indicators. The system determines about half of the indicators. Use the Employee Survey Group page and the Employee Survey Indicator page to modify these groups and indicators, if necessary.

**Number of Columns**    Enter the number of columns on the Employee Survey report. When you change the number of columns, a corresponding number of Descr. (description) fields appear on the page.

The columns (number and value) are used as defaults when you add a new indicator. The report displays only the columns defined on the Employee Survey Indicator page.

## Updating Indicators

Access the Employee Survey Indicator page (Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Define Empl Survey Indicators, Employee Survey Indicator).

The screenshot displays the 'Employee Survey Indicator' configuration page. At the top, it shows the 'Type of Employee Survey' as 'Trade & Services Company' and the 'Indicator Group' as '2 Payment'. Below this is a search bar for 'List of Records allowed for DELETE' with '1 of 29' records found. The main form includes fields for:
 

- \*Indicator:** 211A
- \*Description:** Annual Salary by Empl : Male
- Short Description:** 211A
- Comment:** (empty text area)
- Number of Columns:** 6

 A 'Computation Rules' panel is open on the right, containing:
 

- \*Data Source:** Computed Pay WA Field
- AE Section:** NO
- WA AE Section:** IND211A
- WA Field:** GPFR\_ES\_TOTAL\_COM
- Element Name:** (empty)

 At the bottom of the page, there are six 'Descr' fields corresponding to the number of columns:
 

- Descr 1:** Executive
- Descr 2:** Act Exec
- Descr 3:** Technician
- Descr 4:** Worker
- Descr 5:** Non Qua EE
- Descr 6:** Total

Employee Survey Indicator page

**Indicator** The code is defined in the employee survey legal requirement.

**Number of Columns** Displays the total number of columns and the corresponding column descriptions that are entered on the Employee Survey Group page. The number of Descr. (description) fields that appear at the bottom of the page is linked to the value that you enter in the Number of Columns field.

The descriptions that you enter are the headings for the categories, or columns, on the report. In this example, the *Payment* group displays the following columns in the report: *Executive*, *Act Exec*, *Technician*, *Worker*, *Non Qua EE* and *Total*.

**Computation Rules**

More than 60 PeopleSoft Application Engine processes are built into Human Resources for the majority of the indicators.

**Data Source** Select the source used to compute data for the indicator. Options are *Absence WA Field*, *Computed*, *Computed Absence WA Field*, *Computed Pay WA Field*, *Not Computed*, and *Pay WA Field*.

Use *Computed* to compute the value for the indicator using only HR data (through an AE section). The other values (except for *Not Computed*) show that the indicator comes from Global Payroll results and are either calculated by Global Payroll and stored in a writeable array, or stored in a writeable array and then computed by an Application Engine section. Use *Not Computed* to indicate that the indicator is not computed.

PeopleSoft delivers this setup. However, you can modify it to calculate an indicator in a different way.

**AE Section** (application engine section) Enter the section of the employee survey that PeopleSoft Application Engine should calculate for the given indicator.

---

**Note.** When the value is set to *NO*, it means that there is no PeopleSoft Application Engine process for the indicator. Changing this value without modifying the Application Engine results in an error and stops the overall process.

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**WA AE Section** (writeable array application engine section) Specify the Application Engine section used to compute payroll for the indicator.

**WA Field** (writeable array field) Select the writeable array field to be used to compute payroll for the indicator.

**Element** Displays the Global Payroll element associated with the writeable array shown in (WA) Field.

### See Also

*Enterprise PeopleTools PeopleBook: PeopleSoft Application Engine*

## Setting Up Pension and Contingency Fund Institutions

Access the Institution Type page (Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Pension/Ctgcy Institutions, Institution Type).

The screenshot displays the 'Institution Type' page with the following data:

Institution Type		Institution Address	
Institution Nbr:	KFAQ		
Funds Institutions			
*Effective Date:	01/01/2000	*Status:	Active
*Description:	ACGME Mornay AGIRC		
Short Description:	ACGME		
*Institution Type:	AGIRC		
Fund Code:	MORNAY	Mornay Group	
DADS Code:	C067		
DUCS Code:	C067		

Institution Type page

<b>Institution Type</b>	Select the institution type. Valid values are: <i>AGIRC</i> : Pension funds for managers (cadres). <i>ARRCO</i> : Pension funds for managers and non-managers (non-cadres). <i>Contingency</i> : Contingency funds.
<b>Fund Code</b>	Select the fund code to which the institution is affiliated.
<b>DADS Code</b>	Enter the DADS code to use for DADS reporting. This may be different from the institution code. Contact the institution to find out which the DADS code you should use.  <i>See PeopleSoft Enterprise Global Payroll for France 9.1 PeopleBook, "Setting Up DADS Reporting."</i>
<b>DUCS Code</b>	Enter the DUCS code for DUCS reporting. This may be different from the institution code. Contact the institution to find out which the DUCS code you should use.  <i>See PeopleSoft Enterprise Global Payroll for France 9.1 PeopleBook, "Setting Up DADS Reporting."</i>

## Setting Up Pension/Contingency Fund Contracts

Access the Pension/Contingency Contracts page (Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Pension/Contingency Contracts, Pension/Contingency Contracts).

### Pension/Contingency Contracts

Membership Number: KFM2

Pension/Contingency Contracts Find | View All | First 1 of 1 | Last

\*Effective Date: 01/01/2000 31 \*Status: Active + -

\*Description: AGIRC contract

Short Description: AGIRC

\*Institution Nbr: KFAG ACGME Mornay AGIRC

Institution Type: AGIRC

Fund Code: MORNAY Mornay Group

Membership Date: 01/01/2000 31

Mandatory  Optional

Comment:

Population Category								Customize   Find   <span>1 of 1</span>   Last	
*Category	Category Description	Declared Population	*Base Calculation Type	Employee Rate	Employer Rate	Formula Name	Description		
1				0.00	0.00			<span>+</span>	<span>-</span>

Pension/Contingency Contracts page (1 of 2)

Companies		Customize   Find   <span>1 of 1</span>   Last	
*Company	Description		
1 KF1	Business Institute - France	<span>+</span>	<span>-</span>

Establishments		Customize   Find   <span>1 of 1</span>   Last	
*Establishment ID	Description		
1 KF201	Bordeaux - Headquater	<span>+</span>	<span>-</span>

Pension/Contingency Contracts page (2 of 2)

- Institution #** (institution number) Select the institution associated with the membership number. See Chapter 4, "(FRA) Meeting Regulatory Requirements for France," Setting Up Pension and Contingency Fund Institutions, page 37.
- Institution Type** Displays the institution type that is defined on the Institution Type page.
- Fund Code** Displays the institution's fund code that is defined on the Institution Type page.
- Membership Date** Enter the date that the contract was initially signed.

**Mandatory, Optional** Select Mandatory if the contract applies to all employees in the companies and establishments selected. Select Optional if the contract applies to selected employees only.

If the institution type is *ARRCO* or *AGIRC*, the system selects Mandatory and the fields are display-only.

If a contract is optional, this affects the calculation of social and fiscal reinstatement in Global Payroll for France.

See *PeopleSoft Enterprise Global Payroll for France 9.1 PeopleBook*, "Defining ARRCO, AGIRC, and Contingency Fund Contributions," Understanding ARRCO, AGIRC, and Contingency Fund Contributions.

### **Population Category**

This scroll area is available for entry if the institution type is *Contingency* and you have PeopleSoft Enterprise Global Payroll for France installed. Use it to identify the population that is eligible for the contingency contract and define how contributions are calculated.

**Category** Select the population category code that is eligible for the contract. Population category codes are defined on the Population Category page.

An employee's job code determines if the employee is eligible for a contract. Job codes are assigned an INSEE code, which in turn is linked to a population category code.

See [Chapter 4, "\(FRA\) Meeting Regulatory Requirements for France," Pages Used to Set Up French Regulatory Requirements, page 31.](#)

**Declared Population** Use this field to override the default population category code defined in the Category field if the institution requires a specific code in the DUCS declaration.

**Base Calculation Type** Select the base calculation type.

If contributions are calculated by multiplying a base by a rate, select the funding base type which is used by Global Payroll for France to calculate contributions. Enter the rate values in the Employee Rate and Employer Rate fields.

If contributions are not calculated by multiplying a base by a rate, select *Other* and select the formula in the Formula Name field.

**Employee Rate** Enter the employee rate. This value is multiplied by the base you specified in the Base Calculation Type field to calculate the employee contributions. This field is not available if you select *Other* in the Base Calculation Type field.

**Employer Rate** Enter the employer rate. This value is multiplied by the base you specified in the Base Calculation Type field to calculate the employer contributions. This field is not available if you select *Other* in the Base Calculation Type field.

**Formula Name** Select the formula that calculates employee and employer contributions. This field is only available if you select *Other* in the Base Calculation Type field. If this field is left blank and the Base Calculation Type is *Other*, the system issues a warning message.

See *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Defining Calculation Elements," Defining Formula Elements.

### **Companies**

Select the companies that subscribe to the contract. This field is available if the contract is mandatory. If it is an optional contract you assign the contract to employees using the Update Contracts component (CONTRACT\_DATA).

### **Establishments**

Select the establishments that subscribe to the contract. This field is available if the contract is mandatory.

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**Note.** If the contract is mandatory and you leave the Company and Establishment ID fields blank, the system issues an error message.

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## **Reviewing Pension and Contingency Fund Information**

This section discusses how to review employee pension and contingency fund contracts.

### **Page Used to Review Employee Pension and Contingency Fund Contracts**

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Pension/Cont. Contracts Review	CNTRCT_EEFRA_INQRY	Workforce Monitoring, Meet Regulatory Rqmts FRA, Pension/Cont. Contracts Review, Pension/Cont. Contracts Review	Review the pension and contingency fund contracts for which an employee is eligible.

### **Reviewing Employee Pension and Contingency Fund Contracts**

Access the Pension/Cont. Contracts Review page (Workforce Monitoring, Meet Regulatory Rqmts FRA, Pension/Cont. Contracts Review, Pension/Cont. Contracts Review).



Pension/Cont. Contracts Review page

**Inquire Date, and Refresh**

The system displays the employee's pension/contingency contract information as of the current date. If you want to view the information for a different effective date, enter the date and click the Refresh button.

**Membership Number**

Displays the number of the pension/contingency fund contract to which the employee is eligible. Click the link in this column to view the contract definition. The system displays the Pension/Contingency Contracts page.

See *PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce*, "Setting Up Country-Specific Tables," Maintaining INSEE Codes.

**Institution Nbr (institution number)**

Displays the institution ID of the institution associated with the pension/contingency fund contract.

**Institution Type**

Displays the institution type. This is one of: *AGIRC,ARRCO*, or *Contingency*.

**Fund Code**

Displays the fund code associated with the institution.

**Payroll Details**

Access the Payroll Details tab.



Pension/Cont. Contracts Review page (Payroll Details tab)

<b>Mandatory/Optional</b>	Indicates if the pension or contingency fund is mandatory for employees in the company or establishment to which the fund is linked.
<b>Payroll Use</b>	<p>The check box is display-only and only applies to customers who have PeopleSoft Enterprise Global Payroll for France installed. The system selects the check box to indicate which contract is processed by payroll. Depending on your contract setup, employees may be eligible for multiple contracts of the same type. Contracts can be assigned at three levels:</p> <ul style="list-style-type: none"> <li>• To companies.</li> <li>• To establishments.</li> <li>• To individual employees (using the Contract Type/Clauses page).</li> </ul> <p>For AGIRC and ARRCO contracts only one contract is processed in payroll. The system selects the contract assigned at the lowest level for payroll processing. For example, if an employee is eligible for an AGIRC contract assigned to the company and a different AGIRC contract assigned to the employee's establishment, the contract assigned to the establishment is the one processed by payroll. If you assign a contract at the employee level, this takes precedence over the contracts for the employee's company or establishment.</p> <p>For contingency contracts, all contracts associated with the employee are processed in payroll. The system determines whether employees are eligible for contingency contracts assigned to their company or establishment by checking the population categories defined for the contract against the employee's population category code. Employees' population code is determined by the INSEE code linked to their job code.</p>
<b>Source</b>	<p>Indicates the level at which the contract is assigned to the employee:</p> <ul style="list-style-type: none"> <li>• <i>Estab.</i> (establishment): The contract was assigned to the establishment for which the employee works.</li> <li>• <i>Company</i>: The contract was assigned to the company for which the employee works.</li> </ul> <hr/> <p><b>Note.</b> If the contract was assigned at the employee level using the Contract Type/Clauses page, the Source field is blank.</p> <hr/>

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## Running the Disability Report

This section provides an overview of French disability reporting, lists common elements and lists the page used to run the Disability report.

## Understanding French Disability Reporting

French legislation of 1987 requires firms with more than 20 employees to hire qualified disabled people. Before hiring the disabled person, the employer is required to notify the proposed employee's social security commission, COTOREP (*Commission Technique d'Orientation et de Reclassement Professionnel*), in an effort to combat fraud.

When you run the Disability report, it calculates the theoretical number of disabled employees that your company should hire by multiplying the disability rate by the number of people in the calculation population. The system determines the calculation population by subtracting those people who have special job codes that are defined by the INSEE (National Institute for Statistical and Economical Studies) or who are external consultants or trainees from the total population of your organization. The report also lists all the disabled employees employed by your company. Based on this report, the French government determines if your company complies with the law.

To prepare this report, ensure that you enter the correct codes in the INSEE table and have the correct Disability Rate code in the External Variables table.

## Common Elements Used in This Section

<b>Company Total Population</b>	Displays the total company population. Each Human Resources French job code is linked to a four-digit INSEE socio-professional category description ( <i>classification par categorie socio-professionnelle [PCS]</i> ) code. The first table of the report lists all the PCS codes corresponding to a job code within your company, their description, and the number of men or women in each category.
<b>Jobs Requiring Special Abilities</b>	Displays exempt job codes and the number of men or women in the company's population who must be excluded from the calculation population. Exempt job codes define jobs that require capabilities incompatible with any kind of disability.
<b>Reference Population</b>	Displays the total population minus consultants and trainees but including the excluded jobs.
<b>Calculation Population</b>	Displays the total population minus the consultants, trainees, and excluded jobs.
<b>Calculated Number of Disabled Employees</b>	Displays the calculated, theoretical number of disabled employees whom the company should hire to comply with the law.

## Page Used to Run the Disability Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Disability Report	RUNCTL_DIS001_FRA	Workforce Monitoring, Meet Regulatory Rqmts FRA, Required Reports, Disability, Disability Report	<p>Run the Disability report. This report calculates the theoretical number of disabled employees who should work for the company and lists the disabled employees, excluding temporary workers, trainees, and apprentices.</p> <p><b>Note.</b> Before running this report, enter the correct codes in the INSEE table and the correct disability rate code in the External Variables table.</p> <p>See <i>PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce</i>, "Setting Up Country-Specific Tables," Maintaining INSEE Codes.</p>

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## Managing Elections and Running the Election Report

This section provides an overview of French professional elections reporting and discusses how to:

- Define an election.
- Record candidacies for election groups.
- Enter voting results.
- Validate election results.
- Determine elected candidates.

## Understanding French Professional Elections Reporting

Human Resources enables you to monitor professional elections for personnel representatives (*delegates du personnel*) and members of the work council (*comité d'entreprise*) in your organization if you are doing business in France.

Companies with more than 11 employees must elect personnel representatives to represent all of the employees before management. Companies with more than 50 employees must elect a work council to represent the employees in negotiations with management. Normally, the elections are every two years and follow stringent procedures.

Once you enter the election data, run the Election report to show the results of the elections to the employees and management.

## Pages Used to Manage Elections and Run the Election Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Maintain Election Data - Group	ELECTION_GROUP	Workforce Monitoring, Meet Regulatory Rqmts FRA, Election Monitoring, Maintain Election Data, Group	Define the characteristics of an election.
Maintain Election Data - Roll	ELECTION_ROLL	Workforce Monitoring, Meet Regulatory Rqmts FRA, Election Monitoring, Maintain Election Data, Roll	Record candidacies for the groups in the election. Each trade union in the company delivers a list of candidates (incumbents and substitutes) for the election that you enter on this page.
Maintain Election Data - Votes	ELECTION_VOTES	Workforce Monitoring, Meet Regulatory Rqmts FRA, Election Monitoring, Maintain Election Data, Votes	Enter voting results.
Maintain Election Data - Results	ELECTION_RESULTS	Workforce Monitoring, Meet Regulatory Rqmts FRA, Election Monitoring, Maintain Election Data, Results	Validate the election results by viewing the results for each roll in a group and the calculation of the number of seats obtained for each roll. You can modify the calculated results.
Maintain Election Data - Seats	ELECTION_SEATS	Workforce Monitoring, Meet Regulatory Rqmts FRA, Election Monitoring, Maintain Election Data, Seats	Determine which candidates are declared elected for each roll. Generally, the candidate display-order entered on this page is more important than the actual number of votes each candidate received.
Election Report	RUNCTL_ELE001	Workforce Monitoring, Meet Regulatory Rqmts FRA, Election Monitoring, Election Report, Election Report	Run the Election report, which provides the results of the staff representative elections for employees and management.

## Defining an Election

Access the Maintain Election Data - Group page (Workforce Monitoring, Meet Regulatory Rqmts FRA, Election Monitoring, Maintain Election Data, Group).

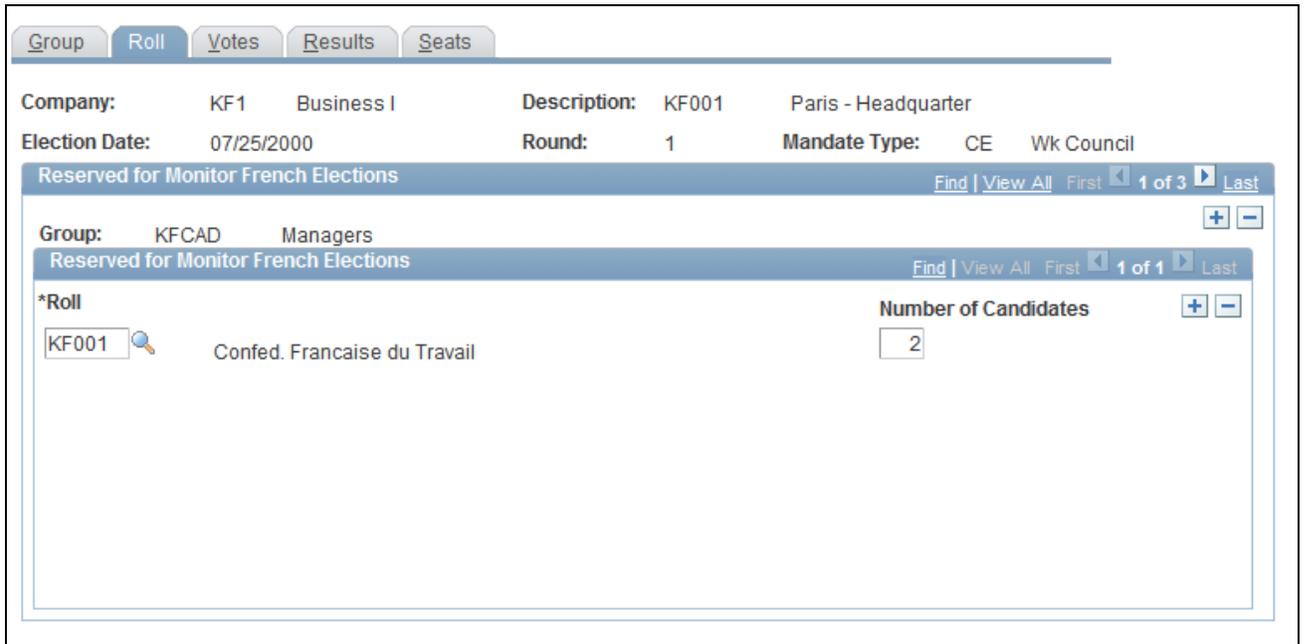
Group		Roll	Votes	Results	Seats
<b>Company:</b>	KF1	Business I	<b>Description:</b>	KF001	Paris - Headquarter
<b>Election Date:</b>	07/25/2000		<b>Round:</b>	1	<b>Mandate Type:</b> CE Wk Council
Reserved for Monitor French Elections <span style="float: right;">Find   View All   First 1-3 of 3 Last</span>					
<b>*Group</b>			<b>Voters</b>	<b>Incumbent</b>	<b>Substitute</b> <span style="float: right;">+ -</span>
<input type="text" value="KFCAD"/>	Managers		<input type="text" value="25"/>	<input type="text" value="2"/>	<input type="text" value="2"/> <span style="float: right;">+ -</span>
<input type="text" value="KFETA"/>	ETAM		<input type="text" value="75"/>	<input type="text" value="3"/>	<input type="text" value="3"/> <span style="float: right;">+ -</span>
<input type="text" value="KFWRK"/>	Workers		<input type="text" value="225"/>	<input type="text" value="4"/>	<input type="text" value="4"/> <span style="float: right;">+ -</span>

Maintain Election Data - Group page

- Group** Select the groups that are present from the list of prompt values. To enter more than one group, insert additional data rows.
- Voters** Enter the number of employee voters registered for this group.
- Incumbent and Substitute** Enter the number of incumbents and substitutes affected by the election. The incumbent number is copied into the Substitute field, but you can overwrite this value.

## Recording Candidacies for Election Groups

Access the Maintain Election Data - Roll page (Workforce Monitoring, Meet Regulatory Rqmts FRA, Election Monitoring, Maintain Election Data, Roll).



Maintain Election Data - Roll page

**Roll** Enter rolls for each group by selecting them from the list of prompt values. To enter more than one roll for a group, insert additional rows.

**Number of Candidates** Displays the number of candidates. By default, this number corresponds to the numbers of incumbents to be elected in the group. You can override this value.

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**Note.** If you change the number of candidates at the roll level on the Roll page, the system inserts or deletes rows on the Votes page. The number of Candidate rows on the Votes page is synchronized with the number of candidates that is defined at the roll level on the Roll page.

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## Entering Voting Results

Access Maintain Election Data - Votes page (Workforce Monitoring, Meet Regulatory Rqmts FRA, Election Monitoring, Maintain Election Data, Votes).

Group	Roll	Votes	Results	Seats
<b>Company:</b> KF1 Business I		<b>Description:</b> KF001 Paris - Headquarter		
<b>Election Date:</b> 07/25/2000		<b>Round:</b> 1 <b>Mandate Type:</b> CE Wk Council		
Reserved for Monitor French Elections <span style="float:right">Find   View All First 1 of 3 Last</span>				
<b>Group:</b> KFCAD		<b>Invalid:</b> <input type="text" value="2"/>	<b>Blank:</b> <input type="text" value="3"/>	<b>Altered:</b> 1 <b>Regular:</b> 19
Reserved for Monitor French Elections <span style="float:right">Find   View All First 1 of 1 Last</span>				
<b>Roll:</b> KF001		<b>Inc:</b> 9.50	<b>Sub:</b> 9.50	<b>Altered:</b> <input type="text" value="1"/> <b>Regular:</b> <input type="text" value="19"/>
Reserved for Monitor French Elections <span style="float:right">Find   View All First 1-2 of 2 Last</span>				
<b>Candidate</b>	<b>Incumbent Votes</b>	<b>Substitute Votes</b>		
1	<input type="text" value="12"/>	<input type="text" value="12"/>		
2	<input type="text" value="7"/>	<input type="text" value="7"/>		

### Maintain Election Data - Votes page

This page shows three levels of the Reserved for Monitor French Elections group box.

- Group** For the election in question, enter the number of Invalid, Blank, Altered, and Regular votes for each group.
- Roll** Displays the roll as you entered it on the Roll page and the average number of Inc. (incumbent) and Sub. (substitute) votes.  
Enter the number of altered votes and the number of regular votes for each roll.
- Candidate** If you enter the number of incumbent votes and substitute votes at the candidate level, the system displays the average number of votes for the incumbents and substitutes at the roll level.  
If you enter no votes at the candidate level, the number of regular votes entered at the roll level appears by default as 0 in both the Incumbent Votes and Substitute Votes fields at the candidate level.

## Validating Election Results

Access the Maintain Election Data - Results page (Workforce Monitoring, Meet Regulatory Rqmts FRA, Election Monitoring, Maintain Election Data, Results).

Group Roll Votes Results Seats

Company: KF1 Business I Description: KF001 Paris - Headquarter  
 Election Date: 07/25/2000 Round: 1 Mandate Type: CE Wk Council

Reserved for Monitor French Elections Find | View All First 1 of 3 Last

Group: KFCAD Invalid: 2 Blank: 3 Altered: 1 Regular: 19

Turnout: 96.0  Quorum Seat Value: 9.50  Election Validated

Reserved for Monitor French Elections Find | View All First 1 of 1 Last

Incumbent:	2	Total:	1	Substitute:	2	Total:	1	
Roll	Votes	Seats	Indicator	Result	Votes	Seats	Indicator	Result
KF001	9.50	1	4.75	<input type="text" value="1"/>	9.50	1	4.75	<input type="text" value="1"/>

Maintain Election Data - Results page

- Group** For the election in question and for each group, displays a summary of Invalid, Blank, Altered, and Regular votes.
- Turnout** Displays the turnout for the roll, which is a ratio calculated by adding the invalid, blank, and regular votes at the group level and dividing this number by the number of voters defined on the Group page.
- Quorum** Selected by default if voter turnout for the group is greater than 50 percent. That is, the number of votes for a group (invalid, blank, and regular) is greater than the number of voters defined on the Group page divided by two.
- Seat Value** Displays the seat value (electoral quotient), which is calculated at the group level by dividing the number of regular votes by the number of incumbents defined on the Group page. The seat value must be the same for all rolls in a group.
- Election Validated** Select to validate the election.
- Roll** Displays the number of incumbent votes and substitute votes entered on the Votes page at the roll level for a particular group.
- Seats** Displays the number of seats to be allocated for the roll. This number is equal to the number of incumbent and substitute votes at the roll level divided by the seat value.
- Indicator** Displays the number that is calculated by dividing the number of incumbent and substitute votes by the number in the Incumbent Results field and the Substitute Results field plus one.

