PeopleSoft 8.00.01 Human Resources PeopleBook

Meeting Regulatory Requirements

PeopleSoft 8.00.01 Human Resources PeopleBook: Meeting Regulatory Requirements

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Contents

Meeting Regulatory Requirements

Chapter 1

Meeting Canadian Reporting Requirements

Setting up Regulatory Reporting for Canada ... 1-1
Before You Begin ... 1-1
Defining Canadian Pay Equity Criteria ... 1-2
    Canadian Pay Equity Table Page ... 1-2
    PER715CN Pay Equity Table Report ... 1-3
Reviewing Canadian National Occupation ... 1-4
    Canadian Ntl Occ Class Table Page ... 1-4
    PER716CN National Occupation Codes Report ... 1-5
Meeting Employment Equity Requirements ... 1-5
    Employment Equity Report Files ... 1-6
        Employee File ... 1-6
        Promotion File ... 1-8
        Temporary Terms File (for temporary employees only) ... 1-8
    Employees Included in the Employment Equity Report ... 1-8
    Employees with Multiple Jobs ... 1-8
    How Employee Type Is Determined ... 1-9
    Salary Definition and Calculation ... 1-10
        Salary Annualization ... 1-11
    Running the Interface Report ... 1-12
    Importing the Report Output into EECRS ... 1-13
    Troubleshooting ... 1-13
    PER101CN Employment Equity ... 1-13
Reporting on the Official Languages Act ... 1-14
    Can Official Lang Data File Report (PER102CN) ... 1-14
    Official Languages Act Summary Reports ... 1-16
        Participation by Province ... 1-16
        Participation by Occupational Category ... 1-17
        Service to Public by Bilingual Office/Point of Service ... 1-19
        Internal Services to Bilingual Regions ... 1-19

Supervision in Bilingual Regions.. 1-21
PER102CN Official Language Requirements... 1-22

Chapter 2

Meeting French Reporting Requirements

Setting Up French Control Tables for Regulatory Reporting... 2-1
APE Table Page 2-2
External Variables Table Page 2-3
INSEE Table Fra Page 2-5
INSEE Table Detail Page 2-6
Country Group Page.. 2-7
Contract Type Group Page.. 2-8
URSSAF Table Page.. 2-9
Identifying Pension and Contingency Plan Information for French Employees 2-9
Pension/Contingency Fund – Institution Type Page 2-9
Pension/Contingency Funds – Institution Add. Page 2-11
Preparing the French Disability Report 2-12
DIS001 Disability Report.. 2-13
Generating the French Employee Survey Report 2-13
Setting Up Employee Survey Groups and Indicators.. 2-14
Employee Survey Indicators – Employee Survey Group Page 2-15
Employee Survey Indicators – Employee Survey Indicator Page................. 2-16
Compute Employee Survey – Employee Survey Parameters Page........................ 2-17
Edit Employee Survey Page 2-19
Running the Employee Survey Report... 2-20
Printing the Employee Survey Report 2-21
SOC001 Employee Survey Report.. 2-21
Producing the French Training Report 2483 2-21
Trn (Training) 2483 Parameters Setup Page 2-23
Setting Up Training 2483 Groups and Indicators 2-25
2483 Table – 2483 Group Page... 2-26
2483 Table – 2483 Indicator Page.. 2-27
Printing the Training Report 2483 2-28
TRN029 Training Report 2483 2-28
Running the Monthly Workforce Report.. 2-29
Monthly Workforce Report Page 2-29
Running the Personal Register Report.. 2-30
Personal Register Page 2-30
Running the Workforce by Nationality Report.. 2-31
Workforce by Nationality Page... 2-31

French Regulatory Reports: Technical Details 2-32
Predefined Employee Survey Indicators for the French Employee Survey Report 2-32
Trade & Service Establishment Employee Survey 2-33
Trade & Services Company Employee Survey 2-41
Calculating the Indicators for the French Training 2483 Report 2-57

Chapter 3

Monitoring French Professional Elections

Before You Begin 3-1
Setting Up the Monitor Elections Business Process 3-2
Election Group Page 3-2
Election Roll Page 3-2
Election Data Component 3-3
Election Data – Group Page 3-3
Election Data – Roll Page 3-4
Election Data – Votes Page 3-6
Election Data – Results Page 3-7
Election Data - Seats Page 3-9
Reporting Election Results 3-11
Monitoring Elections Reports 3-11
ELE001 Election Report 3-12

Chapter 4

Meeting Reporting Requirements for the United Kingdom

Before You Begin 4-1
Setting Up Regulatory Reporting for the United Kingdom 4-2
Entering Employee Gender, Ethnicity, and Disability Information 4-2
Managing Disability and Discrimination Act Data for UK Operations 4-3
Defining Accommodation Types 4-3
Defining Medical Diagnoses 4-4
Establishing Job Tasks 4-4
Identifying Job Tasks Required for Jobs 4-4
Documenting Disability Accommodations 4-5
Running UK Regulatory Reports 4-5
PER037UK Joint Staffing Report 4-6
Fair Employment (Northern Ireland) Act 4-6
UKNI001 Northern Ireland Report 4-6
APP001UK Adverse Impact Report 4-7
PER019UK Termination Analysis Report 4-7

PER025UK Work Force Analysis Report 4-7
Job Group Roster Report 4-8

Chapter 5

Meeting Reporting Requirements for the United States

Overview of Regulatory Reporting for the United States 5-1
Setting Up Regulatory Reporting for the United States 5-2
Identifying U.S. Establishments 5-2
USF Preparing for CPDF Reporting 5-3
Reporting on New Hires 5-3
PRWORA – New-Hire Page 5-4
Federal PRWORA – New Hire Report 5-4
PRWORA – New-Hire - State PRWORA – New Hire Page 5-5
State PRWORA – New Hire Report 5-6
Reporting on Occupational Injuries and Illnesses 5-6
OSHA-200 Log Page 5-6
OSHA-200 Log Report 5-7

Chapter 6

Reporting on U.S. Affirmative Action Requirements

Overview of Equal Employment Opportunity/Affirmative Action Plans 6-1
Setting Up EEO/Affirmative Action Plans 6-2
Affirmative Action Plan Table Page 6-2
Job Group Table Page 6-2
Specifying Affirmative Action Goals and Timetables 6-3
Affirmative Action Plan Page 6-3
Preparing the Adverse Impact Report 6-5
Entering Required Data for Recruit Workforce Applicants 6-6
Adverse Impact – Parameters Page 6-6
Adverse Impact Report 6-8
Preparing the Job Group Movement Analysis Report 6-8
Entering Required Data for Recruit Workforce Applicants 6-8
Job Group Movement Analysis – Parameters Page 6-9
Job Group Movement Analysis Report Details 6-11
Preparing the VETS-100 Report 6-12
Setting up the VETS-100 Report 6-12
USF Vets-100 by POI 6-12
USF Vets-100 by Sub-Agency 6-12
Data Required for the VETS-100 Report 6-13
VETS-100 Process Page 6-16

VETS-100 Report 6-17
Submitting the VETS-100 Report 6-17
Viewing a Log of the Report Run 6-18
Running Other U.S. Affirmative Action Reports 6-18
EEO Reports 6-18
Setting Up EEO Reporting 6-19
EEO-1 Employer Information – Run Control PER016 Page 6-19
EEO-1 Employer Information Report Details 6-20
EEO-1 Job Analysis Report – Run Control PER017 Page 6-21
EEO-1 Job Analysis Report Details 6-22
EEO-4 State and Local Govt (Government) – Parameters Page 6-22
EEO-4 State and Local Govt (Government) Report Details 6-23
EEO-5 Job Analysis – Parameters Page 6-23
EEO-5 Job Analysis Report Details 6-25
USF EEO Groups by PATCOB/POI 6-25
USF EEO Groups by PATCOB/Sub-Agency 6-25
USF EEO Groups by Series/POI 6-25
USF EEO Groups by Series/Sub-Agency 6-25
IPEDS-S Report Page 6-26
IPEDS-S Report Details 6-26
Job Group Analysis – Run Control PER024 Page 6-27
Job Group Analysis Report Details 6-27
Job Group Analysis Summary – Run Control PER024a Page 6-28
Job Group Analysis Summary Report Details 6-28
Job Group Roster – Run Control PER030 Page 6-29
Job Group Roster Report Details 6-30
Work Force Analysis – Run Control PER025 Page 6-30
Work Force Analysis Report Details 6-31
Termination Analysis – Run Control PER019 Page 6-31
Termination Analysis 6-32

Chapter 7

Working With the U.S. Americans With Disabilities Act (ADA)

Overview of ADA Data for U.S. Operations 7-1
Setting Up ADA Tracking 7-2
Accommodation Type Table Page 7-2
Job Task Table Page 7-3
Job Code Task Table Page 7-4
Diagnosis Table Page 7-6
Managing Accommodation Data 7-7

Accommodation Data – Accommodation Request Page 7-7
Accommodation Data – Accommodation Option Page 7-8
Accommodation Data – Accommodation Job Task Page 7-10
Accommodation Report Details 7-11

Chapter 8

Performing Central Personnel Data File Edit Processing

Overview of Central Personnel Data File Edit Processing 8-1
CPDF Process Overview 8-1
Before You Begin 8-3
Setting Up CPDF Reporting 8-3
Defining CPDF Codes 8-3
Setting Up CPDF Fields and Edits 8-4
Gvt CPDF Fields Page 8-4
Entering CPDF Edits 8-5
CPDF Edits - Prefixes Fields Page 8-5
CPDF Edits – Edits Page 8-6
Running the CPDF Reports 8-10
Step 1-Generating the CPDF Dynamic Table 8-10
CPDF Dynamic Table Page 8-11
FGHR019A CPDF Dynamic Table Report 8-12
Step 1-Generating the CPDF Status Table 8-12
CPDF Status Table Report Page 8-13
FGHR019E CPDF Status Table Report 8-13
Step 2-Performing CPDF Edits Processing 8-14
CPDF Edits Processing Page 8-14
Step 3-Producing the CPDF Error Report 8-15
CPDF Error Report – Run CPDF Error Report Page 8-15
FGHR019B CPDF Error Report 8-15
Step 4-CPDF Dynamic/Status File Generation 8-16
CPDF Dynamic/Status File Gen(eration) Page 8-16
FGHR019C CPDF Dynamic/Status File Generation 8-17
Step 5-CPDF Organizational Component Table File 8-17
CPDF Org. Comp. File Page 8-17
Table of Supported CPDF Edits 8-18

Chapter 9

Reporting Regulations Reports

List of Report Regulations Reports 9-1
Canadian Regulatory Reports 9-4

Generating the Pay Equity Table Report 9-4
Pay Equity Table Page 9-4
Pay Equity Table Report 9-5
Generating the National Occupation Codes Report 9-5
National Occupation Codes Page 9-5
National Occupation Codes Report 9-6
Generating the Employment Equity Report 9-6
Employment Equity Page 9-7
Employment Equity Report 9-7
Generating the Official Language Requirements Report 9-8
Official Language Reqmts Page 9-8
Official Language Requirements Report 9-9
French Regulatory Reports 9-9
Generating the Disability Report 9-10
Disability Page 9-10
Disability Report 9-11
Generating the Employee Survey Report 9-11
Employee Survey Page 9-11
Employee Survey Report 9-12
Generating the Training Report 2483 9-13
Report Training 2483 Page 9-13
Training Report 2483 9-14
Generating the Monthly Workforce Report 9-15
Monthly Workforce Report Page 9-15
Monthly Workforce Report 9-16
Generating the Personal Register Report 9-16
Personal Register Page 9-16
Personal Register Report 9-17
Generating the Workforce by Nationality Report 9-18
Workforce by Nationality Page 9-18
Workforce by Nationality Report 9-18
Generating the Election Report 9-19
Election Page 9-19
Election Report 9-20
UK Regulatory Reports 9-21
Generating the Joint Staffing Report 9-21
Joint Staffing Page 9-21
Joint Staffing Report 9-22
Generating the Northern Ireland Report 9-22
Northern Ireland Report - Fair Empl Monitoring Return Page 9-23

Northern Ireland Report 9-24
Generating the UK Adverse Impact Report 9-24
Adverse Impact Page 9-24
Adverse Impact Report 9-25
Generating the UK Termination Analysis Report 9-26
Termination Analysis Page 9-26
Termination Analysis Report 9-27
Generating the UK Work Force Analysis Report 9-27
Work Force Analysis Page 9-27
Work Force Analysis Report 9-28
Generating the Job Group Roster Report 9-29
Job Group Roster Page 9-29
Job Group Roster Report 9-30
US Regulatory Reports 9-30
Generating the PRWORA – New Hire Report 9-30
Federal PRWORA – New Hire Page 9-30
State PRWORA – New Hire Page 9-31
Federal PRWORA – New Hire Report 9-32
State PRWORA – New Hire Report 9-33
Generating the OSHA-200 Log Report 9-33
OSHA-200 Log Page 9-33
OSHA-200 Log Report 9-34
Generating the Adverse Impact Report 9-34
Adverse Impact – Parameters Page 9-35
Adverse Impact Report 9-35
Generating the Job Group Movement Analysis Report 9-36
Job Group Movement Analysis – Parameters Page 9-36
Job Group Movement Analysis Report 9-37
Generating the VETS-100 Report 9-37
VETS-100 Process Page 9-38
VETS-100 Report 9-39
Generating the EEO-1 Employer Information Report 9-39
EEO-1 Employer Information – Run Control PER016 Page 9-39
EEO-1 Employer Information Report 9-41
Generating the EEO-1 Job Analysis Report 9-41
EEO-1 Job Analysis Report 9-42
Generating the EEO-4 State and Local Government Report 9-43
EEO-4 State and Local Govt (Government) Report 9-44
Generating the EEO-5 Job Analysis Report 9-44
EEO-5 Job Analysis – Parameters Page 9-44

EEO-5 Job Analysis Report 9-45
Generating the IPEDS-S Report 9-45
IPEDS-S Report Page 9-45
IPEDS-S Report 9-46
Generating the Job Group Analysis Report 9-46
Job Group Analysis – Run Control PER024 Page 9-46
Job Group Analysis Report 9-47
Generating the Job Group Analysis Summary Report 9-48
Job Group Analysis Summary – Run Control PER024a Page 9-48
Job Group Analysis Summary Report 9-49
Generating the Job Group Roster Report 9-49
Job Group Roster – Run Control PER030 Page 9-49
Job Group Roster Report 9-50
Generating the Work Force Analysis Report 9-50
Work Force Analysis – Run Control PER025 Page 9-50
Work Force Analysis Report 9-52
Generating the Termination Analysis Report 9-52
Termination Analysis – Run Control PER019 Page 9-52
Termination Analysis Report 9-53
US Federal Regulatory Reports 9-54
Generating the CPDF Error Report 9-54
CPDF Error Report – Run CPDF Error Report Page 9-54
CPDF Error Report 9-55
Generating the EEO Groups by PATCOB/POI Report 9-55
EEO Groups by PATCOB/POI Page 9-55
EEO Groups by PATCOB/POI Report 9-56
Generating the EEO Groups by PATCOB/SubAgency Report 9-56
EEO Groups by PATCOB/SubAgency Page 9-56
EEO Groups by PATCOB/SubAgency Report 9-57
Generating the EEO Groups by Series/POI Report 9-57
EEO Groups by Series/POI Page 9-57
EEO Groups by Series/POI Report 9-58
Generating the EEO Groups by Series/SubAgency Report 9-59
EEO Groups by Series/SubAgency Page 9-59
EEO Groups by Series/SubAgency Report 9-59
Generating the SF113-A Report 9-60
SF113-A Report page 9-60
SF113-A Report 9-61
Generating the SF113-G Report 9-61
SF113-G Report page 9-61

SF113-G Report 9-62
Generating the VETS-100 by POI Report 9-63
VETS-100 by POI Page 9-63
VETS-100 by POI Report 9-63
Generating the VETS-100 by SubAgency Report 9-64
VETS-100 by SubAgency report page 9-64
VETS-100 by SubAgency Report 9-64

Index

Meeting Regulatory Requirements

This book provides you with the information you will need for implementing and using the Meeting Regulatory Requirements module of PeopleSoft Human Resources. You can order the online version by requesting SKU HRB8SP1R0, or the hardcopy version by requesting SKU MAHRDr8SP1B 1200.

This book, ***Meeting Regulatory Requirements,*** documents how you use the system to meet human resources reporting requirements for several countries. You can also monitor French professional elections, report on Affirmative Action requirements in the U.S., and track data necessary to comply with the Americans with Disabilities Act (ADA). The last chapter describes the setup and processing you complete to create CPDF files for transfer to the Office of Personnel Management (OPM).

Meeting Canadian Reporting Requirements shows you how to meet Canadian federal reporting requirements in several areas, including pay equity, employment equity, and official language reporting requirements.

Meeting French Reporting Requirements shows you how to meet French governmental reporting requirements in areas such as disability compensation reporting, vocational training declarations, and the Employee Survey (Bilan Social Report).

Monitoring French Professional Elections lets you monitor professional elections for personnel representatives and members of the works council in your organization, if you are doing business in France.

Meeting Reporting Requirements for the United Kingdom shows you how to meet governmental reporting requirements for the United Kingdom in areas such as the Fair Employment Act, Disability and Discrimination Act, and equal opportunity hiring.

Meeting Reporting Requirements for the United States helps you set up the codes and establishments you'll need for monitoring hiring practices, tracking affirmative action plans, and meeting U.S. federal regulatory reporting requirements.

Reporting on U.S. Affirmative Action Requirements discusses the Equal Employment Opportunity Act/Affirmative Action (EEO/AA) information you can track and report in the system.

Working With the U.S. Americans With Disabilities Act (ADA) describes how to set up and track the data you need to substantiate that your company doesn't have discriminatory practices against people with disabilities, in accordance with the Americans with Disabilities Act (ADA).

Performing Central Personnel Data File Edit Processing describes the setup and processing you complete to create CPDF files for transfer to the Office of Personnel Management (OPM).

CHAPTER 1

Meeting Canadian Reporting Requirements

If Canadian report regulations apply to your organization, you can implement plans or practices to ensure that your company consistently meets reporting requirements. And even if your company isn't subject to federal regulations, you still might want to track hiring information to make sure discrimination doesn't exist in your organization.

PeopleSoft Human Resources provides you with 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 can review and update Canadian standard occupational classification codes.

To meet employment equity and official language reporting requirements, you can 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). You no longer have to spend valuable time re-entering the data you already have in PeopleSoft HR, and you practically eliminate the possibility of data entry errors in your reports.

Setting up Regulatory Reporting for Canada

In this section, you define Canadian pay equity criteria, review Canada National Occupational Classification (NOC) codes for Canadian companies, and add or modify these codes. You learn how to use reports to list Canadian Pay Equity information and NOC codes.

Before You Begin

The setup tables and pages discussed in this section are in Monitor Workplace, Report Regulations (CAN).

The procedures for accessing and entering information in the pages described in this section mirror those for updating any PeopleSoft page or field.

For more information and for a quick refresher course on accessing and entering information in the pages, see the general tutorial in your PeopleBook, Using PeopleSoft 8 Applications.

Make sure the control tables are set up before you start working with the tables described in this section.

For more information about the control tables in PeopleSoft Human Resources, see PeopleSoft Application Fundamentals for HRMS: Setting Up Control Tables.

Before you run the EECRS and OLA reports, employee data must already exist in PeopleSoft Human Resources. You must have hired employees into the system.

For more information on hiring employees, see Administering Your Workforce: Hiring Your Workforce.

Remember that you can press F1 at any time to access PeopleBooks Help and review online help topics that describe the purpose of these pages.

Defining Canadian Pay Equity Criteria

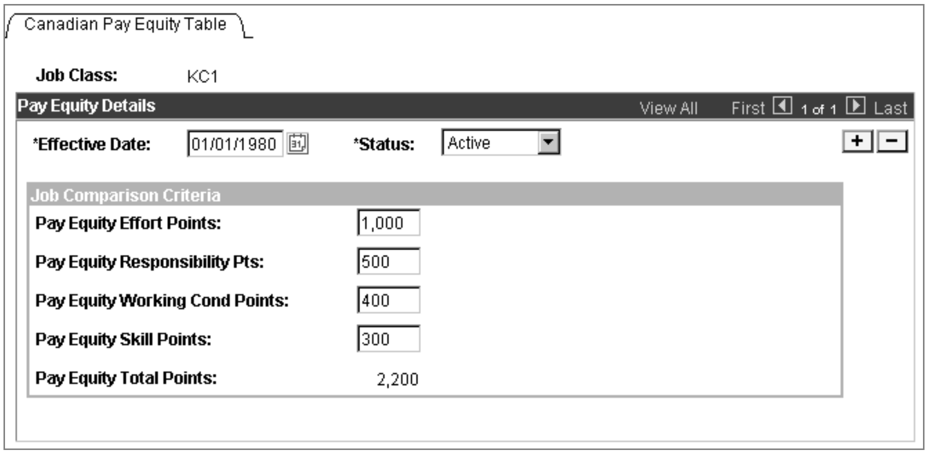
Use the Canadian Pay Equity Table to identify job classes and quantify related job evaluation criteria to meet requirements set by the Pay Equity Act. You can use this information to ensure that workers' salaries and wage scales are based on the value of work performed, regardless of their gender.

You also associate Pay Equity Job Class codes with job codes in the Job Code Table.

For more information on the Job Code Table, see PeopleSoft Application Fundamentals for HRMS: Setting Up Control Tables. To generate a summary of all job classes and related evaluation criteria, run the PER715CN Pay Equity Table Report.

Canadian Pay Equity Table Page

Usage	Use the Canadian Pay Equity Table page to enter equity information.
Object Name	CAN_PAY_EQUITY_TBL
Navigation	**Monitor Workplace, Report Regulations (CAN), Setup, Canadian Pay Equity Table**
Access Requirements	Canadian Pay Equity Job Class



Canadian Pay Equity Table page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status.**

Job Comparison Criteria

To enter the Job Comparison Criteria, type the Effort, Responsibility, Working Conditions, and Skills associated with this job class. You determine the Points by comparing each of these factors to every other job class in the company. The more significant the Effort, Responsibility, Working Conditions, and Skills, the higher the points. For example, you might assign more Skill points to an engineer job class than a mailroom clerk job class because the engineer job requires more education and experience.

Pay Equity Effort Points	Type the Pay Equity Points that represent the effort. Effort addresses the physical and mental effort required to perform a job.
Pay Equity Responsibility Points	Includes decision-making and responsibility for people, equipment, and budgets.
Pay Equity Working Cond Points (Pay Equity Working Conditions Points)	Covers the working environment, including dirt, noise, stress, and health risks.
Pay Equity Skill Points	Generally include education, experience, and special abilities required to perform a job in this job class.
Pay Equity Total Points	As you enter points, the system calculates and displays the **Pay Equity Total Points**.

PER715CN Pay Equity Table Report

Description	This is a Canadian-specific report that lists the information in the Canadian Pay Equity Table. It contains job evaluation information related to the requirements of the Pay Equity Act such as skill, effort,

	responsibility, and working conditions in the form of points.
Report ID	PER715CN
Type of Report	Crystal
Parameters	None
Source	CAN_PAYEQ_TBL
Sorted By	Pay Equity Job Class, Effective Date

Reviewing Canadian National Occupation

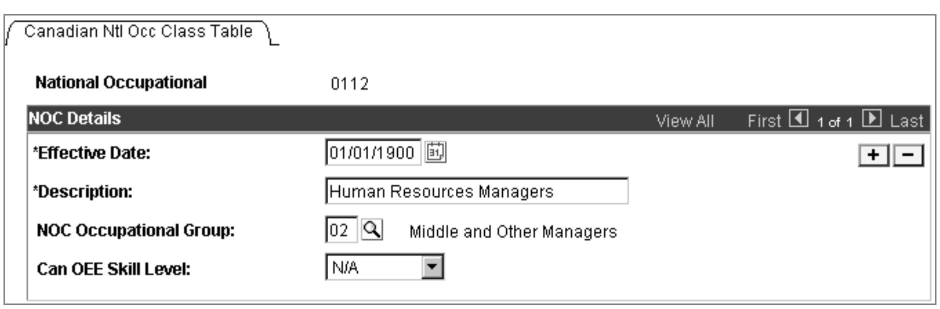
Use the Canadian National Occupational Classification (NOC) Table to review the NOC codes for Canadian companies. This table comes with an extensive list of NOC codes already defined, which you can amend, if necessary.

You associate NOC codes with job codes in the Job Code Table.

For more information on the Job Code Table, see PeopleSoft Application Fundamentals for HRMS: Setting Up Control Tables. To generate a summary of all Canadian NOC codes in the system, run the PER716CN National Occupation Codes Report. For more information on this report, see PeopleBooks Standard Page Element Definitions.

Canadian Ntl Occ Class Table Page

Usage	Use the Canadian Nat (National) Occ (Occupational) Class Table page to review, add, or modify National Occupational codes.
Object Name	CAN_NOC_TABLE
Navigation	**Monitor Workplace, Report Regulations (CAN), Setup, Canadian Ntl Occ Class Table**
Access Requirements	National Occupational Class (Classification) Code



Canadian Ntl Occ Class Table page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date** and **Description.**

NOC Occupational Group — Select the **NOC Occupational Group** to which this job classification code belongs. Occupational Group Codes are included in the Translate table.

Can (Canadian) OEE (Ontario Employment Equity) Skill Level — Select a **Can OEE Skill Level** from the list of translate values.

PER716CN National Occupation Codes Report

Description	This is a Canadian-specific report that lists the NOC codes used in categorizing your job codes to meet Canadian government reporting requirements.
Report ID	PER716CN
Type of Report	SQR
Parameters	None
Source	CAN_NOC_TBL
Sorted By	National Occupation Group, National Occupation Code, Effective Date order

Meeting Employment Equity Requirements

If you're a federally regulated employer in Canada and required to report to the Federal Government on employment equity, PeopleSoft Human Resources provides the Canadian Employment Equity 2.0 interface (PER101CN), which creates three data interface files to the federal government's Employment Equity Computerized Reporting System (EECRS). You no longer have to enter the data in your database and, once a year, enter it again in EECRS. You'll save data entry time and prevent duplication of effort.

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

PeopleSoft has designed PER101CN based on the interpretation of Employment Equity Reporting Guideline 11, as published by Human Resources Development Canada (HRDC), that we received from HRDC.

Since the interpretation of the guidelines may vary, there might be differences between the rules PeopleSoft has built into the generic solution and your requirements. In order to ensure the validity of data for reporting purposes, you might need to modify data once you import it into the EECRS files or configure the PER101CN report to meet your needs.

Each party—PeopleSoft, HRDC, and you—must ensure that the data generated to the EECRS meets the requirements of HRDC.

HRDC

HRDC must be 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.

PeopleSoft

PeopleSoft provides you with the details of exactly what rules we have built into PER101CN so that you can determine if they meet the Employment Equity Reporting guidelines as they apply to your business.

Customer

You must be aware of the reporting guidelines and how they apply to your organization.

You must be also be aware of what rules we have built into PER101CN to meet Guideline 11 and how these rules affect your company's data after it has been imported into the EECRS.

If the data imported into the EECRS doesn't meet Guideline 11, it is your responsibility to either modify the information once it has been imported into the EECRS or modify the PER101CN, itself. You are ultimately responsible for ensuring the validity of the information you report to HRDC.

Employment Equity Report Files

The three files created by the PER101CN interface are employee.txt, promo.txt, and term.txt. The Employee File includes information on temporary as well as permanent employees. Here is a list of the field names in each report file, the fields in PeopleSoft HRMS from which the report retrieves the data, the tables where the fields are located, and other information you should know.

Employee File

EECRS Report Field Name	***PeopleSoft Field***	***In PeopleSoft Table***	***Comments/ Notes***
Employee #	Employee ID	PERSONAL_DATA	
CMA 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.

EECRS Report Field Name	***PeopleSoft Field***	***In PeopleSoft Table***	***Comments/ Notes***
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.
NOC Code	Canadian NOC 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.
SIC Code	Canadian Industrial Sector	DEPT_TBLCAN_SBR	Based on the Department ID in the employee JOB record, the report uses the SIC associated with that Department ID in the DEPT_TBL.
Employee Type Code	Temporary Full-/Part-Time Other		Please refer to How Employee Type Is Determined below.
Employee Type Comment	Employment Status Full-Time Student		Please refer to How Employee Type Is Determined below.
Gender	Sex	PERSONAL_DATA	
Last Name	Name	PERSONAL_DATA	
Given Name	Name	PERSONAL_DATA	
Salary	Annual Rate	JOB	Please refer to Salary Definition and Calculation below.
Aboriginal	Aboriginal	PERSONAL_DATA	
Visible Minority	Visible Minority	PERSONAL_DATA	
Disabled	Disabled	PERSONAL_DATA	
Hire Date	Hire Date	EMPLOYMENT	

EECRS Report Field Name	PeopleSoft Field	In PeopleSoft Table	Comments/ Notes
Termination Date	Termination Date	EMPLOYMENT	

Promotion File

EECRS Report Field Name	PeopleSoft Field	In PeopleSoft Table	Comments/ Notes
Employee #	Employee ID	PERSONAL_DATA	
Promotion #			
Promotion Date			

Temporary Terms File (for temporary employees only)

EECRS Report Field Name	PeopleSoft Field	In PeopleSoft Table	Comments/ Notes
Employee #	Employee ID	PERSONAL_DATA	
Term #			
Start Date			
End Date			
Completed Date	Termination Date	EMPLOYMENT	Temporary employees only.

Employees Included in the Employment Equity Report

The EECRS interface (PER101CN.SQR) includes any employee who was in a Canadian Regulatory Region during the reporting year. This includes employees who were hired, rehired, transferred, or terminated during the year and anyone who was active, on leave, or suspended during the year.

The Job record used in the data files is the one with the maximum EFFDT (effective date) and EFFSEQ (effective sequence) that is less than or equal to the year end. This may be a record that is prior to the current year if they have had no job activity during the reporting year.

The minimum EMPL_RCD# (employee record number) is used if more than one job is present. Data from Personal Data, Diversity, Disability, and Employment records are as of the run date of the report. Data from the JOBCODE_TBL, DEPT_TBL, and LOCATION_TBL are 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:

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

The employee salary is reported as the sum of the salaries for all their jobs.

How Employee Type Is Determined

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

The valid Employee Type categories for EECRS are:

- ***Full time (01)***
- ***Part time (02)***
- ***Temporary (03)***
- ***Other (04)***
- ***Casual (05)***

Using the following logic, the system determines the appropriate category for each employee:

Full-Time (01)	REG_TEMP = 'R' (regular) FULL_PART_TIME = 'F' (full-time) EMPL_STATUS not in (L,P,S) FT_STUDENT <> 'Y'
Part-Time (02)	REG_TEMP = R FULL_PART_TIME <> 'F' EMPL_STATUS not in (L,P,S) FT_STUDENT <> 'Y'
Temporary (03)	REG_TEMP = 'T' EMPL_STATUS not in (L,P,S) FT_STUDENT <> 'Y'
Other (04)	EMPL_STATUS in (L,P,S) or FT_STUDENT = 'Y' or (EMPL_STATUS not in (L,P,S) and haven't worked in this reporting year (using LAST_DATE_WORKED)) Supercedes Full-Time, Part-Time, Temporary, and Casual
Casual (05)	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 ***'04' (Other),*** then the description field gets populated with one of the following descriptors:

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

Salary Definition and Calculation

Employment Equity Reporting Guideline 11 has the following stipulations regarding salary definition and calculation:

- Salary should be annualized in some situations and not in others.
- If two activities with respect to earnings or job take place in a year, one of which requires annualization and one that doesn't, then the most recent activity takes priority. For example, if a new hire (annualized) gets 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. This information does include overtime. If overtime is a possibility for your organization, you must modify the data manually in the report files or modify PER101CN.

Annualized salary doesn't 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.

Important! The final authority in interpretation of annualization/non-annualization rests with Human Resources Development Canada. The final responsibility for compliance to the EECRS reporting rules rests with you.

Salary Annualization

The following table shows under which circumstances salary should be annualized and how the PER101CN report responds to that situation. Make note of circumstances where you must modify the report manually for accurate results.