**Result** By default, displays the results from the calculation of the seats. You can change the results.

## Determining Elected Candidates

Access the Maintain Election Data - Seats page (Workforce Monitoring, Meet Regulatory Rqmts FRA, Election Monitoring, Maintain Election Data, Seats).

Candidate	Final Order	Elected:	Final Order	Elected:
1	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
2	<input type="text" value="2"/>	<input type="checkbox"/>	<input type="text" value="2"/>	<input type="checkbox"/>

Maintain Election Data - Seats page

**Group** Displays a summary from the Results page for each group, indicating the turnout and seat value and whether a quorum was reached.

**Roll** Displays the number of incumbent and substitute seats obtained for each roll. This is the value entered in the Results field on the Results page.

**10% Rule** (10 percent rule) For each roll, select to indicate whether the decision to declare the candidates elected is made by applying the 10 percent rule.

**Candidate** Displays the candidate number.

For each incumbent or substitute candidate, indicate the final order on the roll and whether the candidate was elected.

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## Preparing and Running the Employee Survey Report

This section provides an overview of the French Employee Survey reporting requirements and discusses how to:

- Set up the Compute Employee Survey process.
- Review calculation results.
- Viewing predefined employee survey indicators for the Employee Survey report.

## Understanding French Employee Survey Reporting Requirements

The Employee Survey report (*le Bilan Social*) is an annual regulatory report that the French government requires from employers with more than 300 employees. The report is communicated to both labor unions and the government and provides an analysis of the company over the past three years for nearly 200 indicators.

There are three types of employee surveys for the three main types of industries. PeopleSoft delivers the most common type of employee survey—the one for the trade and services industry.

Indicators in that report include:

- The number of employees in the organization.
- The number of hires with an unlimited contract during a given year.
- The number of work accidents.

These indicators fall within seven groups set up by the French government: Employment, Compensation, Health and Safety, Work Conditions, Training, Professional Relations, and Others.

Here are the steps to prepare and run the Employee Survey report:

1. (Optional) Set up or modify the updating groups.
2. (Optional) Set up or modify the Employee Survey Indicators and link them with the application engines.
3. Run the Employee Survey process (HR\_EMSURVEY) calculation for all indicators.
4. (Optional) Review the results of the process calculations.
5. Run the Employee Survey report to print the results of the process calculations, or export the data to a file.

## Pages Used to Prepare and Run the Employee Survey Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Employee Survey Parameters	RUNCTL_EMSURVEY	Workforce Monitoring, Meet Regulatory Rqmts FRA, Employee Survey, Compute Employee Survey, Employee Survey Parameters	Set up the Compute Employee Survey process.
Employee Survey Paygroups	RUNCTL_EMSURVEY2	Workforce Monitoring, Meet Regulatory Rqmts FRA, Employee Survey, Compute Employee Survey, Employee Survey Parameters, Employee Survey Paygroups	Create a list of pay groups to refine the results of the Compute Employee Survey process.
Edit Employee Survey	EDIT_SHEET_FRA	Workforce Monitoring, Meet Regulatory Rqmts FRA, Employee Survey, Edit Employee Survey	Review, and modify if needed, the calculation results run by the Compute Employee Survey process on each of the indicators.
Employee Survey Report	RUNCTL_SOC001	Workforce Monitoring, Meet Regulatory Rqmts FRA, Employee Survey, Employee Survey Report	Run the Employee Survey report (SOC001). This report gives an annual snapshot of a company based on the calculation of several indicators, such as the number of employees in the organization and their average salary.

## Setting Up the Compute Employee Survey Process

Access the Employee Survey Parameters page (Workforce Monitoring, Meet Regulatory Rqmts FRA, Employee Survey, Compute Employee Survey, Employee Survey Parameters).

Employee Survey Parameters page

**As of Date and Years Number** Enter the date for which you want to process the Employee Survey report. The report processes the calculation by civil years. For instance, to report on the year 2002, enter any date in 2002 and 1 in the Years Number field. To report on 2002, 2003 and 2004, enter any date in 2002 and 3 in the Years Number field. The maximum reporting period is three years.

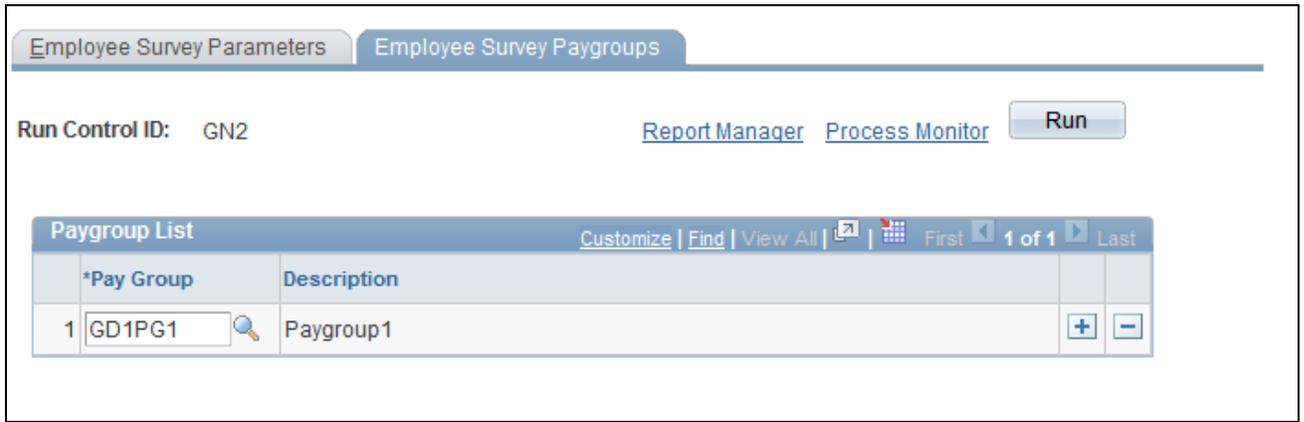
**Employee Survey** Select the type of survey to run.

**Company** Select from the list of prompt values.

**Establishment ID** Select from the list of prompt values. To run the calculation processes for all of the establishments in the company, leave this field blank.

**Indicator Group and Indicator** To run one indicator, enter the indicator group and the indicator number. To run all of the indicators for an indicator group, specify the indicator group and leave the Indicator field blank. To run all of the calculation processes for the Employee Survey report, leave both the Indicator Group and Indicator fields blank.

Access the Employee Survey Paygroups page (Workforce Monitoring, Meet Regulatory Rqmts FRA, Employee Survey, Compute Employee Survey, Employee Survey Paygroups). to refine payroll results for the employee survey.



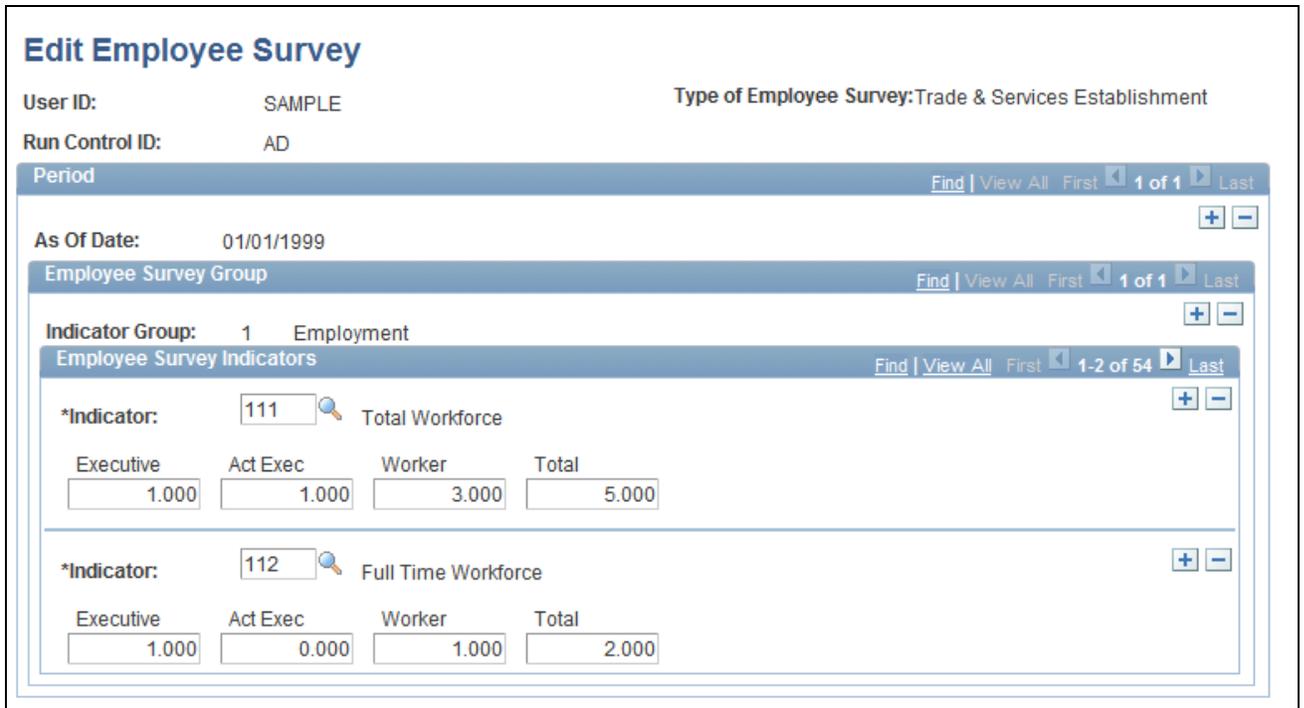
Employee Survey Paygroups page

**See Also**

*Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler*

**Reviewing Calculation Results**

Access the Edit Employee Survey page (Workforce Monitoring, Meet Regulatory Rqmts FRA, Employee Survey, Edit Employee Survey).



Edit Employee Survey page

<b>Type of Employee Survey</b>	Displays the survey type.
<b>As Of Date</b>	Displays the date that you ran the Compute Employee Survey process. Use the outer scroll bar to navigate between processes that are run with different as of dates.
<b>Indicator Group and Indicator</b>	Displays the indicator and group. For each As Of Date process batch, you can review the results for each indicator group and each indicator for which you have run the Compute Employee Survey process. Use the middle scroll arrow to navigate between indicator groups and the inner scroll arrow to navigate between indicators. For each indicator, you can modify the data calculated by the process.

## Viewing Predefined Employee Survey Indicators for the Employee Survey Report

Legally, the Employee Survey report can be administered by company or by establishment. The following table lists the delivered indicators for the establishment and company employee surveys using the trade and services model.

<i>Indicator</i>	<i>Description</i>	<i>AE Section</i>	<i>Employee Survey</i>	<i>Long Description</i>
111	Total Workforce	IND111	Establishment and Company	Total workforce as of December 31. Part-time workers are taken into account; non-employees are not retrieved.
112	Full Time Workforce	IND112	Establishment and Company	Full-time workers with an unlimited contract who were hired more than one year ago (as of December 31 of each year).
113	Limited Contract	IND113	Establishment and Company	All limited contractors are retrieved.
114	Workforce per Month	IND114	Establishment and Company	Monthly average headcount for a given year.

<b>Indicator</b>	<b>Description</b>	<b>AE Section</b>	<b>Employee Survey</b>	<b>Long Description</b>
115A	Total Workforce: Male	IND115A	Establishment and Company	Distribution by gender of the total workforce as of December 31.
115B	Total Workforce: Female	IND115B	Establishment and Company	Distribution by gender of the total workforce as of December 31.
115C	Total Workforce: Unknown	IND115C	Establishment and Company	Distribution by gender of the total workforce as of December 31 when sex is unknown.
116A	< 25 Years Old	IND116A	Establishment and Company	Distribution by age of the total workforce as of December 31.
116B	< 30 Years Old	IND116B	Establishment and Company	Distribution by age of the total workforce as of December 31.
116C	< 35 Years Old	IND116C	Establishment and Company	Distribution by age of the total workforce as of December 31.
116D	< 40 Years Old	IND116D	Establishment and Company	Distribution by age of the total workforce as of December 31.
116E	>= 40 Years Old	IND116E	Establishment and Company	Distribution by age of the total workforce as of December 31.
117A	< 1 Year of Service	IND117A	Establishment and Company	Distribution by company seniority date as of December 31.

<b>Indicator</b>	<b>Description</b>	<b>AE Section</b>	<b>Employee Survey</b>	<b>Long Description</b>
117B	< 3 Years of Service	IND117B	Establishment and Company	Distribution by company seniority date as of December 31.
117C	< 5 Years of Service	IND117C	Establishment and Company	Distribution by company seniority date as of December 31.
117D	< 10 Years of Service	IND117D	Establishment and Company	Distribution by company seniority date as of December 31.
117E	>= 10 Years of Service	IND117E	Establishment and Company	Distribution by company seniority date as of December 31.
118A	French Employees	IND118A	Establishment and Company	Total workforce by nationality as of December 31 (French).
118B	Foreigner Employees	IND118B	Establishment and Company	Total workforce by nationality as of December 31: other.
119	Workforce Distribution	IND119	Establishment and Company	Workforce distribution by employee categorization as of December 31.
121	External Workforce	IND121	Establishment and Company	Non-employee workers as of December 31.
122	Student	IND122	Establishment and Company	Internship as of December 31.

<b>Indicator</b>	<b>Description</b>	<b>AE Section</b>	<b>Employee Survey</b>	<b>Long Description</b>
123	Temporary Workforce	IND123	Establishment and Company	Monthly average number of leased workers for a given year.
124	Limited Contract Duration	Not delivered	Establishment and Company	
131	Unlimited Contract Hire	IND131	Establishment and Company	Number of employees hired with an unlimited duration contract during the given year.
132	Limited Contract Recruitment	IND132	Establishment and Company	Number of employees recruited with a limited duration contract during a given year.
133	Seasonal Contract Hire	IND133	Establishment and Company	Number of employees recruited with a seasonal contract during a given year.
134	Under 25 Years Old Hired	IND134	Establishment and Company	Number of hired employees who are less than 25 years old during a given year.
141	Total Departure	IND141	Establishment and Company	Number of permanent departures during a given year.
142	Resignation	IND142	Establishment and Company	Number of permanent departures due to resignations during a given year.

<b>Indicator</b>	<b>Description</b>	<b>AE Section</b>	<b>Employee Survey</b>	<b>Long Description</b>
143	Discharge - Redundancy	IND143	Establishment and Company	Number of permanent departures due to redundancy during a given year.
144	Discharge - Other	IND144	Establishment and Company	Number of permanent departures due to other reasons during a given year.
145	End of Limited Contracts	IND145	Establishment and Company	Number of end of limited contract during a given year.
146	End While Qualification	IND146	Establishment and Company	Number of departures due to end while qualification during a given year.
147	Move to another Establishment	IND147	Establishment	Number of moves to another establishment during a given year.
148	Retirement - Early Retirement	IND148	Establishment and Company	Number of departures due to retirement or early retirement during a given year.
149	Death	IND149	Establishment and Company	Number of deaths during a given year.
151	Promotion	IND151	Establishment and Company	Number of employees who changed employee categorization during a given year.
161	Employees Lay Off	IND161	Establishment and Company	Number of employees having at least one layoff during a given year.

<b>Indicator</b>	<b>Description</b>	<b>AE Section</b>	<b>Employee Survey</b>	<b>Long Description</b>
162A	Employees Lay Off With Pay	IND162A	Establishment and Company	Number of employee layoff pay hours during a given year.
162B	Employee Lay Off Without Pay	IND162B	Establishment and Company	Number of employee layoff hours without pay during a given year.
171	Disability	IND171	Establishment and Company	Number of disabled workers as of March 31.
172	Disability Due to Work Accidents	IND172	Establishment and Company	Number of disabled workers due to a work accident in the present company as of March 31.
181	Leave of Absence	IND181A	Company	Number of leaves of absence during a given year— public holidays and annual holidays excluded.
181A	Leave of Absence	IND181A <b>Note.</b> WA AE Section = PAYABSNO and WA AE Field = GPFR_ES_LOA_D AY	Establishment	Number of leaves of absence during a given year— public holidays and annual holidays excluded.
181B	Theoretical Worked Days	Not Delivered <b>Note.</b> WA AE Section = PAYABSNO and WA AE Field = GPFR_ES_WRK_D DAY	Establishment	Theoretical Worked Days during a given year.

<b>Indicator</b>	<b>Description</b>	<b>AE Section</b>	<b>Employee Survey</b>	<b>Long Description</b>
181C	Leave of Absence Rate	IND181C	Establishment	Ratio between Leave of Absence Days and Theoretical Worked Days.
182	Leave of Absence - Sick	IND182 <b>Note.</b> WA AE Section = PAYABSNO and WA AE Field = GPFR_ES_LOA_D AYSCK	Establishment and Company	Number of leave of absence days due to sickness during a given year.
183A	Leave of Absence - Sick : < 8 Days	IND183A <b>Note.</b> WA AE Section = PAYABSNO and WA AE Field = GPFR_ES_LOA_C OUNT1	Establishment and Company	Number of leave of absence days due to sickness that started during a given year—distribution by duration.
183B	Leave of Absence - Sick : < 30 Days	IND183B <b>Note.</b> WA AE Section = PAYABSNO and WA AE Field = GPFR_ES_LOA_C OUNT2	Establishment and Company	Number of leave of absence days due to sickness that started during a given year—distribution by duration.
183C	Leave of Absence - Sick : >= 30 Days	IND183C <b>Note.</b> WA AE Section = PAYABSNO and WA AE Field = GPFR_ES_LOA_C OUNT3	Establishment and Company	Number of leave of absence days due to sickness that started during a given year—distribution by duration.

<b>Indicator</b>	<b>Description</b>	<b>AE Section</b>	<b>Employee Survey</b>	<b>Long Description</b>
184	Leave of Absence - Accident	IND184 <b>Note.</b> WA AE Section = PAYABSNO and WA AE Field = GPFR_ES_LOA_D AYACC	Establishment and Company	Number of leave of absence days due to work accident, work illness, or accident when commuting during a given year.
185	Leave of Absence - Maternity	IND185 <b>Note.</b> WA AE Section = PAYABSNO and WA AE Field = GPFR_ES_LOA_D AYMAT	Establishment and Company	Number of leave of absence days due to maternity during a given year.
186	Leave of Absence - Vacation	IND186 <b>Note.</b> WA AE Section = PAYABSNO and WA AE Field = GPFR_ES_LOA_D AYVAC	Establishment and Company	Number of authorized leave of absence days for vacation during a given year.
187	Leave of Absence - Other	IND187 <b>Note.</b> WA AE Section = PAYABSNO and WA AE Field = GPFR_ES_LOA_D AYOTH	Establishment and Company	Number of unauthorized leaves of absence during a given year.
211	Annual Salary by Empl	Not delivered	Establishment and Company	
211A	Annual Total Compensation / Monthly Average Headcount – Male	Not Delivered <b>Note.</b> WA AE Section = IND211A and WA AE Field = GPFR_ES_TOTAL_COMP	Establishment and Company	

<i>Indicator</i>	<i>Description</i>	<i>AE Section</i>	<i>Employee Survey</i>	<i>Long Description</i>
211B	Annual Total Compensation / Monthly Average Headcount – Female	Not Delivered <b>Note.</b> WA AE Section = IND211B and WA AE Field = GPFR_ES_TOTAL_COMP	Establishment and Company	
211C	Annual Total Compensation / Monthly Average Headcount – Unknown	Not Delivered <b>Note.</b> WA AE Section = IND211C and WA AE Field = GPFR_ES_TOTAL_COMP	Establishment and Company	
211BA	Average Monthly Salary – Male	Not Delivered <b>Note.</b> WA AE Section = IND211BA and WA AE Field = GPFR_ES_TOTAL_COMP	Establishment and Company	
211BB	Average Monthly Salary – Female	Not Delivered <b>Note.</b> WA AE Section = IND211BB and WA AE Field = GPFR_ES_TOTAL_COMP	Establishment and Company	
211BC	Average Monthly Salary – Unknown	Not Delivered <b>Note.</b> WA AE Section = IND211BC and WA AE Field = GPFR_ES_TOTAL_COMP	Establishment and Company	

<b>Indicator</b>	<b>Description</b>	<b>AE Section</b>	<b>Employee Survey</b>	<b>Long Description</b>
212A	December Average Compensation w/o Non-monthly Bonus for Permanent Full Time Employee – Male	Not Delivered <b>Note.</b> WA AE Section = IND212A and WA AE Field = GPFR_ES_DEC_C OMP	Establishment and Company	
212B	December Average Compensation w/o Non-monthly Bonus for Permanent Full Time Employee – Female	Not Delivered <b>Note.</b> WA AE Section = IND212B and WA AE Field = GPFR_ES_DEC_C OMP	Establishment and Company	
212C	December Average Compensation w/o Non-monthly Bonus for Permanent Full Time Employee – Unknown	Not Delivered <b>Note.</b> WA AE Section = IND212C and WA AE Field = GPFR_ES_DEC_C OMP	Establishment and Company	
212BA	Non-monthly Bonus Percentage in Compensation Declaration – Male	Not Delivered <b>Note.</b> WA AE Section = IND212BA and WA AE Field = GPFR_ES_NMTH_BONUS	Establishment and Company	
212BB	Non-monthly Bonus Percentage in Compensation Declaration – Female	Not Delivered <b>Note.</b> WA AE Section = IND212BB and WA AE Field = GPFR_ES_NMTH_BONUS	Establishment and Company	

<i>Indicator</i>	<i>Description</i>	<i>AE Section</i>	<i>Employee Survey</i>	<i>Long Description</i>
212BC	Non-monthly Bonus Percentage in Compensation Declaration – Unknown	Not Delivered  <b>Note.</b> WA AE Section = IND212BC and WA AE Field = GPFR_ES_NMTH_BONUS	Establishment and Company	
213	Salary Scale	Not delivered	Establishment and Company	
221	Rate between Average Compensation of the 10% Highest Compensation and Average Compensation of the 10% Lowest Compensation	IND221	Establishment and Company	
221AA	Average Compensation of the 10% Highest Compensation	Not Delivered  <b>Note.</b> WA AE Section = IND221AA and WA AE Field = GPFR_ES_TOTAL_COMP	Establishment and Company	10% Highest Average Compensation.
221AB	Average Compensation of the 10% Lowest Compensation	Not Delivered  <b>Note.</b> WA AE Section = IND221AB and WA AE Field = GPFR_ES_TOTAL_COMP	Establishment and Company	10% Lowest Average Compensation.
221B	Rate between Average Compensation of the Executive Employees and Average Compensation of the Qualified Workers	IND221B	Establishment and Company	Ratio between average compensation of the executive employees and average compensation of the qualified workers.

<b>Indicator</b>	<b>Description</b>	<b>AE Section</b>	<b>Employee Survey</b>	<b>Long Description</b>
221BA	Average Compensation of the Executive Employees	Not Delivered <b>Note.</b> WA AE Section = IND221BA and WA AE Field = GPFR_ES_TOTAL_COMP	Establishment and Company	
221BB	Average Compensation of the Qualified Workers	Not Delivered <b>Note.</b> WA AE Section = IND221BB and WA AE Field = GPFR_ES_TOTAL_COMP	Establishment and Company	
222	Top 10 Highest Compensation Amount	Not Delivered <b>Note.</b> WA AE Section = IND222 and WA AE Field = GPFR_ES_TOTAL_COMP	Company	
231	Performance-Related	Not delivered	Establishment and Company	
232	Hourly Wage Percentage	Not delivered	Establishment and Company	
241	Perks	Not delivered	Establishment	
242A	Expense for External Temporary	Not delivered	Establishment and Company	
242B	Expense for External Others	Not delivered	Establishment and Company	
251	Total Compensation	Not delivered	Company	

<i>Indicator</i>	<i>Description</i>	<i>AE Section</i>	<i>Employee Survey</i>	<i>Long Description</i>
261	Profit-Sharing Global Amount	IND261	Company	
262	Profit-Sharing Average Amount	IND262	Company	
263	Stock Percent	Not delivered	Company	
311A	Work Accident	IND311A	Establishment and Company	Number of work accidents that result in leave of absence days during a given year.
311B	Theoretical Worked Hours	Not Delivered  <b>Note.</b> WA AE Section = PAYABSNO and WA AE Field = GPFR_ES_WRK_ HOURS	Establishment	
311C	Work Accident Frequency	IND311C	Establishment	
312A	Lost Days	IND312A	Establishment and Company	Lost days due to work accidents during a given year.
312B	Theoretical Worked Hours	Not Delivered  <b>Note.</b> WA AE Section = PAYABSNO and WA AE Field = GPFR_ES_WRK_ HOURS	Establishment	
312	Lost Days	IND312A	Company	Lost days due to work accidents during a given year.

<b>Indicator</b>	<b>Description</b>	<b>AE Section</b>	<b>Employee Survey</b>	<b>Long Description</b>
312C	Accident Severity Rate	IND312C	Establishment	The work accident severity equals the lost days due to work accidents times $10^6$ divided by the theoretical worked hours.
313	Permanent Disability	IND313	Company	Number of permanent disabilities that are notified to the company during a given year.
313A	Permanent Disability: French	IND313A	Establishment	Number of permanent disabilities that are notified to the company during a given year.
313B	Permanent Disability: Foreigners	IND313B	Establishment	Number of permanent disabilities that are notified to the company during a given year.
314A	Fatal Accident at Work	IND314A	Establishment and Company	Number of fatal accidents at work during a given year.
314B	Fatal Accident: Commuting	IND314B	Establishment and Company	Number of fatal accidents during commuting during a given year.
315	Stop Work Due to Accident	IND315	Establishment and Company	Number of accidents resulting in a stoppage of work during a given year.
316	Accident - Temporary	IND316	Establishment and Company	Number of nonemployee accidents at work during a given year.

<b>Indicator</b>	<b>Description</b>	<b>AE Section</b>	<b>Employee Survey</b>	<b>Long Description</b>
317A	Social Security Contribution for Work Accident Rate	Not Delivered <b>Note.</b> WA AE Section = IND317A and WA AE Field = GPFR_ES_ACC_RATE	Establishment	Social Security Contribution for Work Accident Rate during a given year.
317B	Social Security Contribution for Work Accident Amount	Not Delivered <b>Note.</b> WA AE Section = IND317B and WA AE Field = GPFR_ES_ACC_AMOUNT	Establishment	Social Security Contribution for Work Accident Amount during a given year.
321	Accident - High Risk	IND321	Establishment and Company	Number of accidents linked to existing high risk during a given year.
322	Accident - Due to a Fall	IND322	Establishment and Company	Number of accidents classified as <i>due to a fall</i> during a given year.
323	Accident - Caused by a Machine	IND323	Establishment and Company	Number of accidents classified as <i>caused by a machine</i> during a given year.
324	Road Accident	IND324	Establishment and Company	Number of accidents classified as <i>road accident</i> during a given year.
325	Accident - Caused by an Object	IND325	Establishment and Company	Number of accidents classified as <i>caused by an object</i> during a given year.
326	Accident - Others	IND326	Establishment and Company	Number of accidents classified as <i>other</i> during a given year.

<b>Indicator</b>	<b>Description</b>	<b>AE Section</b>	<b>Employee Survey</b>	<b>Long Description</b>
331	Occupational Disease	Not delivered	Establishment and Company	
332	Disease Due to Work	Not delivered	Establishment and Company	
333	Jobs Can Cause Diseases	Not delivered	Establishment and Company	
341	Number of Security Meetings	Not delivered	Establishment and Company	
351	Security Training	Not delivered	Establishment and Company	
352	Security Budget	Not delivered	Establishment and Company	
353	Percentage Done	Not delivered	Establishment	
411	Worked Hours	Not delivered	Establishment and Company	
412A	Time Off in Lieu: Legal	IND412A	Establishment and Company	Number of employees who received legal time off during the given year.
412B	Time Off in Lieu: Conventional	IND412B	Establishment and Company	Number of employees who received conventional time off during the given year.
413	Flextime	IND413	Establishment and Company	Number of employees with flextime as of December 31.

<b>Indicator</b>	<b>Description</b>	<b>AE Section</b>	<b>Employee Survey</b>	<b>Long Description</b>
414A	Part-time: 20 -30 hrs a Week	IND414A	Establishment and Company	Number of employees working between 20 and 30 hours a week as of December 31.
414B	Part-time: Others	IND414B	Establishment and Company	Number of employees working part-time other than 20 to 30 hours a week as of December 31.
415	2 Days Time Off	Not delivered	Establishment and Company	
416	Annual Holidays - Average	IND416	Establishment and Company	Average number of annual holidays during the given year (time off in lieu not included).
417	Public Holidays Paid	Not delivered	Establishment and Company	
421	Alternate Hours	IND421	Establishment and Company	Number of employees with alternate hours as of December 31.
431	Noise >= 85 Db	Not delivered	Establishment and Company	
432	Toxic Products Analyses	Not delivered	Establishment and Company	
441	Working Environment Improvement	Not delivered	Establishment and Company	
451	Improvement Program Expenses	Not delivered	Establishment and Company	
452	Percentage Done	Not delivered	Establishment	

<b>Indicator</b>	<b>Description</b>	<b>AE Section</b>	<b>Employee Survey</b>	<b>Long Description</b>
461	Medical Exam	IND461	Establishment	Number of medical exam as of December 31.
461A	Medical Exam: Supervised Work	Not delivered	Establishment	
461B	Medical Exam: Others	Not delivered	Establishment	
462	Additional Medical Exam	IND462	Establishment	Number of additional medical exams given during the year.
462A	Additional Medical Exam: Supervised	Not delivered	Establishment	
462B	Additional Medical Exam: Others	Not delivered	Establishment	
463	Medical Intervention	Not delivered	Establishment	
471	Employees Unfit for Work	IND471	Establishment	Number of employees declared unfit for work by the work doctor during a given year.
472	Employees Regraded	IND472	Establishment	Number of regraded employees due to an incapacity during a given year.
511	Training Total Payroll	Not delivered	Establishment and Company	
512	Training Budget	Not delivered	Establishment and Company	
513	Trainees	Not delivered	Establishment and Company	

<b>Indicator</b>	<b>Description</b>	<b>AE Section</b>	<b>Employee Survey</b>	<b>Long Description</b>
514A	Trainees Hours Paid	Not delivered	Establishment and Company	
514B	Trainees Hours Unpaid	Not delivered	Establishment and Company	
515	Training Categories	Not delivered	Establishment and Company	
521	Training With Pay	IND521	Establishment and Company	Number of employees with a paid training leave during a given year.
522	Training Without Pay	IND522	Establishment and Company	Number of employees with an unpaid training leave during the given year.
523	Training Demand Reject	Not delivered	Establishment and Company	
531	Apprenticeship Contr	Not delivered	Establishment and Company	
611	Turnout at Elections	Not delivered	Establishment and Company	
612	Time Allowed Used	Not delivered	Establishment and Company	
613	Union Representative Meetings	Not delivered	Establishment and Company	
614	Agreement	Not delivered	Company	
615	Leave of Working Education	Not delivered	Company	
621	Hours for Meetings	Not delivered	Establishment and Company	

<i>Indicator</i>	<i>Description</i>	<i>AE Section</i>	<i>Employee Survey</i>	<i>Long Description</i>
622	Reception Procedure	Not delivered	Establishment and Company	
623	Information Procedure	Not delivered	Establishment and Company	
624	Individual Interview	Not delivered	Establishment and Company	
631	Non Judicial Action	Not delivered	Establishment and Company	
632	Judicial Inquiry	Not delivered	Establishment and Company	
633	Labor Inspector Notification	Not delivered	Establishment and Company	
711	Expense	Not delivered	Establishment and Company	
712	Payment to Works Council	Not delivered	Establishment and Company	
721	Mutual Insurance: Health and Life	Not delivered	Company	
722	Mutual Insurance: Retirement	Not delivered	Company	

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## Running Workforce Reporting Statutory Reports

The section provides prerequisites for the single hiring statement and discusses how to:

- Run the Monthly Workforce report.
- Run the Workforce by Nationality report.
- Run the Personal Register report.
- Run the Single Hiring Statement report.

- Run the BIAF report.

## Prerequisites for the Single Hiring Statement

The Single Hiring Statement retrieves information for new workers from your job data, company, and establishment tables. The following table lists the information that is required and the page where the information is entered for the worker.

<b>Information</b>	<b>Page</b>
Name and Prefix Gender Social security number Date of birth Nationality	Workforce Administration, Personal Information, Biographical, Modify a Person, Biographical Details
Employee address	Workforce Administration, Personal Information, Biographical, Modify a Person, Contact Information
Previous work situation	Workforce Administration, Personal Information, Biographical, Modify a Person, Regional
First start date	The system creates the first start date (the hire date) using the date of the first job data record created with the Action of <i>Hire</i> . Review the First Start Date on the Employment Information page:  Workforce Administration, Job Information, Job Data, Employment Information
SIRET number APE code Establishment address Establishment phone and fax number Establishment activity Medical organization code and address Company name Company/establishment point of contact	Define the person's company and establishment on the Work Location page on the following menus: <ul style="list-style-type: none"> <li>• Workforce Administration, Job Information, Add Employment Instance or,</li> <li>• Workforce Administration, Job Information, Add Contingent Worker Instance or,</li> <li>• Workforce Administration, Job Information, Job Data, Work Location</li> </ul> The system retrieves the company and establishment details from the Company table and Establishment table.
Job category Working hours	Workforce Administration, Job Information, Job Data, Job Information  The system retrieves job category information from the Job Code table.

<b>Information</b>	<b>Page</b>
Contract end date	Workforce Administration, Job Information, Contract Administration, Update Contracts, Contract Status/Content
Contract type	Workforce Administration, Job Information, Contract Administration, Update Contracts, Contract Type/Clauses
Probation date	Workforce Administration, Job Information, Contract Administration, Update Contracts, Signature/Probation Info
Monthly gross salary	Workforce Administration, Job Information, Job Data, Compensation

## Pages Used to Run the Workforce Reporting Statutory Reports

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Monthly Workforce	RUNCTL_REG001_FRA	Workforce Monitoring, Meet Regulatory Rqmts FRA, Required Reports, Monthly Workforce, Monthly Workforce Report	Run the Monthly Workforce report.
Workforce by Nationality	RUNCTL_REG003_FRA	Workforce Monitoring, Meet Regulatory Rqmts FRA, Required Reports, Workforce by Nationality, Workforce by Nationality	Run the Workforce by Nationality report.
Personal Register	RUNCTL_REG002_FRA	Workforce Monitoring, Meet Regulatory Rqmts FRA, Required Reports, Personal Register, Personal Register	Run the Personal Register report.
Single Hiring Statement	SHS_FRA_RUN_CTL	Workforce Monitoring, Meet Regulatory Rqmts FRA, Required Reports, Single Hiring Statement, Single Hiring Statement	Run the Single Hiring Statement report, which is a statutory report that is filed at the time of hiring new employees. The system uses information from your employee, company, and establishment tables to generate the report.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
BIAF ( <i>Bordereau Individuel d'Accès à la Formation</i> report)	RUNCTL_BIAF_FRA	Workforce Monitoring, Meet Regulatory Rqmts FRA, Required Reports, BIAF, BIAF	Run the BIAF report.

## Running the Monthly Workforce Report

Access the Monthly Workforce page (Workforce Monitoring, Meet Regulatory Rqmts FRA, Required Reports, Monthly Workforce, Monthly Workforce).

This report lists the monthly personnel changes for a given establishment of a company. This report is required for all organizations that employ 50 or more employees.

Before running this report, define which contract types to include in the report using the Contract Type Group page.

## Running the Workforce by Nationality Report

Access the Workforce by Nationality page (Workforce Monitoring, Meet Regulatory Rqmts FRA, Required Reports, Workforce by Nationality, Workforce by Nationality).

This report provides a comprehensive analysis of the foreign workforce employed in a company.

## Running the Personal Register Report

Access the Personal Register page (Workforce Monitoring, Meet Regulatory Rqmts FRA, Required Reports, Personal Register, Personal Register).

This report lists employees for a given establishment of a company. Run the report for a specific establishment within an organization or for all establishments of an organization.

## Running the Single Hiring Statement Report

Access the Single Hiring Statement page (Workforce Monitoring, Meet Regulatory Rqmts FRA, Required Reports, Single Hiring Statement, Single Hiring Statement).

### Single Hiring Statement

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language:

**Employee Selection Criteria**

By Hire Date  By Employee ID  By Group

**Employee Hired Between**

Start Date:  End Date:

**Employee List** [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

	Employee ID	Record	Name	Estimates Hire Time	Exemption if First Hired	Exemption if Part-Time		
1	<input type="text"/>	<input type="text" value="0"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

#### Single Hiring Statement page

You can automate the production of this report using workflow supplied by PeopleSoft. If you enable workflow, when an employee is hired, workflow adds an entry to the HR administrator's task list for the Single Hiring Statement.

#### **Employee Selection Criteria**

There are three ways to select the employees whom you want to include in the report. Depending on the method that you select, the system hides or displays fields.

- By Hire Date** Select to generate the Single Hiring Statement report for all employees hired within a specified period. Enter the date range in the Employee Hired Between group box.
- By Employee ID** Select to run the report for selected employee IDs. Use this option if you know the new employee IDs. Select the employees in the Employee List group box.
- By Group** Select to generate the report for employees in a group. The system displays the Group ID field when you select this option.
- Refresh** When you have defined the selection criteria, click this button to populate the Employee List group box with new employees who meet the criteria.
- Clear** Click to deselect the Employee List. The system removes all employees listed.

#### **Employees Hired Between**

This group box appears if you select By Hire Date only. Select the start and end dates for the report. The system searches for employees who were hired between these dates.

**Start Date** The default start date is the end date entered the last time that the Single Hiring Statement was run.

**Employee List**

When you click the Refresh button, the system populates this group box with new employees who meet the criteria that you selected. You can also add employees to the list.

For each employee listed, complete the Estimates Hire Time field and select the Exemption if First Hired and the Exemption if Part-Time check boxes, if necessary. This information is printed on the report.

**Running the BIAF Report**

Access the BIAF page (Workforce Monitoring, Meet Regulatory Rqmts FRA, Required Reports, BIAF, BIAF).

The screenshot shows the BIAF Report interface. At the top, there is a 'BIAF Report' tab. Below it, the title 'BIAF' is displayed. The interface includes several filter fields: 'Run Control ID' set to 1, 'Contract Type' set to 'Fixed Term Emp. Init. Contract', 'From Date' set to 05/06/2008, 'Thru Date' set to 05/06/2009, and 'Group ID' set to H0GRP2. There are links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below the filters is a table titled 'List of Employee(s)' with columns for 'EmpID' and 'Name'. The table contains one entry: '1 B-BARET109 Future4 Term'. The table also has 'Customize', 'Find', 'First', '1 of 1', and 'Last' options.

BIAF page

This report is for employees on fixed-term contracts and details the employee's training entitlement. French employers are required to contribute towards employee training through payments to official training organizations. The BIAF report includes information about the training organization that receives the employer's contributions and the terms and conditions of the training entitlement. You can print this report at any time during the employee's contract period.

You can run the BIAF report for:

- Individual employees, by adding employees to the List of Employee(s) group box.
- A group of employees, by selecting a group in the Group ID field.

**Note.** You must complete the From Date and Thru Date fields, whether you run the report for selected employees or for a group of employees.

<b>Contract Type</b>	Select the type of fixed term contract from the following options: <i>Limited Contract</i> , <i>Fixed Term Adaptation Contract</i> , or <i>Fixed Term Emp. Init Contract</i> . The report includes only employees with the selected contract type. If you leave this field blank, the report includes employees with any of these contract types.
<b>From Date and Thru Date</b>	Select the hiring period for the report. The system searches for employees on fixed-term contracts whose hiring date is between the dates you specify.
<b>Group ID</b>	Select the group of employees to include in the report. The system searches the group for employees who meet the criteria defined in the Contract Type and From/Thru Date fields.
<b>List of Employee(s)</b>	To run the BIAF report for certain employees, add the employees to this group box.

**See Also**

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "Setting Up and Working with Group Definitions"

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## Preparing and Running the Training 2483 Report

This section provides overviews of the Training 2483 reporting requirements, classification of Training 2483 report indicators, and calculation of report indicators.

**See Also**

*PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Training*, "(FRA) Producing the French Training Report 2483"

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "PeopleSoft Application Fundamentals for HRMS Reports," (FRA) Meet Regulatory Requirements Reports for France

*Enterprise PeopleTools PeopleBook: PeopleSoft Application Engine*

## Understanding the Training 2483 Reporting Requirements

The Training 2483 (also called the Declaration 2483 report) is a French regulatory report that compiles information about the amount of money that a company has spent on employee vocational training. PeopleSoft delivers the definition of the legal groups and indicators with the system.

To prepare the Training 2483 report:

1. Set up training report groups.
2. Set up training report indicators.

3. Enter training report parameters.
4. Run the Compute Training Report 2483 (DEC2483) process calculation for all indicators.
5. (Optional) Review and edit the results of the process calculations.
6. Run the Training Report 2483 (TRN029) to print (or export to a file) the results of the process calculations.

See *PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Training*, "(FRA) Producing the French Training Report 2483."

## Understanding Classification of Training 2483 Report Indicators

This section contains information about the indicators that PeopleSoft provides for the Training 2483 report, and it discusses how these indicators are used. The indicators are classified by group and designated by letters *A* through *I*. Each letter represents a particular description. For example, *B* represents headcount while *C* represents total compensation. Indicators are either delivered by application process (calculated) or manually compiled.

### **List of PeopleSoft Indicators Classified by Group**

The following table lists the indicators by group:

<b>Group ID</b>	<b>Indicator ID</b>	<b>Indicator Description</b>	<b>Comments</b>	<b>Delivery</b>
A	1	Monthly Average Headcount		Calculated
B	2(a)	Workers - Male		Calculated
B	2(b)	Workers - Female		Calculated
B	2(c)	Total number of male workers who attended training (including DIF, competency check and experience validation)		Calculated

<b>Group ID</b>	<b>Indicator ID</b>	<b>Indicator Description</b>	<b>Comments</b>	<b>Delivery</b>
B	2(d)	Total number of female workers who attended training (including DIF, competency check and experience validation)		Calculated
B	2(e)	Training Hours (including DIF, competency check and experience validation)		Calculated
B	2(f)	Total number of workers who attended DIF training		Calculated
B	2(g)	Total number of DIF training hours attended by workers		Calculated
B	2(h)	Total number of hours of DIF balance for workers		Calculated
B	3(a)	Employees - Male		Calculated
B	3(b)	Employees - Female		Calculated
B	3(c)	Total number of male employees who attended training (including DIF, competency check and experience validation)		Calculated

<b>Group ID</b>	<b>Indicator ID</b>	<b>Indicator Description</b>	<b>Comments</b>	<b>Delivery</b>
B	3(d)	Total number of female employees who attended training (including DIF, competency check and experience validation)		Calculated
B	3(e)	Total employee training hours		Calculated
B	3(f)	Total number of employees who attended DIF training		Calculated
B	3(g)	Total number of DIF training hours attended by employees		Calculated
B	3(h)	Total number of hours of DIF balance for employees		Calculated
B	4(a)	Technicians - Male		Calculated
B	4(b)	Technicians - Female		Calculated
B	4(c)	Total number of male technicians who attended training (including DIF, competency check and experience validation)		Calculated

<b>Group ID</b>	<b>Indicator ID</b>	<b>Indicator Description</b>	<b>Comments</b>	<b>Delivery</b>
B	4(d)	Total number of female technicians who attended training (including DIF, competency check and experience validation)		Calculated
B	4(e)	Total technician training hours		Calculated
B	4(f)	Total number of technicians who attended DIF training		Calculated
B	4(g)	Total number of DIF training hours attended by technicians		Calculated
B	4(h)	Total number of hours of DIF balance for technicians		Calculated
B	5(a)	Executives - Male		Calculated
B	5(b)	Executives - Female		Calculated
B	5(c)	Total number of male executives who attended training (including DIF, competency check and experience validation)		Calculated

<b>Group ID</b>	<b>Indicator ID</b>	<b>Indicator Description</b>	<b>Comments</b>	<b>Delivery</b>
B	5(d)	Total number of female executives who attended training (including DIF, competency check and experience validation)		Calculated
B	5(e)	Total executive training hours		Calculated
B	5(f)	Total number of executives who attended DIF training		Calculated
B	5(g)	Total number of DIF training hours attended by executives		Calculated
B	5(h)	Total number of hours of DIF balance for executives		Calculated
B	6(a)	Total number of males		Calculated
B	6(b)	Total number of females		Calculated
B	6(c)	Total number of males who attended training (including DIF, competency check and experience validation)		Calculated

<b>Group ID</b>	<b>Indicator ID</b>	<b>Indicator Description</b>	<b>Comments</b>	<b>Delivery</b>
B	6(d)	Total number of females who attended training (including DIF, competency check and experience validation)		Calculated
B	6(e)	Total training hours (including DIF, competency check and experience validation)		Calculated
B	6(f)	Total number of people who attended DIF training		Calculated
B	6(g)	Total number of DIF training hours		Calculated
B	6(h)	Total number of hours of DIF balance		Calculated
B	7	Professionalization Period Headcount		Calculated
B	8	Professionalization Period Training Hours		Calculated
B	9	Training allocation beneficiaries headcount		Calculated
B	10	Training allocation financed hours		Calculated
B	11	Number of competency checks		Calculated

<b>Group ID</b>	<b>Indicator ID</b>	<b>Indicator Description</b>	<b>Comments</b>	<b>Delivery</b>
B	12	Number of Experience Validation trainings		Calculated
C	1	Total Annual Salaries	May be retrieved from DADS reporting if PeopleSoft Global Payroll France is installed.	Manually entered
C	2	Reduction Rate		Manually entered
D	3	Participation rate for Training Leave (CIF)		Manually Entered
D	4	Employer participation rate for Training Leave (CIF)	$C1 * D3$	Calculated
D	5	OPCA Payments for Training Leave (CIF)		Manually Entered
D	6	Insufficiency	$D4 - D5$	Calculated
E	7	Participation rate for DIF, and professionalization contracts and period		Manually entered
E	8	Employer Participation for DIF, and professionalization contracts and periods	$C1 * E7$	Calculated

<b>Group ID</b>	<b>Indicator ID</b>	<b>Indicator Description</b>	<b>Comments</b>	<b>Delivery</b>
E	9	OPCA payment for DIF, and professionalization contracts and periods		Manually entered
E	10	Insufficiency	E8 – E9	Calculated
F	11	Employer Participation (Training Plan)	C1 * C2	Calculated
F	a	Internal Training Cost		Calculated
F	b	External Training Cost		Calculated
F	b-a	Training Agreement Cost		Manually entered
F	b-b	Competency Check Cost		Manually entered
F	b-c	Experience Validation Cost		Manually entered
F	c	Trainee Salary Costs for Regular Courses, Competency Checks, and Experience Validation		Calculated
F	d	Paid Training Allocations		Calculated
F	e	OPCA (CIF, Professionalization, DIF) payment	D5 + D9	Calculated

<b>Group ID</b>	<b>Indicator ID</b>	<b>Indicator Description</b>	<b>Comments</b>	<b>Delivery</b>
F	f	OPCA CIF (DIF) payment		Manually entered
F	g	OPCA - Training Plan Payment		Manually entered
F	h	Other Payments, Financing, Cost		Manually entered
F	i	Subsidy		Manually entered
F	12	Total Training Cost	$F_a + F_b + F_c + F_d + F_e + F_f + F_g + F_h - F_i$	Calculated
F	13	Expense Surplus	This indicator is equal to indicator F12 minus indicator F11, if F12 is greater than F11	Calculated
F	14	Expense Insufficiency	This indicator is equal to indicator F11 minus indicator F12, if F11 is greater than F12	Calculated
F	15	Surplus Carry Forward	The surplus comes from the surplus calculated in Group I	Calculated
F	16	Difference (F14 – (F15))	This indicator is equal to indicator F14 minus indicator F15, if F14 is greater than F15. If the result is less than zero, this indicator is set to zero.	Calculated

<b>Group ID</b>	<b>Indicator ID</b>	<b>Indicator Description</b>	<b>Comments</b>	<b>Delivery</b>
G	17	CDD Total Annual Salaries	May be calculated if PeopleSoft Global Payroll France is installed.	Manually entered
G	18	Employer Obligation	Based on the Employer Obligation Rate  This indicator is equal to: Employer Obligation Rate * G17	Calculated
G	19	OPCA CIF Payments		Manually entered
G	20	Difference (18) – (19)	G18 – G19	Calculated
H	21	Training Cost Insufficiency	This indicator is equal to indicator E10	Calculated
H	22	Regularization Payment		Manually entered
H	23	Payment/Company Work Council		Manually entered
H	24	Total Insufficiency	D6 + F16 + (2 * G20)	Calculated
H	25	Total Contribution	H21 + H22 + H23 + H24	Calculated
I	Total	Total Carry-Forward Surplus		Either manually entered, or calculated if 2483 indicators have been calculated for the year before the declaring year and are stored in the system.

<i>Group ID</i>	<i>Indicator ID</i>	<i>Indicator Description</i>	<i>Comments</i>	<i>Delivery</i>
I	n - 1	Surplus of the previous year (Year minus 1 surplus)		Either manually entered, or calculated if 2483 indicators have been calculated for the year before the declaring year and are stored in the system.
I	n - 2	Surplus of the year before the previous year (Year minus 2 surplus)		Either manually entered or calculated if 2483 indicators have been calculated for the year before the declaring year and are stored in the system.
I	n - 3	Surplus of two years before the previous year (Year minus 3 surplus)		Either manually entered or calculated if 2483 indicators have been calculated for the year before the declaring year and are stored in the system.  Manually entered

## Understanding Calculation of the Report Indicators

This section is for implementers of the Training 2483 report. Some indicators are calculated based on the data existing in the Administer Training business process in Human Resources. Others are calculated based on parameters that you input into the system through the Trn 2483 Parameters Setup (Training 2483 parameters setup) page.

Training costs are obtained from the Maintain Student Cost page, employee and instructor salary costs are obtained from the Trainees Salary Costs page, and the company costs are obtained from the Trn 2483 Parameters Setup page.

The Training 2483 report is complex. For some indicators, several conditions must be fulfilled for the indicators to be correctly calculated:

- The session start and end dates must be within a single calendar year.

Sessions that start in December and end in January will not be processed and must be split into two sessions to assign the costs to the correct declaring year.

- Costs are only obtained from departments that are part of the declaring company.

The chargeable costs and the chargeability criteria are computed by the Compute Student Costs process (this process is run from the Compute Student Cost page (RUNCTL\_TRN013). The Compute 2483 FRA process computes the total compensation and expense aggregation.

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**Note.** If you have implemented PeopleSoft Enterprise Learning Management and PeopleSoft Enterprise HR Administer Training, set up the learning catalog, instructors, vendors, and so forth, as well as the tracking of learning costs, enrollment and other day-to-day tasks in Enterprise Learning Management.