Guideline 11 Rules ***Salary to be annualized for the following:***	***Peoplesoft Interface Functionality***
New hires and promotions during the reporting period	PER101CN annualizes using ANNUAL_RT.
Seasonal workers who only work part of a complete season	All seasonal employees are deemed to have worked a complete season and won't have their salary annualized by PER101CN. Modify data in EECRS manually if an incomplete season occurred.
Unpaid leave of absence granted at the request of an employee who returned to work on or before Dec 31	PER101CN annualizes using ANNUAL_RT; however, paid leaves are non-annualized. If unpaid leave is still active at Dec 31, then it is non-annualized.
New hire with a salary including commission; add salary and commission and annualize total	PER101CN annualizes using ANNUAL_RT. Modify the provided figure manually in EECRS.
New hire with steady base salary; annualize only base salary and then add commission	PER101CN annualizes using ANNUAL_RT. Modify the provided figure manually in EECRS.
Transferred employees as a result of a corporate transaction; employees considered new hires	PeopleSoft Human Resources doesn't specify how corporate transactions are to be completed. If you have terminated them from one company and hired them into the new one as the means of corporate transfer, they show up as new hires and PER101CN annualize using ANNUAL_RT. Otherwise, modify manually within EECRS.

The following table shows under which circumstances salary shouldn't be annualized and how the PeopleSoft Interface (PER101CN) responds to that situation. Make note of circumstances where you must modify the report manually for accurate results.

Guideline 11 Rules ***Do Not Annualize Salary For***	***PeopleSoft Interface Functionality***
Temporary employees	PER101CN doesn't annualize.

Guideline 11 Rules ***Do Not Annualize Salary For***	***PeopleSoft Interface Functionality***
Seasonal Workers who have worked a complete season	PER101CN doesn't annualize. All seasonal workers are deemed to have worked a complete season because PeopleSoft Human Resources cannot identify partial season.
Employees who are temporarily laid off	PER101CN doesn't annualize.
Employees recalled in accordance with the collective agreement part way through the year	PER101CN doesn't annualize.
Strike	PER101CN doesn't annualize.
Permanent employees working part of the year as full time employees	PER101CN doesn't annualize.
Acting assignment	PeopleSoft Human Resources cannot identify these situations, so the PER101CN default is to not annualize. Modify the provided figure manually in EECRS.
New hire with fluctuating base salary and commission	PeopleSoft Human Resources cannot identify these situations, so the PER101CN default is to not annualize. Modify the provided figure manually in EECRS.
Commission-only salary	PeopleSoft Human Resources cannot identify these situations, so the PER101CN default is to not annualize. Modify the provided figure manually in EECRS.
Employees who experience a change in employment status part way through the year (temp to part time, part time to full time, and so on)	PER101CN doesn't annualize. Modify the provided figure manually in EECRS.

Running the Interface Report

The interface report is in **Monitor Workplace, Report Regulations (CAN), Report, Employment Equity.** Use Process Scheduler in PeopleSoft Human Resources to generate results. Before you run the report, you must set up report parameters designating the reporting year and each company in your organization that you're including in the report.

For more information and detailed instructions on running reports using Process Scheduler, refer to PeopleTools Process Scheduler. For more information on the Canadian Employment Equity report (PER101CN), see PER101CN Employment Equity.

Importing the Report Output into EECRS

When you import the interface file into EECRS, you have two options: Merge or Overwrite the existing file in EECRS. The default in the report is to Overwrite because normally you submit information for your whole organization at the same time.

If divisions in your company prepare their information separately, and you need to put division files together, you may need to use the Merge option. Keep in mind that the Merge option might result in duplicate records about which the EECRS software doesn't warn you or issue error messages. For this reason, the Federal Government of Canada strongly recommends you create a backup copy of your final files. Also, you may delete or key over existing employee data in EECRS, so keeping a backup ensures that you retain accurate records of the information you submitted for each reporting year.

The interface report doesn't extract information on employers. Before you run the final report using the EECRS software, you need to enter values in the EECRS Employer Information fields.

Troubleshooting

PER101CN has the capability to capture a number of errors that might prevent EECRS from successfully importing data or that EECRS otherwise would, in turn, flag as part of its data validation of imported data.

If you find that records are missing from the import files when you run PER101CN, it's likely that information that is required for the EECRS report isn't required in the online pages. The PER101CN.LIS file identifies these situations and produces an error message.

PER101CN Employment Equity

Description	This Canadian-specific report creates an interface file to export to Canadian Employment Equity software. The SQR retrieves employees who were active any time in the current year and report on their JOB and EMPLOYMENT parameters. If the client has employees with multiple jobs, the SQR reports total salary and JOB parameters based on the following criteria: most recent active job full-time job job with the highest salary
Report ID	PER101CN
Type of Report	SQR
Parameters	None
Source	

Sorted By	

Reporting on the Official Languages Act

Canadian federal institutions are required to report on the official languages used in their departments in accordance with the Official Languages Act (OLA). PeopleSoft HR contains two reports: the Can Official Lang Data File (Canadian Official Languages Data File) Report (PER102CN) and Canadian Off Lang (Canadian Official Languages) Reports (PER108CN).

The Can Official Lang Data File Report creates an import file used by the Official Languages Information System (OLIS II) software, required under federal legislation (OLA-The Official Languages Act) to report official languages information. The Canadian Off Lang Reports are five summary reports that capture your organization's official languages overview information.

Can Official Lang Data File Report (PER102CN)

The Can Official Lang Data File Report (Canadian Official Languages Data File) captures information about all permanent and temporary employees (those who work for periods of six months or more). The information includes employees' first official language and their communication requirements.

Here's a list of the field names in the report, the fields in PeopleSoft HRMS from where the report retrieves the data, the tables where the fields are located, and other information you should know.

OLA Report Field Name	***PeopleSoft Field***	***In PeopleSoft Table***	***Comments/Notes***
Institution Code	Company	COMPANY_TBL	
Record ID	Employee ID	PERSONAL_DATA	
First Official Language	Preferred Language	PERSONAL_DATA	
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.
Language of Service to Public	Pub Svc Lng Can	PERS_OFFLNG_CAN	
Language of Internal Service to NCR	Intrl Ncr Lng Can	PERS_OFFLNG_CAN	

OLA Report Field Name	***PeopleSoft Field***	***In PeopleSoft Table***	***Comments/Notes***
Language of Internal Service to Ontario North and East	Intrl On Lng Can	PERS_OFFLNG_CAN	
Language of Internal Service to Montreal	Intrl Mnt Lng Can	PERS_OFFLNG_CAN	
Language of Internal Service to Bilingual Quebec-Other	Intrl Qc Lng Can	PERS_OFFLNG_CAN	
Language of Internal Service to New Brunswick	Intrl NB Lng Can	PERS_OFFLNG_CAN	
Bilingualism Code	Bilingualism Code	PERSONAL_DATA	
Comm Req Supervision to NCR	Supr Comm Ncr Can	PERS_OFFLNG_CAN	
Comm Req Supervision to Ontario North & East	Supr Comm On Can	PERS_OFFLNG_CAN	
Comm Req Supervision to Montreal	Supr Comm Mnt Can	PERS_OFFLNG_CAN	
Comm Req Supervision to Bilingual Quebec-Other	Supr Comm Qc Can	PERS_OFFLNG_CAN	
Comm Req Supervision to New Brunswick	Supr Comm Nb Can	PERS_OFFLNG_CAN	
TBS Office Code	Office Cd Can	LOCATION_TBL	

The interface report is in **Monitor Workplace, Report Regulations (CAN), Report, Official Language Reqmts (requirements).** Use Process Scheduler in PeopleSoft HR to generate results. Before you run the report, you must set up report parameters designating the reporting year and each company in your organization that you're including in the report.

For more information on running reports using Process Scheduler, see PeopleTools Process Scheduler.

Official Languages Act Summary Reports

The Official Languages Summary Reports (PER108CN) provides the summary information required by the Official Languages Act. The report run generates five summary reports. The reports are produced in a print format. The reports assume December 31st of the current year, unless another date is specified in the As of Date field.

The Official Languages Summary Reports contains the five following reports:

- 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.

The summary report is in **Monitor Workplace, Report Regulations (CAN), Report, Official Language Reqmts (requirements).** Use Process Scheduler in PeopleSoft HR to generate results. Before you run the report, you must set up report parameters designating the reporting year and each company in your organization that you're including in the report.

For more information on running reports using Process Scheduler, see PeopleTools Process Scheduler.

Participation by Province

The Participation By Province summary report includes those individuals whose most recent JOB record has a REG_REGION value equal to 'CAN' (Canada) and an EMPL_STATUS value equal to A, L, P, or S.

Here's a list of report field names, the fields in PeopleSoft HRMS from where the reports retrieve the data, the tables where the fields are located, and other information you should know.

OLA Summary Report Field Name	***PeopleSoft Field***	***In PeopleSoft Table***	***Comments/ Notes***
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.

OLA Summary Report Field Name	*PeopleSoft Field*	*In PeopleSoft Table*	*Comments/ Notes*
Total # 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 the selected employees in the selected group who have a language code equal that isn't equal to CFR (Canadian French) or FR (French). That is, if the employee's language isn't French, then the report assumes English.
Total # of Employees First Official Languages French	LANGUAGE_CD	PERSONAL_DATA	The count of the selected employees in the selected group who have a language code equal that is equal to CFR (Canadian French) or FR (French).

Participation by Occupational Category

The Participation By Occupational Category summary report includes those individuals whose most recent JOB record has a REG_REGION value equal to 'CAN' (Canada) and an EMPL_STATUS value equal to A, L, P, or S.

Here's a list of report field names, the fields in PeopleSoft HRMS from where the reports retrieve the data, the tables where the fields are located, and other information you should know.

OLA Summary Report Field Name	***PeopleSoft Field***	***In PeopleSoft Table***	***Comments/ Notes***
Occupational Category	CAN_NOC_CD	JOBCODE_TBL	The Occupational Category field displays one of five occupational categories that correspond to the CAN_NOC_CD on the JOBCODE_TBL. The five categories are: 91-Managers 92-Professionals 93-Specialists & Technicians 94-Adminsitrative Support 95-Operational
Total # of Employees	CAN_NOC_CD	JOBCODE_TBL	Count of selected employees with that occupational category.
Total # of Employees First Official Languages English	LANGUAGE_CD	PERSONAL_DATA	The count of the selected employees in the selected group who have a language code that isn't equal to CFR (Canadian French) or FR (French). That is, if the employee's language isn't French, then the report assumes English.
Total # of Employees First Official Languages French	LANGUAGE_CD	PERSONAL_DATA	The count of the selected employees in the selected group who have a language code that is equal to CFR (Canadian French) or FR (French).

Service to Public by Bilingual Office/Point of Service

The Service to Public by Bilingual Office/Point of Service summary report includes those 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 Resources Serving the Public field value. This is according to the Official Languages Information System II - Version 2 guidelines.

Here's a list of report field names, the fields in PeopleSoft HRMS from where the reports retrieve the data, the tables where the fields are located, and other information you should know.

OLA Summary Report Field Name	*PeopleSoft Field*	*In PeopleSoft Table*	*Comments/ Notes*
Province	LOCATION_DESCR	LOCATION_TBL	
Location	STATE_TBL.DESCR	STATE_TBL	
Office Code	LOCATION_TBL.TBS_ OFFICE_CD_CAN	LCOATION_TBL	
Resources Servicing the Public	PUB_SVC_LNG_CAN	OFF_LNG_RQMT_CAN	Count of selected employees at that location.
Resources Serving in English	PUB_SVC_LNG_CAN	OFF_LNG_RQMT_CAN	Count of selected employees at that location with a PUB_SVC_LNG_CAN value of either English of Bilingual.
Resources Serving in French	PUB_SVC_LNG_CAN	OFF_LNG_RQMT_CAN	Count of selected employees at that location with a PUB_SVC_LNG_CAN value of either French of Bilingual.

Internal Services to Bilingual Regions

The Internal Services to Bilingual Regions summary report includes those individuals whose most recent JOB record has a REG_REGION value equal to 'CAN' (Canada) 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 panel:

- 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 the Internal Services fields (listed above) are counted in both the French and English columns, resulting in values that may total more than the Internal Services to Bilingual Regions field value. This is according to the Official Languages Information System II - Version 2 guidelines.

Here's a list of report field names, the fields in PeopleSoft HRMS from where the reports retrieve the data, the tables where the fields are located, and other information you should know.

OLA Summary Report Field Name	***PeopleSoft Field***	***In PeopleSoft Table***	***Comments/ Notes***
Internal Services to Employees In: National Capital Region Ontario North & East Montreal Bilingual Quebec-Other New Brunswick Total	INTRL_ON_LNG_CAN INTRL_NCR_LNG_CAN INTRL_MNT_LNG_CAN INTRL_QC_LNG_CAN INTRL_NB_LNG_CAN	OFF_LNG_RQMT_CAN	
Resources Providing Internal Services	INTRL_ON_LNG_CAN INTRL_NCR_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 English, French, or Bilingual in the Internal Languages field for each region. The total number of employees with these values is displayed at the bottom.

OLA Summary Report Field Name	*PeopleSoft Field*	*In PeopleSoft Table*	*Comments/ Notes*
Resources Serving in English	INTRL_ON_LNG_CAN INTRL_NCR_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 English or Bilingual in the Internal Languages field for each region. The total number of employees with these values is displayed at the bottom.
Resources Serving in French	INTRL_ON_LNG_CAN INTRL_NCR_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 French or Bilingual in the Internal Languages field for each region. The total number of employees with these values is displayed at the bottom.

Supervision in Bilingual Regions

The Supervision in Bilingual Regions summary report includes those individuals whose most recent JOB record has a REG_REGION value equal to 'CAN' (Canada) 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 panel:

- SUPR_COMM_ON_CAN
- SUPR_COMM_NCR_CAN
- SUPR_COMM_MNT_CAN
- SUPR_COMM_QC_CAN
- SUPR_COMM_NB_CAN

Here's a list of report field names, the fields in PeopleSoft HRMS from where the reports retrieve the data, the tables where the fields are located, and other information you should know.

OLA Summary Report Field Name	PeopleSoft Field	In PeopleSoft Table	Comments/ Notes
Bilingual Supervision: To Supervise Employees in NCR To Supervise Employees in Ontario North & East To Supervise Employees in Montreal To Supervise Employees in Bilingual Quebec-Other To Supervise Employees in New Brunswick Total	SUPR_COMM_ON_CAN SUPR_COMM_NCR_CAN SUPR_COMM_MNT_CAN SUPR_COMM_QC_CAN SUPR_COMM_NB_CAN	OFF_LNG_RQMT_CAN	
The Number of Supervisors Required to Be Bilingual	SUPR_COMM_ON_CAN SUPR_COMM_NCR_CAN SUPR_COMM_MNT_CAN SUPR_COMM_QC_CAN SUPR_COMM_NB_CAN	OFF_LNG_RQMT_CAN	Displays the count of employees who have a value of Bilingual in the Supervisors Required field for each region. The total number of employees with these values is displayed at the bottom.
Of These, the Number Qualified to Carry Out Their Duties in Both Official Languages	BILINGUALISM_CD	PERSONAL_DATA	

PER102CN Official Language Requirements

Description	This Canadian-specific report serves as an interface to the Treasury Board Secretariat (TBS) related to the Official Languages Act required by federal institutions or other agencies in order to report language information. The essence of this interface is geared to tracking official

	language requirements in various work functions or groups. Sometimes in these groups, specific employees must be bilingual to satisfy bilingual requirements when dealing with the public, but in an internal or central function, may not need to be bilingual if that need can be met by others in the same group. This report tracks the Official Language fields that are captured at the employee level on the Official Languages page and captures information about individual employees.
Report ID	PER102CN
Type of Report	SQR
Parameters	None
Source	
Sorted By	

CHAPTER 2

Meeting French Reporting Requirements

This section discusses how PeopleSoft Human Resources helps you meet French governmental reporting requirements. To help you comply with these government regulations, PeopleSoft provides reports to help in some important areas:

- French Disability Report
- French Employee Survey Report
- The French Training Report 2483
- The Monthly Workforce Report
- The Personal Register Report
- The Annual Survey of the Workforce by Nationality Report
- The Work Accident Report. For more information, see the Monitoring Health and Safety PeopleBook.

Setting Up French Control Tables for Regulatory Reporting

You have already used other windows within PeopleSoft Human Resources to set up much of the functionality that you need to run the French regulatory reports. The key pages from these other windows are also provided in the Report Regulations (FRA) window so that you can review the codes and information and update them if needed. A brief discussion of these tables and pages is provided in this section so that you can review them before running your French regulatory reports.

You'll first need to ensure the following French Control Tables are completed to supply the proper standard codes in the system for your regulatory reports.

APE Table	Use this table to classify your organization's primary industry, such as software, banking, or insurance. The APE (Activite Principale Exercee) codes are a set of codes required by French law. They are used on the Training Report 2483 (TRN029), and the Disability Report (DIS001).
External Variable Table	Use the External Variables Table to enter information related to salaries, as well as social security ceilings established by the French government each year. In

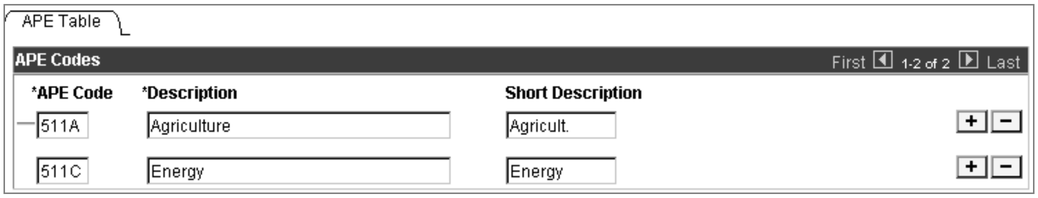
	addition, you can enter the disability rates used by the Disability report.
INSEE Table	Use this table to input the INSEE (National Institute for Statistical and Economical Studies) codes for your company's job codes. Then, map your organization's job codes to one of the INSEE codes. These codes are used in the Disability Report (DIS001).
Contract Type Group	Group contract types together. Some groups of contracts come delivered with the system. The Monthly Workforce Report uses these contract types. You don't have to change the delivered contract type groups to run the Monthly Workforce Report. If legislation changes over time, just add or remove contract types from the delivered groups.
Pension Contingency Funds Table	Use the Pension/Contingency funds page to describe pension providers from which your employees buy insurance to compliment their French Social Security payments.
URSSAF Code	URSSAF (Union de Recouvrement de la Sécurité Sociale et des Allocations Familiales) is a French governmental organization that collects the employee and employer contributions made for sickness and work accidents. Use this table to store the codes of the local URSAF offices.
Country Group	The Annual Survey of the Workforce by Nationality and by Professional Category uses country groupings. You don't have to change the delivered country group to run this report. If legislation changes over time, just add or remove countries from the delivered groups.

For more information and detailed instructions about these French Control Tables, see Setting Up Local Country Functionality.

APE Table Page

Usage	Use the APE (Activite Principale Exercee) Table page to maintain APE codes for your French organization. These codes are used to classify the type of industry a company represents – such as software, banking, insurance, and so forth. The APE codes are a normalized set of codes that are required by law, and are used on the Training Report 2483 (TRN029).

Object Name	APE_INDSTRY_CD_FRA
Navigation	• **Define Business Rules, Manage Human Resources (GBL), Setup Lcl, FRA APE Table, APE Table** • **Monitor Workplace, Report Regulations (FRA), Setup, APE Table**



APE Table page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description, Short Description.**

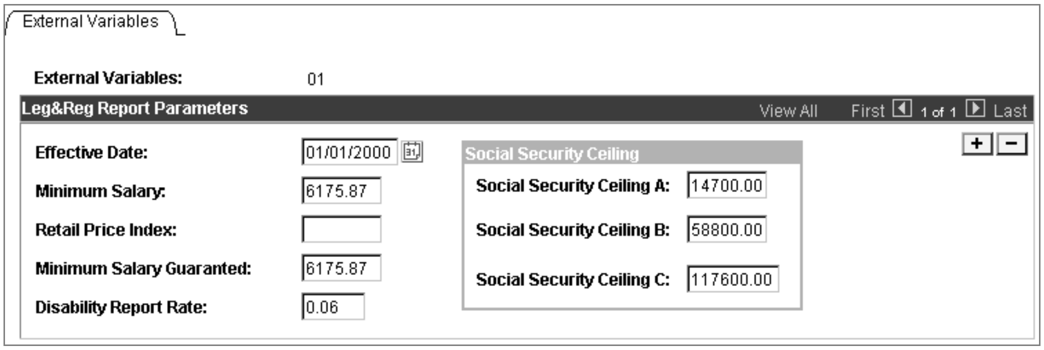
APE Codes

APE Code Enter or update the **APE Code.**

The system displays the **Short Description** of the APE Code whenever it references the APE Code on any system page or report.

External Variables Table Page

Usage	Use the External Variables Table page to enter information related to salaries and social security ceilings established by the French government each year.
Object Name	EXT_PARM_CD_FRA
Navigation	• **Define Business Rules, Manage Human Resources (GBL), Setup Lcl, FRA External Variables Table, External Variables** • **Monitor Workplace, Report Regulations (FRA), Setup, External Variables Table, External Variables**



External Variables Table page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date.**

External Variables The system displays the code for the external variable that you want to review or define with the External Variables page.

Leg & Reg Report Parameters

Minimum Salary Indicate a **Minimum Salary** for the selected external variable. These amounts are set by the French Government.

Retail Price Index Enter a **Retail Price Index.** These amounts are set by the French Government.

Minimum Salary Guaranteed Indicate a **Minimum Salary Guaranteed** for the selected external variable. These amounts are set by the French Government.

Disability Report Rate Enter a **Disability Report Rate** for the selected external variable These amounts are set by the French Government. The **Disability Report Rate** is set up in the External Variables Table, and is used in the French Disability Report (DIS001).

Note. Prior to launching the French Disability Report, you should check on this rate and update it as necessary. For example, if the current Disability Deport Rate is 6%, you should enter ***0.06*** in the Disability Report Rate field. Refer to the French Legs and Regs documentation to understand how this rate is used in the Disability report.

Social Security Ceiling

Social Security Ceiling A, B, and C	Enter the A, B, and C Social Security Ceiling values in the appropriate fields. These values are determined every year by the French Social Security Administration. They act as the ceilings that you'll use to define different income brackets for French workers.

The Social Security Ceiling values that you enter here are used as a reference for payroll calculations for French employees, as many types of social security contributions are calculated based on the different social security income brackets an employee's salary falls in.

For example, if you enter the following Social Security Ceilings for A, B, and C, and the Tax Rates for each bracket of income are as follows:

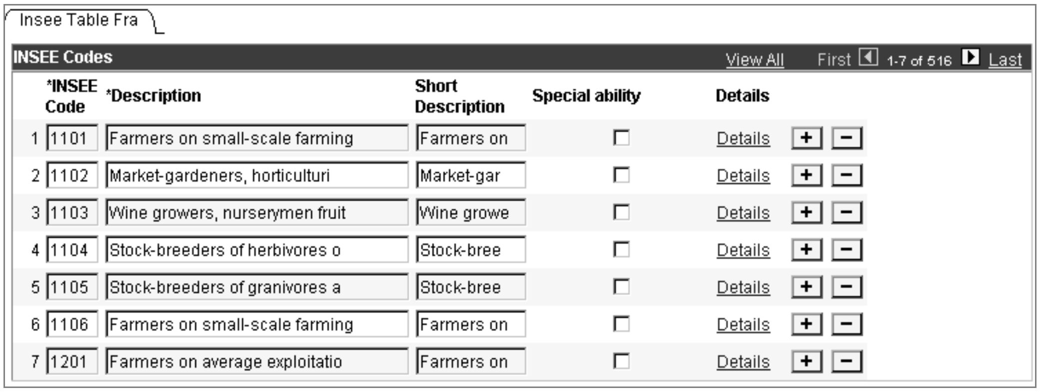
	Bracket A	***Bracket B***	***Bracket C***	***Above***
Ceiling	10000 FF	30000 FF	50000 FF	
Tax rate	10%	15%	18%	20%

This means that for an employee whose salary is 65000 FF per month, based on this Social Security and Tax Rate scenario, the worker will be required to pay the following Social Security premium:

10000*10%+20000*15%+20000*18%+15000*20% = 10,600 FF

INSEE Table Fra Page

Usage	Use the INSEE (National Institute for Statistical and Economical Studies) Table (France) page to maintain INSEE Codes for the job codes in your French organizations. The system displays the description that you enter for this code on any pages or reports that reference the INSEE Code in PeopleSoft Human Resources. These values are set by the INSEE and classify any job code. You will link an INSEE Code to any Job Code you define in your system if you plan to run the French Disability report. These codes are used in the French Disability report (DIS001).
Object Name	INSEE_TABLE_FRA
Navigation	• **Define Business Rules, Manage Human Resources (GBL), Setup Lcl, FRA INSEE Table, Insee Table Fra** • **Monitor Workplace, Report Regulations (FRA), Setup, INSEE Table, Insee Table Fra**
Access Requirements	Enter an INSEE Code.



INSEE Table Fra page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description, and Short Description.**

INSEE Codes

INSEE Code Enter or update the **INSEE Code.**

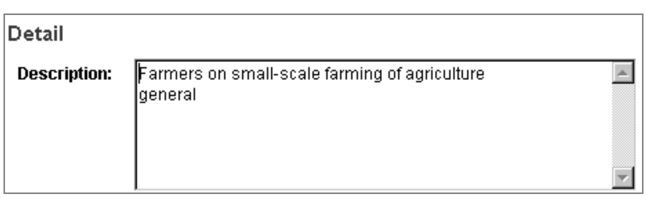
Special Ability Indicate if this **INSEE Code** represents a **Special Ability** or not.

Some Job Codes require special abilities (firemen for instance). This flag is used by the French Disability report. The system checks that no employee in a Job Code with a related INSEE code with the **Special Ability** check box selected can actually be listed as disabled.

Details Select the **Details** link to go to the INSEE Table Detail page, where you can record additional information or comments concerning a particular INSEE code.

INSEE Table Detail Page

Usage	Use the Detail page to record additional information or comments concerning an INSEE Code.
Object Name	INSEE_DSCRLONG_SEC
Navigation	Select the **Details** link on the INSEE Table page.

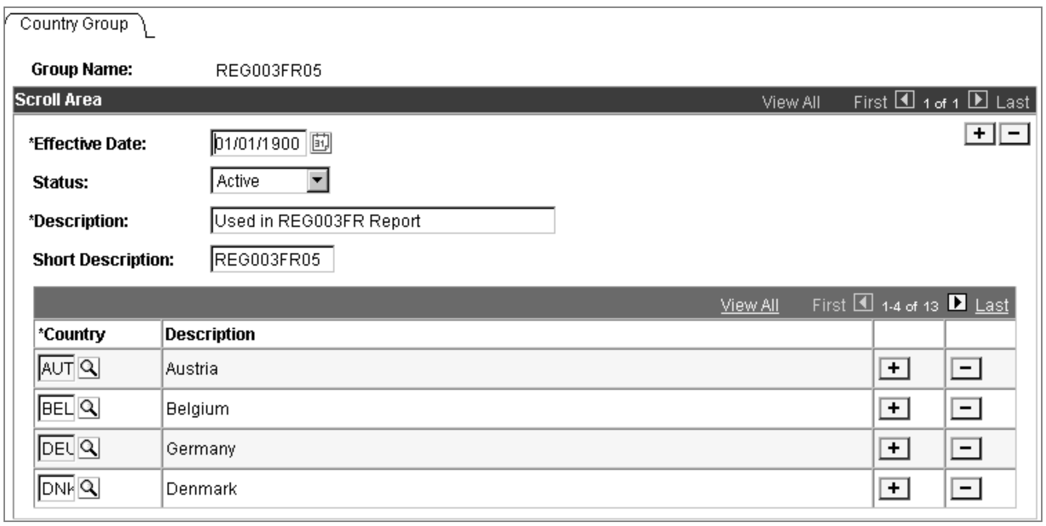


INSEE Table: Detail page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description.**

Country Group Page

Usage	Use the Country Groups page to group countries together for reporting purposes.
Object Name	COUNTRY_GRP
Navigation	**Monitor Workplace, Report Regulations (FRA), Setup, Country Group, Country Group**
Prerequisites	You must have the Country Table setup.
Access Requirements	Enter the group name.



Country Group page

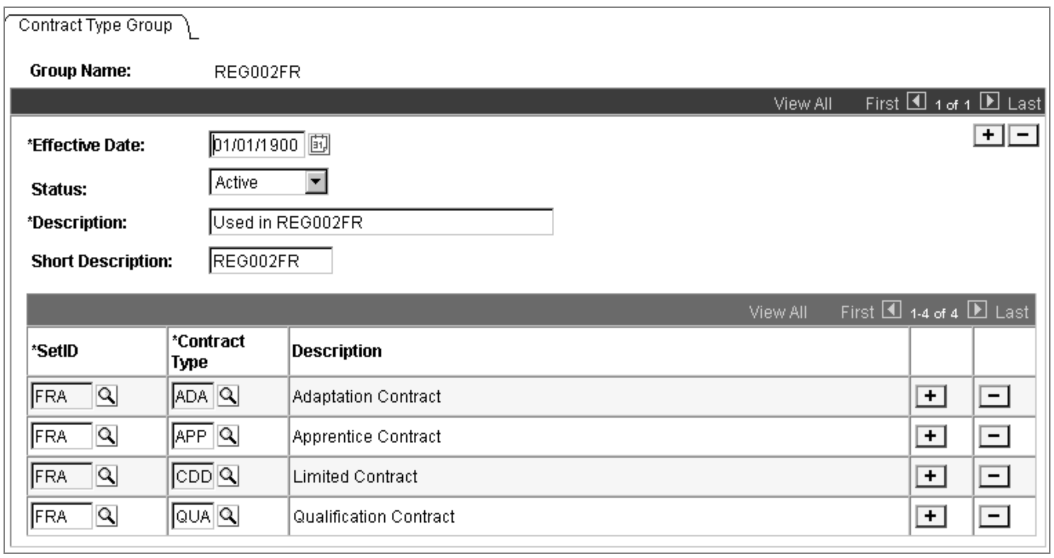
The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description,** and **Short Description.**

Group Name The system displays the **Group Name** you entered to access the page.

Country Enter or look up the **Country** codes you want to associate with this **Group Name**. The **Description** for the **Country** code automatically displays. To add another **Country**, just add a row.

Contract Type Group Page

Usage	Use the Contract Type Groups page to group contract types together for reporting purposes.
Object Name	CNTRCT_TYPE_GRP
Navigation	**Monitor Workplace, Report Regulations (FRA), Setup, Contract Type Group, Contract Type Group**
Prerequisites	You must have the Contract Type table set up.
Access Requirements	Enter the Group Name.



Contract Type Group page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description,** and **Short Description.**

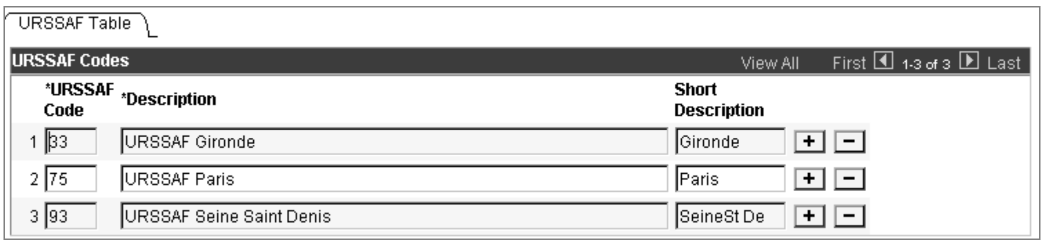
Group Name
The system displays the **Group Name** you entered to access the page.

SetID
Enter or look up the **SetID** you want to associate with this **Group Name.**

Contract Type
Enter or look up the **Contract Type** you want to associate with this **Group Name.** The **Description** for the **Contract Type** automatically displays. To add another **Contract Type**, just add a row.

URSSAF Table Page

Usage	Use the URSSAF Table page to store the codes of the local URSAFF offices.
Object Name	URSSAF_TABLE_FRA
Navigation	• **Define Business Rules, Manage Human Resources (GBL), Setup Lcl, FRA URSSAF Table, URSSAF Table** • **Monitor Workplace, Report Regulations (FRA), Setup, URSSAF Table, URSSAF Table**
Access Requirements	None



URSSAF Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description and Short Description.**

URSSAF Code Review, add, or update URSSAF codes for your organization.