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See PeopleSoft Enterprise Learning Management PeopleBook, "(FRA) Managing French Regulatory Requirements"

### **Calculation of Indicator A**

To calculate monthly average headcount for this indicator, only employees are counted—contract workers and persons of interest are excluded.

To calculate group A indicators:

- Set the HR status to *Active*, and set the payroll status to *Active*, *Leave of Absence*, *Leave With Pay*, *Suspended* or *Short Work Break*. HR and payroll status are defined in the Job Data component (JOB\_DATA).

See *PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce*, "Updating Person and Job Information."

- Set the contract status to *Active*. The contract status is defined on the Contract Status/Content page (Workforce Administration, Job Information, Contract Administration, Update Contracts, Contract Status/Content).

See *PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce*, "Entering Additional Data in Human Resources Records," Tracking Workforce Contracts.

- The employee category must be active in the Employee Categorization (EMPL\_CTG\_L1) component (Set Up HRMS, Product Related, Workforce Administration, Labor Administration, Labor Agreement). Then an employee category must be assigned to the employee on the Job Data - Job Labor page.

### **Calculation of Group B Indicators**

The selection for all group B indicators works in the same manner. It is based on the 2483–B-nn contract type group, where n is the indicator number.

To calculate indicators B2–B10, the following criteria are considered:

- Set up an employee contract and enter an employee category on the Contract Type Table page and link the employee to a labor agreement and enter an employee category on the Job Data - Job Labor page.
- Set the employee status to *Active*, *Leave of Absence*, *Leave With Pay*, *Suspended* or *Short Work Break*.
- Set up the 2483 Professional Category field as qualified worker or non-qualified worker (row 2), employee (row 3), technician (row 4), or executive (row 5) on the Employee Categorization page.

- For group B, employees and contract workers are taken into account, as well as a list of contract types defined on the Contract Type Group page (Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Contract Type Group). The contract type group used for group B is 2483-B-ALL.
- For the indicators dealing with courses, only sessions that are completed are taken into account, and the Attendance should be either *Completed* or *Incomplete*. These values are defined on the Course Session Enrollment page (Enterprise Learning, Student Enrollment, Enroll Individually) or the Course Student Enrollment page (Enterprise Learning, Student Enrollment, Enroll in Course).
- For columns (c) and (d), Professionalisation Period, Training Leave and Part Time Course are excluded. deselect the check boxes for those values on the Course Session Enrollment page or the Demand from Budget Training page (Enterprise Learning, Student Enrollment, Enroll in Course).
- For column (e), all training hours are added together.
- For columns (f) and (g), only DIF trainings are taken into account. Select the DIF check box on the Course Session Enrollment page or the Demand from Budget Training page.
- For column (h), the DIF balance hours are added up. This DIF balance is stored in TRN\_DIFHIST\_TBL record. If Global Payroll France is installed, this record can be updated by running the DIF Payroll Import application engine (Enterprise Learning, Result Tracking, DIF Payroll Import FRA). Otherwise it can be updated with data coming from another system.

The DIF balance can be checked on the Training Hours Details page (Enterprise Learning, Student Enrollment, Enroll in Course, Demand from Budget Training, then click the Track Training Hours Details link).

- For indicators 7 and 8, only professionalisation period trainings are taken into account. This information is defined on the Course Session Enrollment page or the Demand from Budget Training page.
- For indicators 9 and 10, training allocation is paid if the student has followed some training hours out of the working schedule, if the training is a DIF training, or the Training Plan Category is *Skill Development*. Select this value on the Course Session Enrollment page or the Demand from Budget Training page.

If Global Payroll France is installed, the training allocation amount and hours are imported from Global Payroll France when updating salary costs using the Update Salary Costs page (Enterprise Learning, Define Budget, Update Salary Costs). The training allocation amount and hours can then be reviewed or updated on the Trainees Salary Costs page: Allocation tab (Enterprise Learning, Define Budget, Trainees Salary Costs, Training Allocation tab).

- For indicator 11, only training with the Course Type *Comp Check* (competency check) selected are taken into account.
- Indicator 12 only takes experience validation into account.

To calculate indicators B11 and B12, the following criteria are also considered:

- The training must be financed entirely by the company. There should be no cost in the Financed Cost field on the Vendor page (Course Session Costs (Enterprise Learning, Define Course/Cost Details, Course Session Costs).
- The training session must be chargeable. This is determined on the Course Profile page (Enterprise Learning, Define Course/Cost Details, Courses).
- Training leave sessions and part time sessions are not reported in these indicators.

- Students who have an *Apprentice* contract type are not included.
- Students enrolled multiple times are reported only once.
- Students must have begun or completed a session during the year that the 2483 is based upon (session attendance = 'C'=Complete or 'I'=Incomplete).
- All session durations will be included for students enrolled multiple times.

When the attendance status is *C*, the session duration is obtained from the Course Session Profile page. If the attendance status is *I*, the duration is obtained from the Time Spent at Training field on the Course Session Enrollment page.

To calculate indicators B11 and B12:

- Set the employee status to *Active*, *Leave of Absence*, *Leave With Pay*, *Suspended*, or *Short Work Break*.
- For indicator 11, only training with the Course Type *Comp Check* (competency check) selected are taken into account. Set this value on the Course Profile page (Enterprise Learning, Define Course/Cost Details, Courses).
- For indicator 12, only training with the Course Type *Exp. Valid* (experience validation) selected are taken into account. Set this value on the Course Profile page.

### **Calculation of Group C Indicators**

To calculate group C indicators:

- A value for indicator 1 can be entered manually.

If Global Payroll France is installed, the total salaries can be imported from Global Payroll. To import the salaries from Global Payroll, select the Interface with Payroll System check box in the C–Total Compensation section of the 2483 parameters - Trn 2483 Parameters Setup page (Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA).

- Enter a value for indicator 2. The default value is 1.60, which is applicable to a company that has more than 20 employees.

### **Calculation of Group D Indicators**

To calculate group D indicators:

- Enter a value for indicator D3. The default value is 0.20.
- Indicator 4 is equal to the rate defined in D3 multiplied by the value of C1.
- Enter a value for indicator D5 manually.
- Indicator D6 is equal to the value of D4 minus the value of D5.

### **Calculation of Group E Indicators**

To calculate group E indicators:

- Enter a value for indicator E7. The default value is 0.50.

- Indicator E8 is equal to the rate defined in E7 multiplied by the amount in C1.
- Enter a value for indicator E9 manually.
- Indicator E10 is equal to the value of E8 minus the value of E9.

### **Calculation of Indicator F11 – Employer Participation (Training Plan)**

Indicator F11 is equal to the rate defined in C2 multiplied by the amount in C1.

### **Calculation of Indicator Fa – Internal Training Cost: Instructor and Non-Instructor Expenses**

Indicator Fa is the sum of the instructor expenses, non-instructor personnel expenses, and furniture expenses. The calculation rules for indicator Fa – Internal Training Cost are based on the following costs:

- Internal instructor costs are defined on the Course Session Costs component and the Instructors pages.
- Non-Instructor Employee Expense Costs are defined on the Course Session Costs component and according to the 2483 indicator on the Tuition Expense Type Table page.
- Non-Instructor Session Expense Costs are defined on the Course Session Costs component and according to the 2483 indicator on the Tuition Expense Type Table page.
- Furniture and equipment expenses.

This cost category includes equipment and furniture required for the training. Furniture Employee Expense Costs are defined on the Course Session Costs component and according to the 2483 indicator on the Tuition Expense Type Table page.

- Other expenses.

This cost category includes all of the expenses that do not fall into the previous categories and are chargeable for the 2483 report. For example:

- Facility rental, cleaning, heating, and electricity.
- Expense related to the training organization, such as book rental, furniture rental, and document duplication.
- Magazine subscriptions.
- Administrative organization, which would include stamps, envelopes, telephones, and others.
- Costs related to training demand evaluation and Training Plan elaboration.
- Transport and lodging for instructors.

To calculate indicator Fa expenses:

- Set the employee status to *Active*, *Leave of Absence*, *Leave With Pay*, *Suspended*, or *Short Work Break*.
- Terminate the training session in which the employees were enrolled.
- Organize the training session by the company (SESSN\_ORGANIZER = Y).

### **Calculation of Indicator Fb - Competency Checks, Experience Validation, Annual Agreements, and Multi-Annual Agreements**

To calculate indicator Fb - Competency Checks, Experience Validation, Annual Agreements, and Multi-Annual Agreements, the following costs are considered:

- For indicator Fb, only vendors with types set to *Consulting Firm* or *Training Provider* are taken into account. Enter these values on the Vendor Profile page (Enterprise Learning, Define Training Resources, Vendors).
- Vendor costs should be chargeable. Set the vendor cost on the Course Session Costs - Vendor page (Enterprise Learning, Define Course/Cost Details, Course Session Costs). This info can also be modified in the Maintain Student Costs component (Enterprise Learning, Cost Analysis).
- Set the employee status to *Active, Leave of Absence, Leave With Pay, Suspended, or Short Work Break*.
- Terminate the training session in which the employees were enrolled.
- Set the course type to *Competency Check* in the Course Table report.
- The vendor type must be annual or multi-annual.
- Ensure that the vendor is chargeable, certified, billed and the date of the bill is filled. Set these values in the Course Session Cost - Vendor page.
- Three kinds of external costs are calculated in the indicator Fb—Fb-a, Fb-b, and Fb-c:
  - Indicator Fb-a includes external costs for all course types except competency check and experience validation.
  - Indicator Fb-b includes external costs for competency check courses. In this case, the Financing Type of the vendor should be *Financing Training Leave Fund*. This value is set on the Vendor Profile page (Enterprise Learning, Define Training Resources, Vendors, Vendor Profile).
  - Indicator Fb-c includes external costs for experience validation courses.

### **Calculation of Indicator Fd – Paid Training Allocations**

The following criteria are used to calculate paid training allocations in this indicator:

- A training allocation is paid if the student has followed some training hours out of the working schedule, if the training is a DIF training or the Training Plan Category is *Skill Development*. The Training Plan Category value is set on the Course Session Enrollment page or the Demand from Budget Training page.
- If Global Payroll France is installed, the training allocation amount and hours are imported from Global Payroll France when updating salary costs using the Update Salary Costs page (Enterprise Learning, Define Budget, Update Salary Costs). The training allocation amount and hours can then be reviewed or updated on the Trainees Salary Costs page: Allocation tab (Enterprise Learning, Define Budget, Trainees Salary Costs, Training Allocation tab).

### **Calculation of Indicators Fe – Fi**

The following criteria are used to calculate these indicators:

- Indicator Fe is equal to the sum of D5 and E9.
- Indicator Ff is entered manually.
- Indicator Fg is entered manually.
- Indicator Fh includes all chargeable costs with a type different from *Furniture, Instructor, Instructor Lodging & Transport, or Non Instructor*. Set these values in the 2483 Type field on the Tuition Expense Type Table page (Enterprise Learning, Define Course/Cost Details, Tuition Expense Type).

The costs include the session and employee costs determined on the Course Session Costs - Expense page (Enterprise Learning, Define Course/Cost Details, Course Session Costs) and Employee Expense page (Enterprise Learning, Cost Analysis, Maintain Student Costs, Employee Expense).

- Indicator Fi is entered manually.
- Indicator F12 is equal to the sum of FA, FB, FC, FD, FE, FF, FG, and FH minus FI.
- Indicator F13 equals F12 minus F11, if F12 is higher than F11.
- Indicator F14 equals F11 minus F12, if F11 is higher than F12.
- Indicator F15 is subtracted from the number calculated in the final indicator reported in Group I.
- Indicator F16 equals F14 minus F15, if F14 is higher than F15.

### **Calculation of Group G Indicators**

To calculate group G indicators:

- Enter a value for indicator G17 in the CDD Total Annual Salaries (17) field, or extract it from PeopleSoft Enterprise Global Payroll France. To extract indicator G17 from Global Payroll France, select the Interface with Payroll check box in the G-CDD Training Leave Financing section on the Trn 2483 Parameters Setup page (Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, 2483 Parameters).
- Indicator G18 is equal to the amount displayed in indicator G17 multiplied by the rate defined in the Employer Obligation Rate (18) field on the Trn 2483 Parameters Setup page. The default rate is 1.00.
- Enter a value for indicator G19 in the OPCA CIF Payments (19) field.
- Indicator G20 is equal to the value of indicator 18 minus the value of indicator 19.

### **Calculation of Group H Indicators**

Group H indicators are calculated using the following criteria:

- Indicator H21 is equal to the amount calculated in E10.
- Enter a value for indicator H22 in the Regularization Payment (22) field.
- Indicator H23 is equal to the amount calculated in F11 multiplied by 50 percent if the Payment/Company Work Council is null. You can modify the Payment/Company Work Council on the Trn 2483 Parameters Setup page. If the Payment/Company Work Council value is not null, then indicator H23 is set to 0.
- Indicator H24 equals D6 added to F16 and to twice G20.

- Indicator H25 is equal to the sum of H21, H22, H23 and H24.

### **Calculation of Group I Indicators**

Group I indicators are calculated using the following criteria:

- If the training expenses spent by the company during the years preceding the declaring year have exceeded the amount that is expected by the government, this surplus can be carried forward. The surplus is equal to the indicator F13 if this value is not zero.
- The indicators I (N-1), I (N-2), and I (N-3) are calculated using 2483 indicators that are determined the previous year. The surplus for the year prior to the declaring year is equal to the indicator F13 amount calculated the year before. Then the surplus calculated for the previous year to fill indicators I (N-1) and I (N-2) can be used to fill I (N-2) and I (N-3) of the declaring year.

For example, when declaring the 2006 training expenses/costs, indicator I (N-1) is updated with the indicator F13 calculated for 2005. I (N-2) and I (N-3) reported for 2006 are equal to I (N-1) and I (N-2) determined for 2005.

## **Pages Used to Run and Edit the Training 2483 Report**

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Compute 2483	RUNCTL_DEC2483	Workforce Monitoring, Meet Regulatory Rqmts FRA, 2483 Tax Declaration, Compute 2483	Calculate all the 2483 indicators and store them in 2483 records.
Edit 2483	EDIT_2483_FRA	Workforce Monitoring, Meet Regulatory Rqmts FRA, 2483 Tax Declaration, Edit 2483	Edit the Training 2483 report.



## Chapter 5

# (GBR) Meeting Regulatory Requirements for the United Kingdom

This chapter provides an overview of U.K. regulatory requirements and discusses how to:

- Meet Working Time Directive requirements.
- Run the U.K. regulatory reports.

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## Understanding U.K. Regulatory Requirements

The PeopleSoft system provides the following U.K. regulatory reports to help you perform equal opportunity monitoring of a U.K. workforce by classifying job applicants, job offers, positions filled, and employees in specific gender and ethnic groups:

- Adverse Impact.
- Job Group Roster.
- Joint Staffing Report.
- Northern Ireland Report.
- Termination Analysis.
- Workforce Analysis.

## Prerequisites

Before you manage fair employment, equal opportunity, and disability discrimination issues for a U.K. workforce, enter the following employee information:

- Gender information on the Modify a Person - Biographical Details page.
- Ethnicity codes on the Modify a Person - Regional page.
- Disability information on the Disability page.

For the Northern Ireland Fair Employment Monitoring Return, set up additional organization, employee, and applicant data.

You need to:

- Identify the locations that are required to submit a Fair Employment Monitoring Return by selecting the Northern Ireland Reportable check box on the Location Profile page.
- Assign a Standard Occupational Classification (SOC) code to each of the organization's job codes on the Job Code Profile page.
- Assign an employee class on the Job Data - Job Information page.

The PeopleSoft system delivers the codes required on the Fair Employment Monitoring Return.

- Record employees' community background on the Modify a Person - Regional page.
- Record applicants' community background on the Applicant Eligibility/Identity page.

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**Warning!** By law, Northern Ireland community background data for employees can be seen by a designated monitoring officer only. The PeopleSoft system includes a special role called HR Administrator NI (human resources administrator Northern Ireland) for this purpose.

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### See Also

[Chapter 9, "\(GBR, USA, and USF\) Meeting Disability Regulatory Requirements," page 173](#)

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## Meeting Working Time Directive Requirements

To set up working time directives, use the Working Time Directive UK (WRK\_TIME\_PARAM\_UK) component.

The European Working Time Directive as legislated in the U.K. restricts employers from requiring employees to work more than an average of 48 hours a week in any 17-week period. The legislation provides an opt-out provision in which employees choosing to work more than the legally allowed hours can do so by notifying the employer of this choice *in writing*. The directive also makes it illegal to discriminate, in pay or promotion, against employees exercising their right not to work more than 48 hours a week. Finally, the directive requires employers to provide 20 days of paid leave and standard daily break time allowances.

The system provides Working Time Directive components that enable parameters to be set and adjusted, employee work hours per week to be set, and work hours by employee and department to be monitored. The system enables exceptions to be noted for each employee if an employee requests exceptions.

This section discusses how to:

- Set up Working Time Directive parameters.
- Set standard weekly working hours for employees.
- Monitor Working Time Directive compliance.

## Pages Used to Monitor Working Time Directive Requirements

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Working Time Directive UK	WRK_TIME_PARAM_UK	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements, Working Time Directive UK, Working Time Directive UK	Set up the Working Time Directive parameters. Although the directive provides guidelines for employers to follow and the system uses these parameters, the directive can change. In that case, the parameters need to be adjusted.
Working Hours Per Week (Employee)	WRK_TIME_EXCEP_UK	Workforce Monitoring, Meet Regulatory Rqmts UK, Monitor Working Time, Working Time Directive, Working Hours Per Week (Employee)	Set standard weekly working hours for employees and note exceptions.
Daily Exceptions - Working Hours Per Week	WRKTIMEEXC_SEC_UK	Click the Daily Exceptions link on the Working Hours Per Week (Employee) page.	Enter exceptions to the expected work schedule.
Hours Worked Per Reference Period (Department)	WRKTIME_DEPTINQ_UK	Workforce Monitoring, Meet Regulatory Rqmts UK, Monitor Working Time, Review Dept Time Directive, Hours Worked Per Reference Period (Department)	Monitor Working Time Directive compliance by department.
Hours Worked Per Reference Period (Employee)	WRK_TIME_EEINQ_UK	Workforce Monitoring, Meet Regulatory Rqmts UK, Monitor Working Time, Review Employee Time Directive, Hours Worked Per Reference Period (Employee)	Review Working Time Directive compliance by employee.

## Setting Up Working Time Directive Parameters

Access the Working Time Directive UK page (Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements, Working Time Directive UK, Working Time Directive UK).

## Working Time Directive UK

Statutory Information

Reference Period (weeks):	17	
Weekly Threshold (hrs/mins):	48	0

Contractual Hours

Standard Weekly (hrs/mins):	42	30
Standard Daily (hrs/mins):	8	30
Std Daily Break (hrs/mins):	1	0

Working Time Directive UK page

### ***Statutory Information***

**Reference Period (weeks)**      The directive requires average hours to be calculated on a reference period of 17 weeks.

**Weekly Threshold (hrs/mins) (weekly threshold [hours/minutes])**      The directive requires no more than 48 hours worked in a week period.

### ***Contractual Hours***

Use this group box to define standard working hours for the organization if you are not using the Work Schedule component for this purpose. When you enter work schedule information here, the system uses information from this page if working time data is updated; therefore, the employee doesn't have to enter information in the Work Schedule component.

**Standard Weekly (hrs/mins) (standard weekly [hours/minutes])**      Enter the default standard weekly hours for contract employment.

**Standard Daily (hrs/mins) (standard daily [hours/minutes])**      Enter the default standard daily hours for contract employment.

**Std Daily Break (hrs/mins) (standard daily break [hours/minutes])**      Enter the standard daily minimum break allowance.

## Setting Standard Weekly Working Hours for Employees

Access the Working Hours Per Week (Employee) page (Workforce Monitoring, Meet Regulatory Rqmts UK, Monitor Working Time, Working Time Directive, Working Hours Per Week (Employee)).

**Working Hours Per Week**

William Niles      EMP      ID: PU018      Empl Record: 0

Week Beginning      Find | View All    First 1 of 1 Last

05/06/2009

Work Schedule:

Holiday Schedule:

Total Worked (hrs/mins):    41    30

[Daily Exceptions](#)

Working Hours Per Week (Employee) page

Enter an employee ID to access the page. If information is entered in the Work Schedule Table component, the system displays the work schedule and holiday schedule as entered on the Work Schedule page in the Assign Work/Holiday Schedules component. If no data is entered in the Work Schedule Table component, these fields do not appear.

**Week Beginning**      Click the calendar button to enter a date for the week.

**Total Worked (hrs/mins)** (total worked [hours/minutes])      Enter the total time worked for the week in hours and minutes. When you refresh the page, the system calculates the total time worked, adjusting for all absences (general, holidays, vacations, parental, and maternity). This calculation can be changed or corrected manually. If daily exceptions were added, the field is display-only. To change totals, you must click the Daily Exceptions link.

## Daily Exceptions

Access the Daily Exceptions - Working Hours Per Week page (click the Daily Exceptions link on the Working Hours Per Week (Employee) page).

### Working Hours Per Week

William Niles

Week Beginning: 02/05/2006

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<b>Expected Basic (hrs/mins):</b>	0 0	8 30	8 30	8 30	8 30	8 30	0 0	42 30
<b>Absence Indicator:</b>								
<b>Actual Worked (hrs/mins):</b>	0 0	8 30	8 30	8 30	8 30	8 30	0 0	42 30
<b>Break (hrs/mins):</b>	0 0	1 0	1 0	1 0	1 0	1 0	0 0	5 0
<b>Total Worked (hrs/mins):</b>								37 30

Daily Exceptions - Working Hours Per Week page

Use this page to note exceptions, particularly those provided by the employee in writing. Update the working hours by entering daily exception hours in the Actual Worked and Break fields.

The page displays the expected work schedule as entered in either the Work Schedule Table component or the Contractual Hours group box on the Working Time Directive UK page. It displays absences entered in the Absence component or the Parental or Maternity Leave component.

## Monitoring Working Time Directive Compliance

Access the Hours Worked Per Reference Period (Department) page (Workforce Monitoring, Meet Regulatory Rqmts UK, Monitor Working Time, Review Dept Time Directive, Hours Worked Per Reference Period (Department)).

### Hours Worked Per Reference Period

**Department:** 10000 Human Resources

**Company:** KAB Australian Business Institute

**Begin Date:** 02/05/2006 **End Date:** 02/11/2006

**Weekly Threshold (hrs/mins):** 48 0

Hours Worked Per Reference Period (Department) page

Select a department to access the page. Enter the beginning date for the reference period. By default, the system calculates an end date based on the 17-week parameter. Although the system applies values by default for the dates and weekly threshold as entered on the Working Time Directive UK page, these can be modified manually. Click the Refresh button to update the page when the fields are complete.

## Reviewing Employee Time Directive Compliance

Access the Hours Worked Per Reference Period (Employee) page (Workforce Monitoring, Meet Regulatory Rqmts UK, Monitor Working Time, Review Employee Time Directive, Hours Worked Per Reference Period (Employee)).

The page displays any employees for whom exceptions are entered, indicating that the exceptions may exceed the established working hours. Click the employee name link to view the weekly details for that employee.

If exceptions were entered at the daily level, the Daily Detail link appears on the line corresponding to the week for which the exceptions apply. Click the Daily Detail link to display the daily exceptions for that week.

### Hours Worked Per Reference Period

<a href="#">William Niles</a>	EMP	ID: PU018	Empl Record: 0
Reference Period (weeks):	<input type="text" value="17"/>		
Begin Date:	<input type="text" value="02/05/2006"/>	End Date:	

Hours Worked Per Reference Period (Employee) page

By default, the system uses the 17-week reference period. You can change the value by entering a begin date for the period and clicking the Refresh button. The system automatically calculates the end date based on the reference period designated.

The system displays a Daily Detail link for the weeks for which daily exceptions were entered.

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## Running the U.K. Regulatory Reports

This section discusses how to run the regulatory reports for the U.K.

## Pages Used to Run the U.K. Regulatory Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Adverse Impact	RUNCTL_FROMTHRU	Workforce Monitoring, Meet Regulatory Rqmts UK, Reports, Adverse Impact, Adverse Impact	Run the Adverse Impact report (APP001UK). This report displays job offers versus applications by UK-specific ethnic groups and by gender.
Termination Analysis	RUNCTL_FROMTHRU	Workforce Monitoring, Meet Regulatory Rqmts UK, Reports, Termination Analysis, Termination Analysis	Run the Termination Analysis report (PER019UK). This report displays the current employee count and the number of terminations.
Workforce Analysis	RUNCTL_PER025UK	Workforce Monitoring, Meet Regulatory Rqmts UK, Reports, Workforce Analysis, Workforce Analysis	Run the Workforce Analysis report (PER025UK). This report tracks hiring practices by department, or other organizational units, based on job titles in the department.
Job Group Roster	RUNCTL_PER030UK	Workforce Monitoring, Meet Regulatory Rqmts UK, Reports, Job Group Roster, Job Group Roster	Run the Job Group Roster report (PER030UK). This report lists employees by job groups.
Joint Staffing	RUNCTL_ASOFDATE	Workforce Monitoring, Meet Regulatory Rqmts UK, Reports, Joint Staffing, Joint Staffing	Run the Joint Staffing report (PER037UK). This report displays the workforce by job code, gender, and full-time or part-time status.
NI Fair Employments (Northern Ireland fair employment)	RUNCTL_UKNI	Workforce Monitoring, Meet Regulatory Rqmts UK, Reports, NI Fair Employments, NI Fair Employments	Run the Northern Ireland Fair Employments report (UKNI001). This report indicates the religious composition of the workforce, job applicants, and appointees.  This report format emulates the Monitoring return, which is required by organizations operating in Northern Ireland.

## Running the Northern Ireland Report

Access the NI Fair Employments page (Workforce Monitoring, Meet Regulatory Rqmts UK, Reports, NI Fair Employments, NI Fair Employments).

**NI Fair Employments**

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language:

**Parameters - Part E**

\*EmplID:  Indira Tendulkar

\*As Of:

Public Authorities

NI Fair Employments page

### **EmplID**

Select the employee who is responsible for submitting the Fair Employment Monitoring Return. This is the person who signs the form and whose name appears in Part E of the form.

The system uses the selected employee's job data to determine the company for which the report is run.

### **As Of**

Select the end date for the report. The system generates the report for the year ending on the date that you enter here.



## Chapter 6

# (NZL) Meeting Regulatory Requirements for New Zealand

This chapter discusses how to set up the Accident Rehabilitation and Compensation Insurance (ARCI) table.

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## Setting Up the ARCI Table

To set up the ARCI table, use the Class Units NZL(CLS\_UNT\_TBL\_NZL) component.

ARCI is administered by the Accident Rehabilitation and Compensation Corporation, which regulates and administers a no-fault workers compensation plan. The codes in the ARCI table are used on the Company Table - Default Settings page. These codes identify an organization's employment risk level and provide the basis for determining the premium amounts paid to ARCI.

---

**Note.** The PeopleSoft system provides the standard classification units for ARCI.

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This section discusses how to create or modify classification units.

## Page Used to Set Up the ARCI Table

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Class Units NZL (classification units New Zealand)	CLS_UNT_TBL_NZL	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements, Class Units NZL, Class Units NZL	Create or modify the classification units used to calculate ARCI premiums.

## Creating or Modifying Classification Units

Access the Class Units NZL page (Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements, Class Units NZL, Class Units NZL).

The screenshot displays the 'Class Units NZL' interface. At the top, the title 'Class Units NZL' is shown in blue. Below it, the 'Class Unit' is identified as '73210'. A 'Class Unit Details' section is highlighted with a blue header, containing navigation options: 'Find | View All | First | 1 of 1 | Last'. The details include: 'Effective Date' set to '01/01/1980' with a calendar icon; 'Status' set to 'Active' with a dropdown arrow and '+' '-' buttons; '\*Description' as 'Bank Operations'; 'Short Desc' as 'Bank Ops'; and 'ERP Rate' as '1.27'.

Class Unit NZL page

**ERP Rate** (employment risk premium rate) Enter the rate based on the industry and the level of risk associated with that industry. The government provides these rates as set by regulation.

## Chapter 7

# (USA) Meeting Regulatory Requirements for the United States

This chapter provides an overview of U.S. regulatory requirements and discusses how to:

- Set up control tables for regulatory requirements.
- Set up Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) reporting.
- Meet Equal Employment Opportunity and Affirmative Action Plan (EEO/AAP) reporting requirements.
- Meet Job Group Movement Analysis reporting requirements.
- Meet Veterans Employment and Training Service-100 (VETS-100) reporting requirements.
- Run the U.S. regulatory reports.
- Generate the PRWORA New Hire report and electronic file.

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## Understanding U.S. Regulatory Requirements

If U.S. government employment regulations apply to your company, you need to implement plans and practices to ensure that your company consistently meets U.S. reporting requirements.

Human Resources provides tables to help you manage the information that you need to comply with the Americans with Disabilities Act (ADA). Veterans Employment and Training Service (VETS) is the only report in which disabled employees are counted.

Additionally, PeopleSoft provides the following regulatory reports:

- Adverse Impact.
- EEO-1 Employer Information.
- EEO-1 Job Analysis.
- EEO-4 State and Local Govt.
- EEO-5 Job Analysis.
- IPEDS-S Report.
- Job Group Analysis.
- Job Group Analysis Summary.

- Job Group Movement Analysis.
- Job Group Roster.
- PRWORA - New Hire.
- OSHA-200 Log.
- OSHA-300 Incident Log.
- OSHA-300A Annual Summary.
- OSHA-301 Incident Report.
- Terminations Analysis.
- VETS-100 Report.
- Workforce Analysis.

**See Also**

*PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Monitor Health and Safety, "Creating and Tracking Incidents"*

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## Setting Up Control Tables for Regulatory Requirements

To set up the control tables for regulatory requirements, use the Affirmative Action Plan (AAP\_TBL), Establishment Table (ESTAB\_TBL1\_GBL), Location Profile (LOCATION\_TBL2\_GBL), Job Groups (EEO\_JOB\_GROUP), Job Tasks (JOB\_TASK\_TABLE), Job Code Task Table (JOB\_CODE\_TASK\_TABLE), Review Controlled Estb Ids (CONTROLLED\_ESTABS), and Occupational Classif. Codes (US\_OCC\_TBL) components.

You must set up information in the Establishment table to meet U.S. regulatory requirements.

This section discusses how to:

- Define affirmative action plans.
- Define criteria for electronic filing of EEO-1 reports.
- Define job tasks codes.

## Pages Used to Set Up Control Tables for Regulatory Requirements

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Affirmative Action Plan	AAP_TBL	Workforce Monitoring, Meet Regulatory Rqmts, Maintain Affirmative Actn Plan, Affirmative Action Plan	Define the affirmative action plans. Affirmative action plans are defined by establishment ID.
Establishment Address	ESTAB_TBL1_GBL	Workforce Monitoring, Meet Regulatory Rqmts, Define Regulatory Rqmts Data, Establishments, Establishment Address	Identify the establishment, indicate its regulatory region, and enter the address and other country-specific information. Set parameters for electronic filing.
Establishments - Phone Numbers	ESTAB_TBL2_GBL	Workforce Monitoring, Meet Regulatory Rqmts, Define Regulatory Rqmts Data, Establishments, Phone Numbers	Identify phone numbers for the establishment.
Location Address	LOCATION_TABLE1	Click the Go to Locations link on the Establishment Address page.	Enter address information for a specific location.
Location Profile	LOCATION_TBL2_GBL	Click the Go to Locations link on the Establishment Address page, and then select Location Profile.	Specify a salary administration plan for the location, as well as tax and country-specific location information.
Job Groups	EEO_JOB_GROUP	Workforce Monitoring, Meet Regulatory Rqmts, Define Regulatory Rqmts Data, Job Groups, Job Group	Set up Job Groups codes.
Job Tasks	JOB_TASK_TABLE	Workforce Monitoring, Meet Regulatory Rqmts, Define Regulatory Rqmts Data, Job Tasks, Job Tasks	<p>Define job task outcomes. For example, if a job requires an employee to pick up heavy boxes and move them, then define <i>moving</i> heavy boxes as the essential job task.</p> <p>Do not define the job task as <i>lifting</i> heavy boxes because an employee with a disability could use a forklift to move them.</p>

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Job Code Tasks	JOB_CODE_TASK_TABLE	Workforce Monitoring, Meet Regulatory Rqmts, Define Regulatory Rqmts Data, Job Code Tasks, Job Code Tasks	Define job tasks associated with each job code.
Review Controlled Estb Ids (review controlled establishment IDs)	CONTROLLED_ESTABS	Workforce Monitoring, Meet Regulatory Rqmts, Review Controlled Estb Ids, Review Controlled Estb Ids	Shows all establishments that have designated the selected headquarters unit as their controlling establishment.
Occupational Classif. Codes (occupational classification codes)	US_OCC_TABLE	Set Up HRMS, Product Related, Workforce Monitoring, Occupational Classif. Codes, Occupational Classif. Codes	Define occupation classification codes.

**See Also**

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "Setting Up Organization Foundation Tables," Defining Establishments

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "Setting Up Organization Foundation Tables," Establishing Locations

**Defining Affirmative Action Plans**

Access the Affirmative Action Plan page (Workforce Monitoring, Meet Regulatory Rqmts, Maintain Affirmative Actn Plan, Affirmative Action Plan).

Affirmative Action Plan

**Establishment ID:** KU001    Global Business Institute HQ

**Plan Description:**

**Person Responsible:**     Douglas Lewis

Plan Year Find | View All First 1 of 1 Last

**\*Start Date:**     **End Date:** 01/01/2001     **Active** + -

Job Groups Represented in Establishment Customize | Find | First 1-2 of 2 Last

	*EEO Job Group	Job Group	Minority Goal	Female Goal	Allocate Goals		
1	<input type="text" value="KU01"/>	Administrative Assistant	<input type="text" value="33"/>	<input type="text" value="18"/>	<a href="#">Allocate Goals</a>	<span style="font-size: 1.2em;">+</span>	<span style="font-size: 1.2em;">-</span>
2	<input type="text" value="KU02"/>	Administrative Employees	<input type="text" value="48"/>	<input type="text" value="26"/>	<a href="#">Allocate Goals</a>	<span style="font-size: 1.2em;">+</span>	<span style="font-size: 1.2em;">-</span>

Affirmative Action Plan page

**Plan Description**            Enter a description of this affirmative action plan.

**Person Responsible**        Select the employee ID of the person responsible for administering this plan.

### ***Plan Year***

**Start Date, End Date, and Active**    Enter the start date of this plan. The system calculates the end date and selects the Active check box if this is the current year plan.

### ***Job Groups Represented in Establishment***

**EEO Job Group, Minority Goal and Female Goal**        Select an EEO job group and enter the minority goal and female goal for that job group.

**Allocate Goals**                Click the Allocate Goals link to access Ethnic Group, Total Goal and Female Goal fields.

### Allocate Goals

**Ethnic Group, Total Goal and Female Goal** Enter the plan's total and female goals for the selected ethnic group. Click the Roll Up Values links to add the goals for the Minority Goal and Female Goal. Click the Done button to return to the main page. These values will be rolled forward to the EEO Job Group Goals in the Job Groups Represented in Establishment group box.

## Defining Establishment Criteria for EEO-1 Reports

Access the Establishment Address page (Workforce Monitoring, Meet Regulatory Rqmts, Define Regulatory Rqmts Data, Establishments, Establishment Address).

The screenshot displays the 'Establishment Address' page for Establishment ID KU001. The page has two tabs: 'Establishment Address' (selected) and 'Phone Numbers'. The main content area shows the following details:

- Establishment ID:** KU001
- Establishment Address:** Find | View All | First | 1 of 1 | Last
- \*Effective Date:** 01/01/1980 (with a calendar icon)
- \*Status:** Active (with a dropdown arrow and +/- buttons)
- \*Description:** Global Business Institute HQ (with a help icon)
- Short Desc:** (empty text box)
- \*Reg Region:** USA (with a search icon) United States  Headquarters Unit
- Company:** GBI (with a search icon) Global Business Institute 9999
- Country:** USA (with a search icon) United States
- Address:** 1400 Madison Ave  
Los Angeles, CA 94769  
Orange County (with an 'Edit Address' button and a help icon)

Establishment Address page (1 of 2)

USA

**Section B**

North Amer Ind Class Sys:  SIC:

EEO Unit Number:  Vets 100 Unit Number:

Controlling Establishment ID:  [Controlled Establishments](#)

**Section C**

EEO-1 Minimum 100 Employees  EEO-1 Filed Previous Year

EEO-1 Company Affiliated  Dun and Bradstreet Number:

\*EEO-1 Govt Contractor Type:

**Section D**

Employ Apprentices

**Section E**

Location same as last year:  Yes  No  No report last year

Major business activity same as last year:  Yes  No  No report last year

Estab major business activity:

**Section G**

Certifying Official:

Copy Details from Headquarters

Title:

Name:

Telephone:

Fax Number:

Email Address:

**Location**

As of Date:

Locations			Customize   Find   View All       First 1-3 of 26 Last
Set ID	Location Code	Description	
1 SHARE	KUAL00	Alabama Operations	
2 SHARE	KUAR00	Retirees Location	
3 SHARE	KUAZ00	Arizona Operations	

[Go To Locations](#)

## Establishment Address page (2 of 2)

Beginning in 2005, the U.S. Equal Employee Opportunity Commission only accepts EEO-1 Report submissions through their web-based filing system. Previously, the Commission accepted computer-generated printouts of the EEO-1 Report. For employers required to submit the annual EEO-1 Report, PeopleSoft provides a process for submitting the report via a Data File uploaded through the EEO-1 Web Application. While the submission of the EEO-1 report using Alternate Reporting Format (ARF) is voluntary, employers who elect to use this method must comply with all of its requirements without exception.

**Establishment ID** In order for the system to select a valid list of EEO-1 employees, this field must *not* be blank on the employee's Job record.

### Section C

**EEO-1 Govt Contractor Type** Select a government contractor type. In order for the system to select a valid list of EEO-1 establishments, this field value should be any value other than *Not Applicable*.

### Section G

**Certifying Official** Select a certifying official to populate the certification information of the EEO-1 report. Section G certification is associated with each establishment ID for the company. This allows unique certifying official data to be associated with the EEO-1 report for each establishment.

**Copy Details From Headquarters** Select this check box to populate the certification information of the EEO-1 report from headquarters data if one certifying official is appointed to complete all establishment EEO-1 reports.

## Defining Job Task Codes

Access the Job Code Tasks page (Workforce Monitoring, Meet Regulatory Rqmts, Define Regulatory Rqmts Data, Job Code Tasks, Job Code Tasks ).

### Job Code Tasks

Set ID: SHARE Job Code: 140035 Analyst-Financial  
 Location Set ID: SHARE Location Code: KCQC00 Montreal Office

Job Code Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1980 Total Percent Time Spent: 100.00

Detail							
	*Jobtask Set ID	Job Task	Descr	*Imprtce	*Freq	*Cons	% Time Spent
1	SHARE	K00010	Data Conversion	Esse	We	Quite	60.00
2	SHARE	K00037	System Design	Margi	Da	Very I	40.00

Job Code Tasks page

**Total Percent Time Spent** The system calculates and displays this when you move out of the % Time Spent field. The total cannot exceed 100%.

**Jobtask Set ID** Select from Jobtask SetID. Values come from the TableSet ID page.

**Job Task** Select from Job Task. Values come from the Job Tasks page.

**Imprtce** (importance) Select the importance of the job task to the particular job code.

**Freq** (frequency) Enter how often the job task occurs for each job code. Values come from the Frequency table.

**Cons.** (consequence) Select the result that occurs if the job task isn't performed.

**% Time Spent** (percentage time spent) Enter the percentage of time that is spent on the job task.

**Note.** Once created, this information is particularly useful for discussing job requirements with applicants. Although the ADA prohibits you from asking applicants if they have disabilities, you can show them a job's task list and ask them if they might have difficulties in completing the tasks. This way, you offer the applicants the opportunity to describe their disabilities and any accommodations that they need to perform the job tasks.

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## Setting Up Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) Reporting

To set up the PRWORA report, use the Record Definition component (HR\_RFW\_RECDEFN), Variable Definition component (HR\_RFW\_SYSVAR), Data Definition component (HR\_RFW\_DSODEFN), Report Type Definition component (HR\_RFW\_RPTDEFN), Clone Report Type component (HR\_RFW\_RPTCLONE), and New Hire Report Configuration component (HR\_RFWPRW\_CONFIG).

This section provides an overview of the PRWORA report and discusses how to:

- Set up record definitions.
- Set up system variables.
- Set up data object definitions.
- Define child and related data objects.
- Set up report type definitions.
- Set up report columns.
- Clone a New Hire Report.
- Set up the New Hire Report layout definitions.

## Understanding the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) Report

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) was enacted as a means of locating individuals and recovering delinquent child support payments through wage garnishment. Consequently, employers are required to report specific information on all newly hired salaried employees generally within 20 days of their date of hire. States are responsible for collecting the data and administering the program.

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**Note.** The PRWORA reporting feature provides the flexibility to maintain and manage state-specific regulatory reporting requirements. You must review and modify the Report Type Definitions to add information specific to your organization.

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At the very minimum, employers must submit a report to the state that includes the following information :

- Employee name.
- Employee address.
- Employee Social Security number.
- Federal Employer Identification number.

Some states require more information such as:

- Employee's first day of work.
- Employee telephone number.
- Employee state of hire.
- Employee date of birth.
- Employer's State Identification number.
- Medical insurance coverage.

Additionally, some states require reporting of independent contractors who meet particular criteria. For example, the state of Massachusetts requires persons with earnings greater than \$600 per year be reported.

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**Note.** It is the customer's responsibility to review the laws in your respective filing state and confirm the report layout is correct for your organization. Many states require organization-specific details that are not stored in your PeopleSoft system. This information must be entered in the "Override" field on the Report Type Definition page for the respective fields.

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### ***Report Assumptions***

The following assumptions and defaults are made by the system when generating the PRWORA New Hire report:

- Primary name will be used (where name type = "PRI").
- Different telephone types may need to be reported. PeopleSoft has created views for the Business Phone where phone type = "BUSN". Home phone type will use "HOME". If you need to use "MAIN" as the primary business phone in your implementation, you only need to modify the view's WHERE clause to get this phone type.
- If there is a difference between the PeopleSoft Application Designer field definition and the state file layout definition, values may be truncated—for example, if the PeopleSoft Company Name and Address files are different lengths from the reporting agency's requirements.
- Some states require certain payroll- and benefits-related information to be reported on the New Hire submission file. In order to be reported correctly, PeopleSoft assumes the data coming from these tables is populated and maintained during the course of "on-boarding" employees.
- Foreign address information refers to the U.S. Department of Commerce FIPS Code Manual, National Institutes of Standards and Technology, FIPS PUB 10-4 to derive all country codes.
- Delivered new hire configurations will have an initial effective date of January 1, 2005.

As states (or territories) publish updates, the system will reflect the appropriate effective date. Only one configuration can be active at a time; be sure to inactivate prior rows.

- Some states require information that is specific to the reporting organization, so be sure to validate all the variables on the Report Type Definition that you use.

For example, you must validate the actual, physical Transmitter of the PRWORA data file, which may not be the same as the company defined within the PeopleSoft system. You are expected to go to the Report Type Definition page and update the Report Columns page and update the Override column with the applicable information.

- You are ultimately responsible for verifying the layout content prior to submitting to your reporting entities.

### **Setting up the New Hire Report**

The New Hire Report provides an online method of defining the PRWORA Federal- and State-level reporting requirements. With it, you can select the fields you want included in your New Hire Report, define records and variables, set up report columns, and clone copies of a report. Once the report is customized for your purposes, you can generate the appropriate data/text file for electronic reporting.

### **Setting up the New Hire Report Layout**

The New Hire Configuration page contains the federal and state report definitions used by PeopleSoft HCM to generate the electronic reporting files for a particular regulatory region or state. From this page you can view and customize the report definition layout. Only those states supporting electronic filing are listed.

### **See Also**

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "PeopleSoft Application Fundamentals for HRMS Reports"

## **Pages Used to Set Up the New Hire Report and Layout**

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Record Definition	HR_RFW_RECDEFN	Set Up HRMS, Common Definitions, Electronic Reporting, Record Definition, Record Definition	Define the PeopleSoft records used as a source for the reporting layout's required fields.
Variable Definition	HR_RFW_SYSVAR	Set Up HRMS, Common Definitions, Electronic Reporting, Variable Definition, Variable Definition	Define variables (or tokens) used to calculate (or specify) a field.
Data Object Definition	HR_RFW_DSODEFN	Set Up HRMS, Common Definitions, Electronic Reporting, Data Definition, Data Object Definition	Specify the database record and relationships between other database records to retrieve data from the database. This definition is used to extract the data from the database to generate the file layout and reports.
Data Definition - Relationships	HR_RFW_DSOREL	Set Up HRMS, Common Definitions, Electronic Reporting, Data Definition, Relationships	Define child and related data objects.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Report Type Definition	HR_RFW_RPTDEFN	Set Up HRMS, Common Definitions, Electronic Reporting, Report Type Definition, Report Type Definition	Define specific report attributes that apply across the entire report. This information is specified by the reporting agency.
Report Columns	HR_RFW_RPTCOLS	Set Up HRMS, Common Definitions, Electronic Reporting, Report Type Definition, Report Columns	Define the required columns as records and fields in the report layout (header, body, and trailer records) as specified by the reporting agency. Attributes of the column can also be specified as a variable. Customer-specific values may be necessary in the "Override" column.
Clone Report Type	HR_RFW_RPTCLONE	Set Up HRMS, Common Definitions, Electronic Reporting, Clone Report Type, Clone Report Type	Copy an entire existing report layout to a new report.
New Hire Report Configuration	HR_RFWPRW_CONF	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements, New Hire Report Configuration, New Hire Report Configuration	<p>The list of reporting entities (by state or federal) defined in the database. You can view the layout directly from this page.</p> <p>This information is used as a prompt for selecting which type of report and electronic file layout must be generated.</p> <p>See <a href="#">Chapter 7, "(USA) Meeting Regulatory Requirements for the United States," Generating the PRWORA New Hire Report and Electronic File, page 149.</a></p>

## Setting up Record Definitions

Access the Record Definition page (Set Up HRMS, Common Definitions, Electronic Reporting, Record Definition, Record Definition).

### Record Definition

Record: COMPANY\_TBL      Record Type: Table      [Get All Fields](#)

Record Details				
Use	*Field Name	Description	Key	
<input checked="" type="checkbox"/>	EFFDT	Effective Date	<input checked="" type="checkbox"/>	+ -
<input checked="" type="checkbox"/>	COMPANY	Company	<input checked="" type="checkbox"/>	+ -
<input checked="" type="checkbox"/>	ADDRESS2	Address Line 2	<input type="checkbox"/>	+ -
<input checked="" type="checkbox"/>	ADDRESS1	Address Line 1	<input type="checkbox"/>	+ -
<input checked="" type="checkbox"/>	CITY	City	<input type="checkbox"/>	+ -
<input checked="" type="checkbox"/>	ADDRESS3	Address Line 3	<input type="checkbox"/>	+ -
<input checked="" type="checkbox"/>	COUNTRY	Country	<input type="checkbox"/>	+ -
<input checked="" type="checkbox"/>	COUNTY	County	<input type="checkbox"/>	+ -
<input checked="" type="checkbox"/>	DESCR	Description	<input type="checkbox"/>	+ -
<input checked="" type="checkbox"/>	ADDRESS4	Address Line 4	<input type="checkbox"/>	+ -
<input checked="" type="checkbox"/>	FEDERAL_EIN	Federal EIN	<input type="checkbox"/>	+ -
<input checked="" type="checkbox"/>	POSTAL	Postal Code	<input type="checkbox"/>	+ -
<input checked="" type="checkbox"/>	STATE	State	<input type="checkbox"/>	+ -

Record Definition page

**Select All Fields**      Select this button to bring in all fields of record.

**Use**      Select this check box to use this field in the report. deselect this check box to not use this field in the report layout.

**Field Name**      Actual database field name.

**Description**      This field defaults with the field description from the database object. This can optionally be overwritten to be more informative or to reflect the field description used by the reporting entity.

**Key**      Indicates whether the field is a database key on this record. PeopleSoft will default the keys of the record when it is initially defined. All key fields are grayed out and not editable by users.

## Setting Up System Variables

Access the Variable Definition page (Set Up HRMS, Common Definitions, Electronic Reporting, Variable Definition, Variable Definition).



<b>Constant</b>	Select if the variable must always have a designated value. Selecting this option enables you to enter data into the Constant Details section. Define a variable as a constant. Examples include: <ul style="list-style-type: none"> <li>• Employees are always indicated with EMP.</li> <li>• Contingent workers are always indicated with CWR.</li> <li>• A hire action is always 'HIR'.</li> </ul>
<b>(Constant) Value</b>	Enter the value of the Constant.
<b>Database Field</b>	Select to make the field available for entry and define the Database Field Details.
<b>Record</b>	If Database Field is selected, specify the database Record and Field Name from which the variable's value will be resolved.
<b>Field Name</b>	If Database Field is selected, specify the database Record and Field Name from which the variable's value will be resolved.
<b>SetID</b>	Select this check box if the Record and Field Name are dependent upon the SetID of another record and field being populated first in order to resolve the Record and Field.
<b>Record 1</b>	Populate this field when SetID is selected. The setID Record1 and Field Name 1 must be resolved prior to deriving the value of Record and Field.
<b>Field Name 1</b>	Populate this field when SetID is selected. The setID Record1 and Field Name 1 must be resolved prior to deriving the value of Record and Field.
<b>PeopleCode</b>	Choose this button in order to define the Application Class Details. This type of variable is created when more complex logic must be applied in order to determine the variable's value.
<b>Class ID</b>	Select the Class ID of the PeopleSoft Application Class. The application class must be written before defining this variable.
<b>Package Tree Viewer</b>	Click the <i>Package Tree Viewer</i> link to access the Application Packages Lookup page.
<b>Path</b>	Select the PeopleSoft Application Class Path of the Class ID. The application class must be written before defining this variable.
<b>Method Name</b>	Select the PeopleSoft Application Class Method Name of the Class ID. The application class must be written before defining this variable. Several methods are delivered, but you might have to add your own depending on the state's requirements.

## Setting Up Data Object Definitions

Access the Data Object Definition page (Set Up HRMS, Common Definitions, Electronic Reporting, Data Definition, Data Object Definition).

The screenshot displays the 'Data Object Definition' page for 'COMPANY\_TBL'. It is divided into several sections:

- Data Object:** COMPANY\_TBL
- &Data Object Details:** Includes fields for \*Effective Date (01/01/2004), \*Record (COMPANY\_TBL), and \*Description (Company Table Data Object).
- Data Retrieval Method:** Radio buttons for 'None' and 'Database Query' (selected).
- Query Retrieval Criteria:** A table defining the query logic:
 

Logical Operator	Entry Type 1	Operation	Entry Type 2
(: <input type="checkbox"/>	Record/Field	=	Variable
	Record 1 Name: JOB		Record 2 Name: (empty)
	Field Name 1: EMPLID		Field Name 2: (empty)
	Variable Name 1: (empty)		Variable Name 2: EMPLOYEE
- Query:** JOB.EMPLID = VR[EMPLOYEE]

Data Object Definition page

The Data Object Definition page defines which main record is used and the criteria used to select information from the database. It also indicates whether the data object will be used as Level Zero or main driving object to generate the report. Data is fetched from the database based on the selection criteria entered for the data object.