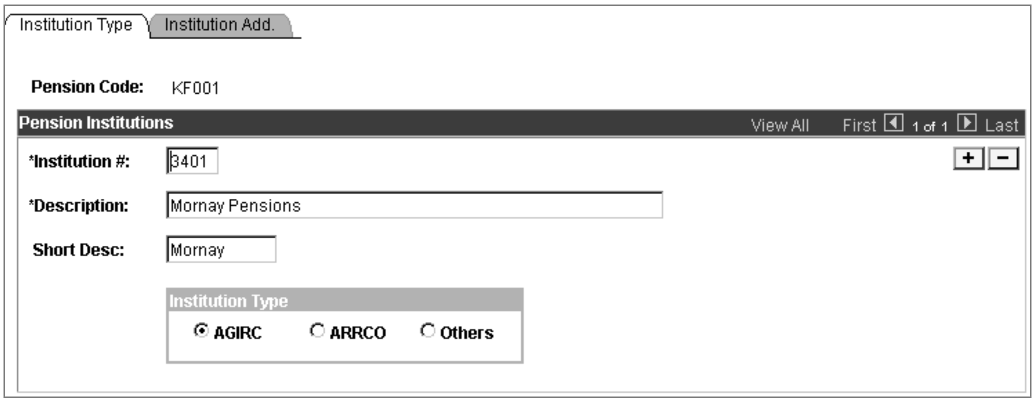
Identifying Pension and Contingency Plan Information for French Employees

The Pension/Contingency Fund pages are where you enter the detailed information about the institutions that provide pensions to your employees. The Institution Type page identifies the type of institution, while the Institution Add (Address) page stores the location of the institution.

Pension/Contingency Fund – Institution Type Page

Usage	Use the Pension/Contingency Fund - Institution Type page to enter information about the types of institutions that provide pension coverage and services to your employees.
Object Name	PENS_FUNDS_FRA

Navigation	• **Define Business Rules, Manage Human Resources (GBL), Setup Lcl, FRA Pension/Cont. Funds Table, Institution Type** • **Monitor Workplace, Report Regulations (FRA), Setup, Pension/Contingency Funds, Institution Type**
Access Requirements	Enter the Pension Code for a pension or contingency fund benefit offered by your organization.



Pension/Contingency Funds - Institution Type page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description, Short Description.**

Pension Code System displays the Pension/Contingency Funds code for which you are reviewing, updating or entering institution information.

Pension Institutions

Institution # (Number) Enter the pension/contingency fund institution's institution number.

Institution Type In Global Payroll, only one AGIRC fund, one ARRCO fund and one other (contingency) fund can be used. The institution type describes for which class of employees (managers or not) a given institution is for.

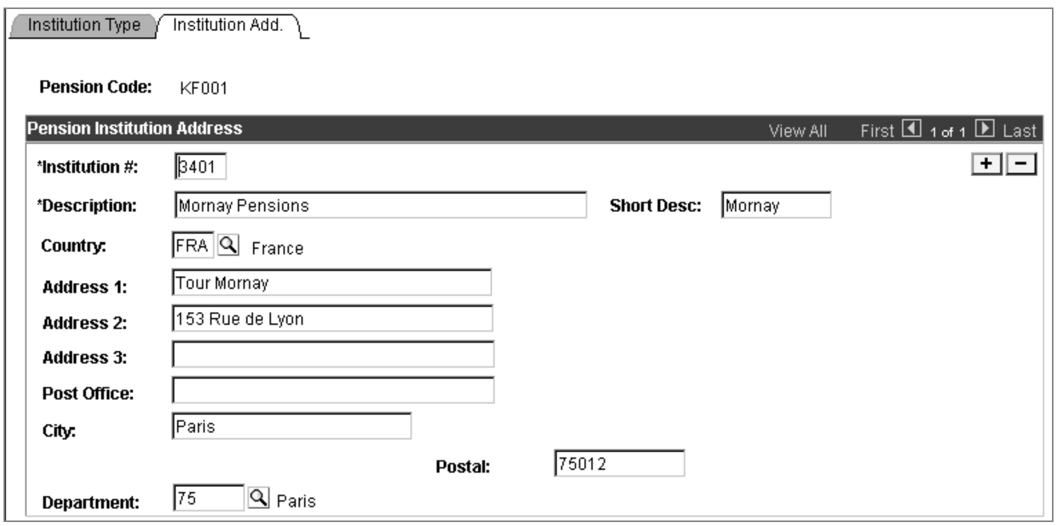
AGIRC: Pension funds for managers (Cadres)

ARRCO: Pension funds for non-managers (Non-Cadres)

Others: Contingency funds

Pension/Contingency Funds – Institution Add. Page

Usage	Use the Institution Add (Address) page to enter the Pension Fund Company's address information and to describe the Pension company your employees make their pension contributions to.
Object Name	PENSION_FUND_FRA
Navigation	• **Define Business Rules, Manage Human Resources (GBL), Setup Lcl, FRA Pension/Cont. Funds Table, Institution Address** • **Monitor Workplace, Report Regulations (FRA), Setup, Pension/Contingency Funds, Institution Address**
Access Requirements	Pension/Contingency Funds Code



Pension/Contingency Funds – Institution Add. Page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description, Short Desc (Description), Country, Address 1, Address 2, Address 3, City, County, Postal, State.**

Pension Code	System displays the Pension/Contingency Funds code that you entered.
Institution # (Number)	Enter the institution number of the selected pension or contingency fund provider.
Post Office	Enter the name of the pension or contingency fund provider's post office, if appropriate.
Department	Enter the code for the French Department in which the institution is located.

Preparing the French Disability Report

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 (Commission Technique d'Orientation et de Reclassement Professionnel, or COTOREP) in an effort to combat fraud. There is a social security commission in every French Department.

The French Disability Report (DIS001) provides you with tools to comply with governmental requirements for tracking your company's hiring of disabled persons. To prepare this report, you must first ensure that you have entered the correct codes in the INSEE Table and have the correct Disability Rate code in the External Variables Table.

When you run the report, it will calculate the theoretical number of disabled employees 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 that have special job codes defined by the INSEE 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.

Here is a summary of the terminology used in the report:

Company Total Population	Each PeopleSoft Human Resources French Job Code is linked to a four-digit INSEE PCS (Classification par Categorie Socio-Professionnelle, or Socio-Professional Category Description) code. The first table of the report lists all the PCS codes corresponding to a Jobcode within your company, their description, and the number of men or women in each category.
Jobs Requiring Special Abilities	This list shows all the exempt Job Codes and the number of men or women in your company's population who must be excluded from your calculation population. Exempt Job Codes define jobs that require capabilities incompatible with any kind of disability.
Reference Population	This is the number of people in the reference population (total population minus consultants and trainees, but not yet minus the excluded jobs).
Calculation Population	This is the total population minus the consultants, trainees, and excluded jobs.
Calculated Number of Disabled Employees	This is the calculated, theoretical number of disabled employees whom the company should hire to comply with the law.

DIS001 Disability Report

Description	This is a France-specific report. The Disability report is mandatory for all French companies with more than 20 employees. The Disability Report's frequency is annual. The report is designed for the following functions: • Calculating the theoretical number of disabled employees who should work for the Company. • The number is 6% of a reference population that is determined by excluding from the total population of the Company any employees with a job code belonging to specific INSEE (French National Institute for Statistic and Economic Studies) categories of job codes. • Listing all the disabled employees. This excludes certain employees such as Temps, Trainees, and Apprentices.
Report ID	DIS001
Type of Report	SQR
Parameters	Civil Year, Company, and Establishment.
Source	PS_ESTAB_TBL, PS_JOBCODE_TBL, PS_JOB, PS_PERSONAL_DATA, PS_INSEE_TBL_FRA, PS_CONTRACT_DATA, PS_DEPT_TBL, PS_DISABILITY_FRA, PS_INSTALLATION, PS_EXT_PARM_FRA
Sorted By	None

Generating the French Employee Survey Report

The Employee Survey Report (SOC001) is an annual regulatory report that the French government requires from employers with more than 200 employees. In France, it is referred to as "Le Bilan Social." The report is communicated to both labor unions and the government. It provides a snapshot of the company over the past 3 years for about 200 indicators.

Basically there are two types of Employee Survey according to the company industry. In PeopleSoft 8, we deliver the most frequently encountered type of Employee Survey: the one corresponding to the Trade & Services Industry.

Here are a few examples of the indicators included in the report:

- The number of employees in the organization
- The amount of money each employee in the organization is paid
- The average employee salary
- The number of hires with an unlimited contract during a given year

- The number of work accidents
- The frequency of work accidents
- The number of trainees for a given year
- The number of disabled persons employed in the company
- The number of employees who left the company

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

To prepare your Employee Survey Report:

1. Set up or modify the Employee Survey Groups. This step is optional.
2. Set up or modify the Employee Survey Indicators and link them with the Application Engines. This step is optional.
3. Run the Compute Employee Survey (EMSURVEY) process calculation for all of the indicators.
4. Exercise the option to review the results of the process calculations. This step is optional.
5. Run the Employee Survey Report (SOC001) to print, or export to a file, the results of the process calculations.

Setting Up Employee Survey Groups and Indicators

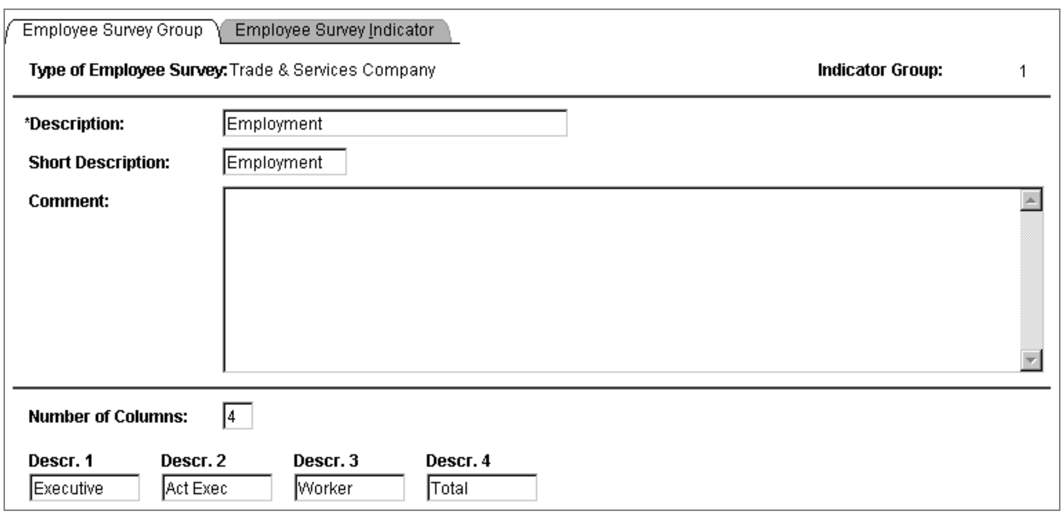
Employee survey groups are established for you. However, you may need to modify them to meet your organizations needs. Group page to review, and update the seven main groups defined by the French government. Use the Employee Survey Indicator page to enter, review, and update the approximately 200 indicators required by the French government, and link the indicators with the relevant Application Engine.

About 50 percent of the groups and indicators that you must prepare for the Employee Survey Report are already in the Employee Survey Group and Employee Survey Indicator Tables as system data. They are part of the standard build delivered with your PeopleSoft Human Resources system. We understand that the way the indicators are calculated sometimes varies from company to company. And we understand that French legislation or regulations can change the requirements for the Employee Survey Report. Use the Employee Survey Group and Employee Survey Indicator setup pages to change or modify these Groups or Indicators, if necessary.

For more information about and lists of the indicators available for the Employee Survey Report, please see Employee Survey Indicators – Employee Survey Indicator Page.

Employee Survey Indicators – Employee Survey Group Page

Usage	Use the Employee Survey Group page to review and update the seven main groups of indicators defined by the French government for the different types of Employee Survey. You can then use this page to link these groups to the columns they appear in on the Employee Survey Report.
Object Name	GROUP_SHEETTBL_FRA
Navigation	**Monitor Workplace, Report Regulations (FRA), Setup, Employee Survey Indicators, Employee Survey Group**
Access Requirements	Enter the type of employee survey



Employee Survey Indicators – Employee Survey Group page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description**, **Short Description**, and **Comment**.

Type of Employee Survey The system displays the **Type of Employee Survey** you entered to access the page.

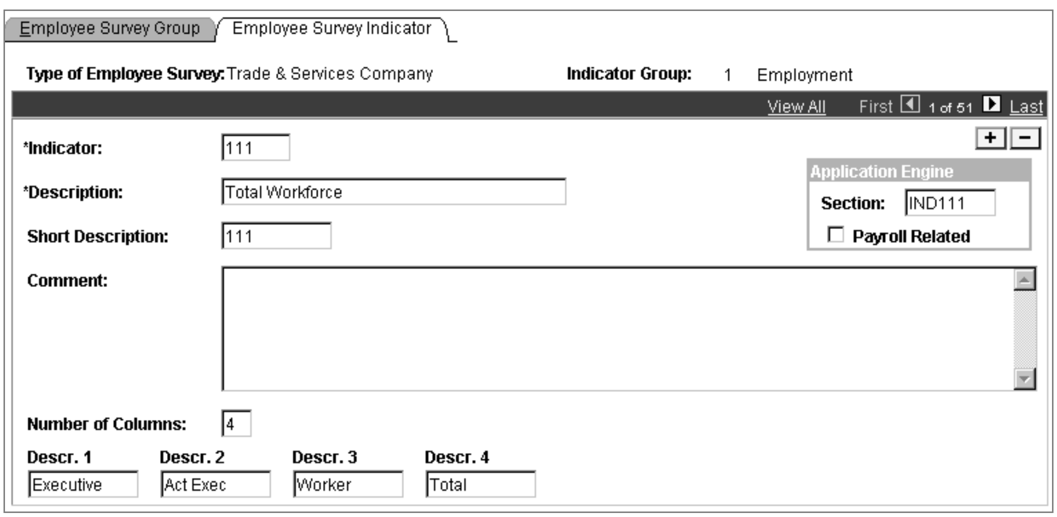
Indicator Group The system displays the **Indicator Group** you entered to access the page.

Number of Columns This number refers to columns on the Employee Survey Report. When you change the **Number of Columns** and move through the field, a corresponding number of **Description** fields appear on the page.

Descr. (Descriptions) The Descriptions that you enter are the headings for the display categories, or columns, on the report. In this example, the ***Employment*** **Group** displays the following columns in the report: ***Executive, Act Exec, Worker,*** and ***Total.***

Employee Survey Indicators – Employee Survey Indicator Page

Usage	Use the Employee Survey Indicators - Employee Survey Indicator page to review and update the Indicators and link the Indicators with the relevant Application Engine section.
Object Name	INDIC_SHEETTBL_FRA
Navigation	**Monitor Workplace, Report Regulations (FRA), Setup, Employee Survey Indicators, Employee Survey Indicator**
Access Requirements	Enter the type of employee survey



Employee Survey Indicators – Employee Survey Indicator page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description**, **Short Description**, and **Comment**.

Indicator The system displays the **indicator** you entered to access the page.

Number of Columns

The total **Number of Columns** and the corresponding column **Descriptions** that are entered in the Employee Survey Group page appear at the bottom of this page. The number of Descriptions fields that appear at the bottom of the page is linked to the value that you enter in the **Number of Columns** field.

Descr. (Descriptions)

The Descriptions that you enter are the headings for the display categories, or columns, on the report. In this example, the ***Employment*** **Group** displays the following columns in the report: ***Executive, Act Exec, Worker,*** and ***Total.***

Application Engine

Application Engine processes are already built into your PeopleSoft Human Resources system for the majority of the Indicators (refer to the list).

Payroll Related

The check box Payroll Related is used by the Application Engine process to determine whether or not this indicator will be computed: A payroll related indicator (Payroll Related check box checked in) is computed only if the Global Payroll module is installed.

Section

For more information and a discussion of the use of Application Engine in PeopleSoft Human Resources, see Introducing Application Engine

Compute Employee Survey – Employee Survey Parameters Page

Usage	Use the Compute Employee Survey – Employee Survey Parameters page to set up the Compute Employee Survey (EMSURVEY) process.
Object Name	RUNCTL_EMSURVEY
Navigation	**Monitor Workplace, Report Regulations (FRA), Process, Compute Employee Survey, Employee Survey Parameters**
Prerequisites	You have reviewed or updated the Employee Survey Group and Indicator information.
Access Requirements	Run Control ID

Compute Employee Survey – Employee Survey Parameters page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**.

Period Definition for Requests

The Period Definition for Requests is the period of time for which you want to process Employee Survey Report data.

As of Date — Enter the date for which you want to process the Employee Survey. The Employee Survey processes the calculation by civil years. For instance, if you want to report on Year 1998, you would enter any date in 1998 and one in the Years Number field. If you want to report on 1998, 1999 and 2000, you would enter any date in 1998 and 3 in the Years number field.

Years Number — Enter the length or duration of the reporting period in the **Years Number** field. The maximum reporting period allowed is three years.

Organization

Employee Survey — Select the type of **Employee Survey** you want to run.

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

Establishment ID — Select the **Establishment ID** from the list of Establishment Table prompt values. To run the calculation processes for all of the Establishments in the **Company,** leave the **Establishment ID** field blank.

Indicators

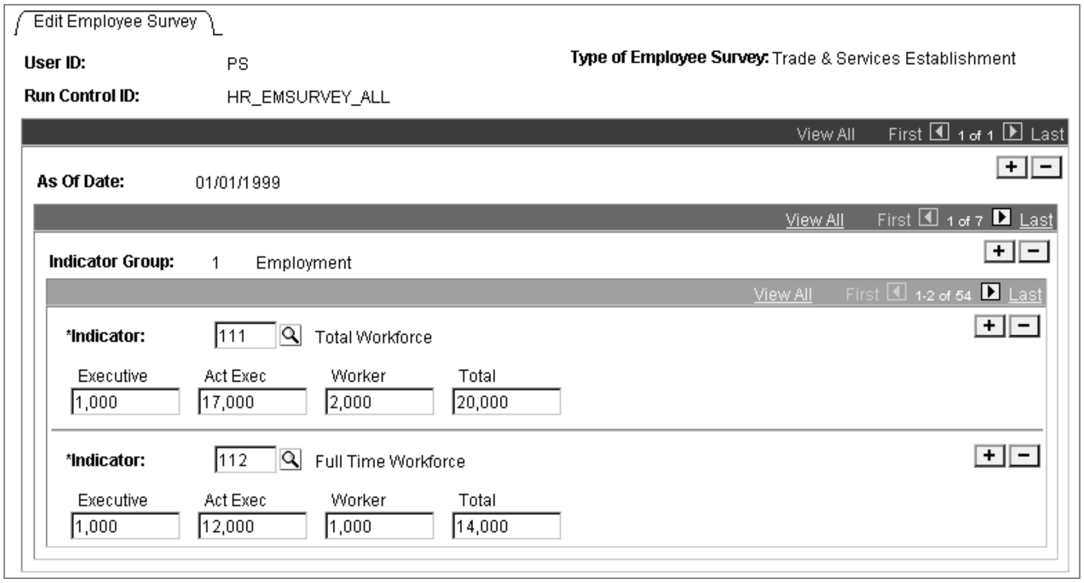
Indicator Group and **Indicator**	To run one indicator, specify the **Indicator Group** and the **Indicator** number. To run all of the Indicators for an **Indicator Group,** specify the **Indicator Group** and leave the **Indicator** field blank. To run all of the calculation processes for the Employee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

Click **Process Request** to run this process. Process Scheduler runs the Employee Survey process at user-defined intervals.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

Edit Employee Survey Page

Usage	Use the Employee Survey page to review, and modify if needed, the results of the calculations run by the Compute Employee Survey process on each of your Indicators.
Object Name	EDIT_SHEET_FRA
Navigation	**Monitor Workplace, Report Regulations (FRA), Use, Employee Survey**
Prerequisites	Run Compute Employee Survey process.
Access Requirements	User ID and Run Control ID



Edit Employee Survey page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **User ID** and **Run Control ID**.

Type of Employee Survey The Type of Employee Survey displays at the top of the screen.

As Of Date The As Of Date for your Compute Employee Survey process displays at the top of the screen. Use the outer scroll bar to navigate between processes run with different As Of Dates.

Indicator 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 bar to navigate between Indicator Groups.

Indicator 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 inner scroll bar to navigate between Indicators. For each Indicator you can modify the data calculated by the process, if needed.

Running the Employee Survey Report

When you have run the Compute Employee Survey process for all of your Indicators, have reviewed the calculations, and are satisfied that you have collected all of the data that you need, you are ready to run the Employee Survey Report (SOC001).

The final step in producing the Employee Survey Report (SOC001) is to use the Employee Survey Report page to run the report and send the output to a printer or export the report to a file.

Printing the Employee Survey Report

This is a French-specific report. The Employee Survey Report (or "Bilan Social") is a mandatory regulatory report that gives an annual snapshot of a company based on the calculation of several indicators.

For instance, an indicator is the number of hires with an Unlimited Contract during a given year. Or, it could be the frequency rate of Work Accidents or the number of trainees for a given year. There are more or less 200 indicators defined by the French Administration.

These indicators are grouped together within Employee Survey Groups. There are seven groups in the Bilan Social (the naming and the grouping is setup by the French administration): Employment, Compensation, Health and Safety, Work Conditions, Training, Professional Relations, and Others.

Before printing the report, you should already have:

- Processed the calculation of the Employee Survey indicators using Compute Employee Survey – Employee Survey Parameters Page.
- Checked the results of the calculation and update them if necessary on the Edit Employee Survey Page.

SOC001 Employee Survey Report

Description	This is a French specific report. The Employee Survey Report (Bilan Social) is a mandatory regulatory report that gives an annual snapshot of a company based on the calculation of several indicators.
Report ID	SOC001
Type of Report	Crystal Report
Source	GROUP_SHEET_FRA , INDIC_SHEET_FRA, EDIT_SHEET_FRA
Sorted By	Employee Survey Indicator group, Employee Survey Indicator

Producing the French Training Report 2483

The Training Report 2483 (TRN029), or the Declaration 2483 Report, is a French regulatory report in which you declare what vocational training your company has provided to your employees. The report compiles information about the amount of money that your company has spent on training.

The report provides details about ten Groups of indicators designated by letters from B through M. For instance, B is "General Information", and C is "Costs Summary". You'll use the Application Engine in your PeopleSoft Human Resources system to calculate and compile the information for the training report, saving you a large amount of time and effort. PeopleSoft delivers the definition of the legal groups and indicators with your system.

For more information and a detailed discussion of the PeopleTools Application Engine, see Introducing Application Engine.

To prepare your Training Report 2483:

1. Review the information in the APE Table Page.

   This table classifies the type of industry or activity your company is in, such as software, banking, or insurance.

2. Set up Training Report Groups, Indicators, and report parameters.

PeopleSoft delivers the definition of the 2483 groups and indicators. Use the 2483 Table – 2483 Group Page to review the groups defined by the French government and the 2483 Table – 2483 Indicator PageNumBM2483Table2483IndicatorPageHR020122to review the indicators for each Group.

For more information and a complete list of delivered 2483 indicators, please see Producing the French Training Report 2483.

---

3. Run the FRA Compute 2483 - Declaration 2483 Page (DEC2483) process calculation for all of the Indicators.

   This process uses Application Engine in your PeopleSoft Human Resources system to gather all of the information that is needed to produce the training report.

4. Review the results of the process calculations, if desired, using the Training Report 2483 page.

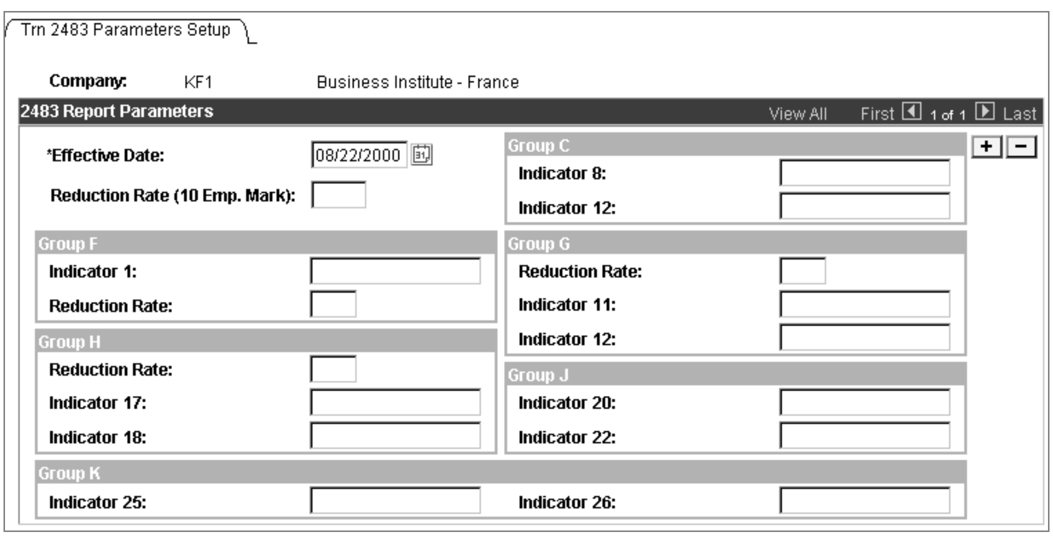
   Some indicators cannot be computed. In those cases, you can manually compile the necessary information and use this page to enter the information into the system. This ensures that all of the information you need is displayed on the 2483 report. See the list of PeopleSoft indicators classified by group and according to whether it is delivered (*calculated*) by compute process, or *manually* compiled.

5. Run the Training Report 2483 (TRN029) to print, or export to a file, the results of the process calculations.

For more information and a detailed discussion of the PeopleTools Application Engine, see Introducing Application Engine. For more information and a detailed discussion of the Training Report 2483 page, see Producing the French Training Report 2483.

Trn (Training) 2483 Parameters Setup Page

Usage	Use the Trn (Training) 2483 Parameters Setup page to enter data required for your 2483 report. Much of the information required for the 2483 report is stored in your PeopleSoft Human Resources system and payroll system. You need to enter the remaining required data on this page before you can print the report.
Object Name	TRN_2483_PARM
Navigation	• **Develop Workforce, Administer Training (GBL), Setup Lcl, FRA 2483 Parameters, Trn 2483 Parameters Setup** • **Monitor Workplace, Report Regulations (FRA), Setup, 2483 Parameters, Trn 2483 Parameters Setup**
Access Requirements	Enter a company code.



Trn (Training) 2483 Parameters setup page

The system displays the **Company** code you selected and the company name. These fields are for information only.

Effective Date Enter the effective date for the parameters. The system defaults the effective date to your system date and you can override it as necessary.

Reduction Rate (10 Emp. (employee) **Mark)** If your organization is entitled to a reduction based on the number of employees employed over the previous seven years, enter the percentage in this field.

You'll use the following group boxes to enter indicator values for the 2483 report.

For more information on the calculation of some of these values, please see Producing the French Training Report 2483.

Group C

Indicator 8 Enter the amount paid to a registered body for training.

Indicator 12 Enter amount of other payments related to training.

Group F

Indicator 1 Enter the total of the annual salaries for your organization.

Reduction Rate The total annual salary and the type of organization determine the amount that an organization must spend on vocational training. Enter the multiplier (1, 5 or 2) that applies to your organization.

Group G

Reduction Rate The amount that your organization must spend on sandwich training depends on whether your organization is liable for the tax known as "La Taxe d'apprentissage". Enter the multiplier (0.3% or 0.4%) that applies to your organization.

Indicator 11 Enter the amount paid to a registered body for sandwich training courses.

Indicator 12 Enter the amount paid directly by the organization for sandwich courses.

Group H

Reduction Rate The amount that an organization must spend on financing training leave depends on the type of organization. Enter the multiplier (0.2% or 0.3%) that applies to your organization.

Indicator 17 Enter the amount paid to a registered body for the “Capital Temps Formation.” In this scheme, employers’ payments are converted to a number of hours’ training that an employee is entitled to take.

Indicator 18 Enter the amount paid to a registered body for training leave.

Group J

Indicator 20 Enter the total salaries for your limited contract employees.

Indicator 22 Enter the amount paid to a registered body for training leave for limited contract employees.

Group K

Indicator 25 If your organization hasn’t spent the required amount on training, you must make a regularization payment to the French authorities. Enter the amount of the payment in this field.

Indicator 26 If your organization is liable for an adjustment payment for failing to consult the Company Work Council, enter the amount of the adjustment in this field.

For more information about how to calculate indicators required for report 2483, see official documentation issued by the French authorities such as *Les Fiches Pratiques de la Formation Continue: Guide Special Declarations 2483, 2486, 2068*.

Setting Up Training 2483 Groups and Indicators

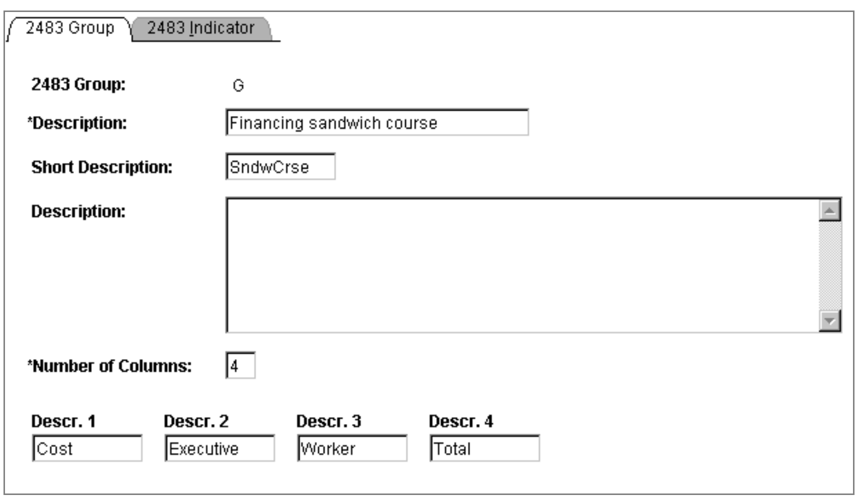
Training 2483 groups are established for you. However, you may need to modify them to meet your organizations needs. Use the 2483 Table – 2483 Group page to review, and update the ten main groups defined by the French government. Use the 2483 Table – 2483 Indicator page to enter, review, and update the indicators required by the French government.

Many of the groups and indicators that you must prepare for the Training 2483 Report are already in the 2483 Group and 2483 Indicator Tables as system data. They are part of the standard build delivered with your PeopleSoft Human Resources system. We understand that the way the indicators are calculated sometimes varies from company to company. And we understand that French legislation or regulations can change the requirements for the Employee Survey Report. Use the 2483 Group and 2483 Indicator setup pages to change or modify these Groups or Indicators, if necessary.

For more information about and lists of the indicators available for the Training 2483 Report, please see Setting Up Training Report Groups and Indicators.

2483 Table – 2483 Group Page

Usage	Use the 2483 Group page to review and update the seven main groups of indicators defined by the French government for the different types of Employee Survey. You can then use this page to link these groups to the columns they appear in on the Employee Survey Report.
Object Name	GROUP_2483_TBL_FRA
Navigation	**Monitor Workplace, Report Regulations (FRA), Setup, 2483 Table, 2483 Group**
Access Requirements	Enter the type of employee survey



2483 Table – 2483 Group page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description**, **Short Description**, and **Comment**.

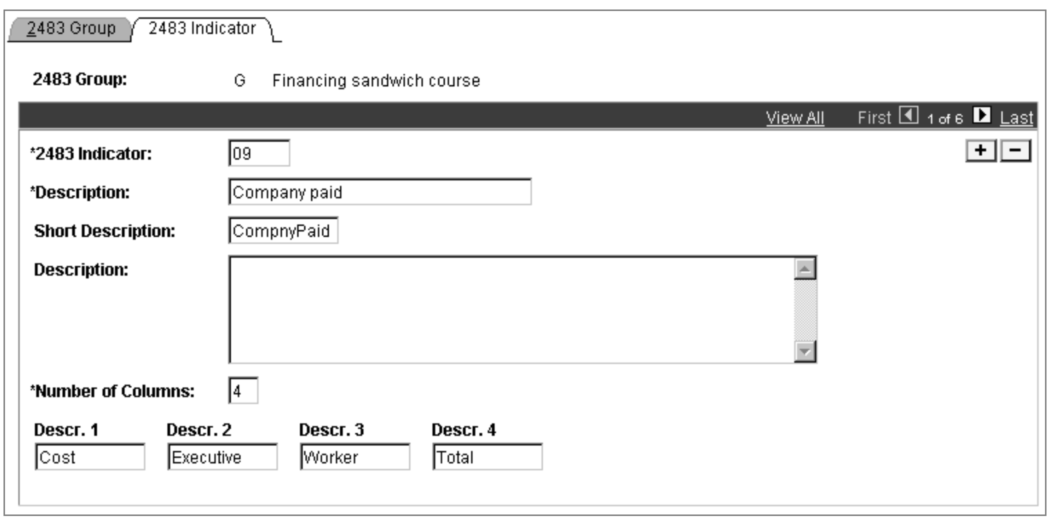
2483 Group The system displays the **2483 Group** you entered to access the page. You define **2483 groups** on the Trn (Training) 2483 Parameters Setup Page.