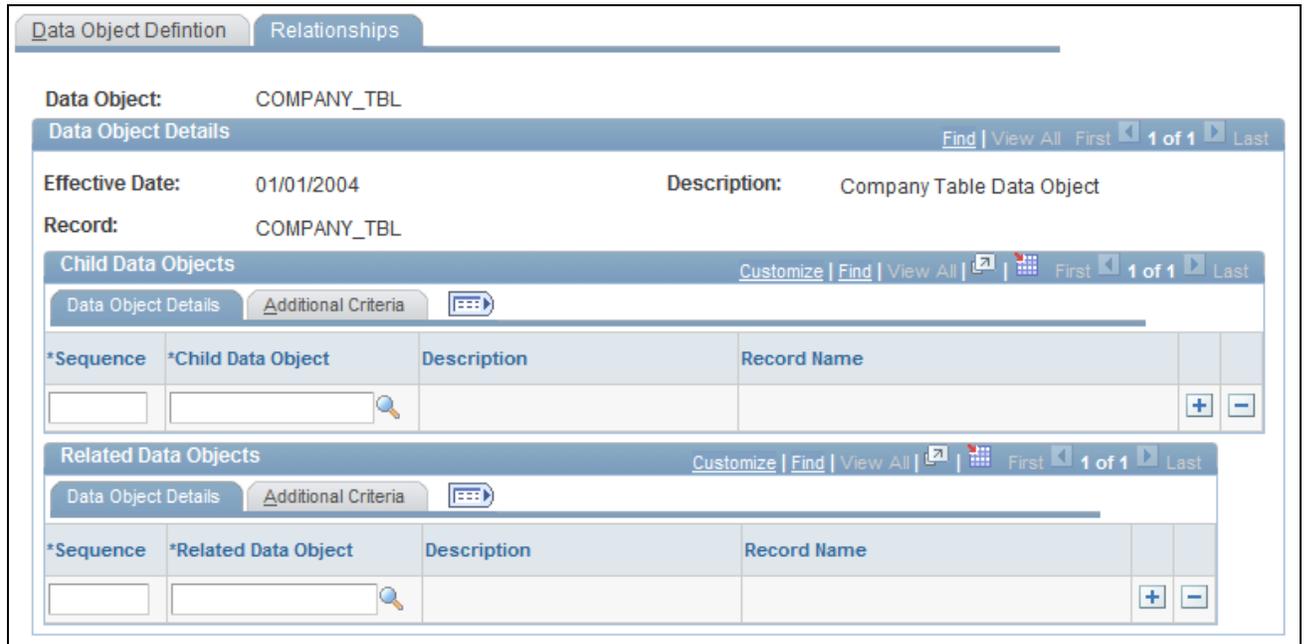
**Record** The actual PeopleSoft record name.

**Database Query** Select this radio button in order to build the query retrieval criteria.

<b>Logical Operator</b>	(AND, OR) These are logical operators. You use them within an IF statement. AND is used between two conditions. It indicates that both statements must be met for the selection to be made. For example, A and B must be true for a selection.  OR is used between two conditions. It indicates that only one of the statements must be met for selection to be made. For example, A OR B can be true for a selection.
<b>Entry Type 1</b>	Specify Record/Field or Variable type.
<b>Operation</b>	Relational Operators: Equal (=), Less than (<), Less than or equal (<=), Greater than (>), Greater than or equal (>=), Less than or Greater than (<>) (for example, not equal).  Relational operators compare two expressions and provide a truth value. You can use parentheses to group expressions or to enhance readability.
<b>Record 1 Name</b>	When the entry type is "Record/Field," specify the record in the condition.
<b>Field Name 1</b>	When the entry type is "Record/Field," specify the field in the condition.
<b>Variable Name 1</b>	When the entry type is "Variable," specify the variable in the condition.
<b>Entry Type 2</b>	Specify Record/Field or Variable type for comparison to Entry Type 1 values.
<b>Record 2 Name</b>	When the entry type is "Record/Field," specify the record in the condition.
<b>Field Name 2</b>	When the entry type is "Record/Field," specify the field in the condition.
<b>Variable Name 2</b>	When the entry type is "Variable," specify the variable in the condition.
<b>Query</b>	The actual query generated by the conditions defined in the Query Retrieval Criteria section. This area is read-only.

## Defining Child and Related Data Objects

Access the Data Definition - Relationships page (Set Up HRMS, Common Definitions, Electronic Reporting, Data Definition, Relationships).



Data Definition - Relationships page

The Data Definition - Relationships page is used to define child and related data objects. More criteria can be used to define additional conditions required to fetch the data from the child and related data objects.

**Sequence**                      A unique number assigned to each child data object.

**Child Data Object**            A pre-defined data object that is a child of the current data object.

**Related Data Object**          A pre-defined data object that has a relationship to the current data object.

**Additional Criteria**            Define additional conditions required to fetch the data from child and related objects.

## Setting Up Report Type Definitions

Access the Report Type Definition page (Set Up HRMS, Common Definitions, Electronic Reporting, Report Type Definition, Report Type Definition).

Report Type: FED-NEWHIRE-RPT

Report Type Details

\*Effective Date: 01/01/2004    \*Status: Active

\*Description: Federal Newhire Report    \*Data Object: JOB

Comments:

Sequence	Variable Name	Description
10	YYYYMMDD	YYYYMMDD Date format
20	HIRE	Hire Action Variable
30	REHIRE	Rehire Action Variable
40	EMPLOYEE	Employee Variable

Report Type Definition page

This is the primary component used to define the electronic file layout definition template as required by the reporting entity (for example, the state or federal agency). There is a template defined for each state in this table. You probably need to modify the information on the Report Columns page where information is specific to your organization, particularly in the variable override field values.

On the Report Type Definition page, define any attributes that apply across the entire report. Attributes might include, for example, requiring that: any date fields are formatted YYYYMMDD, all numbers are left justified, and the report population should include all employees who are hired or rehired.

**Data Object**                      The primary record used as a basis to select the majority of information. New Hire Reporting (PRWORA) would most likely be the JOB record data object, where EEO or I-9 electronic reporting may be based on the PERSON record.

**Sequence**                         Enter a unique sequence number to control the order in which the table rows are read into the program

**Variable Name**                 Enter the name of the report-wide variable.

---

**Note.** PeopleSoft recommends that you leave gaps between the sequence numbers. Then if it becomes necessary to insert new rows between existing rows, you do not have to alter the sequence numbers in the subsequent rows.

---

## Setting Up Report Columns

Access the Report Columns page (Set Up HRMS, Common Definitions, Electronic Reporting, Report Type Definition, Report Columns).

Report Type Definition		Report Columns									
<b>Report Type:</b>		FED-NEWHIRE-RPT									
<b>Report Type Details</b> <span style="float: right;">Find   View All   First 1 of 1   Last</span>											
<b>Effective Date:</b>		01/01/2004				<b>Status:</b>		Active			
<b>Description:</b>		Federal Newhire Report				<b>Data Object:</b>		JOB			
<b>Report Columns Information</b> <span style="float: right;">Customize   Find   1-48 of 48</span>											
Database Field		Variable Definition									
Move Down	Move Up	*Output Type	Order	*Entry Type	Record	Field	*Length				
▼	▲	Body	1	Variable			2	+	-		
▼	▲	Body	2	Record/Field	PERS_NID_VW	NATIONAL_ID	9	+	-		
▼	▲	Body	3	Record/Field	PERSONAL_DAT	LAST_NAME	16	+	-		
▼	▲	Body	4	Record/Field	PERSONAL_DAT	MIDDLE_NAME	16	+	-		
▼	▲	Body	5	Record/Field	PERSONAL_DAT	FIRST_NAME	30	+	-		
▼	▲	Body	6	Record/Field	PERSONAL_DAT	ADDRESS1	40	+	-		
▼	▲	Body	7	Record/Field	PERSONAL_DAT	ADDRESS2	40	+	-		
▼	▲	Body	8	Record/Field	PERSONAL_DAT	ADDRESS3	40	+	-		
▼	▲	Body	9	Record/Field	PERSONAL_DAT	CITY	25	+	-		
▼	▲	Body	10	Record/Field	PERSONAL_DAT	STATE	2	+	-		
▼	▲	Body	11	Variable			5	+	-		
▼	▲	Body	12	Variable			4	+	-		

### Report Columns page

On the Report Columns page, define all headers, body, and trailers of the actual report. List all fields (for example, columns) and any specific formatting required for each field. Use this page to define the various attributes like the column length, output type, column number (sequence) and if any special processing is required.

In case file layouts change over time, simply insert a new, effective-dated row and all the Report Type Details will be copied forward to the new row. Update the new row accordingly. Keep the original row intact, in case a retroactive electronic file submission is necessary at a later date.

**Down Arrow** Used to move the active row down one (1) row at a time.

**Up Arrow** Used to move the active row up one (1) row at a time.

**Output Type** Specify if this row is for the *Header*, *Header1*, *Body*, *Trailer*, or *Trailer1*. The default is *Body*.

The output file is generated in this order:

```

HEADER 1 CONTENT
  HEADER CONTENT
    BODY CONTENT
  TRAILER CONTENT
TRAILER 1 CONTENT

```

<b>Entry Type</b>	Select <i>Variable</i> or <i>Record/Field</i> . If <i>Record/Field</i> is selected, then the Record and Field combination values must be entered. If <i>Variable</i> is selected, the record and field combinations are unavailable for entry. The variable is then editable on the Variable tab, or when the fields are expanded.
<b>Record</b>	The database record used as a prompt for on-line PRWORA processing. This is a prompt table for the Record Definition.
<b>Field</b>	Valid values are any field defined on the PRWORA Field Definition table for the chosen record.
<b>Length</b>	<p>Indicate the length of the field to be used on the text file. This should be the length mandated by the reporting entity. This is specified here on the layout template, not at the PRWORA field definition page, because lengths can vary from state to state.</p> <p>If the PeopleSoft field is longer than the Reporting Entity's defined length, the value will be truncated in the output file.</p>

Access the Report Columns, Variable Definition tab. Select the Variable Definition tab on the Report Columns page.

Report Type Definition		Report Columns	
<b>Report Type:</b> FED-NEWHIRE-RPT			
<b>Report Type Details</b> <span style="float: right;">Find   View All First 1 of 1 Last</span>			
<b>Effective Date:</b>	01/01/2004	<b>Status:</b>	Active <span style="float: right;">+ -</span>
<b>Description:</b>	Federal Newhire Report	<b>Data Object:</b>	JOB
<b>Report Columns Information</b> <span style="float: right;">Customize   Find   1-48 of 48</span>			
<input type="radio"/> Database Field		<input checked="" type="radio"/> Variable Definition	
Variable Name	Description	Override	
<input type="text" value="RECORD-IND"/>	Record Identifier	<input type="text" value="W4"/>	<span>+</span> <span>-</span>
	National ID	<input type="text"/>	<span>+</span> <span>-</span>
	Last Name	<input type="text"/>	<span>+</span> <span>-</span>
	Middle Name	<input type="text"/>	<span>+</span> <span>-</span>
	First Name	<input type="text"/>	<span>+</span> <span>-</span>
	Address Line 1	<input type="text"/>	<span>+</span> <span>-</span>
	Address Line 2	<input type="text"/>	<span>+</span> <span>-</span>
	Address Line 3	<input type="text"/>	<span>+</span> <span>-</span>
	City	<input type="text"/>	<span>+</span> <span>-</span>
	State	<input type="text"/>	<span>+</span> <span>-</span>
<input type="text" value="ZIP5-PERSON"/>	US ZipCode (5)	<input type="text"/>	<span>+</span> <span>-</span>
<input type="text" value="ZIP4-PERSON"/>	US ZipCode(4)	<input type="text"/>	<span>+</span> <span>-</span>
	2-Char Country Code	<input type="text"/>	<span>+</span> <span>-</span>
	Country Name	<input type="text"/>	<span>+</span> <span>-</span>
<input type="text" value="POSTAL-PERSON"/>	Postal Code of the Employee	<input type="text"/>	<span>+</span> <span>-</span>

Report Columns page (Variable Definition tab)

**Variable Name** Select from the pre-defined list of variables that will represent the required reporting content. At a minimum, become familiar with the variables that are referenced on the Report Type Definition you'll be using for your PRWORA file generation.

See [Chapter 7, "\(USA\) Meeting Regulatory Requirements for the United States," Setting Up System Variables, page 126.](#)

**Override** This field is visible and becomes available when it is necessary to provide a value that is specific to your organization and is applicable to all rows reported in the electronic file. This constant will be the value used during the PRWORA processing.

---

**Note.** Select Show All Columns to view all the report columns on one page.

---

## Cloning a New Hire Report

Access the Clone Report Type page (Set Up HRMS, Common Definitions, Electronic Reporting, Clone Report Type, Clone Report Type).



The screenshot shows a web form titled "Clone Report Type". It contains the following fields and values:

Report Type:	FED-NEWHIRE-RPT
Description:	Federal Newhire Report
New Report Type:	<input type="text"/>
Description:	<input type="text"/>
Effective Date:	01/01/2009 

Clone Report Type page

Use this feature to copy an entire report type definition to a new report type.

- Report Type** The report type template (and description) selected to be copied.
- New Report Type** Provide a name for the new report type template along with a description.
- Effective Date** Provide the effective date the new report type definition will become effective.

## Setting Up the New Hire Report Layout Definitions

Access the New Hire Report Configuration page (Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements, New Hire Report Configuration, New Hire Report Configuration).

### New Hire Report Configuration

New Hire Report Configuration Details		Customize   Find   1-45 of 45	
*State	*Report Type	View Layout	
Federal	Federal Newhire Report	View Layout	+ -
Alaska	Alaska New Hire Report	View Layout	+ -
Alabama	Alabama New Hire Report	View Layout	+ -
Arkansas	Arkansas Newhire Report	View Layout	+ -
Arizona	Arizona New Hire Report	View Layout	+ -
California	California New Hire Report	View Layout	+ -
Colorado	Colorado Newhire Report	View Layout	+ -
Connecticut	CT New Hire Report	View Layout	+ -
District of Columbia	DC New Hire Report	View Layout	+ -
Delaware	Delaware New Hire Report	View Layout	+ -
Florida	Florida New Hire Report	View Layout	+ -
Georgia	Georgia NewHire Report	View Layout	+ -
Hawaii	Hawaii Newhire Report	View Layout	+ -
Idaho	Idaho Newhire Report	View Layout	+ -
Illinois	Illinois New Hire Report	View Layout	+ -

#### New Hire Report Configuration page

The New Hire Configuration page contains the actual file layout definitions which specify the content and layout of the resulting ASCII text output files. This page stores all federal and state report definitions used by PeopleSoft HCM and lists the entities currently supporting the New Hire (PRWORA) electronic reporting feature. If a state (or territory) does not submit new hire data electronically, that state (or territory) will not be listed.

This page is used later when selecting which layout to generate during the report generation process.

- State** Select the state (or territory) or Federal reporting entity.
- Report Type** Select the pre-defined report type definition that applies to the selected state (or reporting entity).
- View Layout** Click to access the Report Type Definition page for the selected report type.

---

## Meeting Equal Employment Opportunity and Affirmative Action Plan Reporting Requirements

Human Resources supports Equal Employment Opportunity/Affirmative Action Plan (EEO/AAP) reporting requirements by enabling you to classify jobs and positions filled by applicants and employees in specific gender and ethnic groups. Use this information to define affirmative action goals and timetables and generate the necessary government reports.

Requirements that have been set forth by the U.S. government have made it necessary that Affirmative Action plan and goal information be reported based on establishments and job groups. Regulations pertaining to EEO/AAP reporting are Executive Order 11246 (EEO) and Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Act of 1972. Recordkeeping and reporting requirements have been amended by Title 41 of the Code of Federal Regulations part 60-2 (AAP reporting) and part 61-250 (VETS reporting).

Human Resources supplies standard reports with the appropriate information in the standard federal reporting format.

This section discusses:

- Using U.S. establishment functionality.
- Setting up EEO reporting requirements.
- Understanding adverse impact reporting requirements.

### Using U.S. Establishment Functionality

The U.S. government set requirements for Affirmative Action plan and goal information reporting based on establishments and job groups. The establishment/location allows for a many-to-many relationship to exist between location and establishment ID.

You can enter the regulatory region that is associated with the location. Select one or more establishment IDs for the location. You can also use the establishment-location relationship for Affirmative Action planning, EEO, Occupational Safety and Health Administration (OSHA), and other U.S. federal reporting regulations. Enter one or more location codes to associate with the establishment.

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**Note.** In order for reports to be counted, populate the establishment ID on the job record for employees in U.S. locations.

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See *PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "Setting Up Organization Foundation Tables," Defining Establishments.

See *PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "Setting Up Organization Foundation Tables," Establishing Locations.

### ***Establishments in Affirmative Action Reporting***

EEO reports are organized by *establishment*. A company's headquarters unit and each of its hiring locations are considered separate establishments. A single-establishment employer is required to file a single report.

A multi-establishment employer (doing business at more than one hiring location) files separate reports for each of the following locations:

- The organization's principal or headquarters office.
- Each hiring location employing 50 or more persons.

In addition, multi-establishment employers must file a consolidated report covering all establishments, as well as a list of all the establishments with less than 50 employees that are included in the tabulations on the consolidated report but for which no individual establishment report is filed.

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**Note.** Human Resources does not provide consolidated reporting information for companies with a total of fewer than 50 persons if all establishments are located in a single state.

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## Setting Up EEO Reporting Requirements

The Equal Employment Opportunity Commission (EEOC) requires that most companies file one or more reports from the series EEO-1 through EEO-5. These reports count male and female employees in certain ethnic groups by federal employment categories. Before running the EEO reports, you need to set up the following data about your organization's establishments and EEO job categories:

1. Create U.S. establishments on the Establishment - Establishment Address page (Workforce Monitoring, Meet Regulatory Rqmts, Define Regulatory Rqmts Data, Establishments, Establishment Address).
2. Enter EEO job categories on the Job Code Table - Job Code Profile page (Set Up HRMS, Foundation Tables, Job Attributes, Job Code Table, Job Code Profile).
3. Assign establishment IDs on the secondary page of the Location Table - Location Profile page (Workforce Monitoring, Meet Regulatory Rqmts, Define Regulatory Reqmts Data, Establishments, Go to Locations, Location Profile).

## Understanding Adverse Impact Reporting Requirements

The Adverse Impact report (HRS001) provides analysis information on recruitment and hiring practices to help determine whether specific actions by an employer are influenced by ethnicity, sex, or other EEO/AA issues. The report compares employment hiring decisions for white males to members of ethnic minorities and females. The government requires certain employers to assess adverse impact annually. This report helps in determining the effect of EEO/AA issues on hiring practices and employee movements in an organization, such as promotions, transfers, and terminations.

Use the report to detect evidence of adverse selection within ethnic groups in the recruitment and hiring activities. The report compares white males, selected ethnic groups, and sex, and includes a total for each group and for each category as a whole. In addition to the count totals, the report calculates the ratio of total offers in each group to the total applicants in the group, and the impact on ethnic minorities as compared to white males.

### ***Entering Applicant Data for the Adverse Impact Report***

You need to enter certain data for job applicants and employees before you run the Adverse Impact report. The system recognizes a person as both a new hire and an applicant for purposes of the Adverse Impact report if you hire the person through the Hire component in PeopleSoft Enterprise Human Resources Administer Workforce.

However, if you enter a person as an applicant through Human Resources Recruiting, the system only counts the applicant for the Adverse Impact report if you complete certain fields on the Applicant Personal Data page and the Application Data page. The following table shows the pages and fields in Human Resources Recruiting that you must complete for the Adverse Impact report to run properly.

<b><i>Affected Page</i></b>	<b><i>Affected Fields</i></b>	<b><i>Comments</i></b>
Add New Applicant - Contact Details page	Name	Must be completed.
Add New Applicant - Eligibility/Identity page Add New Applicant - Eligibility & Identity page	Gender Ethnic Group	Must be completed.

**See Also**

*PeopleSoft Enterprise Talent Acquisition Manager 9.1 PeopleBook, "Entering Applicant Data"*

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## Meeting Job Group Movement Analysis Reporting Requirements

This section provides an overview of the Job Group Movement Analysis report and discusses how to enter applicant data.

### Understanding the Job Group Movement Analysis Report

The AAP Job Group Movement Analysis report helps you analyze which gender and ethnic groups are moving in and out of your organization or which groups are offered opportunities to advance. It reports the number of people in protected classes that are affected by specific job action categories. Use this report to see how employees move through career progressions within your company, especially if you are initiating or complying with affirmative action plans. It shows the number of people by ethnic group and gender being affected by specific personnel actions, including applications, offers, hires, promotions, and terminations in each job group.

### Entering Applicant Data

The system recognizes a person as both a hire and an applicant for purposes of the Job Group Movement Analysis report if you hire the individual through the Hire component in Administer Workforce.

However, if you enter a person as an applicant through Human Resources Recruiting, the system only counts the applicant for the Job Group Movement Analysis report if you complete certain fields on the Applicant Personal Data page and the Application Data page. The following table shows the pages and fields in Human Resources Recruiting that relate to the Job Group Movement Analysis report.

<b>Affected Page</b>	<b>Affected Fields</b>	<b>Comments</b>
Add New Applicant - Contact Details	Name	Must be completed.
Add New Applicant - Eligibility & Identity	Gender	Must be completed.
Applicant Data - Eligibility & Identity Page	Ethnic Group	Must be completed.

### **See Also**

*PeopleSoft Enterprise Talent Acquisition Manager 9.1 PeopleBook*, "Entering Applicant Data," Entering Application Details

*PeopleSoft Enterprise Talent Acquisition Manager 9.1 PeopleBook*, "Entering Applicant Data"

*PeopleSoft Enterprise Talent Acquisition Manager 9.1 PeopleBook*, "Screening and Routing Applicants"

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## **Meeting VETS-100 Reporting Requirements**

Under the Veterans Employment Opportunity Act of 1998, certain employers must submit the VETS-100 report as part of the federal contractor program. If your organization is a nonexempt federal contractor or subcontractor with contracts or subcontracts totaling \$25,000 or more, you must submit the report to the Department of Labor every year.

The report details the number of special disabled veterans, Vietnam-era veterans, and other protected veterans in your workforce by job category and hiring location, as well as the total number of employees, special disabled veterans, Vietnam-era veterans, and other protected veterans hired during the reporting period.

This section discusses how to:

- Set up the VETS-100 report.
- Enter data for the VETS-100 report.

### **Setting Up the VETS-100 Report**

If you are a federal contractor subject to VETS-100 reporting requirements, you must set up specific company, establishment, job code, and employee information in your system before you run the report. Run the VETS-100 Process to perform the calculations and load the values into a temporary table, and then run the VETS-100 Analysis process to create a report of the findings for internal use (optional) and the VETS-100 Submit process to create the digital file for submission.

### ***Using Military Discharge Date***

Use the Military Discharge Date to enter the discharge date for employees. This date is used to determine which veterans qualify for the Newly Separated Veteran designation. The Military Discharge Date provides accurate data for the following year's reporting cycle. Newly Separated Veterans are determined by verifying that a valid military status is selected and that the military discharge date is within 365 days of the reporting date.

### ***Establishments in VETS-100 Reporting***

VETS-100 reporting is organized by establishment. A company's headquarters unit and each of its hiring locations are considered separate establishments. A single-establishment employer files a single completed form.

A multi-establishment employer (doing business at more than one hiring location), files separate forms for each of the following locations:

- The organization's principal or headquarters office.
- Each hiring location employing 50 or more persons.
- Each hiring location employing fewer than 50 persons.

The USF Vets-100 by POI (U.S. federal veterans-100 by personnel office identifier) report generates a Veterans employment report by POI.

The USF Vets-100 by Sub-Agency report generates a Veterans employment report by sub-agency.

### ***VETS-100 Process***

Because the VETS-100 report is complex and time consuming to run, PeopleSoft has separated the process from the report. Run the process on a high-powered server at a time when it is not heavily used. You can also run the process by establishment over the course of a few days, rather than running it for all employees at once.

The VETS-100 Process collects the data and stores it in a temporary table. The data stays in this table until you run the VETS-100 Submit process for it. Running the VETS-100 Process successive times does not delete or overwrite data unless you run it twice for the same establishment or fail to run the VETS-100 Submit process between reporting years.

### ***VETS-100 Analysis***

The VETS-100 Analysis process is an informational report that displays the data that you submit to the government when you create the VETS100.TXT file with the VETS-100 Submit process. Running this report does not affect the data in the temporary table. Run the VETS-100 Process before running this report. You can also use the VETS-100 Analysis process to report on VETS-100 history; you cannot report on years before 2000.

### **Vets-100 Submit**

The VETS-100 Submit process creates a digital file that meets the VETS specifications using the data in the temporary table and transfers the data from the temporary table to a history table. The VETS-100 Submit process only removes data from the temporary table that should be written to the digital file. If the temporary table contains data for the entire organization and you run the VETS-100 Submit process for the headquarters only, data for establishments outside of headquarters remains in the temporary table until you run the VETS-100 Submit process to capture it. You can also use the VETS-100 Submit process to recreate a digital file based on VETS-100 history.

When calculating the minimum and maximum employee counts, PER027.SQR uses a method in which the first day of the selected reporting period is compared to the last day of the reporting period. The day with the most employees is considered the maximum count, while the day with the fewest is considered the minimum count. This method is very broad and VETS does not prefer this method. However, the preferred method according to VETS regulation is not required and the method used is subject to the discretion of the employer reporting the data.

## **Entering Data for the VETS-100 Report**

Before you run the VETS-100 Process, complete the tables and fields required for the report.

<b><i>Affected Page</i></b>	<b><i>Affected Fields</i></b>	<b><i>Comments</i></b>
Company - Company Location		The company must be set up for the report to run properly.
Company - Default Settings	Federal EIN (federal employer's tax identification number)	This nine-digit number assigned by the Internal Revenue Service is required for VETS-100 reporting.
Establishment - Establishment Address	Establishment Description Address Headquarters Unit	Each company for which you perform VETS-100 reporting must identify an establishment as its headquarters unit. A company is a single-establishment company, if this establishment is also the headquarters unit. If the company is a multi-establishment company, you must designate an establishment as the headquarters unit. This setup is essential for the VETS-100 Federal Contractor Structured Query Report (SQR) to work properly.

<b>Affected Page</b>	<b>Affected Fields</b>	<b>Comments</b>
Establishment - Establishment Address	NAICS code (North American industrial classification system code) VETS-100 Unit Number Dun and Bradstreet Number	<p>This is a six-digit classification code that identifies the industrial classification of your company's primary economic activity. This information appears on the VETS-100 report. If the government requires you to provide a standard industrial classification (SIC) code instead of a NAICS code, enter it in the NAICS field.</p> <p>The government no longer uses the VETS-100 Unit Number for VETS-100 reporting. Use this field to enter the company number provided by the Department of Labor.</p> <p>The Dun and Bradstreet number is also referred to as the DUNS number or the Dun and Bradstreet Universal Numbering System.</p>
Job Code Table - Job Code Profile	Job code EEO-1 Job Category	<p>If you are a federal contractor subject to VETS-100 reporting requirements, you must report on all employees within your company. All of the job codes must be linked to an EEO-1 job category, and all employees must be assigned a job code.</p> <p>When you assign a job code to an individual employee in the Job Data component, the employee is automatically linked to an EEO-1 job category. When you run the VETS-100 report SQR, the system processes the employee's veteran status information and combines it with other employees within the same EEO-1 job category. The system selects the EEO-1 job category information as of the report run date.</p>
Add New Applicant - Eligibility/Identity	Military Status	<p>If you select <i>Vietnam-Era Veteran</i> as an employee's military status, the system includes the employee in the count for the Vietnam Era Veterans column of the VETS-100 report.</p>

<i>Affected Page</i>	<i>Affected Fields</i>	<i>Comments</i>
Disability	All	If you select the Disabled Veteran check box, the system includes the employee in the Special Disabled Veterans column of the VETS-100 report.

**See Also**

Chapter 9, "(GBR, USA, and USF) Meeting Disability Regulatory Requirements," (USA, USF) Understanding ADA Regulatory Requirements in the U.S., page 174

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## Running the U.S. Regulatory Reports

This section discusses how to run the EEO-1 Job Analysis report.

### Pages Used to Run the U.S. Regulatory Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Adverse Impact Analysis	RUN_CNTL_REG	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Reports, Adverse Impact, Adverse Impact Analysis	Run the Adverse Impact report (HRS001) to provide information on recruitment and hiring practices.
Job Group Movement Analysis	RUN_CNTL_REG	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Reports, Job Group Movement Analysis, Job Group Movement Analysis	Run the Job Group Movement Analysis report (HRS002) to provide gender and ethnic group movements in and out of an organization and track career patterns.
Terminations Analysis	RUN_CNTL_REG	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Reports, Terminations Analysis, Terminations Analysis	Run the Terminations Analysis report (PER019) which analyzes terminations within your organization.
Job Group Analysis	RUN_CNTL_REG2	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Reports, Job Group Analysis, Job Group Analysis	Run the Job Group Analysis report (PER024) to analyze the makeup of your workforce based on skills groups.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Job Group Analysis Summary	RUN_CNTL_REG2	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Reports, Job Group Analysis Summary, Job Group Analysis Summary	Run the Job Group Analysis Summary report (PER024A) to analyze the makeup of your workforce based on job groups.
Workforce Analysis	RUN_CNTL_REG2	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Reports, Workforce Analysis, Workforce Analysis	Run the Workforce Analysis report (PER025). This report tracks hiring practices by department based on job titles.
Job Group Roster	RUN_CNTL_REG2	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Reports, Job Group Roster, Job Group Roster	Run the Job Group Roster report (PER030), which lists employees in job groups in job title order. It includes the ethnic background and the current salary information.
EEO-1 Employer Info	RUNCTL_PER016	Workforce Monitoring, Meet Regulatory Rqmts, EEO Reports, EEO-1 Employer Info, EEO-1 Employer Info	Run the EEO-1 Employer Information report (PER016). Use EEO Report Run Type to distinguish between a formal Government run ( <i>Govt Run</i> ) or an Informational run ( <i>Info Rpt</i> ). Select <i>Govt Run</i> as the type only when preparing reports for the government. At any other time, select <i>Info Rpt</i> .
EEO-1 Job Analysis Report	RUNCTL_PER017	Workforce Monitoring, Meet Regulatory Rqmts, EEO Reports, EEO-1 Job Analysis Report, EEO-1 Job Analysis Report	Run the EEO-1 Job Analysis report (PER017). This report supplies standard job category counts instead of employee counts for the private sector.
EEO-4 State/Local Govt	RUNCTL_PER031	Workforce Monitoring, Meet Regulatory Rqmts, EEO Reports, EEO-4 State/Local Govt, EEO-4 State/Local Govt	Run the EEO-4 State and Local Government report (PER031). This report provides employment counts in the prescribed format for state and local governments.
EEO-5 Job Analysis	RUNCTL_PER022	Workforce Monitoring, Meet Regulatory Rqmts, EEO Reports, EEO-5 Job Analysis, EEO-5 Job Analysis	Run the EEO-5 Job Analysis report (PER022). This report supplies standard job category counts for school-related categories.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
OSHA-200 Log (Occupational Safety and Health Administration – 200 log)	RUNCTL_CALENDARYR	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Reports, OSHA-200 Log, OSHA-200 Log	Run the OSHA-200 Log report (OHS001). This report lists the case numbers and details of each injury and illness that occurred during a particular calendar year.
OSHA 301 Incident Report - Report Data	OSHA_301_SELECT	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Reports, OSHA 301 Incident Report, OSHA 301 Incident Report	Create OSHA-301 incident reports. To create a new OSHA-301 incident, you must have an incident that has been specified as being OSHA reportable. The OSHA-301 data is kept distinct from your incident data, but uses the incident data as a starting point. This allows you to tailor the data in your OSHA-301 report to make sure it meets OSHA requirements without having to make changes to the original incident data.
OSHA 300 Incident Log	RUN_CNTL_OSHA_REG1	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Reports, OSHA 300 Incident Log	Generate the OSHA 300 log. The OSHA-300 Log is calculated from Incident and Injury data stored in your system, and not from the data entered in the OSHA-301 report. The report includes all incidents that resulted in injuries specified as OSHA Reportable. Reports are run by establishment, so the establishment value should be populated for all incidents with reportable injuries.
OSHA 300A Annual Summary	RUN_CNTL_OSHA_REG1	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Reports, OSHA 300A Annual Summary	Generate the OSHA 300A Summary. This report provides an overview of the data contained in the OSHA-300 Incident Log. The values in this summary are determined using the same algorithms and the same source data as the OSHA-300 report. This report is run separately for each establishment.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Vets-100 Process	RUNCTL_PER027	Workforce Monitoring, Meet Regulatory Rqmts, VETS-100 Reports, VETS-100 Process, VETS-100 Process	Run the VETS-100 Process (PER027). This report lists federal job classifications and the number of employees and new hires in the last 12 months who are disabled veterans or Vietnam veterans.
Vets-100 Analysis	RUNCTL_PER027C	Workforce Monitoring, Meet Regulatory Rqmts, VETS-100 Reports, VETS-100 Analysis, VETS-100 Analysis	Run the VETS-100 Analysis report (PER027C). This reports on the VETS-100 data created by the VETS-100 process.
Vets-100 Submit	RUNCTL_PER027C	Workforce Monitoring, Meet Regulatory Rqmts, VETS-100 Reports, VETS-100 Submit, VETS-100 Submit	Run the Vets-100 Submit report (PER027C). This report creates the digital file for submission to the government.
IPEDS-S Report (Integrated Postsecondary Education Data System-Full Staff Survey report)	RUNCTL_PER040	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Reports, IPEDS-S, IPEDS-S	Run the IPEDS-S (Fall Staff Survey) report (PER040). This report is a mandatory report for U.S. higher education institutions that receive funding from a U.S. Federal government program. The report is divided into separate parts for different types of employee: full-time faculty members, other full-time employees, part-time employees, and new hires.

## Running the EEO-1 Job Analysis Report

Access the EEO-1 Job Analysis Report page (Workforce Monitoring, Meet Regulatory Rqmts, EEO Reports, EEO-1 Job Analysis Report, EEO-1 Job Analysis Report).

EEO-1 Job Analysis Report page

**From Date and End Date** Use to set the date parameters of the report. Results are retrieved only for job categories filled between these dates.

**Also output CSV file** (also output to comma-separated value file) Select to print the CSV file along with the EEO-1 Job Analysis report.

**Include Column Headers** Select to include column headings in the CSV file. This check box becomes available when Also output CSV file is selected.

**Establishments in Company** Enter a three character company code to run the EEO-1 report for a single company. The report will be run for all establishments associated with the company code and an electronic data file will be created for each company's report. The company code provided is appended to the data file name.

**Single Establishment** Enter an establishment code to run the EEO-1 report for a single, non-controlled establishment.

### See Also

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "PeopleSoft Application Fundamentals for HRMS Reports," Meet Regulatory Requirements Reports

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## Generating the PRWORA New Hire Report and Electronic File

This section discusses:

- Running the New Hire report and electronic file.

- Reviewing the New Hire report log.

## Running the New Hire Report and Electronic File Process

The Generate New Hire Report & Electronic File Application Engine process (HR\_RFWPRW\_AE) creates an electronic file based on the current State and Federal configuration data defined in the Electronic Configuration Definitions.

Your organization is responsible for physically getting this data file to the Department of Health & Human Services (DHHS) and/or to the respective state Welfare/New Hire Reporting agency.

## Page Used to Generate the New Hire Report and Electronic File

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
New Hire Report Generation	RUN_RFWPRW_HR	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Reports, PRWORA-Newhire, New Hire Report Generation	This page provides the criteria necessary to create the electronic report, along with a standard state (or Federal) PRWORA New Hire Report. This report is generated as an Adobe (PDF) file.
New Hire Report Log	HR_RFWPRW_LOG	Click View Log on the New Hire Report Generation page.	Provides basic information about the resulting electronic file (who ran it, run date, PID, State format used, From/Thru Dates and File name).

## Generating the New Hire Report and Electronic File

Access the New Hire Report Generation page (Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Reports, PRWORA-Newhire, New Hire Report Generation page).

## New Hire Report Generation

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

**New Hire Report Parameters**

<b>*Regulatory Region:</b>	<input type="text" value="California"/>		<input type="checkbox"/> <b>Test Mode</b>
	<input type="checkbox"/> <b>Multi Company Organization</b>	<b>Company:</b>	<input type="text" value="GBI"/>
	<input checked="" type="checkbox"/> <b>Multi-State Employer</b>		
<b>From Date:</b>	<input type="text" value="03/01/2009"/>	<b>Thru Date:</b>	<input type="text" value="03/15/2009"/>
<b>File Name:</b>	<input type="text" value="CANH20090315.txt"/>		

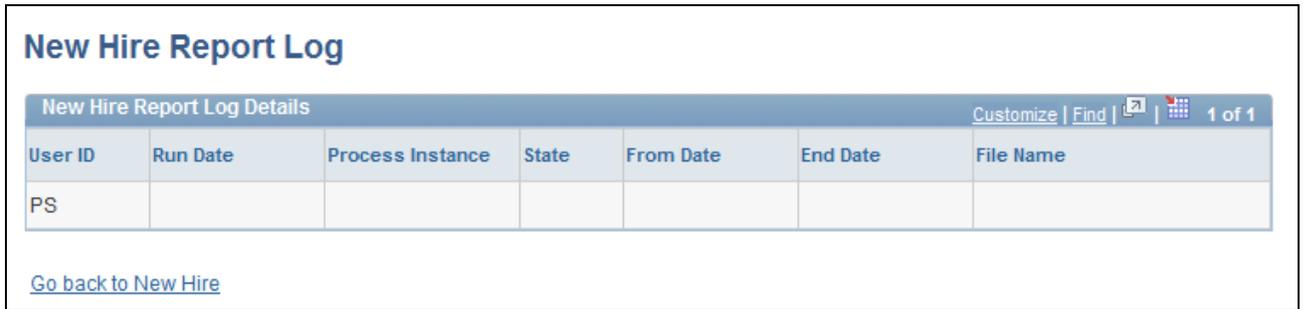
[View Log](#)

New Hire Report Generation page

<b>Regulatory Region</b>	Select the format of the electronic report you wish to generate.
<b>Test Mode</b>	Select this check box to insert an asterisk in place of a space. This is used when verifying the actual content of the electronic file. When the New Hire Report is created, not in test mode, spaces will exist where intended.
<b>Multi Company Organization</b>	Select this check box if your implementation applies for multiple companies. The system will then select all New Hires according to the Report Type Definition for all companies.
<b>Company</b>	Provide a company name if the New Hire process is for a single company.
<b>Multi-State Employer</b>	Select to indicate that your company has multiple locations, but reports all employees only to a single state in that state's specified format.
<b>From Date and Thru Date</b>	Select the date range of the New Hire Report.
<b>File Name</b>	Provide the name of the resulting output filename to be specified by the user. State file submission requirements provide guidelines for this naming convention. Organizations are responsible for providing a compliant file name.  This field is unavailable for entry out if this is for a Federal report.
<b>View Log</b>	Click to access the New Hire Report Log page.
<b>Run</b>	Click to run the application engine program (HR_RFWPRW_AE). This process generates the electronic file along with a standard state or Federal New Hire listing (as an Adobe Acrobat file), depending on the reporting agency.

## Viewing the New Hire Report Log

Access the New Hire Report Log page (click View Log on the New Hire Report Generation page).



The screenshot shows a web interface titled "New Hire Report Log". Below the title is a table with a header row and one data row. The header row contains columns for "User ID", "Run Date", "Process Instance", "State", "From Date", "End Date", and "File Name". The data row contains the value "PS" in the "User ID" column. Above the table is a navigation bar with "New Hire Report Log Details", "Customize", "Find", and "1 of 1". Below the table is a link that says "Go back to New Hire".

User ID	Run Date	Process Instance	State	From Date	End Date	File Name
PS						

[Go back to New Hire](#)

New Hire Report Log page

When the New Hire Report & Electronic File process is run, the New Hire Report Log is updated with basic information about the electronic file, including output filename, reporting period, number of employee and employer records, date time stamp and what user ID ran the report.

It is up to the implementation team to purge the log files as necessary.

### See Also

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "PeopleSoft Application Fundamentals for HRMS Reports," Meet Regulatory Requirements Reports

## Chapter 8

# (USF) Performing Regulatory Processing and Reporting

This chapter provides an overview of regulatory requirements for U.S. federal agencies and discusses how to:

- Set up control tables for regulatory reports.
- Process Central Personnel Data File (CPDF) files.
- Submit parent locator information.
- Run equal employment opportunity (EEO) reports.
- Run veterans (VETS) reports.
- Run Monthly Report of Federal Civilian Employment (SF113-A) and Full-time Equivalent/Work-Year Civilian Employment (SF113-G) reports.

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## Understanding Regulatory Requirements for U.S. Federal Agencies

The PeopleSoft system provides these U.S. federal agency regulatory reports and submissions:

- CPDF Error.
- CPDF Dynamics Submission.
- CPDF Status Submission.
- EEO Groups by PATCOB/POI.
- EEO Groups by PATCOB/SubAgency.
- EEO Groups by Series/POI.
- EEO Groups by Series/Sub-Agency.
- Monthly Report of Federal Civilian Employment (SF113-A).
- Full-time Equivalent/Work-Year Civilian Employment (SF113-G).
- VETS - 100 by POI.
- VETS - 100 by Sub-Agency.

**See Also**

Chapter 7, "(USA) Meeting Regulatory Requirements for the United States," page 113

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## Setting Up Control Tables for Regulatory Reports

To set up the control tables to meet U.S. federal regulatory requirements, use the CPDF Fields USF (GVT\_CPDF\_FIELDS) and Regulatory Edits USF (GVT\_CPDF\_EDIT) components.

Set up information in the following tables to meet U.S. federal regulatory requirements.

This section discusses how to:

- Add regulatory fields.
- Specify regulatory edit prefixes and fields.
- Specify edit content.
- Enter edit details.

## Pages Used to Set Up Control Tables for Regulatory Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
CPDF Fields USF	GVT_CPDF_FIELDS	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements, CPDF Fields USF, CPDF Fields USF	Verify or add fields for CPDF processing. Complete the CPDF Fields USF page for every data element required in your agency's CPDF submissions.
Prefixes and Fields	GVT_CPDF_PREFIX	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements, Regulatory Edits USF, Prefixes and Fields	Specify the CPDF edit prefix, category and ID, and fields used in the edit. The three-digit edit prefix identifies the data element subject to the edit.
Edits	GVT_CPDF_EDIT	Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements, Regulatory Edits USF, Edits	Specify the edit content.
OPM CPDF Maint Details Page (Office of Personnel Management CPDF Maintenance Details)	GVT_OPM_EDITUPDT	Click the OPM Update Maintenance Details link on the Edits page.	Use to track Office of Personnel Management (OPM) update maintenance details and history.

## Adding Regulatory Fields

Access the CPDF Fields USF page (Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements, CPDF Fields USF, CPDF Fields USF).

### CPDF Fields USF

Field Number: 25

CPDF Fields USF

Field Name:	<input type="text" value="GVT_CPDF_BASIC_PAY"/>	Field Type:	<input type="text" value="Char"/>
Field Length:	<input type="text" value="6"/>	Status Start Position:	<input type="text"/>
		Dynamic Start Position:	<input type="text"/>
Default Field Value (File):	<input type="text"/>		
Default Field Value (Table):	<input type="text" value="*"/>		
Pad Field:	<input type="text" value="No Padding"/>	Pad Character:	<input type="text"/>
Truncate Field?:	<input type="text" value="No"/>		
Edit Mask:	<input type="text" value="099999"/>		
Comment:	<input type="text"/>		

CPDF Fields USF page

- Field Number** Each CPDF field is assigned a field number. The OPM specifies most of the field numbers, however, there are occasions where formatting information is included in the table for fields not specified by the OPM. These special fields are assigned decreasing numbers starting with 999 (for example., 999, 998, 997, and so forth) while the OPM-specified fields are assigned increasing numbers starting with 1.
- Field Name** Enter the field name that corresponds to the field number as it is referenced in the CPDF programs.
- Field Type** Define the field type. Values are *Char* (character), *Date*, and *Number*. This field is for informational purposes only at this time.
- Field Length** Enter the length of the field as it needs to be reported the OPM. The system uses this field to verify the length of the formatted data before writing to the Dynamics and Status working tables.
- Status Start Position** This field is reserved for future use.
- Dynamic Start Position** This field is reserved for future use.

- Default Field Value (File)**      Enter the value that you want this field to contain in the case of NULL data during flat file generation.
- Default Field Value (Table)**      Enter the value that you want this field to contain in the case of NULL data during Dynamics and Status working table creation.
- Pad Field**      Enter the type of field padding. Options are *Left*, *Right*, or *No Padding*. If you select *Left* or *Right*, provide a pad character.
- Pad Character**      If a field is to be padded, enter the character used for padding. For example, you might use *0* to left pad a numeric field.
- Truncate Field?**      Specify whether a field should be truncated by selecting *Yes* or *No*. Data will be truncated if the content exceeds the field length.
- Edit Mask**      Provide an edit mask for field formatting the CPDF tables. CPDF programs support all the standard edit masks available in Structured Query Reports.

## Specifying Regulatory Edit Prefixes and Fields

Access the Prefixes and Fields page (Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements, Regulatory Edits USF, Prefixes and Fields).

The screenshot displays the 'Prefixes and Fields' configuration page. It includes a header with 'Prefixes and Fields' and 'Edits' tabs. The main form contains the following fields and sections:

- Edit Prefix:** 005
- \*Description:** Instructional Program
- Edit Information:** Find | View All | First | 1 of 7 | Last
- Edit Category:** 02      **Edit ID:** 3      Status and Dynamic
- Error Default Overrides:** Customize | Find | 1 of 1

Field Number	Field Name	Field Length	CPDF Table Default Value
52	GVT_CPDF_INST_PROG	6	*

Prefixes and Fields page

**Edit Category**      Enter a two-digit edit category to identify the data element edit. This number corresponds to the OPM designated value.

**Edit ID**

Select *Status*, *Dynamic*, *Status and Dynamic*, or *Pine*. The edit ID identifies the file to which this edit applies. The edit ID identifies the regulatory reporting source to which this edit applies (for example., OPM or NFC). These edits, including those with the status of *PINE*, will be run against on-line PAR (personnel action request) data when the Validate Edits process is initiated on the Data Control (GVT\_JOB0) page.

Enter additional combinations of edit category and edit ID for this edit prefix by using the arrows in the Edit Information group box to scroll among combinations.

See *PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce*, "(USF) Adding an Employment Instance," Creating a New Employment Instance.

**Field Number**

Enter the number of the corresponding field affected by this edit.

When you move out of the field, the system populates the Field Length field and Default Field Value field with the values that you entered in the CPDF Fields page. Enter additional fields for this edit by using the arrows in the Error Default Overrides group box.

**Specifying Edit Content**

Access the Edits page (Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements, Regulatory Edits USF, Edits).

Prefixes and Fields | Edits

Edit Prefix: 005 Description: Instructional Program

Edit Information Find | View All First 1 of 7 Last

Edit Category: 02 Edit ID: 3 Status and Dynamic

Status Find | View All First 1 of 1 Last

\*Effective Date: 02/01/1995 \*Sub-edit Number: 1 \*Status: Active

Error Message Definition OPM Update Maintenance Details Comparison Value Legend

*If/Then Code	*Seq Nbr	*Left Field Number	Field Name	*Comparison Code	Compared To	Compare Value 1	Compare Value 2	Right Field Number	Field Name
If	1	50	GVT_CPDF_HI_ED_LVL	Greater Than	Value	12	0		
Then	1	52	GVT_CPDF_INST_PROG	Not Equal	Value	#	0		

Edits page

**Note.** Not all page elements are visible on this page. See additional elements by scrolling horizontally.

The Edit Prefix, Description, Edit Category, and Edit ID appear by default from the Prefixes & Fields page. Use the arrows in the Edit Information group box to view edits with the same prefix.

**Sub-edit Number**

Enter a sub-edit number. Most edits have one sub-edit number: 1. For complicated edits with multiple or nested If/Then statements, insert rows with higher sub-edit numbers. Keep the same effective date for multiple sub-edits.

Create an edit by concatenating If and Then statements. Scroll among If and Then statements using the arrows in the Status group box. Compose the body of the If/Then statement in the CPDF Relational Edit grid area.

**Status**

Add data rows and use the middle scroll arrow, the Effective Date field, and the Status field to maintain edit history data for information that changes over time. For example, to inactivate the edit based on OPM updates, insert an effective-dated row with a status of *Inactive*.

**Error Message Definition**

Click this link to create or customize an error message for this edit.

**Comparison Value Legend**

Click this link to view the legend of special characters used in the Compare Value fields.

**CPDF Relational Edit**

**If/Then Code and Seq Nbr (sequence number)**

Select either *If* or *Then*, and assign a sequence number for each separate condition to be edited. The *If* statements have sequence numbers 1, 2, and 3; the reciprocal *Then* statements have sequence numbers 1 and 2. The pieces are connected by *or..* For this example, the equation reads "If 1 or 2 or 3, then 1 or 2."

**Left Field Number** Select a field number for comparison from the list of valid values. You enter field numbers in the CPDF Fields page.

**Comparison Code** Select from the list of translate values: *Between, Equal to, Greater Than or Equal To, Greater Than, Less Than or Equal To, Less Than, or Not Equal*.

**Compared To, Compare Value 1, Compare Value 2, and Right Field Number** Select what the left field number is compared to: *Field, Table, or Value*. Depending on what you select, the system makes either the Right Field Number or Compare Value 1 and Compare Value 2 fields available for you to enter the appropriate values. Values may be alphanumeric.

To indicate an unspecified numeric value, enter #. You only need to enter a value in the Compare Value 2 field if the comparison code is *Between*.

For example, consider CPDF Edit 700.12.3. If pay plan is VN, then step or rate must be between 0 and 28 or asterisks.

This table shows how to set up Edit 560.02.2. If Nature of Action Code is 741, then Prior Pay Rate Determinant must be A, B, E, F, M, U, V, or asterisks.

<b>If/Then Code</b>	<b>Seq Nbr</b>	<b>Left Field Number</b>	<b>Comparison Code</b>	<b>Compared to</b>	<b>Compare Value 1</b>	<b>Compare Value 2</b>
If	1	56 Nature of Action Code	Equal to	Value	741	0
Then	1	71 Prior Pay Rate Determinant	Between	Value	A	B
Then	2	71 Prior Pay Rate Determinant	Between	Value	E	F
Then	3	71 Prior Pay Rate Determinant	Equal to	Value	M	0
Then	4	71 Prior Pay Rate Determinant	Between	Value	U	V
Then	5	71 Prior Pay Rate Determinant	Equal to	Value	*	0

## Entering Edit Details

Access the OPM CPDF Maint Details page (click the OPM Update Maintenance Details link on the Edits page).