Number of Columns This number refers to columns on the 2483 Report. When you change the **Number of Columns** and move through the field, a corresponding number of **Description** fields appear on the page.

Descr. (Descriptions) The **Descriptions** that you enter are the headings for the display categories, or columns, on the report.

2483 Table – 2483 Indicator Page

Usage	Use the Employee Survey Indicators - Employee Survey Indicator page to review and update the Indicators and link the Indicators with the relevant Application Engine section.
Object Name	INDIC_2483_TBL_FRA
Navigation	**Monitor Workplace, Report Regulations (FRA), Setup, 2483 Table, 2483 Indicator**
Access Requirements	Enter the type of employee survey



Employee Survey Indicators – Employee Survey Indicator page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description**, **Short Description**, and **Comment**.

2483 Group The system displays the **2483 Group** you entered to access the page. You define 2483 groups on the Trn (Training) 2483 Parameters Setup Page.

2483 Indicator	The system displays the **2483 Indicator** you entered to access the page.
Number of Columns	The total **Number of Columns** and the corresponding column **Descriptions** that are entered in the 2483 Group page appear at the bottom of this page. The number of Descriptions fields that appear at the bottom of the page is linked to the value that you enter in the **Number of Columns** field.
Descr. (Descriptions)	The **Descriptions** that you enter are the headings for the display categories, or columns, on the report. In this example, the ***Employment*** **Group** displays the following columns in the report: ***Executive, Act Exec, Worker,*** and ***Total.***

Printing the Training Report 2483

This is a French specific report that displays the results of the calculation of the 2483 indicators.

The official 2483 training declaration is mandatory for each company with more than 10 employees and provides detailed information on the training policy for the given company/year through several indicators. For instance, one indicator might be the number of trainees split by professional category for a given year or the total costs of transportation and lodging expenses for trainees in a given year.

You will perform the following business process:

- Process the calculation of the training indicators using Monitor Workplace, Report Regulations (FRA), Process, Compute Training Report 2483.
- Check the results of the calculation and update it if necessary using Monitor Workplace, Report Regulations (FRA), Use, Training Report 2483.
- Report the 2483 calculation using Monitor Workplace, Report Regulations (FRA), Report, Training Report 2483.

TRN029 Training Report 2483

Description	This is a French specific report that displays the results of the calculation of the 2483 indicators.
Report ID	TRN029
Type of Report	Crystal Report
Source	GROUP_2483_FRA, INDIC_2483_FRA, EDIT_2483_FRA
Sorted By	2483 Indicator group, 2483 Indicator

Running the Monthly Workforce Report

This report is required for all companies that employ 50 or more employees. It lists the monthly personnel changes for a given establishment of a company. This report can be run for any given period of time defined by a start and end date.

Employees are included or excluded from the report according to their contract type and you can define which contract types to include in the report using the Contract Type Group Page. The information listed on the report includes:

- The number of employees in the establishment at the beginning and at the end of the time period.
- The number of hires, terminations, and transfers for the included establishments.
- Employee information for hires, transfers, and terminations.

Monthly Workforce Report Page

Usage	Use the Monthly Workforce Report page to run the Monthly Workforce Report.
Object Name	RUNCTL_REG001_FRA
Navigation	**Monitor Workplace, Report Regulations (FRA), Report, Monthly Workforce Report, Monthly Workforce Report**
Access Requirements	Enter the Run Control ID.

Monthly Workforce Report page

Run Control ID The system displays the **Run Control ID** you entered to access this page.

Company Select a **Company** from the list. **Companies** are set up in the Company Table.

Establishment ID Select an **Establishment ID** from the list. Establishments are set up in the Establishment Table.

Start Date	Select a beginning date for the report time period.
End Date	Select an ending date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

Running the Personal Register Report

The Personal Register is a listing of the employees for a given establishment within a company. Companies are required to report, on demand, all employees who are currently working or have worked for the company within the past five years. This report might be run for a specific establishment within an organization or for all the establishments of an organization.

This report lists employee information, such as name, nationality, gender, birth date, job description, professional qualifications, hire date, termination date, and additional comments about the employment category.

Personal Register Page

Usage	Use the Personal Register page to run the Monthly Workforce Report.
Object Name	RUNCTL_REG002_FRA
Navigation	**Monitor Workplace, Report Regulations (FRA), Report, Personal Register, Personal Register**
Access Requirements	Enter the Run Control ID.

Personal Register page

Run Control ID	The system displays the **Run Control ID** you entered to access this page.

Company	Select a **Company** from the list. Companies are set up in the Company Table.
Establishment ID	Select an **Establishment ID** from the list. Establishments are set up in the French Establishment Table.
Start Date	Select a beginning date for the report time period.
End Date	Select an ending date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

Running the Workforce by Nationality Report

The report provides a comprehensive analysis of the foreign workforce employed in a company and is required by the French Ministry of Labor. You can sort by the following criteria:

- Gender and professional qualifications.

  The report is based on all the employees in the company and lists the number of men and women in each professional category, such as nonqualified worker, technician, and manager.

- Age, gender, and nationality.

  This report lists all employees who don't have French citizenship sorted by nationality group. Each nationality is sorted by gender and age.

- Age and professional qualification.

  This report lists all employees who don't have French citizenship sorted by professional category. Each professional category is further sorted by nationality.

Workforce by Nationality Page

Usage	Use the Workforce by Nationality page to run the Monthly Workforce Report.
Object Name	RUNCTL_REG003_FRA
Navigation	**Monitor Workplace, Report Regulations (FRA), Report, Workforce by Nationality, Workforce By Nationality**
Access Requirements	Enter the Run Control ID.

Workforce by Nationality page

Run Control ID	The system displays the **Run Control ID** you entered to access this page.
Company	Select a **Company** from the list. Companies are set up in the Company Table.
Establishment ID	Select an **Establishment ID** from the list. Establishments are set up in the Establishment Table.
As Of Date	Select an ending date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

French Regulatory Reports: Technical Details

In this section we provide a variety of technical details regarding the setup and production of French regulatory reports.

Predefined Employee Survey Indicators for the French Employee Survey Report

Legally, the Employee Survey can be reported by Company or by Establishment. We describe hereafter the list of the delivered indicators for the Establishment and Company Employee Surveys.

For more information about the French Employee Survey Report, please see Generating the French Employee Survey Report.

Trade & Service Establishment Employee Survey

Indicator	***Description***	***AE Section***	***Description - long***
111	Total Workforce	IND111	Total workforce as of 12/31. Part-time workers have to be taken into account; non-employees are not retrieved
112	Full Time Workforce	IND112	Concern only full-time worker with an unlimited contract having been hired more than one year ago; as of the 12/31 of each year
113	Limited Contract	IND113	All limited contractors with an end date are retrieved
114	Workforce per Month	IND114	Monthly average headcount for the given year
115A	Total Workforce: Male	IND115A	Distribution by gender of the total workforce the 12/31 : men
115B	Total Workforce: Female	IND115B	Distribution by gender of the total workforce the 12/31 : women
115C	Total Workforce: Unknown	IND115C	Distribution by gender of the total workforce the 12/31 : sex unknown
116A	< 25 Years Old	IND116A	Distribution by age of the total workforce
116B	< 30 Years Old	IND116B	Distribution by age of the total workforce

Indicator	*Description*	*AE Section*	*Description - long*
116C	< 35 Years Old	IND116C	Distribution by age of the total workforce
116D	< 40 Years Old	IND116D	Distribution by age of the total workforce
116E	>= 40 Years Old	IND116E	Distribution by age of the total workforce
117A	< 1 Year of Service	IND117A	Distribution by company seniority date
117B	< 3 Years of Service	IND117B	Distribution by company seniority date
117C	< 5 Years of Service	IND117C	Distribution by company seniority date
117D	< 10 Years of Service	IND117D	Distribution by company seniority date
117E	>= 10 Years of Service	IND117E	Distribution by company seniority date
118A	French Employees	IND118A	Total workforce by nationality : French
118B	Foreigner Employees	IND118B	Total workforce by nationality : other
119	Workforce Distribution	IND119	Workforce distribution by employee categorization
121	External Workforce	IND121	Non-employee workers as of 12/31
122	Student	IND122	Internship
123	Temporary Workforce	IND123	Monthly average number of leased worker for the given

Indicator	Description	AE Section	Description - long
			year
124	Limited Contract Duration	Not delivered	
131	Unlimited Contract Hire	IND131	Number of employees hired with an unlimited duration contract
132	Limited Contract Recruitment	IND132	Number of employees recruited with a limited duration contract
133	Seasonal Contract Hire	IND133	Number of employees recruited with a seasonal contract
134	Under 25 Years Old Hired	IND134	Number of hired employees who are less then 25 years old
141	Total Departure	IND141	
142	Resignation	IND142	
143	Discharge - Redundancy	IND143	
144	Discharge - Other	IND144	
145	End of Limited Contracts	IND145	
146	End while qualification	IND146	
147	Retirement - Early Retirement	IND148	
148	Death	IND149	
151	Promotion	IND151	Number of employees having changed of employee categorization during the specified period of time

Indicator	***Description***	***AE Section***	***Description - long***
161	Employees Lay Off	IND161	Number of employees having at least a lay off during the year
162A	Employees Lay Off With Pay	IND162A	Number of employee lay off pay hours
162B	Employee Lay Off Without Pay	IND162B	Number of employee lay off hours without pay
171	Disability	IND171	Number of disabled workers as of 03/31
172	Disability Due to Work Accid.	IND172	Number of disabled workers due to a work accident in the present company as of 03/31
181	Leave of Absence	IND181A	Number of Leaves of Absence: Public holidays and annual holidays haven't been taken into account in this indicator
182	Leave of Absence - Sick	IND182	Number of leaves of absence days due to sickness
183A	LoA - Sick : < 8 Days	IND183A	Number of leaves of absence days due to sickness: distribution by duration
183B	LoA - Sick : < 30 Days	IND183B	Number of leaves of absence days due to sickness: distribution by duration
183C	LoA - Sick : >= 30 Days	IND183C	Number of leaves of absence days due to sickness: distribution by duration
184	LoA - Accident	IND184	Number of leaves of absence days due to work accident, work

Indicator	Description	AE Section	Description - long
			sickness or accident when commuting
185	LoA - Maternity	IND185	Number of leaves of absence days due to maternity
186	LoA - Vacation	IND186	Number of authorized leave of absences for vacation
187	LoA - Other	IND187	Number of unauthorized leaves of absence
211A	Annual Salary by Empl : Male	Not delivered	
211B	Annual Salary by Empl : Female	Not delivered	
211C	Annual Salary by Empl: Unknown	Not delivered	
211SA	Monthly Salary: Male	Not delivered	
211SB	Monthly Salary: Female	Not delivered	
211SC	Monthly Salary: Unknown	Not delivered	
212	Average Salary as of December	Not delivered	
213	Salary Scale	Not delivered	
221	Salary Ratio: Higher/Lower	Not delivered	
221BI	Salary Ratio: Executive/Worker	Not delivered	
222	Highest Compensation	Not delivered	
231	Performance-Related	Not delivered	
232	Hourly wage %	Not delivered	

Indicator	***Description***	***AE Section***	***Description - long***
241	Perks	Not delivered	
242A	Expense for External: Temporar	Not delivered	
242B	Expense for External: Others	Not delivered	
251	Total Compensation	Not delivered	
261	Bonus	Not delivered	
262	Average Bonus	Not delivered	
263	Stock Percent	Not delivered	
311	Work Accident	IND311A	Number of work accidents resulting in days of leave of absence
312	Lost Days	IND312A	Lost days due to work accidents
313	Permanent Disability	IND313	Number of permanent disabilities notified to the company
314A	Fatal Accident at Work	IND314A	
314B	Fatal Accident: Commuting	IND314B	Fatal accidents during commuting
315	Stop Work due to Accident	IND315	
316	Accident - Temporary	IND316	Non-employee accidents at work
321	Accident - High Risk	IND321	Number of accidents linked to existing high risk
322	Accident - Due to a Fall	IND322	
323	Accident - Caused by a Machine	IND323	

Indicator	***Description***	***AE Section***	***Description - long***
324	Road Accident	IND324	
325	Accident - Caused by an Object	IND325	
326	Accident - Others	IND326	
331	Occupational Disease	Not delivered	
332	Disease Due to Work	Not delivered	
333	Jobs can cause Diseases	Not delivered	
341	Number of Security Meetings	Not delivered	
351	Security Training	Not delivered	
352	Security Budget	Not delivered	
411	Weekly Hours	IND411	
412	Time Off in Lieu	IND412	Number of employees that had time off in lieu of a benefit
412A	Time Off in Lieu: Legal	Not delivered	
412B	Time Off in Lieu: Conventional	Not delivered	
413	Flextime	IND413	Number of employees having flextime as of 12/31
414A	Part-time: 20 -30 hrs a Week	IND414A	Number of employees working between 20 hrs and 30 hrs a week
414B	Part-time: Others	IND414B	Number of employees having a part-time other than in the 20-30 hour range
415	2 days Time Off	Not delivered	

Indicator	*Description*	*AE Section*	*Description - long*
416	Annual Holidays - Average	IND416	Time off in lieu not included
417	Public Holidays Paid	Not delivered	
421	Alternate Hours	IND421	Number of employees having alternate hours
431	Noise >= 85 Db	Not delivered	
432	Toxic Products Analyses	Not delivered	
441	Working Env. Improvement	Not delivered	
451	Improvement Program Expenses	Not delivered	
511	Training Total Payroll	Not delivered	
512	Training Budget	Not delivered	
513	Trainees	Not delivered	
514A	Trainees Hours Paid	Not delivered	
514B	Trainees Hours Unpaid	Not delivered	
515	Training Categories	Not delivered	
521	Training with pay	IND521	Number of employees having had a training leave with pay
522	Training without pay	IND522	Number of employees having had a training leave without pay
523	Training Demand Reject	Not delivered	
531	Apprenticeship Contr	Not delivered	
611	Turnout at Elections	Not delivered	
612	Time Allowed Used	Not delivered	

Indicator	Description	AE Section	Description - long
613	Union Representative Meetings	Not delivered	
614	Agreement	Not delivered	
615	Leave of Working Education	Not delivered	
621	Hours for Meetings	Not delivered	
622	Reception Procedure	Not delivered	
623	Information Procedure	Not delivered	
624	Individual Interview	Not delivered	
631	Non Judicial Action	Not delivered	
632	Judicial Inquiry	Not delivered	
633	Labor Inspector Notification	Not delivered	
711	Expense	Not delivered	
712	Payment to Works Council	Not delivered	
721	Mutual Insurance: Health & Life	Not delivered	
722	Mutual Insurance: Retirement	Not delivered	

Trade & Services Company Employee Survey

Indicator	Description	AE Section	Description - long
111	Total Workforce	IND111	Total workforce as of 12/31; part-time workers have been taken in account; non-employees are not retrieved
112	Full Time Workforce	IND112	Concern only full-time worker with an unlimited contract having been hired

Indicator	Description	AE Section	Description - long
			more than one year ago; as of the 12/31 of each year
113	Limited Contract	IND113	All limited contractors with an end date are retrieved
114	Workforce per Month	IND114	Monthly average headcount for the given year
115A	Total Workforce: Male	IND115A	Distribution by gender of the total workforce as of 12/31: men
115B	Total Workforce: Female	IND115B	Distribution by gender of the total workforce as of 12/31: women
115C	Total Workforce: Unknown	IND115C	Distribution by gender of the total workforce as of 12/3: sex unknown
116A	< 25 Years Old	IND116A	Distribution by age of the total workforce
116B	< 30 Years Old	IND116B	Distribution by age of the total workforce
116C	< 35 Years Old	IND116C	Distribution by age of the total workforce
116D	< 40 Years Old	IND116D	Distribution by age of the total workforce
116E	>= 40 Years Old	IND116E	Distribution by age of the total workforce
117A	< 1 Year of Service	IND117A	Distribution by company seniority date
117B	< 3 Years of Service	IND117B	Distribution by company seniority

Indicator	Description	AE Section	Description - long
			date
117C	< 5 Years of Service	IND117C	Distribution by company seniority date
117D	< 10 Years of Service	IND117D	Distribution by company seniority date
117E	>= 10 Years of Service	IND117E	Distribution by company seniority date
118A	French Employees	IND118A	Total workforce by nationality: French
118B	Foreigner Employees	IND118B	Total workforce by nationality: other
119	Workforce Distribution	IND119	Workforce distribution by employee categorization
121	External Workforce	IND121	Non-employee workers as of 12/31
122	Student	IND122	Internship
123	Temporary Workforce	IND123	Monthly average number of leased worker for the given year
124	Limited Contract Duration	Not delivered	
131	Unlimited Contract Hire	IND131	Number of employees hired with an unlimited duration contract
132	Limited Contract Recruitment	IND132	Number of employees recruited with a limited duration contract
133	Seasonal Contract Hire	IND133	Number of employees recruited with a seasonal contract
134	Under 25 Years Old Hired	IND134	Number of hired employees who are

Indicator	Description	AE Section	Description - long
			less then 25 years old
141	Total Departure	IND141	
142	Resignation	IND142	
143	Discharge - Redundancy	IND143	
144	Discharge - Other	IND144	
145	End of Limited Contracts	IND145	
146	End while qualification	IND146	
147	Move to an other Establishment	IND147	
148	Retirement - Early Retirement	IND148	
149	Death	IND149	
151	Promotion	IND151	Number of employees having changed of employee categorization during the specified period of time
161	Employees Lay Off	IND161	Number of employees having at least a lay off during the year
162A	Employee Lay Off With Pay	IND162A	Number of employee lay off pay hours
162B	Employee Lay Off Without Pay	IND162B	Number of employee lay off hours without pay
171	Disability	IND171	Number of disabled workers as of 03/31
172	Disability Due to Work Accid.	IND172	Number of disabled workers due to a work accident in the present company as of 03/31
181A	Leave of Absence	IND181A	Public holidays and annual holidays don’t to be taken in

Indicator	Description	AE Section	Description - long
			account in this indicator
181B	Theoretical Worked Days	IND181B	
181C	Leave of Absence Rate	IND181C	Leave of absence rate = (Leave of absence)/Theoretical worked days
182	Leave of Absence - Sick	IND182	Number of leave of absence days due to sickness
183A	LoA - Sick : < 8 Days	IND183A	Number of leave of absence days due to sickness : distribution by duration
183B	LoA - Sick : < 30 Days	IND183B	
183C	LoA - Sick : >= 30 Days	IND183C	
184	LoA - Accident	IND184	Number of leave of absence days due to work accident, work sickness or accident when commuting
185	LoA - Maternity	IND185	Number of leave of absence days due to maternity
186	LoA - Vacation	IND186	Number of authorized leaves of Absences for vacations
()	LoA - Other	IND187	Number of unauthorized leaves of absence
211A	Annual Salary by Empl : Male	Not delivered	
211B	Annual Salary by Empl : Female	Not delivered	
211C	Annual Salary by Empl: Unknown	Not delivered	

Indicator	***Description***	***AE Section***	***Description - long***
211SA	Monthly Salary: Male	Not delivered	
211SB	Monthly Salary: Female	Not delivered	
211SC	Monthly Salary: Unknown	Not delivered	
212	Average Salary as of December	Not delivered	
213	Salary Scale	Not delivered	
221	Salary Ratio: Higher/Lower	Not delivered	
221BI	Salary Ratio: Executive/Worker	Not delivered	
231	Performance-Related	Not delivered	
232	Hourly wage %	Not delivered	
241	Perks	Not delivered	
242A	Expense for External: Temporar	Not delivered	
242B	Expense for External: Others	Not delivered	
311A	Work Accident	IND311A	Number of work accident resulting in days of leave of absence
311B	Theoretical Worked Hours	IND311B	
311C	Work Accident Frequency	IND311C	Work accident frequency = (Number of work accident resulting in days of leave of absence*10exp6)/Theoretical worked hours
312A	Lost Days	IND312A	Lost days due to work accidents
312B	Theoretical Worked Hours	IND312B	
312C	Accident Severity	IND312C	Work accident

Indicator	Description	AE Section	Description - long
	Rate		severity = (Lost days due to work accidents)*10exp3/Theoretical worked hours
313A	Permanent Disability: French	IND313A	Number of permanent disability notified to the company
313B	Permanent Disability: Foreign.	IND313B	
314A	Fatal Accident at Work	IND314A	
314B	Fatal Accident: Commuting	IND314B	Fatal accident during commuting
315	Stop Work due to Accident	IND315	
316	Accident - Temporary	IND316	Non-employee accident at work
317	Social Security	Not delivered	
321	Accident - High Risk	IND321	Accident link to known high risk
322	Accident - Due to a Fall	IND322	
323	Accident - Caused by a Machine	IND323	
324	Road Accident	IND324	
325	Accident - Caused by an Object	IND325	
326	Accident - Others	IND326	
331	Occupational Disease	Not delivered	
332	Disease Due to Work	Not delivered	
333	Jobs can cause Diseases	Not delivered	
341	Number of Security Meetings	Not delivered	
351	Security Training	Not delivered	
352	Security Budget	Not delivered	

Indicator	***Description***	***AE Section***	***Description - long***
353	% Done	Not delivered	
411	Weekly Hours	IND411	
412	Time Off in Lieu	IND412	Number of employees having time off in lieu of a benefit
412A	Time Off in Lieu: Legal	Not delivered	
412B	Time Off in Lieu: Conventional	Not delivered	
413	Flextime	IND413	Number of employees having flextime as of 12/31
414A	Part-time: 20 -30 hrs a Week	IND414A	Number of employees working between 20 hrs and 30 hrs a week.
414B	Part-time: Others	IND414B	Number of employees having a different part-time
415	2 days Time Off	Not delivered	
416	Annual Holidays - Average	IND416	Time off in lieu not include.
417	Public Holidays Paid	Not delivered	
421	Alternate Hours	IND421	Number of employees having alternate hours
431	Noise >= 85 Db	Not delivered	
432	Toxic Products Analyses	Not delivered	
441	Working Env. Improvement	Not delivered	
451	Improvement Program	Not delivered	
452	% Done	Not delivered	
461	Medical Exam	IND461	Number of medical exam
461A	Medical Exam: Supervised Work.	Not delivered	

Indicator	Description	AE Section	Description - long
461B	Medical Exam: Others	Not delivered	
462	Additional Medical Exam	IND462	Number of additional medical exam
462A	Add. Medical Exam: Supervised	Not delivered	
462B	Add. Medical Exam: Others	Not delivered	
463	Medical Intervention	Not delivered	
471	Employees Unfit for Work	IND471	Number of employees declared unfit for work by the work doctor
472	Employees Regraded	IND472	Number of regraded employees due to an incapacity
511	Training Total Payroll	Not delivered	
512	Training Budget	Not delivered	
513	Trainees	Not delivered	
514A	Trainees Hours Paid	Not delivered	
514B	Trainees Hours Unpaid	Not delivered	
515	Training Categories	Not delivered	
521	Training with pay	IND521	Number of employees having had a training leave with pay
522	Training without pay	IND522	Number of employees having had a training leave without pay
523	Training Demand Reject	Not delivered	
531	Apprenticeship Contr	Not delivered	
611	Turnout at Elections	Not delivered	
612	Time Allowed Used	Not delivered	
613	Union Representative	Not delivered	

Indicator	Description	AE Section	Description - long
	Meetings		
621	Hours for Meetings	Not delivered	
622	Reception Procedure	Not delivered	
623	Information Procedure	Not delivered	
624	Individual Interview	Not delivered	
631	Non Judicial Action	Not delivered	
632	Judicial Inquiry	Not delivered	
633	Labor Inspector Notification	Not delivered	
711	Expense	Not delivered	
712	Payment to Works Council	Not delivered	

Indicators and Background Information for the French Training Report 2483

This section contains information about the indicators we provide for the French Training Report 2483 and how they are used.

List of PeopleSoft Indicators Classified by Group

Group ID	Indicator ID	Indicator Description	Calculated/ Manual
Comments			
B	1	General Information	Calculated
B	2	Number of male employees	Calculated
B	3	Number of female employees	Calculated
B	4	Male + Female	Calculated
B	8	Number of Apprentices	Calculated

Group ID	***Indicator ID***	***Indicator Description***	***Calculated/ Manual***
B	9	Number of Qualification Contracts	Calculated
B	10	Back To Work Contracts	Calculated
B	11	Number of Establishments	Calculated
C	1	Internal Training Cost	Calculated
C	2	Equipment Cost	Calculated
C	3	Number of Competency Checks	Calculated
C	4	Salary Costs	Calculated
C	5	Transportation Costs	Calculated
C	6	Training Consulting	Manually keyed
C	7	Vocational Training Development	Manually keyed
C	8	Training Warranty Payment	Manually keyed
C	9	Training Time Capital	Manually keyed
C	10	Payment to a registered body for	Manually keyed

Group ID	***Indicator ID***	***Indicator Description***	***Calculated/ Manual***
		Training leave	
C	11	Payments for Sandwich Courses	Manually keyed
C	12	Other Payments	Manually keyed
C	13	Total	Calculated
C	14	Subsidy	Manually keyed
C	15	Chargeable Cost	Calculated
E	1,2,3	Expenditure Surplus	Manually Keyed
F	1	Total Annual salaries	Manually keyed
Could be retrieved from DADS1 reporting when if Global Payroll is installed.			
F	2	Total Contribution = Indicator 1 * 1,5 or 2	Calculated
Depends on whether the company is a Temp agency or not			
F	3	Reduced Total Contribution	Calculated
F	4	Total Expenditures	Calculated
= Indicator C-15			
F	5	Surplus of Expenditures	Calculated
Indicator 4 – (Indicator 2 or			

Group ID	***Indicator ID***	***Indicator Description***	***Calculated/ Manual***
Indicator 3)			
F	6	Lack of expenditures	Calculated
(Indicator 2 or Indicator 3)– Indicator 4			
F	7	Expenditure surplus from the three previous years	Calculated
E1 + E2 + E3			
F	8	Difference between the lack of expenditures and the expenditure surplus of the three previous years.	Calculated
Indicator 6 – Indicator 7 if > 0. If not, set this indicator to 0			
G	9	Total Contribution = Indicator 1 * 0,4 or 0,3 %.	Calculated
The percentage depends on whether the company is liable or not for the Learning tax “Taxe d’Apprentissage”.			
G	10	Reduced Total Contribution	Calculated
G	11	Payment to a registered body on Sandwich Training Courses	Manually keyed
G	12	Fix Sum Payments directly input by the employer	Manually keyed

Group ID	***Indicator ID***	***Indicator Description***	***Calculated/ Manual***
G	13	Potential lack of expenditures	Calculated
(G9 + G10) – (G11 + G12)			
G	14	Total	Calculated
G11 + G12 + G13			
H	15	Total Contribution = indicator 1 * 0,2 or 0,3 %	Calculated
Percentage depends whether the company is a Temp agency or not.			
H	16	Reduced Total Contribution	Calculated
H	17	Payment to a Registered Body on Training Capital (Capital Temps Formation)	Manually Keyed
H	18	Payment to a Registered Body on Individual Training Leave (CIF)	Manually keyed
H	19	Potential lack of expenditures	Calculated
(G15 + G16) – (G17 + G18)			
J	20	Total Salaries for Limited Contract Employees	Calculated
J	21	Total Contribution = Indicator K20 * 1%	Calculated

Group ID	**Indicator ID**	**Indicator Description**	**Calculated/ Manual**
J	22	Payment to a Registered Body on Individual Training Leave (CIF) for Limited Contract Employees	Manually keyed
J	23	Potential lack of expenditures	Calculated
K	24	Lack of Expenditures	Calculated
= F8			
K	25	Regularization Payment	Manually keyed
K	26	Regularization payment for not consulting the Company Work Council	Manually keyed
The amount of the regularization payment is (F2 OR F3)/2			
K	27	Lack of Expenditures on Individual Training (CIF)	Calculated
= H19			
K	28	Lack of Expenditures on Individual Training (CIF) for Limited Contracts Employees	Calculated
= J23			
K	29	Lack of Expenditures on Training Capital for Limited Contracts Employees	Calculated
= G13			

Group ID	***Indicator ID***	***Indicator Description***	***Calculated/ Manual***
K	30	Contributions to the Government in French Francs	Calculated
K24 + K25+ K26 + K27 +K28+ K29			
K	31	Contributions to the Government in Euros	Calculated
K30 converted in Euros			
L	2	Number of male students paid by the company	Calculated
L	3	Number of female students paid by the company	Calculated
L	4	Total Number of students paid by the company	Calculated
L	5	Students paid totally or partially by a registered body	Calculated
L	6	Total Number of Hours paid by the Company	Calculated
L	7	Total Number of Hours paid totally or partially by a Registered Body	Calculated
L	8	Total Number of Competency checks	Calculated
L	9	Number of Students	Calculated

Group ID	***Indicator ID***	***Indicator Description***	***Calculated/ Manual***
		on Training Leaves who are entirely paid by the Company	
L	10	Number of Students on Training Leaves who are totally or partially paid by a Registered Body	Calculated
L	11	Number of Competency Checks paid by a registered Body	Calculated
L	12	Number of training hours paid by the company	Calculated
L	13	Number of Qualification Contracts	Calculated
L	14	Number of training Hours paid by the Company for qualification Contracts	Calculated
M	1	Distribution of Male students	Calculated
M	2	Distribution of Female students	Calculated

Calculating the Indicators for the French Training 2483 Report

This section is dedicated to implementers of the French Training 2483 report. Some indicators are calculated based on the data existing in the Training Administration module in PeopleSoft

Human Resources. Others are calculated based on parameters that you input into the system through the Trn (Training) 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 following sections list what the conditions (i.e. which records and fields have to be entered) are in order to get some values for the indicators calculated based on data tracked in the PeopleSoft Training module. Those fields are used in SQL joins. Please note that the order of the fields displayed in the various tables hereafter doesn't necessarily match the order of the keys in the related records.

Calculating Group B Indicators

- The employee must have a contract set up on the Contract Type Table Setup Page and must be linked to a collective agreement on the Job Data - Job Labor Page. The employee must have an Employee Status of Active, Leave of Absence, or Leave with Pay.
- The 2483 Professional Category must be CAD, OQU, EMP, AGM or ONQ. You'll set this value up on the Employee Categorization Page.

PS_JOB A	***PS_PERSONAL_ DATA B***	***PS_EMPL_CTG_L1 C***	***PS_CONTRACT_D ATA D***
A.EMPLID	B.EMPLID	C.CATEGORY_248 3_FRA	D.EMPLID
A.EMPL_RCD	B.SEX	C.EMPL_CTG	D.CONTRACT_NU M
A.EFFDT		C.LABOR_AGREE MENT	
A.EFFSEQ			
A.EMPL_STATUS			
A.EMPL_CTG			
A.LABOR_AGREE MENT			

Calculating Indicator C1 – Internal Training Cost (Instructor expenses)

- The employees must have an Employee Status of Active, Leave of Absence, or Leave with Pay.
- The training session that the employees were enrolled in must be terminated.

- The training session must be organized by the company (SESSN_ORGANIZER = Y).

PS_JOB A	***PS_TRN_EEINST_COST B***	***PS_CRSE_SESSN_TBL C***
A.EMPLID	B.CHARGEABLE_CST_FRA	C.COURSE
A.EMPL_RCD	B.COURSE	C.COURSE_END_DT
A.EFFDT	B.CURRENCY_CD	C.COURSE_START_DT
A.EFFSEQ	B.EMPLID	C.SESSION_NBR
A.EMPL_STATUS	B.SESSION_NBR	C.SESSION_STATUS
		C.SESSN_ORGANIZER

Calculating Indicator C1 – Internal Training Cost (Non-instructor Personnel expenses)

- The employees must have an Employee Status of Active, Leave of Absence, or Leave with Pay.
- The training session that the employees were enrolled in must be terminated.
- The training session must be organized by the company (SESSN_ORGANIZER = Y).
- The Tuition Expense Type for 2483 must be set as NIN on the Tuition Expense Type Table Page.

PS_JOB A	***PS_TRN_SSEXPN_COST B***	***PS_CRSE_SESSN_TBL C***	***PS_TUIT_EXPEN_TBL D***
A.EMPLID	B.CHARGEABLE_CST_FRA	C.COURSE	D.EFFDT
A.EMPL_RCD	B.COURSE	C.COURSE_END_DT	D.TUIT_EXPENSE_TYPE
A.EFFDT	B.CURRENCY_CD	C.COURSE_START_DT	D.TYPE_2483_FRA
A.EFFSEQ	B.EMPLID	C.SESSION_NBR	
A.EMPL_ STATUS	B.EXPENSE_TYPE	C.SESSION_STATUS	
	B.SESSION_NBR	C.SESSN_ORGANIZER	

Indicator C1 is the sum of the Instructor expenses, Non-instructor personnel expenses and Furniture expenses.