The screenshot shows a web form titled "OPM CPDF Maint Details Page". The form has a blue header bar with the text "OPM CPDF Maintenance Details". Below the header, there are three main sections:
 

- Update/Change Number:** A text input field.
- PeopleSoft Edit Location:** A dropdown menu.
- Comment:** A large text area with a small icon in the top right corner.

OPM CPDF Maint Details page

**Update/Change Number** Indicates the changes received from the CPDF Edit Manual Updates. For example, if you want to change 8 to CPDF Edit Manual Update 13, then enter it as 13.08.

**PeopleSoft Edit Location**

Specify where this edit is enforced. Options are:

- *COBOL*: the edit is enforced in the COBOL program.
- *Dynamic*: the edit is enforced in the Dynamics SQR.
- *PeopleCode*: the edit is enforced by PeopleCode.
- *Prompt Tbl*(Prompt Table): the edit is enforced by a prompt table.
- *Shared Pgm* (Shared Program): the edit is enforced by the FGHR019S.SQR program.
- *Status*: the edit is enforced in the Status SQR.
- *Table Edit*: the edit is enforced on this page.

---

## Processing CPDF Files

This section provides an overview of CPDF reporting requirements and discusses how to:

- Define additional CPDF reporting controls.
- Produce the CPDF files.
- Process the CPDF edits.
- Generate the CPDF Edit Errors Report.
- Process the Dynamics table.
- Process the CPDF Status table.
- Generate the Dynamic/Status flat file submissions.
- Update CPDF edits.
- Process the CPDF Organizational Component Translations file submission.
- View CPDF process table contents with the Query Manager.

## Understanding CPDF Reporting Requirements

Most agencies in the executive branch of the U.S. federal government—and selected agencies in the legislative branch—participate in the CPDF. CPDF edits provide the OPM with the means to standardize federal government personnel data, monitor quality of data provided by federal government agencies, and produce a series of government-wide reports.

Because you must comply with government requirements when filing CPDF reports, PeopleSoft Enterprise Human Resources Management contains reports with appropriate information in the standard federal reporting format.

The edit submissions are:

- CPDF Status submission.

This submission includes a single record for each active employee. It shows the current status of each employee as of the end date of the submission period. The OPM requires a quarterly status file submission in March, June, September, and December.

- CPDF Dynamics submission.

This submission consists of all personnel actions processed by the PeopleSoft system during the reporting period. The normal reporting period is the calendar month; however, the period may end as of the last full pay period of the month. Actions that are more than two years past the current effective date or more than six months ahead of the current effective date aren't reported.

- Organizational Component Translations (OCT) submission.

This submission consists of the organizational segments of the agency. The OPM requires that an agency submit this file semi-annually in March and September.

When executing the CPDF error processing, the system uses the CPDF edit processing rules as mandated by the OPM. Then, in the CPDF edit processing, it identifies the fields and records that don't meet the OPM's quality standards.

**Note.** For administering CPDF edits, understanding how they apply to your agency, and running the related reports, this discussion assumes that you are familiar with the *Federal Workforce Reporting Systems Operating Manual* and have a working knowledge of the CPDF edits and processes.

### See Also

*PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce*, "(USF) Adding an Employment Instance," Creating a New Employment Instance

U.S. Federal Government, *Federal Workforce Reporting Systems Operating Manual*

## Pages Used to Process CPDF Files

Page Name	Definition Name	Navigation	Usage
Edit Validation	RUNCTL_FGCPDF	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Processing USF, Edit Validation, Edit Validation	Generate a table of the CPDF edit errors found in the CPDF Status and Dynamic tables.
Error Report	RUNCTL_FGHR019B	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Processing USF, Error Report, Error Report	Run the Error report (FGHR019B). This report lists the CPDF errors identified by the CPDF Validation process.
Dynamic Table	RUNCTL_FGHR019A	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Processing USF, Dynamic Table, Dynamic Table	Generate the Dynamics working table containing employee information. This is eventually used to create the Dynamics submission flat file.
Dynamic/Status File	RUNCTL_FGHR019C	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Processing USF, Dynamic/Status File, Dynamic/Status File	Generate the Dynamic file, Status file, or both, or the Status file for submission to the OPM.
Organizational Component File	RUNCTL_FGHR019D	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Processing USF, Organizational Component File, Organizational Component File	Report on codes, titles, and hierarchical relationships for organizations within an agency as of the end of the reporting period.
Status Table	RUNCTL_FGHR019E	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Processing USF, Status Table, Status Table	Generate the Status working table containing employee information. This is eventually used to create the Status submission flat file.

## Defining Additional CPDF Reporting Controls

Before you begin to run the CPDF reporting process, you will need to ensure that certain codes are correctly defined so that they are included with your submissions. This table describes the data and where you enter it in the system.

<i>Data</i>	<i>Page</i>
Indicate if earnings are reported to the CPDF.	Earnings Table 1
Indicate the CPDF earnings type to identify retention allowance, supervisory differential, or staffing differential code types.	Earnings Table 1
Indicate whether the subagency should report its employees to the CPDF.	Sub-Agency Table
Indicate whether or not the personnel action should be reported to the CPDF.	Nature of Action (NOA) Code Table

## Producing the CPDF Files

To produce the CPDF files:

1. Generate the CPDF Dynamics table (monthly) or generate the CPDF Status table (quarterly).
2. Perform CPDF edit validation processing.
3. Produce the CPDF Error report.

Review and clean up the data errors identified in the error report. Repeat the processes in steps 1 through 3 until the data satisfactorily meets your organizational reporting standards.

4. Generate the CPDF Dynamics/Status flat file.
5. Generate the CPDF Organizational Component Translation submission.

---

**Note.** Processing CPDF edits deletes existing data in the CPDF Error table before adding new records. If you need to save existing CPDF Error table data, back up the table before running this process.

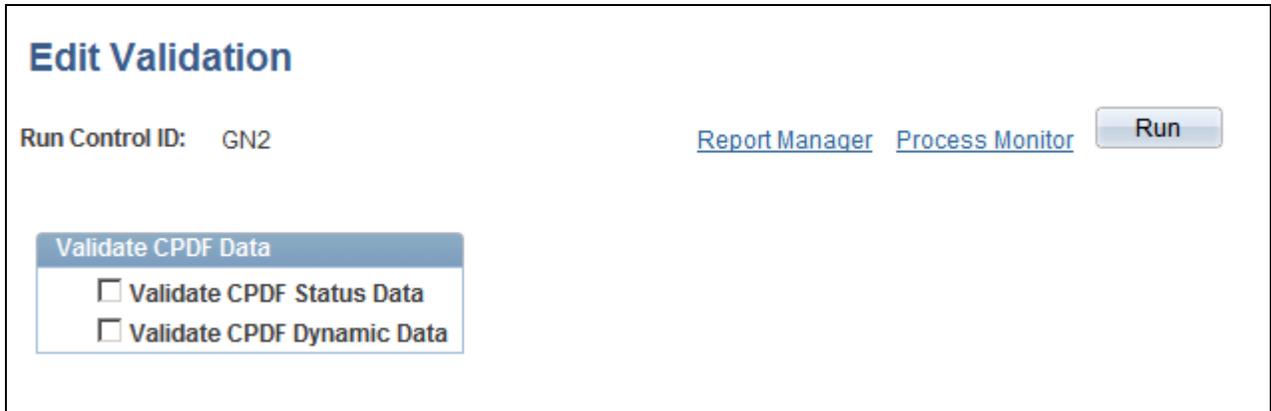
---

### See Also

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "PeopleSoft Application Fundamentals for HRMS Reports," (USF) Meet Regulatory Requirements Reports for the US Federal Government

## Processing the CPDF Edits

Access the Edit Validation page (Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Processing USF, Edit Validation, Edit Validation).



Edit Validation page

**Validate CPDF Data**      Select Validate CPDF Status Data or Validate CPDF Dynamic Data to create the respective files.

**Run**                      Click this button to process CPDF edits.

## Generating the CPDF Edit Errors Report

Access the Error Report page (Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Processing USF, Error Report, Error Report).

---

**Note.** After running the Edit Errors process, the working file contents can be viewed online using the Query Manager.

---

See [Chapter 8, "\(USF\) Performing Regulatory Processing and Reporting," Viewing CPDF Processing Results Using the Query Manager, page 168.](#)

## Processing the Dynamics Table

Access the Dynamic Table page (Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Processing USF, Dynamic Table, Dynamic Table).

## Dynamic Table

Run Control ID: 123 [Report Manager](#) [Process Monitor](#)

Language:  ▼

**Request Parameters**

Agency:  Department of Communications

As Of Date:

Start Date:

End Date:

Work-in-Progress Status:  Processed by Human Resources

Dynamic Table page

Generating the CPDF Dynamics table enables you to run the CPDF Edits process against the table and generate the CPDF Dynamics submission. You must generate the CPDF Dynamics table in order to continue processing the CPDF Dynamics edits.

---

**Note.** The process deletes any existing data in the CPDF Dynamics table before adding any new records. To save existing CPDF Dynamics table data, you must back up the table before running this process.

After running the Edit Errors process, the working file contents can be viewed online using the Query Manager.

---

See [Chapter 8, "\(USF\) Performing Regulatory Processing and Reporting," Viewing CPDF Processing Results Using the Query Manager, page 168.](#)

- |                                |  |
|--------------------------------|--|
| <b>As Of Date</b>              | Select to define the transactions selected by the CPDF Dynamics Table process. The process selects all transactions with an effective date two years before and six months after the as of date. |
| <b>Start Date</b>              | Enter the starting date when the program should select personnel actions that were last worked on or modified. This field is based on the tracking date from the personnel action.               |
| <b>End Date</b>                | Enter the ending date when the program should select personnel actions that were last worked on or modified. This field is based on the tracking date from the personnel action.                 |
| <b>Work-in-Progress Status</b> | Select any work-in-progress status for reporting on the CPDF Dynamics table. For a CPDF submission, select <i>PRO</i> (Processed by Human Resources).  |

## Processing the Status Table

Access the Status Table page (Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Processing USF, Status Table, Status Table).

**Status Table**

Run Control ID: 123      [Report Manager](#)    [Process Monitor](#)   

Language:

**Request Parameters**

Company:   Department of Communications

As Of Date:

Status Table page

You must first generate the Status Table in order to perform the CPDF status edits processing. Generation of the CPDF Status table enables you to run the CPDF edits process against the table and create the CPDF status submission.

---

**Note.** This process deletes existing data in the CPDF Status table before adding new records. If the organization needs to retain and save existing CPDF Status table data, you must back up the table before running this process.

After running the Edit Errors process, the working file contents can be viewed online using the Query Manager.

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See [Chapter 8, "\(USF\) Performing Regulatory Processing and Reporting," Viewing CPDF Processing Results Using the Query Manager, page 168.](#)

**As Of Date**                      Select to restrict your selection to those employees active on that date.

## Generating the Dynamic/Status Flat File Submissions

Access the Dynamic/Status File page (Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Processing USF, Dynamic/Status File, Dynamic/Status File).



Dynamic/Status File page

The CPDF Dynamics/Status File Generation process builds the CPDF status and dynamic submissions. The process generates these flat files from the CPDF Status table and CPDF Dynamics table, respectively. If the process finds that field defaults are necessary, it uses the CPDF field default table to supply the values.

You must have already entered agency parameters before using this page.

**CPDF Dynamic File** and **CPDF Status File** Select one or both of these fields to generate the correct submission file.

## Updating CPDF Edits

When you receive CPDF Edit Manual Updates from the OPM, you must maintain the edits in your system.

## Processing the CPDF Organizational Component Translations File Submission

Access the Organizational Component File page (Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Processing USF, Organizational Component File, Organizational Component File ).

Organizational Component File page

The CPDF OCT consists of codes, titles, and hierarchical relationships for organizations within an agency as of the end of the reporting period. The OCT is reported twice a year, in March and September, and must match the organizational component codes used in the employee records in status submissions for the agency.

You must have already set up agency and language parameters before using this page.

**As Of Date** Select so that the file contains organizational components that are effective for a given date.

### Viewing CPDF Processing Results Using the Query Manager

The PeopleSoft system provides three query definitions designed to display online results of certain CPDF processes. The following predefined queries can be access through the Query Manager:

Query Name	Description	Usage
FGCPDFDYNAMICS	Federal CPDF Dynamics	Use to view the content of the Dynamics process run.
FGCPDFERRORTBL	Federal CPDF Error List	Use to view error results after running the CPDF edit validation process.
FGCPDFSTATUSTBL	Federal CPDF Status Table	Use to view results after running the CPDF Status program.

**See Also**

*Enterprise PeopleTools PeopleBook: PeopleSoft Query*

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## Submitting Parent Locator Information

Government agencies are required by law to send a biweekly and quarterly file containing data on new hires to the Federal Parent Locator Service, a part of the Social Security Administration. The Federal Parent Locator Service uses the data to track and enforce child support payments.

To submit parent locator information:

1. Create an interface file using the New Hire Reporting run control page.
2. Send the file to the Social Security Administration.

You will receive the file back from the Social Security Administration.

3. Process the file received from the Social Security Administration using the New Hire Error Reporting run control page.

The report created by this process lists errors that were sent previously so that they can be corrected for the next time you send the file.

At any point in the process, you can use the New Hire Reporting Stats page to view statistics about the new hire data exports.

## Page Used to View New Hire Data Export Statistics

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Review New Hire Stats USF	GVT_NH_CONTROL	Workforce Monitoring, Meet Regulatory Rqmts, Review New Hire Stats USF, Review New Hire Stats USF	Display statistical information about new hire data exports generated by the New Hire Reporting report.

### See Also

[Chapter 7, "\(USA\) Meeting Regulatory Requirements for the United States," Setting Up Personal Responsibility and Work Opportunity Reconciliation Act \(PRWORA\) Reporting, page 122](#)

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "PeopleSoft Application Fundamentals for HRMS Reports," Meet Regulatory Requirements Reports

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## Running EEO Reports

This section discusses how to run the EEO reports that are for U.S. federal government users only.

**See Also**

Chapter 7, "(USA) Meeting Regulatory Requirements for the United States," Setting Up EEO Reporting Requirements, page 139

**Pages Used to Run EEO Reports**

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
EEO Groups by PATCOB/POI USF	RUNCTL_FGHR012	Workforce Monitoring, Meet Regulatory Rqmts, EEO Reports, EEO Groups by PATCOB/POI USF, EEO Groups by PATCOB/POI USF	Run the EEO Groups by PATCOB/POI USF report (FGHR012A), which details the distribution of EEO groups and comparison by PATCOB and POI.
EEO Grps by PATCOB/SubAgcy USF	RUNCTL_FGHR012	Workforce Monitoring, Meet Regulatory Rqmts, EEO Reports, EEO Grps by PATCOB/SubAgcy USF, EEO Grps by PATCOB/SubAgcy USF	Run the EEO Grps by PATCOB/SubAgcy USF report (FGHR012B) to see the distribution of EEO groups and comparison by PATCOB and sub-agency.
EEO Groups by Series/POI USF	RUNCTL_FGHR014	Workforce Monitoring, Meet Regulatory Rqmts, EEO Reports, EEO Groups by Series/POI USF, EEO Groups by Series/POI USF	Run the EEO Groups by Series/POI report (FGHR014A). This report details the distribution of EEO groups and comparison by occupation and POI.
EEO Grps by Series/SubAgcy USF	RUNCTL_FGHR014	Workforce Monitoring, Meet Regulatory Rqmts, EEO Reports, EEO Grps by Series/SubAgcy USF, EEO Grps by Series/SubAgcy USF	Run the EEO Grps by Series/SubAgcy USF report (FGHR014B), which details the distribution of EEO groups and comparison by series and sub-agency.

**Running VETS Reports**

This section discusses how to run the VETS reports that are for U.S. federal government users only.

**See Also**

Chapter 7, "(USA) Meeting Regulatory Requirements for the United States," Meeting VETS-100 Reporting Requirements, page 141

## Pages Used to Run VETS Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
VETS-100 by POI USF	RUNCTL_FGHR013	Workforce Monitoring, Meet Regulatory Rqmts, VETS-100 Reports, VETS-100 by POI USF, VETS-100 by POI USF	Run the VETS-100 by POI report (FGHR013B), which generates a veterans employment report by POI.
VETS-100 by Sub Agency USF	RUNCTL_FGHR013	Workforce Monitoring, Meet Regulatory Rqmts, VETS-100 Reports, VETS-100 by SubAgency USF	Run the VETS-100 by SubAgency USF report (FGHR013A), which generates a veterans employment report by sub-agency.

## Running the Monthly Report of Federal Civilian Employment (SF113-A) and Full-time Equivalent/Work-Year Civilian Employment (SF113-G) Reports

This section discusses how to run the SF113–G report.

### Pages Used to Run SF113-A and SF113-G Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
SF113-A USF	RUN_FGSF113A	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Reports, SF113-A USF, SF113-A USF	Run the SF113-A USF report (FGSF113A), which generates a monthly report of federal civilian employment.
SF113-G USF	RUN_FGSF113G	Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Reports, SF113-G USF, SF113-G USF	Run the SF113-G USF (FGSF113G), which generates a monthly report of full-time equivalent and work-year civilian employment.

### Running the SF113-G USF

Access the SF113-G USF page (Workforce Monitoring, Meet Regulatory Rqmts, Regulatory Reports, SF113-G USF, SF113-G USF).

## SF113-G USF

User ID: PS [Report List](#) [Process Monitor](#) [Process Request](#)

Run Control ID: 1

### SF-113G Control Information

Company:	<input type="text" value="DC"/>	Department of Communications
From Date:	<input type="text" value="01/01/2009"/>	
Report Period Thru Date:	<input type="text" value="03/31/2009"/>	
Fiscal Year From Date:	<input type="text" value="07/01/2008"/>	
Fiscal Year Thru Date:	<input type="text" value="06/30/2009"/>	
SF-113G Authorized Ceiling:	<input type="text"/>	

SF113-G USF page

**SF-113G Authorized Ceiling** If you enter a value here, it is included in the Ceiling column of the report. This field is optional but recommended if you want to report an employee on the SF-113G report.

**See Also**

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "PeopleSoft Application Fundamentals for HRMS Reports," (USF) Meet Regulatory Requirements Reports for the US Federal Government

## Chapter 9

# (GBR, USA, and USF) Meeting Disability Regulatory Requirements

This chapter provides overviews of Disability and Discrimination Act regulatory requirements in the U.K. and Americans with Disability Act (ADA) regulatory requirements in the U.S. and discusses how to manage accommodation data.

---

## (GBR) Understanding Disability and Discrimination Act Regulatory Requirements in the U.K.

The Disability and Discrimination Act of 1995 makes it unlawful for any U.K. employer to discriminate in relation to recruitment, promotion, training, benefits, terms and conditions of employment, and dismissal against individuals based on their disability. It requires companies of 20 or more workers to hire a specified percentage of disabled persons.

In addition, employers are required to make reasonable adjustments and accommodations for the disabled worker, such as adjusting the premises, altering working hours, allocating duties to another person, and acquiring or modifying equipment.

Use the Accommodation Data component in Report Regulations (UK) to track and document the company's efforts to make accommodations for disabled employees.

### Prerequisites

Before using this component, set up codes in these tables:

- Accommodation Type table.
- Diagnosis table.
- Job Tasks table.
- Job Code Task table.

## Disability Accommodations Tracking

You use three pages—the Accommodation Request page, the Accommodation Option page, and the Accommodation Job Task page—to track data showing that the company has no discriminatory practices against people with disabilities. When employees or applicants request that you make accommodations that enable them to perform job tasks, you can track the steps that bring those requests to resolution.

### **See Also**

[Chapter 9, "\(GBR, USA, and USF\) Meeting Disability Regulatory Requirements," Pages Used to Manage Accommodation Data, page 175](#)

---

## (USA, USF) Understanding ADA Regulatory Requirements in the U.S.

Title I of the ADA prohibits employers with U.S. operations from discriminating against job applicants or employees with disabilities. Discrimination is forbidden in job applications, testing, hiring, assignments, evaluations, disciplinary actions, promotions, compensation, leave and benefits, and other employee concerns. The ADA, however, doesn't have specific reporting requirements, which makes it difficult to prove that the company doesn't discriminate against people with disabilities.

### Prerequisites

Before you track accommodation requests made by employees and applicants, set up data in the Accommodation Type table, the Job Tasks table, the Job Code Task table, and the Diagnosis table.

After you create accommodation types and essential job functions, link job functions with job codes, and create diagnosis codes, use the Accommodation Data component to track requests that employees and applicants make for disability accommodations. Complete the pages in the order that they appear in the next section.

---

## Managing Accommodation Data

This section discusses how to:

- Enter accommodation requests.
- Enter accommodation options.
- Enter accommodated job tasks.

## Pages Used to Manage Accommodation Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Accommodation Request	ACCOMM_REQUEST	Workforce Monitoring, Meet Regulatory Rqmts, Maintain Accommodation Data, Accommodation Request	Enter accommodation requests that an employee or applicant makes of the organization, and enter diagnosis codes for employee disabilities.
Accommodation Option	ACCOMM_OPTION	Workforce Monitoring, Meet Regulatory Rqmts, Maintain Accommodation Data, Accommodation Option	Enter accommodation options that the organization or the person with a disability is considering in order to resolve each accommodation request.
Accommodation Job Task	ACCOMM_JOB_TASK	Workforce Monitoring, Meet Regulatory Rqmts, Maintain Accommodation Data, Accommodation Job Task	Enter the job tasks that you are accommodating, classified by job code and (if necessary) by location. If you create essential job tasks in the Job Code Task table, you can enter multiple job tasks for each accommodation.
Accommodation Types	ACCOM_TYPE_TABLE	Workforce Monitoring, Meet Regulatory Rqmts, Define Regulatory Rqmts Data, Accommodation Types, Accommodation Types	Identify the types of accommodations that the organization can make for employees or applicants with disabilities.

## Entering Accommodation Requests

Access the Accommodation Request page (Workforce Monitoring, Meet Regulatory Rqmts, Maintain Accommodation Data, Accommodation Request).

Accommodation Request | Accommodation Option | Accommodation Job Task

**Issac Nichta** Person ID: K0G002

**Request Details** Find | View All First 1 of 1 Last

\*Accommodation ID: 1 \*Date of Request: 02/08/2006

Business Unit: GBIBU Global Business Institute BU  
 Department: 11000 Information Systems  
 Job Code: 140020 Analyst-Business  
 Location Code: KCY01 Cayman Islands HQ

Comment:

\*Responsible ID: K0G001 Rebekah Jones

**Request Status**

\*As of: 02/08/2006  Pending  Accepted  Undue Hardship

**Disability** Customize | Find | View All First 1 of 1 Last

*Regulatory Region	Diagnosis Code	Description
1 USA	K00002	Lower Back Pain (Lumbar)

Accommodation Request page

The system prompts you for an employee ID.

The system displays the business unit, department, job code, and location code associated with the employee on the Job Data pages.

**Accommodation ID** Displays a system-generated sequential number, which you can override.

**Date of Request** Enter the date of request for the accommodation.

**Comment** Enter comments applicable to the request.

**Responsible ID** Select the employee responsible ID.

**As Of** Enter the request status date.

**Regulatory Region** Select from the list of Regulatory Region page prompt values.

**Diagnosis Code** Select any that apply. You create diagnosis codes in the Diagnosis table.

## Entering Accommodation Options

Access the Accommodation Option page (Workforce Monitoring, Meet Regulatory Rqmts, Maintain Accommodation Data, Accommodation Option).

Accommodation Option page

- Option ID**                      Displays a system-generated sequential number for the option ID, which you can override.

Click the Insert Row button to add new data rows for additional accommodation options or alternatives.
- Employer Suggested Option**      Select to indicate whether the information that you enter is an option suggested by the employer.
- Currency Code**                      Select a currency code if you are tracking the costs of this accommodation option in a different currency. Values are located on the Currency Code page.

If you did not define multiple currencies in the Installation table, the Currency Code field doesn't appear.
- Type**                                      Select an accommodation type, which you define on the Accommodation Type Table page.
- Cost**                                      Enter the estimated cost of the option.
- Status**                                      Select the status from the list of values.
- Status Date**                              Enter the accommodation status date. The default value is the accommodation request date.

## Entering Accommodated Job Tasks

Access the Accommodation Job Task page (Workforce Monitoring, Meet Regulatory Rqmts, Maintain Accommodation Data, Accommodation Job Task).

The screenshot shows a web application interface with three tabs: 'Accommodation Request', 'Accommodation Option', and 'Accommodation Job Task'. The 'Accommodation Job Task' tab is active. At the top, the user name 'Issac Nichta' and 'Person ID: K0G002' are displayed. Below this, there are two main sections: 'Job Details' and 'Job Task Accommodated'. The 'Job Details' section contains a table with the following information: Accommodation ID: 1, Date of Request: 02/08/2006, Business Unit: GBIBU (Global Business Institute BU), Department: 11000 (Information Systems), Job Code: 140020 (Analyst-Business), and Location Code: KCY01 (Cayman Islands HQ). The 'Job Task Accommodated' section contains a table with input fields for Business Unit (GBIBU), Job Code (140020), Location, and Job Task, each with a search icon. The interface includes navigation controls like 'Find', 'View All', 'First', '1 of 1', and 'Last'.

Accommodation Job Task page

**Business Unit** Select from the Business Unit - Business Unit page list of prompt values.

**Job Code** Select the job code that you are accommodating. Create these codes on the Job Code Table - Job Code Profile page.

**Location and Job Task** Select a location and job task for the request that you are accommodating. Create these codes on the Location - Location Address page and the Job Tasks page.

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