Record TRN_EEEXPN_COST is updated manually in the Track Student Costs component.

Calculating Indicator C2 – Internal Training Cost (Furniture Expenses)

- The employees must have an Employee Status of Active, Leave of Absence, or Leave with Pay.
- The training session that the employees were enrolled in must be terminated.
- The training session must be organized by the company (SESSN_ORGANIZER = Y).
- The Tuition Expense Type for 2483 must be set as NIN on the Tuition Expense Type Table Page.

PS_JOB A	***PS_TRN_EEEXPN_ COST B***	***PS_CRSE_SESSN_ TBL C***	***PS_TUIT_EXPEN_ TBL D***
A.EMPLID	B.CHARGEABLE_ CST_FRA	C.COURSE	D.EFFDT
A.EMPL_RCD	B.COURSE	C.COURSE_END_D T	D.TUIT_EXPENSE_ TYPE
A.EFFDT	B.CURRENCY_CD	C.COURSE_START _DT	D.TYPE_2483_FRA
A.EFFSEQ	B.EMPLID	C.SESSION_NBR	
A.EMPL_STATUS	B.EXPENSE_TYPE	C.SESSION_STAT US	
	B.SESSION_NBR	C.SESSN_ORGANI ZER	

This indicator is calculated as part of Indicator C1

Calculating Indicator C3 – Competency Checks

- The employees must have an Employee Status of Active, Leave of Absence, or Leave with Pay.
- The training session that the employees were enrolled in must be terminated.

The Course Type must be Competency Check. You can set this value in the Course Table Report.

- The vendor must be chargeable, certified, billed and the date of the bill must be filled. You can set these values in the Course Session Cost - Vendor Page.

PS_JOB A	PS_TRN_EEPROV_ COST B	PS_COURSE_TBL C	PS_CRSE_SESSN_ TBL D
A.EMPLID	B.CHARGEABLE_ CST_FRA	C.COURSE	D.COURSE
A.EMPL_RCD	B.COURSE	C.COURSE_TYPE	D.COURSE_END_ DT
A.EFFDT	B.COURSE		D.COURSE_START _ DT
A.EFFSEQ	B.CURRENCY_CD		D.SESSION_NBR
A.EMPL_STATUS	B.EMPLID		D.SESSION_STAT US
	B.SESSION_NBR		

Calculating Indicator C4 – Salary Costs (for Regular Courses and Competency Checks)

- The employees must have an Employee Status of Active, Leave of Absence, or Leave with Pay.
- The training session that the employees were enrolled in must be terminated.

PS_JOB A	PS_TRN_EESAL_COST B	PS_CRSE_SESSN_TBL C
A.EMPLID	B.CHARGEABLE_CST_FR A	C.COURSE
A.EMPL_RCD	B.COURSE	C.COURSE_END_DT
A.EFFDT	B.CURRENCY_CD	C.COURSE_START_DT
A.EFFSEQ	B.EMPLID	C.SESSION_NBR
A.EMPL_STATUS	B.SESSION_NBR	C.SESSION_STATUS

Calculating Indicator C5 – Transportation and Lodging Costs

- The employees must have an Employee Status of Active, Leave of Absence, or Leave with Pay.
- The training session that the employees were enrolled in must be terminated.
- The training session must be organized by the company (SESSN_ORGANIZER = Y).
- The Tuition Expense Type for 2483 must be set as LAT on the Tuition Expense Type Table Page.

PS_JOB A	***PS_TRN_SSEXPN_ COST B***	***PS_CRSE_SESSN_ TBL C***	***PS_TUIT_EXPEN_T BL D***
A.EMPLID	B.CHARGEABLE_ CST_FRA	C.COURSE	D.EFFDT
A.EMPL_RCD	B.COURSE	C.COURSE_END_D T	D.TUIT_EXPENSE_ TYPE
A.EFFDT	B.CURRENCY_CD	C.COURSE_START _DT	D.TYPE_2483_ FRA
A.EFFSEQ	B.EMPLID	C.SESSION_NBR	
A.EMPL_STATUS	B.EXPENSE_TYPE	C.SESSION_STAT US	
	B.SESSION_NBR		

Calculating Indicators L2, L3, and L4 – Male/Female/Total Students Paid by the Company

- The employees must have an Employee Status of Active, Leave of Absence, or Leave with Pay.
- The employees must not be on a Training Leave (TRAINING_LEAVE_FRA = N).
- The course must not be a sandwich course (PART_TIME_CRSE_FRA = N).

PS_JOB A	***PS_TRAINING B***	***PS_TRN_EESAL_CO ST C***	***PS_PERSONA L_ DATA D***
A.EMPLID	B.COURSE	C.COURSE	D.EMPLID
A.EMPL_RCD	B.COURSE_END_ DT	C.EMPLID	D.SEX
A.EFFDT	B.COURSE_STAR T_ DT	C.FINANCING_FUN D_FRA	
A.EFFSEQ	B.EMPLID	C.SESSION_NBR	
A.EMPL_STATUS	B.PART_TIME_C RSE_ FRA		
A.EMPL_CTG	B.SESSION_NBR		
A.LABOR_AGREE MENT	B.TRAINING_LE AVE_ FRA		

PS_EMPL_CTG_L1 E	***PS_TRN_EEEXPN_COST G***	***PS_TRN_SSEXPN_COST H***
E.CATEGORY_2483_FRA	G.COURSE	H.COURSE
E.EMPL_CTG	G.EMPLID	H.EMPLID
E.LABOR_AGREEMENT	G.FINANCING_FUND_FRA	H.FINANCING_FUND_FRA
	G.SESSION_NBR	H.SESSION_NBR

PS_TRN_EEPROV_COST J
J.COURSE
J.EMPLID
J.FINANCING_FUND_FRA
J.SESSION_NBR

Calculating Indicator L5 – Students Paid Partially or Totally By A Registered Body

The employees must have an Employee Status of Active, Leave of Absence, or Leave with Pay.

- The employees must not be on a Training Leave (TRAINING_LEAVE_FRA = N).
- The course must not be a sandwich course (PART_TIME_CRSE_FRA = N).

PS_JOB A	***PS_TRAINING B***	***PS_TRN_EESAL_ COST C***	***PS_PERSONAL_ DATA D***
A.EMPLID	B.COURSE	C.COURSE	D.EMPLID
A.EMPL_RCD	B.COURSE_END_DT	C.EMPLID	D.SEX
A.EFFDT	B.COURSE_START_DT	C.FINANCED_COST_ FRA	
A.EFFSEQ	B.EMPLID	C.FINANCING_FUND_ FRA	
A.EMPL_STATUS	B.PART_TIME_CRSE_ FRA	C.SESSION_NBR	

A.EMPL_CTG	B.SESSION_NBR		
A.LABOR_AGREEMENT	B.TRAINING_LEAVE_FRA		

PS_EMPL_CTG_L1 E	***PS_TRN_EEEXPN_COST F***	***PS_TRN_SSEXPN_COST G***	***PS_TRN_EEPROV_COST J***
E.CATEGY_2483_FRA	F.COURSE	G.COURSE	J.COURSE
E.EMPL_CTG	F.EMPLID	G.EMPLID	J.EMPLID
E.LAB_AGREEMNT_ FRA	F.FINANCED_COST_FRA	G.FINANCED_COST_FRA	J.FINANCED_COST_ FRA
	F.FINANCING_FUND_FRA	G.FINANCING_FUND_ FRA	J.FINANCING_FUND_ FRA
	F.SESSION_NBR	G.SESSION_NBR	J.SESSION_NBR

Calculating Indicator L6 – Total of Hours entirely paid by the Company

- The employees must have an Employee Status of Active, Leave of Absence, or Leave with Pay.
- The employees must not be on a Training Leave (TRAINING_LEAVE_FRA = N).
- The course must not be a sandwich course (PART_TIME_CRSE_FRA = N).
- The trainees that the system will count must have an attendance status as follows: If Attendance Status = C, the system will consider the total number of hours. If Attendance Status = I, the system will take the total number of hours considered from the Time Spent at Training field. You'll find this field in the Course Session Enrollment Page.
- The training session must be completed.

PS_JOB A	***PS_TRAINING B***	***PS_TRN_EEEXPN_COST C***	***PS_PERSONAL_DATA D***

A.EFFDT	B.ATTENDANCE	C.COURSE	D.EMPLID
A.EFFSEQ	B.COURSE	C.EMPLID	D.SEX
A.EMPL_RCD	B.COURSE_END_DT	C.FINANCING_FUND_FRA	
A.EMPL_STATUS	B.COURSE_START_DT	C.SESSION_NBR	
A.EMPLID	B.EMPLID		
A.EMPL_CTG	B.PART_TIME_CRSE_FRA		
A. LABOR_AGREEMENT	B.SESSION_NBR		
	B.TRAINING_LEAVE_FRA		

PS_EMPL_CTG_L1 E	***PS_TRN_EESAL_COST G***	***PS_TRN_SSEXPN_COST J***	***PS_TRN_EEPROV_COST K***
E.CATEGORY_2483_FRA	G.COURSE		
E.EMPL_CTG	G.FINANCING_FUND_FRA	J.COURSE	K.COURSE
E.LABOR_AGREEMENT	G.SESSION_NBR	J.FINANCING_FUND_ FRA	K.EMPLID
		J.SESSION_NBR	K.FINANCING_FUND_FRA
			K.SESSION_NBR

PS_CRSE_SESSN_TBL L
L.COURSE
L.DURATION_CONVERTED
L.SESSION_NBR
L.SESSION_STATUS

Calculating Indicator L7 – Total Hours Paid by a Registered Body

- The employees must have an Employee Status of Active, Leave of Absence, or Leave with Pay.
- The employees must not be on a Training Leave (TRAINING_LEAVE_FRA = N).
- The course must not be a sandwich course (PART_TIME_CRSE_FRA = N).
- The trainees that the system will count must have an attendance status as follows: If Attendance Status = C, the system will consider the total number of hours. If Attendance Status = I, the system will take the total number of hours considered from the Time Spent at Training field. You'll find this field in the Course Session Enrollment Page.
- The employees must complete the training session.

PS_JOB A	***PS_TRAINING B***	***PS_TRN_EEEXPN_ COST C***	***PS_PERSONAL_ DATA D***
A.EFFDT	B.ATTENDANCE	C.COURSE	D.EMPLID
A.EFFSEQ	B.COURSE	C.EMPLID	D.SEX
A.EMPL_RCD	B.COURSE_END_D T	C.FINANCED_COS T_FRA	
	B.COURSE_START _DT	C.FINANCING_FU ND_FRA	
A.EMPL_STATUS	B.EMPLID	C.SESSION_NBR	
A.EMPLID	B.PART_TIME_CR SE_FRA		
A. EMPL_CTG	B.SESSION_NBR		
A. LABOR_AGREEM ENT	B.TRAINING_LEA VE_FRA		

PS_EMPL_CTG_L1 E	***PS_TRN_EESAL_C OST G***	***PS_TRN_SSEXPN_ COST J***	***PS_TRN_EEPROV_ COST K***
E.CATEGORY_248 3_FRA	G.COURSE	J.COURSE	K.COURSE

E.EMPL_CTG	G.EMPLID	J.EMPLID	K.EMPLID
E.LABOR_AGREEMENT	G.FINANCED_COST_ FRA	J.FINANCED_COST_FRA	K.FINANCED_COST_FRA
	G.FINANCING_FUND_ FRA	J.FINANCING_FUND_FRA	K.FINANCING_FUND_FRA
	G.SESSION_NBR	J.SESSION_NBR	K.SESSION_NBR

PS_CRSE_SESSN_TBL L
L.COURSE
L.DURATION_CONVERTED
L.SESSION_NBR
L.SESSION_STATUS

Calculating Indicator L8 – Number of Competency Checks Paid by the Company

- The employees must have an Employee Status of Active, Leave of Absence, or Leave with Pay.
- The employees must not be on a Training Leave (TRAINING_LEAVE_FRA = N).
- The course must not be a sandwich course (PART_TIME_CRSE_FRA = N).
- The Course Type must be Competency Check. You can set this value in the Course Table Report component.

PS_JOB A	***PS_TRAINING B***	***PS_TRN_EESAL_COST C***	***PS_PERSONAL_DATA D***
A.EFFDT	B.COURSE	C.COURSE	D.EMPLID
A.EFFSEQ	B.COURSE_END_DT	C.EMPLID	D.SEX
A.EMPL_RCD	B.COURSE_START_DT	C.FINANCED_COST_FRA	
A.EMPL_STATUS	B.EMPLID	C.SESSION_NBR	

A.EMPLID	B.PART_TIME_CRSE_FRA		
A. EMPL_CTG	B.SESSION_NBR		
A. LABOR_AGREEMENT	B.TRAINING_LEAVE_FRA		

PS_EMPL_CTG_L1 E	***PS_COURSE_TBL F***	***PS_TRN_EEEXPN_COST G***	***PS_TRN_SSEXPN_COST H***
E.CATEGORY_2483_FRA	F.COURSE	G.COURSE	H.COURSE
E.EMPL_CTG	F.COURSE_TYPE	G.EMPLID	H.EMPLID
E.LABOR_AGREEMENT		G.FINANCED_COST_FRA	H.FINANCED_COST_FRA
		G.SESSION_NBR	H.SESSION_NBR

PS_TRN_EEPROV_COST K
K.COURSE
K.EMPLID
K.FINANCED_COST_FRA
K.SESSION_NBR

Calculating Indicator L9 – Training leaves paid by the Company

- The employees must have an Employee Status of Active, Leave of Absence, or Leave with Pay.
- The employees must be on a Training Leave (TRAINING_LEAVE_FRA = Y).
- No Financing Fund should be involved in the financing of this type of course (FINANCING_FUND_FRA = <blank>)

PS_JOB A	***PS_TRAINING B***	***PS_TRN_EEEXPN_ COST C***	***PS_PERSONAL_ DATA D***
A.EFFDT	B.COURSE	C.COURSE	D.EMPLID
A.EFFSEQ	B.COURSE_END_D T	C.EMPLID	D.SEX
A.EMPL_RCD	B.COURSE_START _DT	C.FINANCING_FU ND_FRA	
A.EMPL_STATUS	B.EMPLID	C.SESSION_NBR	
A.EMPLID	B.SESSION_NBR		
A. EMPL_CTG	B.TRAINING_LEA VE_FRA		
A. LABOR_AGREEM ENT			

PS_EMPL_CTG_L1 E	***PS_TRN_EESAL_C OST G***	***PS_TRN_SSEXPN_ COST J***	***PS_TRN_EEPROV_ COST K***
E.CATEGORY_248 3_FRA	G.COURSE	J.COURSE	K.COURSE
E.EMPL_CTG	G.EMPLID	J.EMPLID	K.EMPLID
E.LABOR_AGREE MENT	G.FINANCING_FU ND_ FRA	J.FINANCING_FUN D_ FRA	K.FINANCING_ FUND_FRA
	G.SESSION_NBR	J.SESSION_NBR	K.SESSION_NBR

Calculating Indicator L10 – Training Leaves Paid by a Registered Body

- The employees must have an Employee Status of Active, Leave of Absence, or Leave with Pay.
- The employees must be on a Training Leave (TRAINING_LEAVE_FRA = Y).

PS_JOB A	***PS_TRAINING B***	***PS_TRN_EEEXPN_ COST C***	***PS_ PERSONAL_ DATA D***

A.EFFDT	B.COURSE	C.COURSE	D.EMPLID
A.EFFSEQ	B.COURSE_END_DT	C.EMPLID	D.SEX
A.EMPL_RCD	B.COURSE_START_DT	C.FINANCED_COST_FRA	
A.EMPL_STATUS	B.EMPLID	C.FINANCING_FUND_FRA	
A.EMPLID	B.SESSION_NBR	C.SESSION_NBR	
A. EMPL_CTG	B.TRAINING_LEAVE_FRA		
A. LABOR_AGREEMENT			

PS_EMPL_CTG_L1 E	***PS_TRN_EESAL_ COST G***	***PS_TRN_SSEXPN_ COST J***	***PS_TRN_EEPROV_ COST K***
E.CATEGORY_2483_FRA	G.COURSE	J.COURSE	K.COURSE
E.EMPL_CTG	G.EMPLID	J.EMPLID	K.EMPLID
E.LABOR_AGREEMENT	G.FINANCED_COST_FRA	J.FINANCED_COST_FRA	K.FINANCED_COST_FRA
	G.FINANCING_FUND_FRA	J.FINANCING_FUND_FRA	K.FINANCING_FUND_FRA
	G.SESSION_NBR	J.SESSION_NBR	K.SESSION_NBR

Calculating Indicator L11 – Number of Competency Checks Financed by a Registered Body for Training Leave

- The employees must have an Employee Status of Active, Leave of Absence, or Leave with Pay.
- The employees must be on a Training Leave (TRAINING_LEAVE_FRA = Y).
- Course Type must be Competency Check (COURSE_TYPE = O) You can set this value in the Course Table Report component.

PS_JOB A	***PS_TRAINING B***	***PS_TRN_EEEXPN_ COST C***	***PS_PERSONAL_ DATA D***
A.EFFDT	B.COURSE	C.COURSE	D.EMPLID
A.EFFSEQ	B.COURSE_END_D T	C.EMPLID	D.SEX
A.EMPL_RCD	B.COURSE_START _DT	C.FINANCED_COS T_FRA	
A.EMPL_STATUS	B.EMPLID	C.FINANCING_FU ND_FRA	
A.EMPLID	B.SESSION_NBR	C.SESSION_NBR	
A. EMPL_CTG	B.TRAINING_LEA VE_ FRA		
A. LABOR_AGREEM ENT			

PS_EMPL_CTG_L1 E	***PS_COURSE_TBL F***	***PS_TRN_EESAL_C OST G***	***PS_TRN_SSEXPN_ COST J***
E.CATEGORY_248 3_FRA	F.COURSE	G.COURSE	J.COURSE
E.EMPL_CTG	F.COURSE_TYPE	G.EMPLID	J.EMPLID
E.LABOR_AGREE MENT		G.FINANCED_COS T_FRA	J.FINANCED_ COST_FRA
		G.FINANCING_FU ND_FRA	J.FINANCING_ FUND_FRA
		G.SESSION_NBR	J.SESSION_NBR

PS_TRN_EEPROV_COST K
K.COURSE
K.EMPLID
K.FINANCED_COST_FRA
K.FINANCING_FUND_FRA

K.SESSION_NBR

Calculating Indicator L12 – Total of hours paid by the Company (Training Leaves and Competency checks)

- The employees must have an Employee Status of Active, Leave of Absence, or Leave with Pay.
- The employees must be on a Training Leave (TRAINING_LEAVE_FRA = Y).
- The trainees that the system will count must have an attendance status as follows: If Attendance Status = C, the system will consider the total number of hours. If Attendance Status = I, the system will take the total number of hours considered from the Time Spent at Training field. You'll find this field in the Course Session Enrollment Page.
- The employees must complete the training session.

PS_JOB A	***PS_TRAINING B***	***PS_TRN_EEEXPN_ COST C***	***PS_PERSONAL_ DATA D***
A.EFFDT	B.ATTENDANCE	C.COURSE	D.EMPLID
A.EFFSEQ	B.COURSE	C.EMPLID	D.SEX
A.EMPL_RCD	B.COURSE_END_D T	C.SESSION_NBR	
	B.COURSE_START _DT		
A.EMPL_STATUS	B.EMPLID		
A.EMPLID	B.SESSION_NBR		
A. EMPL_CTG	B.TRAINING_LEA VE_ FRA		
A. LABOR_AGREEM ENT			

PS_EMPL_CTG_L1 E	***PS_TRN_SSEXPN_ COST J***	***PS_TRN_EEPROV_ COST K***	***PS_TRN_EESAL_ COST G***
E.CATEGORY_248	J.COURSE	K.COURSE	G.COURSE

3_ FRA			
E.EMPL_CTG	J.EMPLID	K.EMPLID	G.EMPLID
E.LABOR_AGREE MENT	J.SESSION_NBR	K.SESSION_NBR	G.SESSION_NBR

PS_CRSE_SESSN_TBL L
L.COURSE
L.DURATION_CONVERTED
L.DURATION_CONVERTED
L.SESSION_NBR
L.SESSION_STATUS

Calculating Indicator L13 – Number of Qualification or Orientation Contracts

- The employee must have a contract set up on the Contract Data - Contract Status/Content Page, and must be linked to a collective agreement on the Job Data - Job Labor Page.
- The employees must have an Employee Status of Active, Leave of Absence, or Leave with Pay.
- The course must be a sandwich course (PART_TIME_CRSE_FRA = Y).
- Contract Type must be Qualification, Adaptation, or Orientation (CONTRACT_TYPE = QUA, ADA ou ORI).

PS_JOB A	***PS_TRAINING B***	***PS_PERSONAL_DA TA D***	***PS_EMPL_CTG_L1 E***
A.EFFDT	B.COURSE_END_D T	D.EMPLID	E.CATEGORY_248 3_ FRA
A.EFFSEQ	B.COURSE_START _DT	D.SEX	E.EMPL_CTG
A.EMPL_RCD	B.EMPLID		E.LABOR_ AGREEMENT
A.EMPL_STATUS	B.PART_TIME_CR		

	SE_FRA		
A.EMPLID			
A. EMPL_CTG			
A. LABOR_AGREEMENT			

PS_CONTRACT_DATA F
F.CONTRACT_TYPE
F.EMPL_NUM
F.EMPLID

Calculating Indicator L14 – Total of Hours for Qualification/Adaptation/Orientation Contracts

- The employee must have a contract set up on the Contract Data - Contract Status/Content Page, and must be linked to a collective agreement on the Job Data - Job Labor Page.
- The employees must have an Employee Status of Active, Leave of Absence, or Leave with Pay.
- The course must be a sandwich course (PART_TIME_CRSE_FRA = Y).
- Contract Type must be Qualification, Adaptation, or Orientation (CONTRACT_TYPE = QUA, ADA ou ORI).
- The trainees that the system will count must have an attendance status as follows: If Attendance Status = C, the system will consider the total number of hours. If Attendance Status = I, the system will take the total number of hours considered from the Time Spent at Training field. You'll find this field in the Course Session Enrollment Page.
- The employees must complete the training session.

PS_JOB A	***PS_TRAINING B***	***PS_PERSONAL_DATA D***	***PS_EMPL_CTG_L1 E***
A.EFFDT	B.ATTENDANCE	D.EMPLID	E.CATEGORY_2483_ FRA

A.EFFSEQ	B.COURSE	D.SEX	E.EMPL_CTG
A.EMPL_RCD	B.COURSE_END_DT		E.LABOR_ AGREEMENT
A.EMPL_STATUS	B.COURSE_START_DT		
A.EMPLID	B.DURATION_CONVERTED		
A. EMPL_CTG	B.EMPLID		
A. LABOR_AGREEMENT	B.PART_TIME_CRSE_FRA		
	B.SESSION_NBR		

PS_CONTRACT_DATA F	***PS_CRSE_SESSN_TBL L***
F.CONTRACT_TYPE IN	L.COURSE
F.EMPL_NUM	L.DURATION_CONVERTED
F.EMPLID	L.SESSION_NBR
	L.SESSION_STATUS

Calculating Group M Indicators: Sharing of Trainees by Age and Gender

- The employee must have a contract set up on the Contract Data - Contract Status/Content Page**,** and must be linked to a collective agreement on the Job Data - Job Labor Page.
- The employees must have an Employee Status of Active, Leave of Absence, or Leave with Pay.

PS_JOB A	***PS_PERSONAL_DATA B***	***PS_EMPL_CTG_L1 C***	***PS_TRAINING D***
A.EFFDT	B.BIRTHDATE	C.CATEGORY_2483_FRA	D.COURSE_END_DT
A.EFFSEQ	B.EMPLID	C.EMPL_CTG	D.COURSE_START_DT
A.EMPL_RCD	B.SEX	C.LABOR_AGREE	D.EMPLID

		MENT	
A.EMPL_STATUS			
A.EMPLID			
A. EMPL_CTG			
A. LABOR_AGREEMENT			

CHAPTER 3

Monitoring French Professional Elections

PeopleSoft Human Resources helps you monitor professional elections for personnel representatives (Delegues du personnel) and members of the Work Council (Comite d'Enterprise) in your organization if you are doing business in France.

Companies with more than eleven 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've entered the election data, you can run the Election Report (ELE001) to report the results of the elections to the employees and management.

Before You Begin

The setup tables and pages discussed in this section are in **Monitor Workplace, Monitor Elections (FRA)**.

The procedures for accessing and entering information in the pages described in this section mirror those for updating any PeopleSoft page or field.

For more information and a quick refresher course, see the general tutorial in Using PeopleSoft 8 Applications.

Make sure the control tables are set up before you start working with the tables described in this section.

For more information about the control tables in PeopleSoft Human Resources, see ***PeopleSoft Application Fundamentals for HRMS:*** Setting Up Control Tables.

Remember that you can press **F1** at any time to access PeopleBooks Help and review online help topics that describe the purpose of these pages.

Setting Up the Monitor Elections Business Process

To monitor elections, you first must set up the structural data that you'll use while monitoring professional elections. Use the following two tables to set up the Monitor Elections Business Process in PeopleSoft Human Resources:

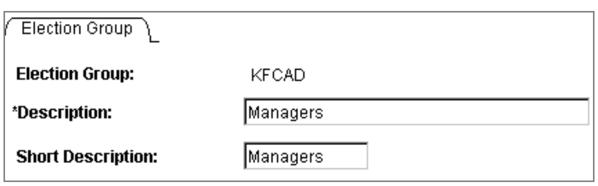
- Election Group Page
- Election Roll Page

Use the Election Group Table to define the various groups (*Manager, Employees and Technicians,* or *Workers,* for example) that are active in your organization.

Use the Election Roll Table to define the election rolls or candidacies that are present on the various ballots that you'll be managing in the system.

Election Group Page

Usage	Use the Election Group page to define the various groups that are active in your organization.
Object Name	ELECTION_GR_TBL
Navigation	**Monitor Workplace, Monitor Elections (FRA), Setup, Election Group, Election Group**
Access Requirements	Election Group



Election Group page

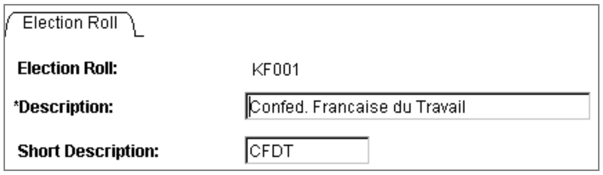
The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description** and **Short Description.**

Election Group The system displays the **Election Group** ID that you entered.

Election Roll Page

Usage	Use the Election Roll page to define the election rolls or trade unions that are present on the various ballots that you'll be managing in the system.

Object Name	ELECTION_RL_TBL
Navigation	**Monitor Workplace, Monitor Elections (FRA), Setup, Election Roll, Election Roll**
Access Requirements	Election Roll



Election Roll page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description** and **Short Description.**

Election Roll The system displays the **Election Roll** ID that you entered.

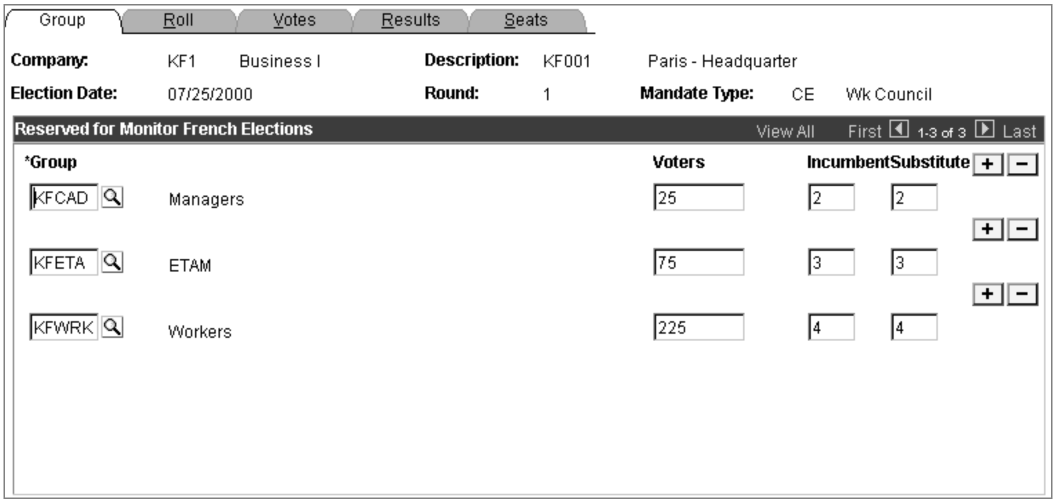
Election Data Component

The system helps you fill in the electoral card when an electoral term expires. You can track the election, report the results recorded for each of the rolls present, and calculate the number of seats filled for each roll, through the application of the electoral quotient rules and the cascade-style distribution of the remainders with the greatest average.

To track and manage elections of personnel representatives and members of the Works Council, use the five screens in the Election Data page group. In the first two screens (Group and Roll), you define the characteristics of the intended election. In the last three screens (Votes, Results, and Seats), you enter the voting results and assess the outcome of the ballot.

Election Data – Group Page

Usage	Use the Election Data – Group page to define the characteristics of a given election.
Object Name	ELECTION_GROUP
Navigation	**Monitor Workplace, Monitor Elections (FRA), Use, Election Data, Group**
Access Requirements	Company, Establishment ID, Election Date, Mandate Type, Election Round



Election Data – Group page

Company	The system the **Company** that you entered.
Election Date	The system the **Election Date** that you entered.
Establishment	The system the **Establishment** that you entered.
Round	The system the **Round** that you entered.
Mandate Type	The system the **Mandate Type** that you entered.
Group	Indicate the **Groups** that are present by selecting from the list of Election Group Page prompt values. To enter more than one **Group,** insert additional data rows.
Voters	Enter the number of employee **Voters** registered for this group.
Incumbent	Specify the number of **Incumbents** affected by the election. By default, the number of **Incumbents** is automatically copied into the **Substitutes** block, but you can overwrite this value.
Substitute	Specify the number of **Substitutes** affected by the election. By default, the number of **Incumbents** is automatically copied into the **Substitutes** block, but you can overwrite this value.

Election Data – Roll Page

Usage	Use the Election Data – Roll page to record candidacies for one or more of the groups in the election. Each trade union in your company delivers a list of candidates (incumbents and substitutes) for the election that you enter in this page.

Object Name	ELECTION_ROLL
Navigation	**Monitor Workplace, Monitor Elections (FRA), Use, Election Data, Roll**
Access Requirements	Company, Establishment ID, Election Date, Mandate Type, Election Round

Election Data – Roll page

Company The system the **Company** that you entered.

Election Date The system the **Election Date** that you entered.

Establishment The system the **Establishment** that you entered.

Round The system the **Round** that you entered.

Mandate Type The system the **Mandate Type** that you entered.

Group The system the **Group** that you entered.

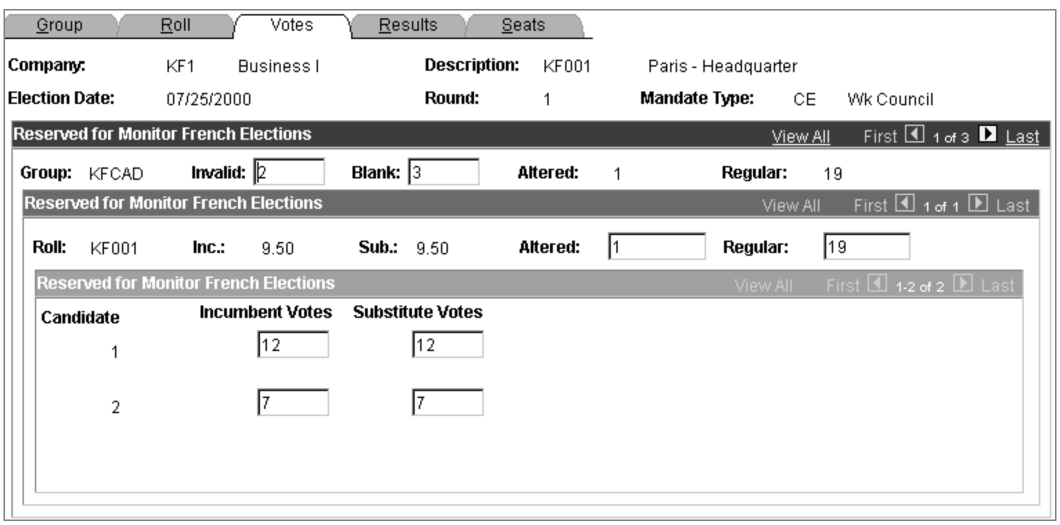
Rolls To enter one or more **Rolls** for each **Group,** select from the list of Election Roll Page prompt values. If you need to enter more than one **Roll** for a **Group**, insert additional rows.

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

If you modify or change the **Number of Candidates** at the **Roll** level in the **Roll** page, it will affect the **Votes** page by inserting or deleting rows accordingly. The number of **Candidate** rows displayed on the **Votes** page is always synchronized with the **Number of Candidates** defined at the **Roll** level in the **Roll** page.

Election Data – Votes Page

Usage	Once the electoral card has been defined, use the Election Data – Votes page to enter the voting results.
Object Name	ELECTION_VOTES
Navigation	**Monitor Workplace, Monitor Elections (FRA), Use, Election Data, Votes**
Prerequisites	You must first define the electoral card.
Access Requirements	Company, Establishment ID, Election Date, Mandate Type, Election Round



Election Data – Votes page

Company The system the **Company** that you entered.

Election Date The system the **Election Date** that you entered.

Establishment The system the **Establishment** that you entered.

Round The system the **Round** that you entered.

Mandate Type The system the **Mandate Type** that you entered.

Group	The system the **Group** that you entered.
Invalid	For the election in question, enter the number of **Invalid** votes for each **Group**.
Blank	For the election in question, enter the number of **Blank** votes for each **Group**.
Altered	Enter the number of **Regular** votes and the number of **Altered** votes for each Group.
Regular	Enter the number of **Regular** votes and the number of **Altered** votes for each Group.
Roll	
Inc.	
Sub.	
Altered	Enter the number of **Regular** votes and the number of **Altered** votes for each Roll.
Regular	Enter the number of **Regular** votes and the number of **Altered** votes for each Roll.
Candidate	You can choose to record the votes at the **Candidate** level on this page.
Incumbent Votes	If you enter the number of **Incumbent Votes** and **Substitute Votes** at the **Candidate** level, the system will then display the average number of votes for the **Incumbents** and **Substitutes** at the **Roll** level.
Substitute Votes	If you enter the number of **Incumbent Votes** and **Substitute Votes** at the **Candidate** level, the system will then display the average number of votes for the **Incumbents** and **Substitutes** at the **Roll** level.

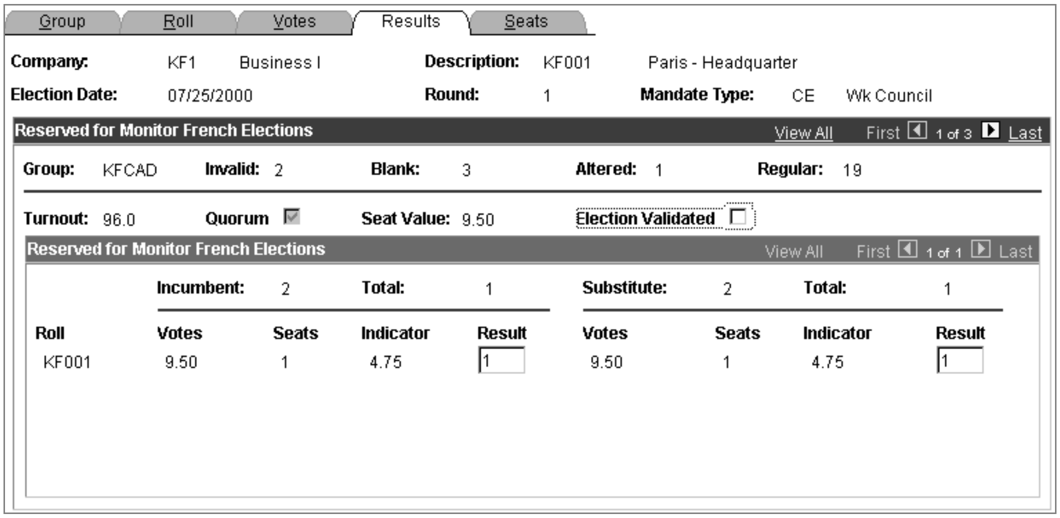
You can record the votes at the **Candidate** level or the **Roll** level on this page.

If you enter no votes at the **Candidate** level, the number of **Regular** votes entered at the **Roll** level defaults to zero in both the **Incumbent Votes** and **Substitute Votes** fields at the **Candidate** level.

Election Data – Results Page

Usage	Use the Election Data -- Results page to view a display of the results for each Roll in a given Group and the calculation of the number of seats obtained for each Roll. You can also use the page to modify the calculated Results and to validate the election results.

Object Name	ELECTION_RESULTS
Navigation	**Monitor Workplace, Monitor Elections (FRA), Use, Election Data, Results**
Access Requirements	Company, Establishment ID, Election Date, Mandate Type, Election Round



Election Data – Results page

Company
The system the **Company** that you entered.

Election Date
The system the **Election Date** that you entered.

Establishment
The system the **Establishment** that you entered.

Round
The system the **Round** that you entered.

Mandate Type
The system the **Mandate Type** that you entered.

Group
For the election in question and for each **Group**, the system displays a summary of **Invalid, Blank, Altered,** and **Regular** votes.

Invalid
For the election in question and for each **Group**, the system displays a summary of **Invalid, Blank, Altered,** and **Regular** votes.

Blank
For the election in question and for each **Group**, the system displays a summary of **Invalid, Blank, Altered,** and **Regular** votes.

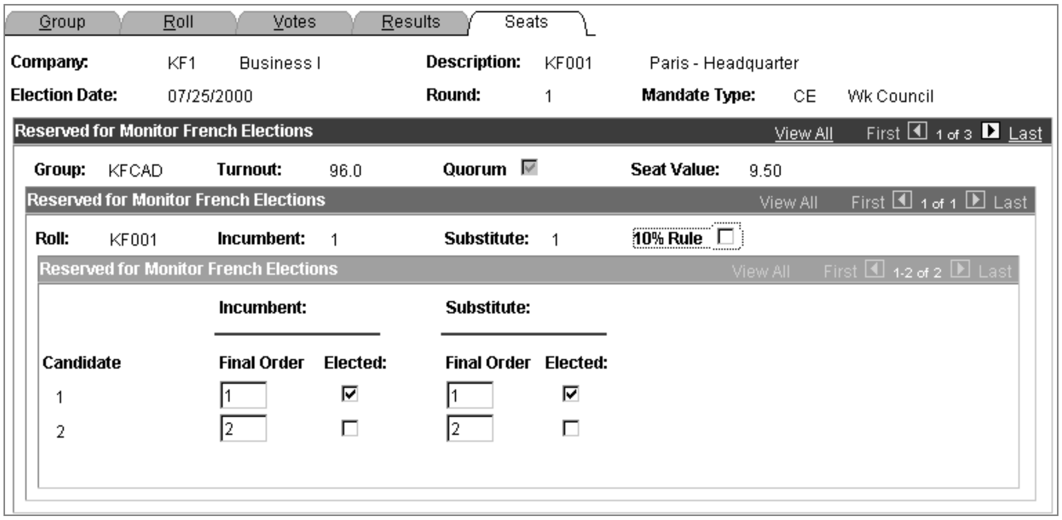
Altered
For the election in question and for each **Group**, the system displays a summary of **Invalid, Blank, Altered,** and **Regular** votes.

Regular	For the election in question and for each **Group**, the system displays a summary of **Invalid, Blank, Altered,** and **Regular** votes.
Turnout	The system calculates and displays the information about the **Turnout.** The **Turnout** for the **Roll** is a simple ratio calculated by adding the **Invalid, Blank,** and **Regular** votes at the **Group** level, and dividing this number by the number of voters defined in the Group page.
Quorum	The system calculates and indicates whether a **Quorum** was reached. A **Quorom** is reached if the number of votes for a **Group** (**Invalid, Blank,** and **Regular**) is greater than the number of voters defined at the Group page divided by two. In other words, a quorum is a voter turnout for the **Group** of greater than 50 percent.
Seat Value	The system calculates and displays the information about the **Seat Value.** The **Seat Value** (Electoral Quotient) is calculated at the **Group** level by dividing the number of **Regular** votes by the number of **Incumbents** defined in the **Group** page. The **Seat Value** must be the same for all the **Rolls** in a given **Group.**
Election Validated	Once you have reviewed the election results and determined the election is valid, select the **Election Validated** check box.
Roll	At the **Roll** level for a given **Group,** the page displays the number of **Incumbent** and **Substitute Votes** entered in the Votes page.
Seats	The number of **Seats** to be allocated for this **Roll** is equal to the number of **Incumbent** and **Substitute Votes** at the **Roll** level divided by the **Seat Value**.
Indicator	The **Indicator** number is calculated by dividing the number of **Incumbent** and **Substitute Votes** by the number of the **Incumbent** and **Substitute Results** plus one.
Results	The **Results** are defaulted from the calculation of the **Seats.** You can modify or change the **Results**.

Election Data - Seats Page

Usage	Use the Election Data Seats page to determine which candidates are declared elected for each Roll. The general rule is that the Candidate display order entered on this page is more important than the actual number of votes each candidate received.

Object Name	ELECTION_SEATS
Navigation	**Monitor Workplace, Monitor Elections (FRA), Use, Election Data, Seats**
Access Requirements	Company, Establishment ID, Election Date, Mandate Type, Election Round



Election Data – Seats page

Company The system the **Company** that you entered.

Election Date The system the **Election Date** that you entered.

Establishment The system the **Establishment** that you entered.

Round The system the **Round** that you entered.

Mandate Type The system the **Mandate Type** that you entered.

Group This system displays a summary from the Results page for each **Group,** indicating the **Turnout** and **Seat Value** and whether a **Quorum** was reached.

Turnout This system displays a summary from the Results page for each **Group,** indicating the **Turnout.**

Quorum This system displays a summary from the Results page for each **Group,** indicating whether a **Quorum** was reached.

Seat Value This system displays a summary from the Results page for each **Group,** indicating the **Seat Value.**

Roll For each **Roll,** the system also displays the number of **Incumbent** and **Substitute** seats obtained.

Incumbent	
Substitute	
10% Rule	For each **Roll,** indicate whether the decision to declare the Candidates elected is made by applying the **10% Rule.**
Candidate	
Incumbent: Final Order	For each **Incumbent** or **Substitute** candidate, indicate the **Final Order** on the **Roll** and whether the candidate was **Elected.**
Incumbent: Elected	For each **Incumbent** or **Substitute** candidate, indicate the **Final Order** on the **Roll** and whether the candidate was **Elected.**
Substitute: Final Order	For each **Incumbent** or **Substitute** candidate, indicate the **Final Order** on the **Roll** and whether the candidate was **Elected.**
Substitute: Elected	For each **Incumbent** or **Substitute** candidate, indicate the **Final Order** on the **Roll** and whether the candidate was **Elected.**

Reporting Election Results

Once you have entered the election data and validated the results of the election, you can run the Election Report (ELE001) to document the results of the election and disseminate the information to employees and management. The Election Report is in **Monitor Workplace, Report Regulations (FRA), Report.**

For more information and an example of the Election Report (ELE001), see the ELE001 Election Report below.

Monitoring Elections Reports

To assist you with tracking and reporting the results of professional elections held by your French operations, PeopleSoft Human Resources provides you with the French Elections Report.

Here, we've listed the reports by their ID number and provided you with a description and a sample of each.

For more information on generating these reports, see **PeopleTools** Introduction to PeopleSoft Reporting**. For a complete listing** of all PeopleSoft Human Resources reports by Report ID and Report Name, see PeopleSoft Reporting Tools: List of Reports in PeopleSoft Human Resources.

ELE001 Election Report

Description	In France, companies with more than 11 employees must hold elections of Staff Representatives (Delegues du Personnel) who will represent all the employees. A company with more than 50 employees must elect a Works Council (Comite d'Enterprise). The employer has to pay contributions to the Council, which represents the employees' interest when negotiating with representatives of the management. Normally, elections are every two years and follow a stringent procedure. This report shows the results of these elections.
Report ID	ELE001
Type of Report	Crystal Report
Parameters	Company, Establishment, As of Date
Source	ELECTION_TBL, ELECT_GROUP, ELECTION_GR_TBL, ESTAB_TBL
Sorted By	Company, Establishment, Election Date, Election Type, Election Group, Election Round

CHAPTER 4

Meeting Reporting Requirements for the United Kingdom

In this section we discuss how PeopleSoft Human Resources helps you meet governmental reporting requirements for your operations in the United Kingdom in important areas such as Joint Staffing reporting and Northern Ireland Fair Employment Act reporting.

Four reports in the system help you perform equal opportunity monitoring of your UK workforce by classifying job applicants, job offers, positions filled, and employees in specific gender and ethnic groups. These are the Adverse Impact, Job Group Roster, Work Force Analysis, and Termination Analysis reports.

We also discuss functionality in the system that can help you meet the requirements of the Disability and Discrimination Act of 1995. This Act makes it illegal to discriminate against individuals based on their disability in relation to recruitment, promotion, training, benefits, terms and conditions of employment, and dismissal.

Before You Begin

The setup tables and pages discussed in this section are in **Monitor Workplace, Report Regulations (UK)**.

The procedures for accessing and entering information in the pages described in this section mirror those for updating any PeopleSoft page or field.

For more information and a quick refresher course, see the general tutorial in Using PeopleSoft 8 Applications.

Make sure the control tables are set up before you start working with the tables described in this section.

For more information about the control tables in PeopleSoft Human Resources, see ***PeopleSoft Application Fundamentals For HRMS:*** Setting Up Control Tables.

Remember that you can press **F1** at any time to access PeopleBooks Help and review online help topics that describe the purpose of these pages.

Setting Up Regulatory Reporting for the United Kingdom

Before you run reports in your PeopleSoft Human Resources system to help you manage fair employment, equal opportunity, and disability discrimination issues for your UK workforce, you must enter the appropriate employee job and personal information. The following discussion is a reminder of what this information is and where you enter it in the system.

Entering Employee Gender, Ethnicity, and Disability Information

Many of the fair employment, equal opportunity, and disability discrimination reports that you run in Report Regulations (UK) track employee gender and ethnicity information. You must enter this information for your employees before you can use it to generate these reports. Here are a few reminders about where you enter this data into the system:

Gender	Enter employee gender information for your UK employees at **Administer Workforce, Administer Workforce (GBL), Use, Personal Data, Personal Profile** and at **Administer Workforce (UK), Use, Personal Data, Personal Profile.**
Ethnicity	Enter ethnicity codes for your UK employees at **Administer Workforce (GBL), Use, Personal Data, Eligibility/Identity, Eligibility/Identity - UK** and at **Administer Workforce (UK), Use, Personal Data, Eligibility/Identity.**
Disability	Enter disability information for your UK employees at **Administer Workforce (GBL), Use, Disability** and at **Administer Workforce (UK), Use, Disability.**
Community Background	Enter Northern Ireland Community Background information for your employees at **Administer Workforce, (GBL), Use, Personal Data, Eligibility/Identity** and at **Administer Workforce (UK), Use, Personal Data, Northern Ireland.** The law requires that only a designated monitoring officer may see this information. To view Northern Ireland personal information, you must log in as an authorized operator.

It is mandatory by law that a designated monitoring officer can only see Northern Ireland community background data for employees. We have included a special operator class (UKNIPNLS) and user ID (UKNI) in the system for you to use to enforce these rules.

For more information about entering employee gender, ethnicity, and community background data and a detailed discussion of the Personal Data component, see ***Administering Your Workforce:*** Hiring Your Workforce: Hiring New Employees into Positions. For more information about entering employee disability information and a detailed discussion of the Disability component, see ***Administering Your Workforce:*** Entering Additional Data in Human Resources Records.

Managing Disability and Discrimination Act Data for UK Operations

The Disability and Discrimination Act of 1995 makes it unlawful for any UK employer to discriminate against individuals based on their disability in relation to recruitment, promotion, training, benefits, terms and conditions of employment, and dismissal. The Act requires companies of 20 or more workers to hire a certain percentage of disabled persons.

In addition, employers are required to make reasonable adjustments and accommodations for the disabled worker. Where any arrangements made by your company, or any permanent or temporary physical feature of your workplace premises, place an individual with a disability at a substantial disadvantage in comparison with persons who are not disabled, you are legally obliged to make a reasonable adjustment. Examples of reasonable adjustments include adjustments to 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 your company's efforts to make accommodations for disabled employees. Before you begin using this component, you must set up some standard Accommodation Type and Diagnosis codes to use in Accommodation Data.

Defining Accommodation Types

Use the Accommodation Types Table to identify the types of accommodations your organization is able to make for employees or applicants with disabilities, such as purchasing special equipment or making structural changes to a work environment. Once you've created Accommodation Types, you can use them in the Accommodation Data component.

You can access this page at **Monitor Workplace, Report Regulations (US), Setup**, **Administer Workforce, Administer Workforce (GBL), Setup,** and **Administer Workforce (UK), Setup**. It is also located at **Develop Workforce, Recruit Workforce (GBL), Setup** and **Recruit Workforce (UK), Setup**. We've also included the Accommodation Type Table in the Report Regulations (UK) window, so that you can set up any accommodation types pertaining to your efforts to comply with the Disability and Discrimination Act of 1995.

For more information and a detailed discussion on setting up Accommodation types, see ***Meeting Regulatory Requirements:*** Setting Up US Regulatory Reporting: Preparing For ADA Tracking: Defining Accommodation Types.

Defining Medical Diagnoses

Use the Diagnosis Table to identify the medical reasons (diagnoses) for why employees or applicants might need workplace accommodations to perform essential job tasks. You can use standard codes established by the UK government, if applicable, or more general classifications. Once you've created **Diagnosis Codes,** you can use them in the Accommodation Data component.

Use this same page for entering diagnoses for health and safety incidents at **Monitor Workplace, Monitor Health/Safety (GBL), Setup, Diagnosis Table** and **Monitor Health/Safety (UK), Setup.** We've also included the Diagnosis Table in the Report Regulations (UK) window, so that you can set up any diagnosis codes pertaining to your efforts to comply with the Disability and Discrimination Act of 1995.

For more information on setting up diagnosis codes, see ***Monitoring Health and Safety:*** Entering New Health and Safety Incidents.

Establishing Job Tasks

Use the Job Task Table to define essential job tasks that define the outcome of jobs, not how they are performed.

For example, if a job requires an employee to pick up heavy boxes and move them from a truck to a storage area, you would not define lifting heavy boxes as the essential job task. What is important is that the boxes are moved from one place to another, so an employee with a disability could use a forklift to move them. Therefore you would define the job task as moving heavy boxes.

This is the same page that you'll see at **Develop Workforce, Recruit Workforce (GBL), Setup** and **Recruit Workforce (UK), Setup.** We've also included the Job Task Table in the Report Regulations (UK) window, so that you can set up any Job Tasks pertaining to your efforts to comply with UK regulatory reporting requirements.

For more information on setting up job tasks, see Job Task Table Page.

Identifying Job Tasks Required for Jobs

Once you have created job tasks, you can use the Job Code Task Table to define job tasks associated with each job code. You can further refine the job task list for a job code by location. For example, only one person might be assigned to a remote, small office. Many job tasks considered non-essential in other locations might take on greater importance in a one-person office.

This information is particularly useful for discussing job requirements with applicants. You can show applicants 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 what accommodations they need to perform the job tasks.

This is the same page that you'll see at **Develop Workforce, Recruit Workforce (GBL), Setup** and **Recruit Workforce (UK), Setup.** We've also included the Job Code Task Table in the Report Regulations (UK) window, so that you can set up any Job Code Tasks pertaining to your efforts to comply with UK regulatory reporting requirements.

For more information on setting up job code tasks, see ***Meeting Regulatory Requirements:*** Setting Up US Regulatory Reporting Tables: Preparing For ADA Tracking: Identifying Job Tasks Required for Jobs.

Documenting Disability Accommodations

Use the three Accommodation Data pages—Accommodation Request, Accommodation Option, and Accommodation Job Task—to track data that document that your 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.

These are the same Accommodation Data pages that you use to track the workplace accommodations your company makes for disabled employees at **Monitor Workplace, Report Regulations (US), Use, Administer Workforce (GBL), Use, Disability,** and at **Administer Workforce (UK), Use, Disability.** We've also included the Accommodation Data pages in the Report Regulations (UK) window, so that you can record your efforts to comply with the Disability and Discrimination Act of 1995.

For more information about entering employee disability information and accommodation data and a detailed discussion of the Accommodation Data component, see ***Meeting Regulatory Requirements:*** Managing ADA Data For US Operations: Managing Accommodation Data.

Running UK Regulatory Reports

Once you enter your employee data, you can run the following reports located at **Monitor Workplace, Report Regulations (UK), Reports** to help you comply with governmental reporting requirements and monitor your equal opportunity hiring practices. The Joint Staffing Report and Northern Ireland Report help you meet specific UK governmental requirements, and you can run the other four reports to review and assess your equal opportunity hiring practices.

PER037UK Joint Staffing Report

UK governmental agencies must submit the Joint Staffing Report - UK (PER037UK). Although it is designed primarily for government sector organizations, commercial organizations may use this SQR to provide a summary of their staffing by department, job code, gender, and full/part time employment status.

Description	This is a UK-specific report. Government agencies and departments must submit this report, which gives a breakdown of manpower by Job Code, Gender, and Full/Part-Time status.
Report ID	PER037UK
Type of Report	SQR
Parameters	As Of Date
Source	JOB, PERSONAL_DATA, DEPT_TBL
Sorted By	Department, EmplID

Fair Employment (Northern Ireland) Act

The Northern Ireland Report (UKNI001) is required by the Fair Employment (Northern Ireland) Act of 1989. Private sector employers with locations in Northern Ireland and more than ten employees must submit the Northern Ireland report annually to the Fair Employment Commission. The SQR report indicates the religious composition (Community Background—*Catholic, Protestant, Other*) of the workforce, job applicants, and appointees. However, the law requires that only a designated monitoring officer may access this information. To view Northern Ireland personal information, you must log in as an authorized operator.

UKNI001 Northern Ireland Report

Description	This is a UK-specific report that reproduces the Monitoring Return, as required for organizations operating in Northern Ireland, according to the Fair Employment Act (Northern Ireland) of 1989. The report output is set up to emulate the actual Monitoring Return.
Report ID	UKNI001
Type of Report	SQR
Parameters	Start Date, End Date
Source	LOCATION_TBL, JOB, JOBCODE_TBL, PERSONAL_DATA, DIVERSITY, XLATTABLE
Sorted By	EmplID

APP001UK Adverse Impact Report

The Adverse Impact Report - UK (APP001UK) is an SQR that provides information on your recruitment and hiring practices to help you determine whether the hiring practices within your organization are influenced by ethnicity or gender. The report details the number of job hires, hiring totals, and ethnic and gender group ratios.

Description	This is a UK-specific version of the APP001 Adverse Impact Report. It shows the breakdown of job offers versus applications by UK-specific ethnic groups and by gender.
Report ID	APP011UK
Type of Report	SQR
Parameters	Start Date, End Date.
Source	PERSONAL_DATA, APPLICATN_DATA, DIVERSITY
Sorted By	EmplID

PER019UK Termination Analysis Report

The Termination Analysis - UK Report (PER019UK) is an SQR that shows the current employee count and the number of terminations. The pre-determined criteria are by age, years of service, gender, and ethnicity. The SQR counts employees in each group, counts terminations, and expresses both counts as a percentage of the total population of active employees.

Description	This is a UK-specific version of the PER019 Termination Analysis report. It shows the breakdown of termination's by age and by UK-specific ethnic groups.
Report ID	PER019UK
Type of Report	SQR
Parameters	Start Date, End Date
Source	PERSONAL_DATA, EMPLOYMENT, DIVERSITY, XLATTABLE
Sorted By	EmplID

PER025UK Work Force Analysis Report

The Work Force Analysis - UK Report (PER025UK) is an SQR that tracks hiring practices by department, or other organizational units, based on job titles in the department. It includes the salary grade assigned to the title and the total number of employees and minorities who hold the title, and it shows total minorities as a percentage of the total employees. Use this report to analyze patterns of discrimination in hiring practices.

Description	This is a UK-specific version of the PER025 Work Force Analysis report. It shows the breakdown of the workforce by UK-specific ethnic groups.
Report ID	PER025UK
Type of Report	SQR
Parameters	As Of Date, Company
Source	PERSONAL_DATA, EMPLOYMENT, JOB, JOBCODE_TBL, SAL_GRADE_TBL, XLATTABLE
Sorted By	EmplID

Job Group Roster Report

Description	The Job Group Roster Report lists your employees in job groups, in job title order. It includes the ethnic background and the current salary information of each employee.
Report ID	PER030UK
Type of Report	SQR
Parameters	
Source	
Sorted By	

CHAPTER 5

Meeting Reporting Requirements for the United States

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

Overview of Regulatory Reporting for the United States

PeopleSoft 8 Human Resources provides resources for managing and reporting on various types of data required by U.S. federal and state government regulations.

Reporting on New Hires

The Personal Responsibility and Work Opportunity Act of 1996 (the so-called "Deadbeat Parents" law) requires employers to report new hires to specified agencies. This is part of an effort to make sure that parents meet their child support obligations. PeopleSoft 8 Human Resources provides the reports you need for both federal and state governments.

Reporting on Occupational Injuries and Illnesses

All U.S. employers must comply with federal Occupational Safety and Health Administration (OSHA) regulations involving workplace safety. Any occupational illness and any injury resulting in treatment beyond first aid are considered OSHA-recordable cases and must be tracked in an Injury and Illness Recordkeeping Log (OSHA Form 200). If you are an employer in the United States, you must be able to produce the OSHA 200 Log and associated reports for each person who received an injury or illness due to an incident in your workplace.

Equal Employment Opportunity/Affirmative Action Reporting

U.S. law requires many employers to set up affirmative action plans to encourage hiring, promotion, and retention of women, members of certain ethnic groups, and veterans of military service. You can set up codes to use for Equal Employment Opportunity/Affirmative Action (EEO/AA) reporting purposes and to track your company's affirmative action plans.

Even if your company isn’t subject to federal regulations, you might want to track hiring information to make sure discrimination doesn’t exist in your organization.

Americans With Disabilities Act Reporting

Title I of the Americans with Disabilities Act (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. PeopleSoft 8 Human Resources helps you manage the information you need to comply with the law and to make accommodations that help people with disabilities perform their jobs effectively.

USF Central Personnel Data File Reporting

The Central Personnel Data File (CPDF) is a standard way of reporting on the quality of your HRMS data to the Office of Personnel Management (OPM).

Setting Up Regulatory Reporting for the United States

The setup tables and pages discussed in this section are in **Monitor Workplace, Report Regulations (US)**.

The procedures for accessing and entering information in the pages described in this section mirror those for updating any PeopleSoft page or field.

For more information and a quick refresher course, see the general tutorial in Using PeopleSoft 8 Applications.

Make sure the control tables are set up before you start working with the tables in Report Regulations (US).

For more information about the control tables in PeopleSoft Human Resources, see ***PeopleSoft Application Fundamentals for HRMS:*** Setting Up Control Tables.

Remember that you can press **F1** at any time to access PeopleBooks Help and review online help topics that describe the purpose of these pages.

Identifying U.S. Establishments

Use the U.S. Establishment - Establishment Address Page to define distinct physical places of business (establishments) within your company for EEO and OSHA reporting purposes. Even if your company isn't subject to federal reporting requirements, you must identify at least one establishment for each U.S. location in the Location Table - Location Address Page.

The Establishment Table is available both at **Monitor Workplace, Report Regulations (U.S.), Setup, Establishment Table** and **Define Business Rules, Manage Human Resources (GBL), Setup, Establishment.** In the Manage Human Resources window, the Establishment Address and Phone Numbers pages are core global pages, and the Section B, C, D and Section E pages are US secondary pages reached from the Establishment Address page.

The following table describes these four pages:

U.S. Establishment Table Page Name	***Use This Page to Enter…***
Establishment Address	The establishment description, regulatory region, company, and address.
Phone Numbers	The establishment's phone types and numbers.
Section B, C, D	United States-specific information pertaining to section B, C, and D of the EEO/AA reporting requirements.
Section E	United States-specific information pertaining to section E of the EEO/AA reporting requirements.

The USF Establishment Table contains the following four pages:

Section B, C, D	Use this page to enter USF-specific information pertaining to section B, C, and D of the EEO/AA reporting requirements.
Section E	Use this page to enter USF-specific information pertaining to section E of the EEO/AA reporting requirements.

For more information on setting up establishments, see ***PeopleSoft Application Fundamentals For HRMS:*** Setting Up Control Tables**.**

USF Preparing for CPDF Reporting

To set up and run CPDF Reports, see Performing Central Personnel Data File Edit Processing in this book.

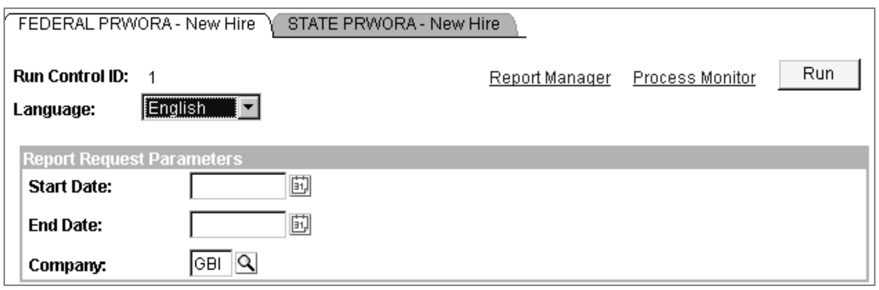
Reporting on New Hires

The Personal Responsibility and Work Opportunity Act of 1996 (the so-called "Deadbeat Parents" law) requires employers to report new hires to specified agencies within a pre-determined number of days from the hire date. PeopleSoft 8 Human Resources provides reports for both the federal and state governments.

This US-specific report facilitates compliance with the Personal Responsibility and Work Opportunity Act of 1996. The report selects all active employees who were hired or rehired in a given time period and conforms to federal reporting requirements.

PRWORA – New-Hire Page

Usage	Use the PRWORA – New Hire page to run the PRWORA – New Hire Report, which provides the information employers must furnish to the Federal Directory of New Hires after hiring a new employee.
Object Name	RUNCTL_PER036
Navigation	• **Monitor Workplace, Report Regulations (US), Report, PRWORA - New Hire, FEDERAL PRWORA - New Hire** • **Monitor Workplace, Report Regulations (USF), Report, New Hire Reporting, FEDERAL PRWORA - New Hire**
Prerequisites	You must have hired employees before you run this report.
Access Requirements	Run Control ID



PRWORA – New Hire page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Language, From Date, Thru Date, Company.**

The system displays your User ID and the Run Control ID you entered when you opened this page.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

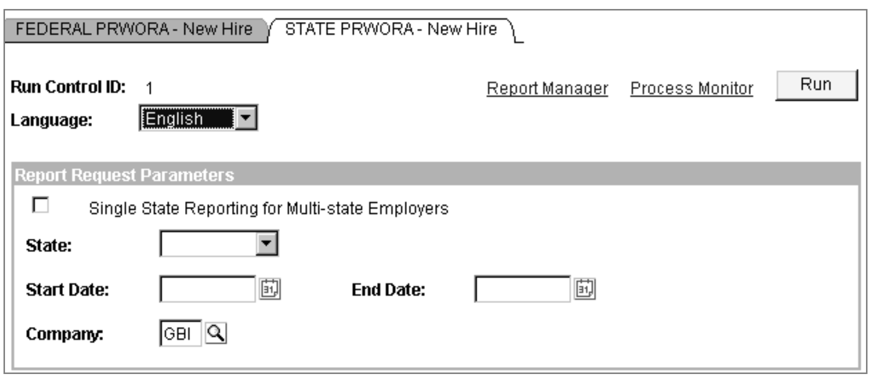
Federal PRWORA – New Hire Report

Description	This report provides the information employers must furnish to the Federal Directory of New Hires after hiring a new employee.
Report ID	PER036
Type of Report	

Parameters	Language Code, From Date, Thru Date, Company
Source	
Sorted By	Employee name, employee's social security number, employer's name, employer's address, and employer's identification number.

PRWORA – New-Hire - State PRWORA – New Hire Page

Usage	Use the State PRWORA – New Hire page to run the State PRWORA – New Hire Report, which provides the information employers must furnish to the State Directory of New Hires after hiring a new employee.
Object Name	RUNCTL_PER036_S
Navigation	• **Monitor Workplace, Report Regulations (US), Report, PRWORA - New Hire, STATE PRWORA - New Hire** • **Monitor Workplace, Report Regulations (USF), Report, New Hire Reporting, STATE PRWORA - New Hire**
Prerequisites	You must have hired employees before you run this report.
Access Requirements	Run Control ID



PRWORA – New Hire - State PRWORA – New Hire page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Language, State, From Date, Thru Date, Company.**

The system displays your User ID and the Run Control ID you entered when you opened this page.

Single State Reporting for Multi-State Employers	Select this check box if you want to create separate reports for each state where you do business.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

State PRWORA – New Hire Report

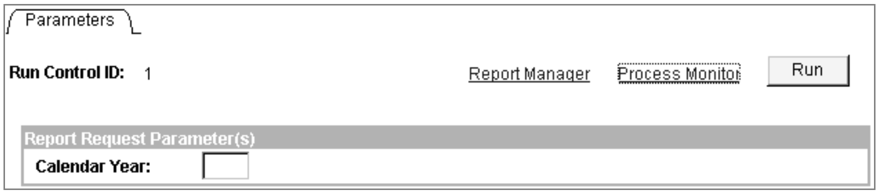
Description	This report provides the information employers must furnish to the State Directory of New Hires after hiring a new employee.
Report ID	PER036_S
Type of Report	
Parameters	Language Code, Single-State Reporting for Multi-State Employers, State, From Date, Thru Date, Company
Source	
Sorted By	Employee name, employee's social security number, employer's name, employer's address, and employer's identification number.

Reporting on Occupational Injuries and Illnesses

For more information about reporting to the U.S. Occupational Safety and Health Administration, see ***Monitoring Health and Safety***: Reporting Health and Safety Data.

OSHA-200 Log Page

Usage	Use the OSHA-200 Log page to run the OSHA-200 Occupational Injury/Illness Log, which reports occupational injuries and illnesses to the Occupational Safety and Health Administration (OSHA).
Object Name	RUNCTL_CALENDARYR
Navigation	• **Administer Workforce, Administer Workforce (GBL), Process, Calendar Year Request, Parameters** • **Administer Workforce, Administer Workforce (USF), Process, Calendar Year Request, Parameters** • **Monitor Workplace, Report Regulations (US), Report, OSHA-200 Log, Parameters** • **Monitor Workplace, Report Regulations (USF), Report, OSHA-200 Log, Parameters**
Access Requirements	Run Control ID



OSHA-200 Log page

The system displays your User ID and the Run Control ID you entered when you opened this page.

Calendar Year Enter the year for which you want to run this report.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

OSHA-200 Log Report

Description	The OSHA-200 Occupational Injury/Illness Log meets requirements for reporting occupational injuries and illnesses to the Occupational Safety and Health Administration (OSHA). It lists the case numbers and details of each injury and illness that occurred during a particular calendar year.
Report ID	OHS001
Type of Report	
Parameters	Calendar Year
Source	
Sorted By	

CHAPTER 6

Reporting on U.S. Affirmative Action Requirements

PeopleSoft Human Resources supports your EEO/Affirmative Action reporting requirements by helping you classify jobs and positions filled by applicants and employees in specific gender and ethnic groups. You use this information to define affirmative action goals and timetables and generate the necessary government reports.

Overview of Equal Employment Opportunity/Affirmative Action Plans

Most EEO (Equal Employment Opportunity) and AA (Affirmative Action) activities revolve around meeting federal reporting requirements, whether or not your company has an affirmative action plan. Because you must comply with government requirements when you file EEO reports, and affirmative action plan reports where they are required, PeopleSoft Human Resources supplies standard reports with the appropriate information in the standard federal reporting format.

We've also included regulatory reports that you need for reporting occupational injuries and illnesses to OSHA and for reporting new hires under the Personal Responsibility and Work Opportunity Act (PRWORA) of 1996.

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. If you are a single-establishment employer, you are required to file one report. If you are a multi-establishment employer (doing business at more than one hiring location), you must file separate reports for each of the following locations:

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

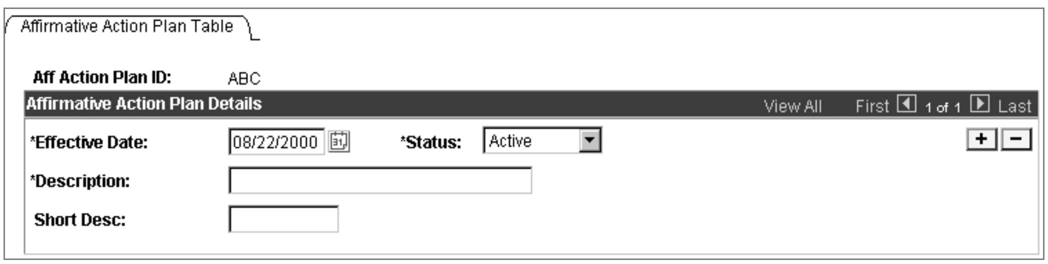
PeopleSoft 8 Human Resources doesn't provide consolidated reporting information covering all hiring locations with a total of fewer than 50 persons within one State.

Setting Up EEO/Affirmative Action Plans

Before you hire employees, you must set up the codes for EEO and affirmative action reporting.

Affirmative Action Plan Table Page

Usage	Use the Affirmative Action Plan Table to define the affirmative action plan IDs your organization will use for government reporting.
Object Name	AFF_ACTN_PLAN_TBL
Navigation	• **Monitor Workplace, Report Regulations (US), Setup, Affirmative Action Plan Table, Affirmative Action Plan Table** • **Monitor Workplace, Report Regulations (USF), Setup, Affirmative Action Plan Table, Affirmative Action Plan Table**
Access Requirements	Affirmative Action Plan ID



Affirmative Action Plan Table page

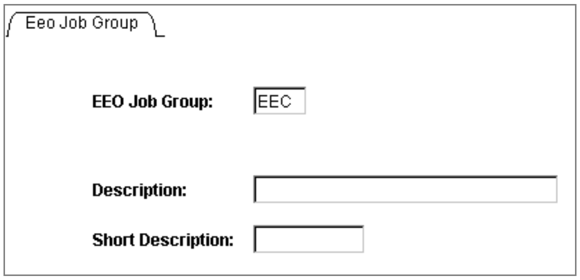
The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**, **Status**, **Description**, and **Short Description**.

The system displays the **Aff Action Plan ID** (Affirmative Action Plan ID) you entered when you opened the page. You define this code on this page.

Job Group Table Page

Usage	Use the EEO Job Group page to set up Equal Opportunity job group codes to use for government reporting on your organization's affirmative action programs.
Object Name	EEO_JOB_GROUP
Navigation	Monitor Workplace, Report Regulations (US), Setup, Job Group Table, EEO Job Group

Access Requirements	EEO Job Groups



Job Group Table page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description** and **Short Description**.

The system displays the EEO Job Group code you entered when you opened the page. You define this code on this page.

Specifying Affirmative Action Goals and Timetables

Once you set up affirmative action plans in PeopleSoft Human Resources, you can define specific goals and timetables for hiring or promoting employees in designated ethnic groups. The goals define the staffing levels you plan to achieve, and the timetables refer to the schedules you set for achieving your goals.

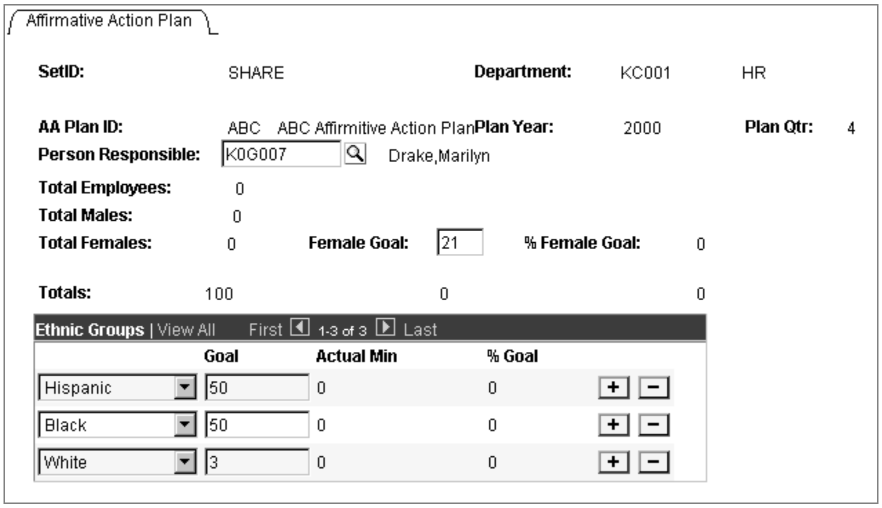
PeopleSoft Human Resources compares your goals with the actual number of males, females, and ethnic groups employed in a given SetID and department and expresses the result as a percentage achieved of the goals you've established. The system derives the actual counts from your personnel records as of the last day of the quarter to which the plan applies.

You create departments in the Department Table - Department Profile Page and affirmative action plans in the Affirmative Action Plan Table Page.

Affirmative Action Plan Page

Usage	Use the Affirmative Action Plan page to define the goals and timetables for hiring or promoting employees in designated ethnic groups.
Object Name	AFF_ACTN_PLAN
Navigation	• **Monitor Workplace, Report Regulations (US), Use, Affirmative Action Plan, Affirmative Action Plan** • **Monitor Workplace, Report Regulations (USF), Use, Affirmative Action Plan, Affirmative Action Plan**

Prerequisites	You must have previously established valid ethnic group values in the Translate Table.
Access Requirements	SetID, Department ID, Aff (Affirmative) Action Plan ID, Plan Year, and Plan Qtr.



Affirmative Action Plan page

The system displays the **SetID**, **Department**, **AA Plan ID** (Affirmative Action Plan ID) and description, **Plan Year**, and **Plan Qtr** (Plan Quarter) you entered when you opened the page.

Person Responsible Enter the person responsible for administering the plan by selecting the person's employee ID from the drop-down list.

Total Employees The system computes this number by adding the **Total Males** and **Total Females** in this SetID and Department.

Total Males The system displays the number of males in this SetID and department.

Total Females The system displays the number of females in this SetID and department.

Female Goal Enter the number of women you must employ to meet the **Female Goal** for the department.

% Female Goal This figure measures how close you are to attaining your hiring and promotion goals for females. The system calculates this number using the following formula:

Female Goal / Total Females = % Female Goal

Totals	The system calculates and displays summary **Totals** for the **Goal, Actual Min,** and **% Goal** fields for all ethnic groups combined. See the field descriptions below for definitions of **Goal, Actual Min,** and **% Goal.** Think of the columns in the **Ethnic Groups** section as a branching of each summary total.
Ethnic Groups	Select the **Ethnic Groups** for which you're tracking departmental hiring. Valid ethnic group codes are included in the Translate Table.
Goal	Enter a **Goal** to indicate the number of employees you want to employ from the group.
Actual Min (Actual Minimum)	When you move out of the **Ethnic Groups** field, the system displays the name of the group and the **Actual Min** (Actual Minimum) number of people in the ethnic group who are employed in this department.
% Goal (Percentage of Goal)	This figure measures how close you are to attaining your hiring and promotion goals for each ethnic group. The system calculates this number using the following formula: **Goal / Actual Minimum = % Goal**

Next select the **RNO** (Race and National Origin) groups for which you're tracking departmental hiring. Valid ethnic group codes are included in the Translate Table. When you leave the **RNO** field, the system displays the name of the group and the **Actual Min** (Minimum) number of people in the ethnic group who are employed in this department. Enter a **Goal** to indicate the number of employees you need to employ from the group. The system calculates the actual-to-goal percentage and displays the result in the **% Goal** field.

Preparing the Adverse Impact Report

The U.S. Equal Employment Opportunity/Affirmative Action Adverse Impact Report (APP001) provides information on recruitment and hiring practices to help the U.S. Government determine whether certain actions by an employer are influenced by ethnicity, sex, or other EEO/AA issues. The report compares hiring decisions for white males to those for members of ethnic minorities and females. The government requires that certain employers annually assess adverse impact.

The report helps you comply with affirmative action goals by providing information about which gender and ethnic groups are moving in and out of your organization or are offered opportunities to advance. It shows the number of people by ethnic group and gender being affected by specific personnel actions, including applications, offers, hires, promotions, and terminations.

You need to establish specific information for your job applicants and employees before you run the Adverse Action report. The following sections discuss how to set up that information.

Entering Required Data for Recruit Workforce Applicants

In order to track the actions that affect job applicants, the system must track the individual applicants to your organization. The system recognizes a person as both a new hire and an applicant for purposes of the Adverse Impact report if you hire the individual through the Hire pages in the Administer Workforce module.

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

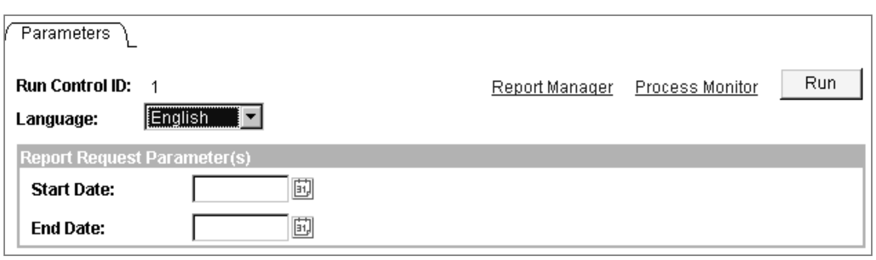
Affected Page	***Affected Fields***	***Comments***
Applicant Data - Name Page	Name	Must be completed.
Applicant Data - Personal Profile Page, Applicant Data - Eligibility/Identity Page	Gender Ethnic Group	Must be completed.
Applicant Data - Application 1 Page, Applicant Data - Application 2 Page	Any field	Before you run the report, you must change at least one default value on these pages. Any change will suffice. For example, you can specify one or more **Desired Locations.**

For more information about entering an employee's personal information, see Beginning the Job Application Process in Recruiting Your Workforce: Entering Basic Applicant Information. For more information about entering additional application information, see Recruiting Your Workforce: Entering Additional Applicant Information.

Adverse Impact – Parameters Page

Usage	Use the Adverse Impact - Parameters page to run the Adverse Impact report.
Object Name	RUNCTL_FROMTHRU
Navigation	• **Administer Workforce, Administer Workforce (GBL), Process, Database Audit, Database Audit** • **Administer Workforce, Administer Workforce (GBL), Process, From/Thru Dates Request, Parameters**

	• **Administer Workforce, Administer Workforce (GBL), Report, Employee Turnover Analysis, Employee Turnover Analysis** • **Administer Workforce, Administer Workforce (GBL), Report Lcl, CAN Hire List, Hire List** • **Administer Workforce, Administer Workforce (USF), Process, Database Audit, Database Audit** • **Administer Workforce, Administer Workforce (USF), Process, From/Thru Dates Request, Parameters** • **Administer Workforce, Administer Workforce (USF), Report, Employee Turnover Analysis, Employee Turnover Analysis** • **Administer Workforce, Monitor Absence (GBL), Report, Absence Periods, Absence Spells** • **Administer Workforce, Monitor Absence (GBL), Rep Lcl, UK Bradford Score, Bradford Score Report** • **Administer Workforce, Plan Salaries (GBL), Report, Employee with Merit, Employee with Merit** • **Administer Workforce, Plan Salaries (GBL), Report, Employee without Merit, Employee without Merit** • **Develop Workforce, Recruit Workforce (GBL), Report, Job Group Movement Analysis, Parameters** • **Monitor Workplace, Report Regulations (UK), Report, Adverse Impact Report, Parameters** • **Monitor Workplace, Report Regulations (UK), Report, Termination Analysis, Parameters** • **Monitor Workplace, Report Regulations (US), Report, Adverse Impact, Parameters** • **Monitor Workplace, Report Regulations (US), Report, Job Group Movement Analysis, Parameters** • **Monitor Workplace, Report Regulations (USF), Report, Adverse Impact, Parameters**
Access Requirements	Run Control ID



Adverse Impact - Parameters page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Language**, **From Date**, and **Thru Date**.

The Adverse Impact Report will include only those individuals for whom the applicable job actions were recorded between the From Date and Thru Date you specify on this page.

Click Run to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

Adverse Impact Report

Description	The Adverse Impact Report selects individuals based on specific job actions: hires, promotions, transfers, and terminations.
Report ID	APP001
Type of Report	SQR
Parameters	Language, From Date, Thru Date
Source	Name page, Address page, Personal Information page, Applicant Personal Data – Personal Information page, Application Data, Application Details page.
Sorted By	In addition to the individuals with applicable job actions within your specified date range, the report provides a total number of employees. This total includes all employees as of the **Thru Date,** regardless of the **From Date.**

Preparing the Job Group Movement Analysis Report

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

Entering Required Data for Recruit Workforce Applicants

In order to track the actions that affect applicants, the system must track the individual applicants to your organization. The system recognizes a person as both a Hire and an Applicant for purposes of the Job Group Movement report if you hire the individual through the Hire pages in the Administer Workforce module.

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

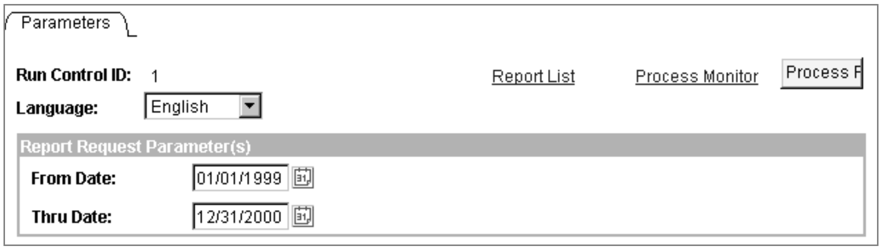
Affected Page	***Affected Fields***	***Comments***
Applicant Data - Name Page	Name	Must be completed.
Applicant Data - Personal Profile Page	Gender	Must be completed.
Applicant Data - Eligibility/Identity Page	Ethnic Group	Must be completed.
Applicant Data - Application 1 Page Applicant Data - Application 2 Page	Any field	Before you run the report, you must change at least one default value on this page. Any change will suffice. For example, you can specify one or more **Desired Locations.**
Applicant Activity - Routings Page	Job Requisition # Position Number Job Code	To run the report, you must complete one of these fields.

For more information about entering an employee's personal information, see Recruiting Your Workforce: Entering Basic Applicant Information. For more information about entering additional application information, see Recruiting Your Workforce: Entering Additional Applicant Information. For more information about entering application activity, see Recruiting Your Workforce: Tracking Applicants.

Job Group Movement Analysis – Parameters Page

Usage	Use the Job Group Movement Analysis – Parameters page to generate the Job Group Movement Analysis report.
Object Name	RUNCTL_FROMTHRU
Navigation	• **Administer Workforce, Administer Workforce (GBL), Process, Database Audit, Database Audit** • **Administer Workforce, Administer Workforce (GBL), Process,**

	From/Thru Dates Request, Parameters • **Administer Workforce, Administer Workforce (GBL), Report, Employee Turnover Analysis, Employee Turnover Analysis** • **Administer Workforce, Administer Workforce (GBL), Report Lcl, CAN Hire List, Hire List** • **Administer Workforce, Administer Workforce (USF), Process, Database Audit, Database Audit** • **Administer Workforce, Administer Workforce (USF), Process, From/Thru Dates Request, Parameters** • **Administer Workforce, Administer Workforce (USF), Report, Employee Turnover Analysis, Employee Turnover Analysis** • **Administer Workforce, Monitor Absence (GBL), Report, Absence Periods, Absence Spells** • **Administer Workforce, Monitor Absence (GBL), Rep Lcl, UK Bradford Score, Bradford Score Report** • **Administer Workforce, Plan Salaries (GBL), Report, Employee with Merit, Employee with Merit** • **Administer Workforce, Plan Salaries (GBL), Report, Employee without Merit, Employee without Merit** • **Develop Workforce, Recruit Workforce (GBL), Report, Job Group Movement Analysis, Parameters** • **Monitor Workplace, Report Regulations (UK), Report, Adverse Impact Report, Parameters** • **Monitor Workplace, Report Regulations (UK), Report, Termination Analysis, Parameters** • **Monitor Workplace, Report Regulations (US), Report, Adverse Impact, Parameters** • **Monitor Workplace, Report Regulations (US), Report, Job Group Movement Analysis, Parameters** • **Monitor Workplace, Report Regulations (USF), Report, Adverse Impact, Parameters**
Access Requirements	Run Control ID



Job Group Movement Analysis – Parameters page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Language, From Date,** and **Thru Date.**

The system displays your User ID and the Run Control ID you entered when you opened the page.

The Job Group Movement Analysis report will include only individuals for whom the applicable job actions were recorded between the **From Date** and **Thru Date** you specified on the report parameters page. The report also provides a total number of employees which includes all employees as of the **Thru Date,** regardless of the **From Date.**

Click **Process Request** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

Job Group Movement Analysis Report Details

Description	The Job Group Movement Report reports on individuals based on the same job actions as previously described for the Adverse Impact report—promotions, transfers, and terminations—but also includes applications and offers.
Report ID	APP002
Type of Report	SQR
Parameters	Language, From Date, Thru Date, Establishment ID, Company
Source	RUNCTL_FROMTHRU
Source Records	
Sorted By	

Preparing the VETS-100 Report

Under the Uniformed Services Employment and Reemployment Rights Act of 1994, certain employers must submit the VETS-100 Report (Veterans Employment and Training Service-100 Report) as part of the Federal Contractor Program. If your organization is a nonexempt federal contractor or subcontractor with contracts or subcontracts totaling $10,000 or more, you must submit the report to the Department of Labor every year.

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

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. Once these actions are complete, you can produce a reference report for use in manually preparing the government's hard copy report forms and an electronic report file to submit to the government on diskette.

Establishments in VETS-100 Reporting

VETS-100 reporting is performed on a per-establishment basis. A company's headquarters unit and each of its hiring locations are considered separate establishments. If you are a single-establishment employer, you are required to file one completed form. If you are a multi-establishment employer (doing business at more than one hiring location), you must file separate forms for each of the following locations:

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

PeopleSoft 7.5 Human Resources doesn't provide consolidated reporting information covering all hiring locations with a total of fewer than 50 persons within one State.

USF Vets-100 by POI

This generates a Veterans employment report by POI.

USF Vets-100 by Sub-Agency

This generates a Veterans employment report by sub-agency.

Data Required for the VETS-100 Report

Before you generate the VETS-100 report, complete the tables and fields required for the report. The following table shows which pages and fields are required for the report to run properly.

Affected Page	***Affected Fields***	***Comments***
Company Table - Company Location Page		The company must be set up for the report to run properly.
Company Table - Default Settings Page	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 Page	Establishment Description Address Headquarters Unit	Each company for which you perform VETS-100 reporting must identify an establishment as its Headquarters Unit. If you are a single-establishment company, this establishment is also your Headquarters Unit. If you are a multi-establishment company, you must designate one as the Headquarters Unit. This setup is essential for your VETS-100 Federal Contractor SQR to work properly.

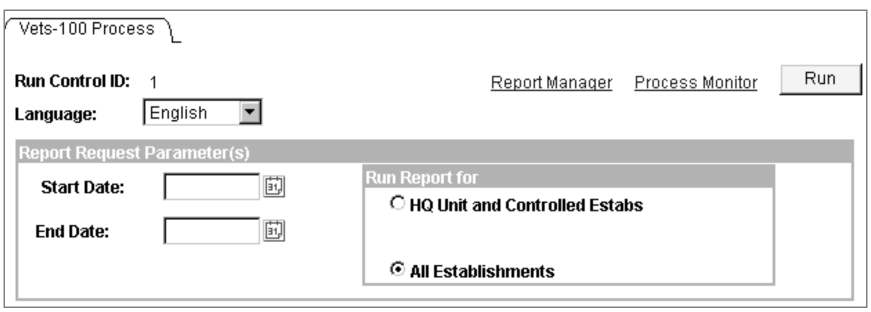
Affected Page	***Affected Fields***	***Comments***
Establishment - Establishment Address Page	NAICS code (North American Industrial Classification System code) VETS-100 Unit Number Dun and Bradstreet Number	This is a six-digit classification code that identifies the industrial classification of your 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. The government no longer uses the **VETS-100 Unit Number** for VETS-100 reporting. Use this field to enter the **Company Number** provided to you by the Department of Labor. The **Dun and Bradstreet Number** is also referred to as the DUNS number or the Dun and Bradstreet Universal Numbering System.

Affected Page	***Affected Fields***	***Comments***
Job Code Table - Job Code Profile Page	Job code EEO-1 Job Category	If you are a federal contractor subject to VETS-100 reporting requirements, you must report on all employees within your company, so all of your Job Codes must be linked to an EEO-1 Job Category and all of your employees must be assigned a Job Code. 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's status information and combines it with other employees within the same EEO-1 Job Category.
Applicant Data - Eligibility/Identity Page	Employee military status	If you select *Viet Vet* (Vietnam Veteran) 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.
Disability Page	All	If you select the *Disabled Veteran* check box, the system will include the employee in the Special Disabled Veterans column of the VETS-100 report.

For more information about setting up Company Locations, see Company Table - Company Location Page. For more information about setting up FICA/Tax details, see Entering Company Information. For more information about linking Job Codes to an EEO Job Category, see Job Code Table - Job Code Profile Page. For more information about setting up EEO Job Categories, see Understanding Job Codes and Positions in PeopleSoft HRMS. For more information about entering Work Location information, Job Data - Work Location Page

VETS-100 Process Page

Usage	Use the VETS-100 run control page to specify the reporting period for your report and run the SQR. You'll use the output to prepare your VETS-100 hard copy report for the U.S. Government.
Object Name	RUNCTL_PER027
Navigation	• **Monitor Workplace, Report Regulations (US), Report, VETS-100 Process, Vets-100 Process** • **Monitor Workplace, Report Regulations (USF), Report, VETS-100 Federal Contractor, Vets-100 Process**
Access Requirements	Run Control ID



VETS-100 Process page

The system displays your User ID and the Run Control ID you entered when you opened the page.

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Language, From Date,** and **Thru Date.**

Run Report for

Select ***HQ Unit and Controlled Estabs*** (Establishments) to run the report for the headquarters of your company and any companies that it controls. Select ***All Establishments*** to run the report for all establishments in your organization.

Click the **Run** button to run the report SQR using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

When you run the report SQR, the system looks for employees hired between the From and Thru dates you specify. If an employee has more than one active job, the system selects only the primary job. Then, for each EEO-1 Job Category, the system calculates the total number of employees, the number of special disabled veterans, and the number of Vietnam Era veterans who are newly hired during the reporting period, and uses this data to populate the report.

VETS-100 Report

Description	The VETS–100 Federal Contractor report lists federal job classifications and the number of employees and new hires in the last 12 months who are special disabled veterans or Vietnam era veterans. It provides totals for each job classification of both veterans and non-veterans who hold these jobs. The federal government specifies the format for this report.
Report ID	PER027
Type of Report	SQR
Parameters	Language, From Date, Thru Date, Primary Job
Source	RUNCTL_FROMTHRU
Source Records	
Sorted By	

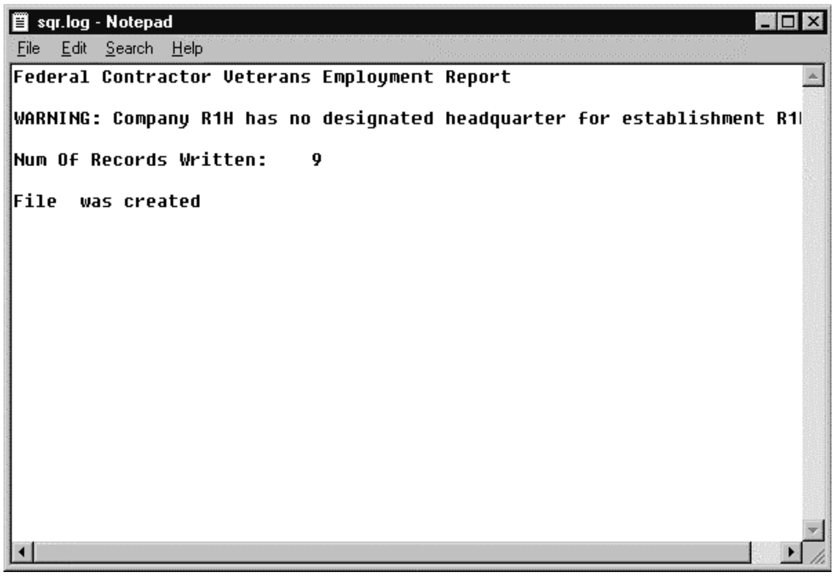
Submitting the VETS-100 Report

When you run the VETS-100 Federal Contractor report SQR, the output consists of two files: a .lis file and an ASCII file. These files contain the same basic report information in two different formats. They give you two options for submitting your VETS-100 report to the government:

File Name	***How to File The Report***
Per027.lis	Either view or print a copy of the report output using a word processor such as Notepad. Then use the report output as a reference to manually prepare the hard copy report forms required by the government. Mail the hard copy forms to the government.
Vets 100	The ASCII file is formatted according to government specifications. Copy this ASCII file to a diskette and follow the government instructions for submitting the diskette by mail. You can also view the contents of this report file using Notepad.

Viewing a Log of the Report Run

The system also generates a third file called sqr.log that contains a log of information about the report run. You can open and view this file using Notepad. The log file will give you a Warning if the system finds any problems during the report run. In this example, one of the companies included in the report run had no designated headquarters unit.



Viewing SQR.log Using Notepad

Running Other U.S. Affirmative Action Reports

For more information, instructions on running these reports, and samples of these regulatory reports, see Introduction to PeopleSoft Reporting.

EEO Reports

The U.S. EEOC (Equal Employment Opportunity Commission) requires that most companies file one or more reports from the series EEO-1 through EEO-9. These reports count male and female employees in certain ethnic groups by federal employment categories. There are four PeopleSoft 8 Human Resources EEO reports:

- EEO-1 Employer Information.

  Provides EEO information on private organizations. It is the most commonly used report in the series.

- EEO-1 Job Analysis.

  Supplies standard job category counts instead of employee counts for the private sector.

- EEO-4 State and Local Government Information.

  Provides employment counts in the prescribed format for state and local governments.

- EEO-5 Job Analysis.

  Supplies standard job category counts for school-related categories.

Setting Up EEO Reporting

Before you can run the EEO series of reports, you must set up data about your organization's establishments and EEO job categories.

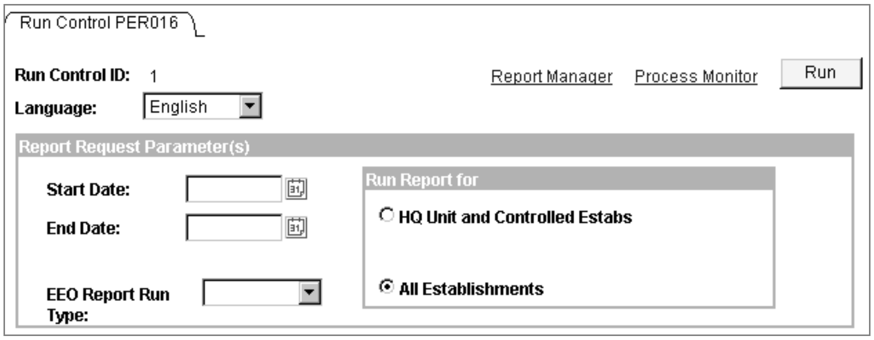
To set up EEO Reporting:

1. Create US establishments on the Establishment - Establishment Address Page.
2. Enter EEO Job Categories in the Job Code Table - Job Code Profile Page.
3. Assign Establishment IDs on the secondary page of the Location Table - Location Profile Page page.

For more information about the Establishment Table, see ***PeopleSoft Application Fundamentals For HRMS:*** Defining Establishments. For more information about EEO Job Categories, see ***PeopleSoft Application Fundamentals For HRMS:*** Job Code Table - Job Code Profile Page. For more information about setting up locations, see ***PeopleSoft Application Fundamentals For HRMS:*** Locality Pay Area Table Page.

EEO-1 Employer Information – Run Control PER016 Page

Usage	Use the Run Control PER016 page to generate the EEO-1 Employer Information Report.
Object Name	RUNCTL_PER016
Navigation	**Monitor Workplace, Report Regulations (US), Report, EEO-1 Employer Information, Employer Information**
Access Requirements	User ID, Run Control ID



EEO-1 Employer Information – Run-Control PER016 page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **From Date, Thru Date,** and **Language.**

The system displays your User ID and the Run Control ID you entered when you opened the page.

EEO Report Run Type Select a type from the drop-down list.

Run Report for

Select ***HQ Unit and Controlled Estabs*** (Establishments) to run the report for the headquarters of your company and any companies that it controls. Select ***All Establishments*** to run the report for all establishments in your organization.

Click **Run** to run the report using Process Scheduler.

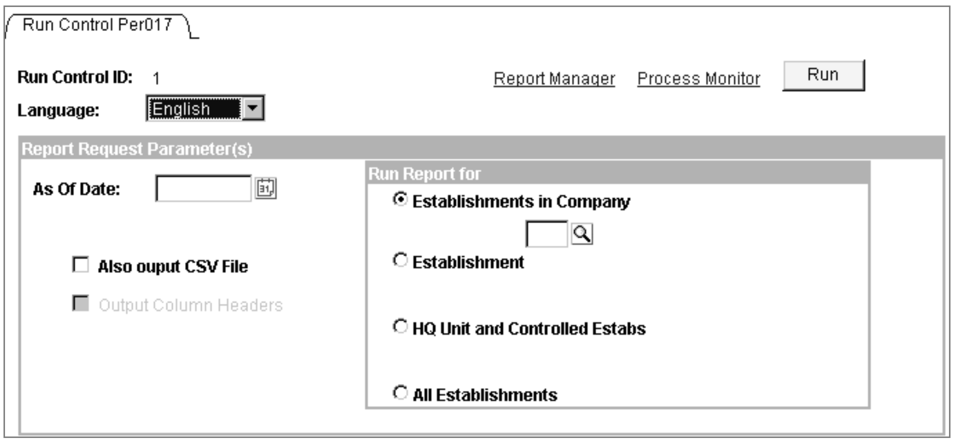
For more information about Process Scheduler, see PeopleTools Process Scheduler.

EEO-1 Employer Information Report Details

Description	The EEO-1 Employer Information report provides government-required EEO information on private organizations.
Report ID	PER016
Type of Report	SQR
Parameters	From Date, Thru Date, Establishment ID, Company, Regulatory Region, EEO Report Run Type
Source	
Sorted By	

EEO-1 Job Analysis Report – Run Control PER017 Page

Usage	Use the Run Control Per017 page to generate the Eeo-1 Job Analysis report.
Object Name	RUNCTL_PER017
Navigation	**Monitor Workplace, Report Regulations (US), Report, EEO-1 Job Analysis Report, Job Analysis Report**
Access Requirements	User ID, Run Control ID



EEO-1 Job Analysis Report – Run-Control PER017 page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Language** and **As of Date.**

Select ***Also output CSV file*** to print the CSV file along with the EEO-1 Job Analysis Report.

Run Report for

Select ***Establishments in Company*** (Establishments) to run the report for all establishments in your company Select ***Establishment*** to run the report for a specific establishment. Select ***HQ Unit and Controlled Estabs*** (Establishments) to run the report for the headquarters of your company and any companies that it controls. Select ***All Establishments*** to run the report for all establishments in your organization.

The system displays your User ID and the Run Control ID you entered when you opened the page.

Click **Run** to run the report using Process Scheduler.

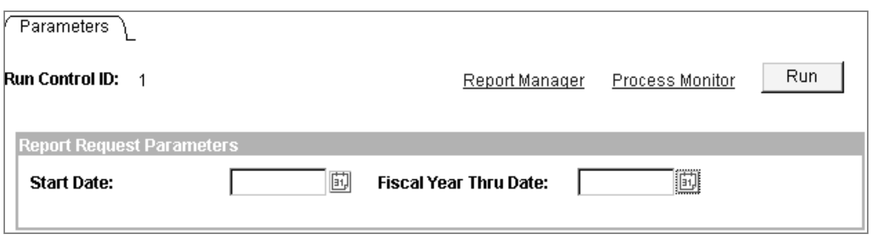
For more information about Process Scheduler, see PeopleTools Process Scheduler.

EEO-1 Job Analysis Report Details

Description	The EEO-1 Job Analysis report supplies standard job category counts instead of employee counts for the private sector.
Report ID	PER017
Type of Report	SQR
Parameters	Language Code, As of Date, Establishment ID
Source	
Sorted By	

EEO-4 State and Local Govt (Government) – Parameters Page

Usage	Use the EEO-4 State and Local Govt – Parameters page to generate the EEO-4 State and Local Government report.
Object Name	RUNCTL_PER031
Navigation	**Monitor Workplace, Report Regulations (US), Report, EEO-4 State and Local Govt, Parameters**
Access Requirements	Run Control ID



EEO-4 State and Local Govt – Parameters page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **From Date.**

The system displays your User ID and the Run Control ID you entered when you opened the page.

Fiscal Year Thru Date

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

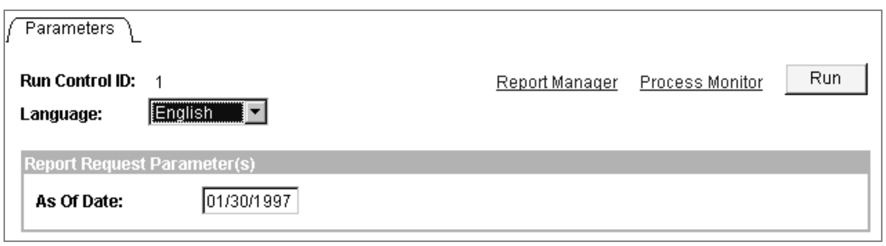
EEO-4 State and Local Govt (Government) Report Details

Description	The EEO-4 State and Local Government Information report provides employment counts in the prescribed format for state and local governments.
Report ID	PER031
Type of Report	SQR
Parameters	From Date, Fiscal Year Thru Date
Source	
Sorted By	

EEO-5 Job Analysis – Parameters Page

Usage	Use the EEO-5 Job Analysis - Parameters page to generate the EEO-5 Job Analysis report.
Object Name	RUNCTL_ASOFDATE
Navigation	• **Define Business Rules, Administer HR System, Process, Refresh PS_EMPLOYEES table, Parameters** • **Administer Workforce, Administer Workforce (GBL), Process, As-of-Date Request, Parameters** • **Administer Workforce, Administer Workforce (GBL), Report, Temporary Employees, Temporary Employees** • **Administer Workforce, Administer Workforce (USF), Process, Refresh Employees Table, Parameters** • **Administer Workforce, Administer Workforce (USF), Report, Compa_Ratio Analysis, Parameters** • **Administer Workforce, Administer Workforce (USF), Report, Temporary Employees, Temporary Employees** • **Administer Workforce, Manage Performance (USF), Report, Appraisals by Evaluation Pts, Job Grading by Evaluation Pts** • **Develop Workforce, Manage Positions, Report, Active Position History, Parameters** • **Develop Workforce, Manage Positions, Report, Build Position Structure, Parameters** • **Develop Workforce, Manage Positions, Report, Position Status, Parameters** • **Develop Workforce, Manage Positions (USF), Report, Build Position Structure, Parameters**

	• **Administer Workforce, Mass Organization Changes USF, Process, Build Position Structure, Parameters** • **Administer Workforce, Plan Salaries (GBL), Report, Above Maximum Analysis, Above Maximum Analysis** • **Administer Workforce, Plan Salaries (GBL), Report, Below Minimum Analysis, Below Minimum Analysis** • **Administer Workforce, Plan Salaries (GBL), Report, Compa_Ratio Analysis, Compa_Ratio Analysis** • **Administer Workforce, Plan Salaries (GBL), Report, Job Grading by Evaluation Pts, Job Grading by Evaluation Pts** • **Administer Workforce, Plan Salaries (GBL), Report, Salary Structure, Salary Structure** • **Monitor Workplace, Report Regulations (UK), Report, Joint Staffing Report, Runctl Asofdate** • **Monitor Workplace, Report Regulations (US), Report, EEO-5 Job Analysis, Parameters**
Access Requirements	Run Control ID



EEO-5 Job Analysis – Parameters page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Language Code** and **As of Date.**

The system displays your User ID and the Run Control ID you entered when you opened the page.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

EEO-5 Job Analysis Report Details

Description	The EEO-5 Job Analysis report supplies standard job category counts for school-related categories.
Report ID	PER022
Type of Report	SQR
Parameters	Language Code, As of Date
Source	
Sorted By	

USF EEO Groups by PATCOB/POI

- This generates a report detailing the distribution of EEO groups and comparison by PATCOB and POI.

For more information about the Establishment Table, see ***PeopleSoft Application Fundamentals For HRMS:*** Setting Up Control Tables: Defining Establishments. For more information about EEO Job Categories, see ***PeopleSoft Application Fundamentals For HRMS:*** Job Code Table - Job Code Profile Page. For more information about setting up locations, see ***PeopleSoft Application Fundamentals For HRMS:*** Locality Pay Area Table Page.

USF EEO Groups by PATCOB/Sub-Agency

This generates a report detailing the distribution of EEO groups and comparison by PATCOB and sub-agency.

USF EEO Groups by Series/POI

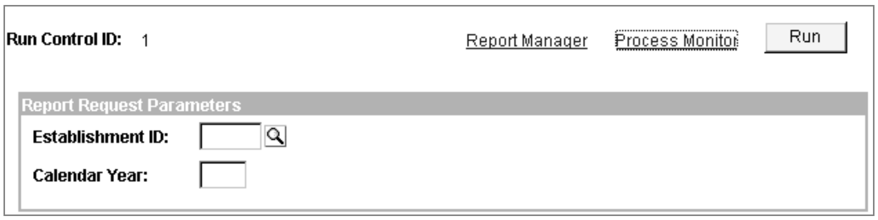
This generates a report detailing the distribution of EEO groups and comparison by occupation and POI.

USF EEO Groups by Series/Sub-Agency

This generates a report detailing the distribution of EEO groups and comparison by series and sub-agency.

IPEDS-S Report Page

Usage	Use the IPEDS-S Report page to generate the IPEDS-S report.
Object Name	RUNCTL_PER040
Navigation	**Monitor Workplace, Report Regulations (US), Report, IPEDS-S Report, Run IPEDS-S Report**
Access Requirements	Run Control ID



IPEDS-S Report page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Establishment ID.**

The system displays your User ID and the Run Control ID you entered when you opened the page.

Calendar Year	Enter the **calendar year** for which you want to run the report.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

IPEDS-S Report Details

Description	
Report ID	PER040
Type of Report	SQR
Parameters	Establishment ID, Calendar Year
Source	
Sorted By	

Job Group Analysis – Run Control PER024 Page

Usage	Use the Run Control Per024 page to generate the Job Group Analysis report.
Object Name	RUNCTL_PER024
Navigation	**Monitor Workplace, Report Regulations (US), Report, Job Group Analysis, Run Control Per024**
Access Requirements	Run Control ID

Job Group Analysis – Run Control PER024 page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Language, As of Date,** and **Company.**

The system displays your User ID and the Run Control ID you entered when you opened the page.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

Job Group Analysis Report Details

Description	Use the Job Group Analysis report to analyze the makeup of your work force based on similar skills groups, not department lines. You may want to use this information to examine job groupings in the light of your company structure and to make changes and additions as needed.
Report ID	PER024
Type of Report	SQR

Parameters	Language Code, As of Date, Company
Source	
Sorted By	

Job Group Analysis Summary – Run Control PER024a Page

Usage	Use the Run Control Per024a page to generate the Job Group Analysis Summary report.
Object Name	RUNCTL_PER024A
Navigation	**Monitor Workplace, Report Regulations (US), Report, Job Group Analysis Summary, Run Cntl Per024a**
Access Requirements	Run Control ID

Job Group Analysis Summary – Run Control PER024a page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Language, As of Date,** and **Company.**

The system displays your User ID and the Run Control ID you entered when you opened the page.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

Job Group Analysis Summary Report Details

Description	The Job Group Analysis Summary report analyzes the makeup of your workforce based on job groups. This report includes the same information as the Job Group Analysis report (PER024), but the data is

	organized according to job group instead of skill groups.
Report ID	PER024A
Type of Report	SQR
Parameters	
Source	
Sorted By	

Job Group Roster – Run Control PER030 Page

Usage	Use the Run Control PER030 page to generate the Job Group Roster Report.
Object Name	RUNCTL_PER030
Navigation	• **Monitor Workplace, Report Regulations (UK), Report, Job Group Roster, RunCntl Per030** • **Monitor Workplace, Report Regulations (US), Report, Job Group Roster, RunCntl Per030**
Access Requirements	Run Control ID

Job Group Roster – Run Control PER030 page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Language, As Of Date,** and **Company.**

The system displays your User ID and the Run Control ID you entered when you opened the page.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

Job Group Roster Report Details

Description	The Job Group Roster report lists employees in job groups in job title order. It includes the ethnic background of each employee and current salary information.
Report ID	PER030
Type of Report	SQR
Parameters	Language Code, As Of Date, Company
Source	
Sorted By	

Work Force Analysis – Run Control PER025 Page

Usage	Use the Run Control Per025 page to generate the Work Force Analysis report.
Object Name	RUNCTL_PER025
Navigation	**Monitor Workplace, Report Regulations (US), Report, Work Force Analysis, Run Control Per025**
Access Requirements	Run Control ID

Work Force Analysis – Run Control PER025 page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Language, As Of Date,** and **Company.**

The system displays your User ID and the Run Control ID you entered when you opened the page.

Select ***Also output CSV file*** to print the CSV file along with the EEO-1 Job Analysis Report.

Run Report for

Select ***Establishments in Company*** (Establishments) to run the report for all establishments in your company Select ***Establishment*** to run the report for a specific establishment. Select ***HQ Unit and Controlled Estabs*** (Establishments) to run the report for the headquarters of your company and any companies that it controls. Select ***All Establishments*** to run the report for all establishments in your organization.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

Work Force Analysis Report Details

Description	The Work Force Analysis report tracks hiring practices by department—or other organizational units—based on job titles in the department. It includes the salary grade assigned to the title and the total number of employees and minorities who hold the title, and it shows total minorities as a percentage of the total employees. You can use this report to analyze patterns of discrimination in hiring practices.
Report ID	PER025
Type of Report	SQR
Parameters	Language Code, As Of Date, Company
Source	
Sorted By	

Termination Analysis – Run Control PER019 Page

Usage	Use the Run Control PER019 report page to generate the Termination Analysis Report.
Object Name	RUNCTL_PER019
Navigation	**Monitor Workplace, Report Regulations (US), Report, Termination Analysis, RunCntl Per019**
Access Requirements	Run Control ID

Termination Analysis –Run Control PER019 page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Language, From Date, Thru Date,** and **Company.**

The system displays your User ID and the Run Control ID you entered when you opened the page.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

Termination Analysis

The Terminations Analysis report (PER019) shows the current employee count and number of terminations based on pre-determined groupings by age, years of service, sex, and ethnic group. It counts employees in each group, counts terminations, and expresses both counts as a percentage of the total population of active employees.

CHAPTER 7

Working With the U.S. Americans With Disabilities Act (ADA)

PeopleSoft 8 Human Resources helps you set up and track the data you need to prove that your company doesn't discriminate against people with disabilities.

Overview of ADA Data for U.S. Operations

Title I of the Americans with Disabilities Act (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. But the ADA doesn't include any specific reporting requirements. This makes it difficult to prove that your company doesn't discriminate against people with disabilities.

PeopleSoft 8 Human Resources provides

When employees or applicants request that you make accommodations to enable them to perform job tasks, you can track all the steps required to resolve those requests.

Creating ADA Data

Before you track accommodation requests made by employees and applicants, it's useful to establish codes for various pieces of information, such as accommodation types and diagnosis codes, for typical disabilities you might encounter in your industry.

The easiest and best way to determine your obligations under Title 1 of the Americans with Disabilities Act (ADA) is to define the essential job tasks necessary to perform jobs before you fill them. Defining this information in advance helps you defend your organization against claims that you discriminate against employees or applicants with disabilities. Your first step is to create essential job tasks and link them to job codes. And if the job tasks vary geographically, you can vary the job task summaries by location.

Managing Accommodation Data

Once you created accommodation types and essential job functions, linked job functions with job codes, and created diagnosis codes, you can use this information in several ways. For example, even though you cannot ask applicants if they have disabilities, you can show them a list of essential job tasks and ask them whether they can perform all the duties. Applicants can identify potential requests for ADA accommodations, and together you can explore accommodation options immediately.

Use the Accommodation Data pages to track requests employees and applicants make for disability accommodations. You can easily monitor all the steps taken to resolve each accommodation request, such as a counter-offer or a rejection made because of the undue hardship the accommodation would place on the company.

For each employee, you can track multiple accommodation requests, and within each accommodation request, you can track multiple job tasks that are accommodated.

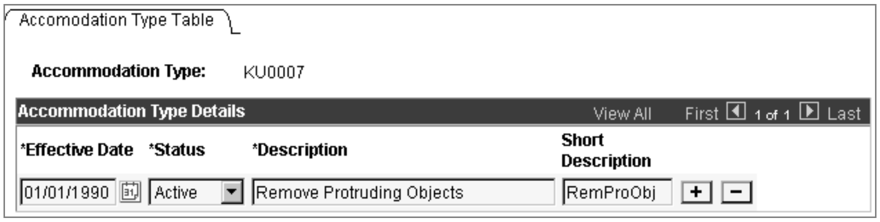
Setting Up ADA Tracking

Before you enter any workplace accommodations your company has made for a disabled employee, you must enter codes and values into four setup tables: Accommodation Type, Job Task, Job Code Task, and Diagnosis.

For more information about the Diagnosis Table, see ***Monitoring Health and Safety***: Diagnosis Table Page.

Accommodation Type Table Page

Usage	Use the Accommodation Type Table page to identify the types of accommodations your organization is able to make for employees or applicants with disabilities, such as purchasing special equipment or making structural changes to a work environment.
Object Name	ACCOM_TYPE_TABLE
Navigation	• **Administer Workforce, Administer Workforce (GBL), Setup, Accommodation Type Table, Accommodation Type Table** • **Administer Workforce, Administer Workforce (USF), Setup, Accom Type Table, Accommodation Type Table** • **Develop Workforce, Recruit Workforce (GBL), Setup, Accommodation Type Table, Accommodation Type Table** • **Develop Workforce, Recruit Workforce (USF), Setup, Accommodation Type Table, Accommodation Type Table** • **Monitor Workplace, Report Regulations (UK), Setup, Accommodation Type Table, Accommodation Type Table** • **Monitor Workplace, Report Regulations (US), Setup, Accommodation Type Table, Accommodation Type Table** • **Monitor Workplace, Report Regulations (USF), Setup, Accommodation Type Table, Accommodation Type Table**
Access Requirements	Accommodation Type



Accommodation Type Table page

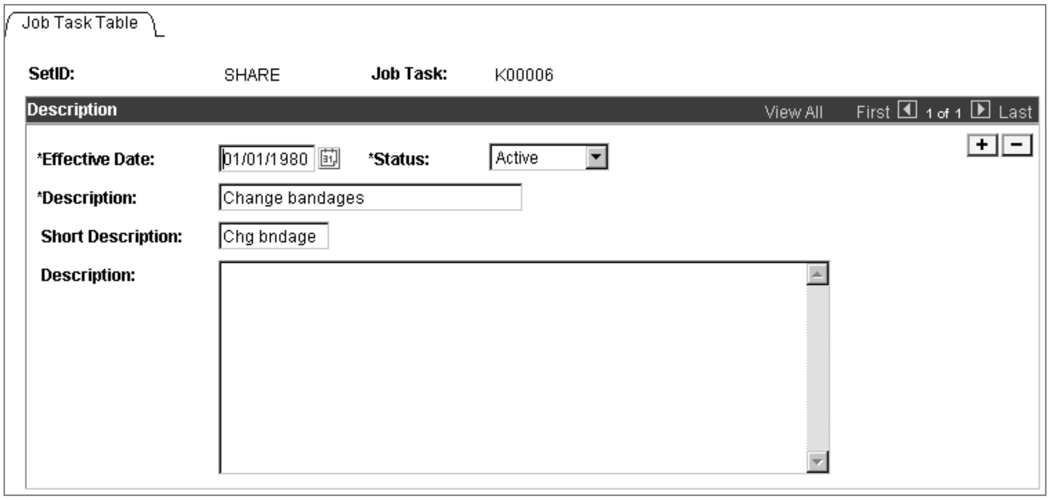
The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description,** and **Short Description.**

Column order for grids may vary by implementation. All columns may not be visible. Use the page's horizontal scroll bar as necessary to view all the available columns.

Job Task Table Page

Usage	Use the Job Task Table to define essential job tasks that define the outcome of jobs, not how they are performed. For example, if a job requires an employee to pick up heavy boxes and move them from a truck to a storage area, you would define moving heavy boxes as the essential job task. What is important is that the boxes are moved from one place to another, so an employee with a disability could use a forklift to move them. Therefore, you wouldn't define the job task as lifting heavy boxes.
Object Name	JOB_TASK_TABLE
Navigation	• **Develop Workforce, Manage Competencies (GBL), Setup, Job Task Table, Job Task Table** • **Develop Workforce, Manage Competencies (USF), Setup, Job Task Table, Job Task Table** • **Develop Workforce, Recruit Workforce (GBL), Setup, Job Task Table, Job Task Table** • **Develop Workforce, Recruit Workforce (USF), Setup, Job Task Table, Job Task Table** • **Monitor Workplace, Report Regulations (UK), Setup, Job Task Table, Job Task Table** • **Monitor Workplace, Report Regulations (US), Setup, Job Task Table, Job Task Table** • **Monitor Workplace, Report Regulations (USF), Setup, Job Task Table, Job Task Table**

Access Requirements	SetID and Job Task code. Using SetID on this page allows you to enter different sets of Job Tasks for different SetIDs. As a result, you'll be able to limit the Job Task values that you see on the Job Code Task Table to those values associated with the SetID that you specify.



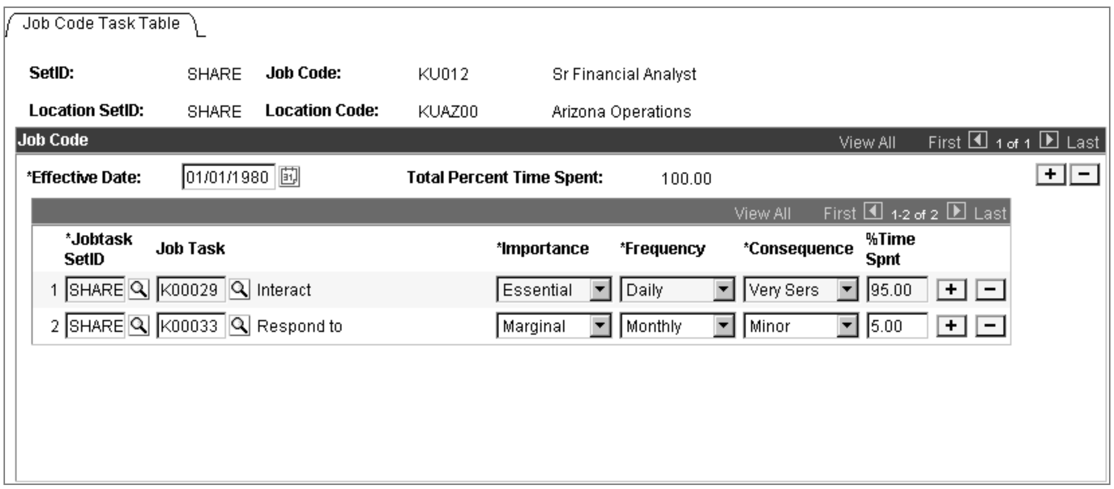
Job Task Table page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description,** and **Short Description.**

Job Code Task Table Page

Usage	Use the Job Code Task Table to define job tasks associated with each job code. You can further refine the job code task list by location. For example, only one person might be assigned to the Nome, Alaska office. Many tasks considered non-essential in other locations might have greater importance in a one-person office. 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.
Object Name	JOBCODE_TASK_TABLE
Navigation	• **Develop Workforce, Recruit Workforce (GBL), Setup, Job Code Task Table, Job Code Task Table** • **Develop Workforce, Recruit Workforce (USF), Setup, Job Code Task Table, Job Code Task Table**

	• **Monitor Workplace, Report Regulations (UK), Setup, Job Code Task Table, Job Code Task Table** • **Monitor Workplace, Report Regulations (US), Setup, Job Code Task Table, Job Code Task Table** • **Monitor Workplace, Report Regulations (USF), Setup, Job Code Task Table, Job Code Task Table**
Access Requirements	SetID, Job Code, Location SetID, or Location Code. Using SetID, Location SetID, and Location on this page allows you to associate different sets of Job Code Tasks with different Locations. You can limit the Job Code Task values that you see on the Accommodation Job Task page to those values associated with the Location that you specify.



Job Code Task Table page

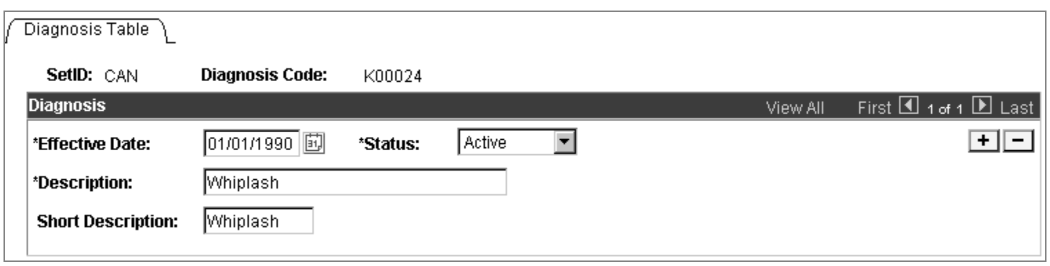
The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date** and **SetID.**

Job Task SetID	Select a **SetID** from the drop-down list. You store valid values on the TableSet ID Page.
Job Task	Select a code from the drop-down list. You store valid values on the Job Task Table Page.
Importance	Select the **Importance** of the **Job Task** to the particular job code. Valid values are in the Translate Table.
Frequency	Enter how often the **Job Task** occurs for each job code. Valid values are in the Frequency table.
Consequence	Select the result that occurs if the **Job Task** isn't performed. Valid values are in the Translate Table.
% Time Spnt	Enter the **% Time Spnt** (Percentage Time Spent) on the **Job Task**.

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

Diagnosis Table Page

Usage	Use the Diagnosis Table to identify medical reasons employees or applicants might need ADA accommodations to perform essential job tasks. You can choose to use standard codes, such as those the American Medical Association (AMA) has established, or use more general classifications.
Object Name	DIAGNOSIS_TABLE
Navigation	• **Monitor Workplace, Monitor Health/Safety (GBL), Setup, Diagnosis Table, Diagnosis Table** • **Monitor Workplace, Report Regulations (UK), Setup, Diagnosis Table, Diagnosis Table** • **Monitor Workplace, Report Regulations (US), Setup, Diagnosis Table, Diagnosis Table** • **Monitor Workplace, Report Regulations (USF), Setup, Diagnosis Table, Diagnosis Table**
Access Requirements	SetID, Diagnosis Code, and Description



Diagnosis Table page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status, Description,** and **Short Description.**

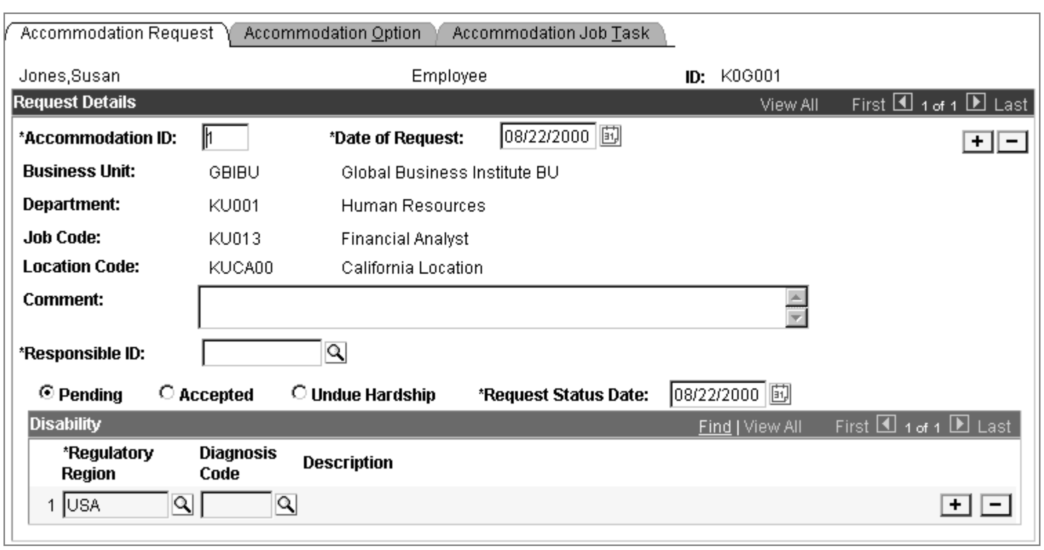
For more information and a detailed discussion on setting up diagnosis codes, see ***Monitoring Health and Safety:*** Setting Up Incident, Injury, and Illness Tracking**.**

Managing Accommodation Data

The Accommodation Data component contains three pages. On the first page, enter the accommodation requests employees and applicants have made. On the second, track the various options and alternatives that you're considering to resolve requests. And on the third, enter the job tasks you are accommodating, classified by job code and, where necessary, by location.

Accommodation Data – Accommodation Request Page

Usage	Use the Accommodation Data – Accommodation Request page to enter accommodation requests an employee or applicant makes of your organization. You can also enter diagnosis codes for the employee's disability or disabilities.
Object Name	ACCOMM_REQUEST
Navigation	• **Administer Workforce, Administer Workforce (GBL), Use, Disability, Accomm Request** • **Administer Workforce, Administer Workforce (USF), Use2, Disability Usa, Accomm Request** • **Monitor Workplace, Report Regulations (UK), Use, Accommodation Data, Accommodation Request** • **Monitor Workplace, Report Regulations (US), Use, Accommodation Data, Accommodation Request** • **Monitor Workplace, Report Regulations (USF), Use, Accommodation Data, Accommodation Request**
Access Requirements	EmplID



Accommodation Data – Accommodation Request page

To enter accommodation requests for an employee or applicant with a disability, select **Monitor Workplace, Report Regulations (USF), Use, Accommodation Data, Accommodation Request**. The system prompts you for an **EmplID**.

The system displays the **Business Unit, Department, Job Code,** and **Location Code** associated with the employee in the Job Data pages.

Accommodation ID	The system enters the next sequential number for the **Accommodation ID,** which you can override, if necessary.
Date of Request	Enter the **Date of Request** for the accommodation.
Comment	Enter any **Comments** applicable to the request.
Responsible ID	Select the employee **Responsible ID**.
Request Status Date	Enter the **Request Status Date**.
Regulatory Region	Select a **Regulatory Region** from the list of Regulatory Region Page prompt values.
Diagnosis Codes	Select any **Diagnosis Codes** that apply. You create **Diagnosis Codes** in the Diagnosis Table.

Once you have entered information into this page, complete the Accommodation Option page.

Accommodation Data – Accommodation Option Page

Usage	Use the Accommodation Data – Accommodation Option page to enter the various options or alternatives the organization or the person with a disability is considering in order to resolve each accommodation request. For each accommodation request, you can enter several options or alternatives and select an accommodation type.
Object Name	ACCOMM_OPTION
Navigation	• **Administer Workforce, Administer Workforce (GBL), Use, Disability, Accomm Option** • **Administer Workforce, Administer Workforce (USF), Use2, Disability Usa, Accomm Option** • **Monitor Workplace, Report Regulations (UK), Use, Accommodation Data, Accommodation Option** • **Monitor Workplace, Report Regulations (US), Use, Accommodation Data, Accommodation Option** • **Monitor Workplace, Report Regulations (USF), Use, Accommodation Data, Accommodation Option**

Access Requirements	EmplID

Accommodation Data – Accommodation Option page

The system automatically displays the **Accommodation ID**, **Date of Request**, **Business Unit, Department, Job Code,** and **Location Code** fields.

Accommodations/Alternatives

Option ID

The system enters the next sequential number for the **Option ID,** which you can override, if necessary.

To enter more accommodation options or alternatives, add new data rows by clicking the Insert Row toolbar button.

Employer Suggested Option

Indicate whether the information you're entering is an **Employer Suggested Option.**

Type

Select an accommodation **Type,** which you define in the Accommodation Type Table Page.

Currency Code

Select a **Currency Code,** if you are tracking the costs of this accommodation option in a different currency. Valid values are in the Currency Code Page.

If your company doesn't use multiple currencies (as defined in the Installation Table), the **Currency** field doesn't appear.

Cost

Enter the estimated **Cost** of the option.

Description

Enter a **Description**, if desired.

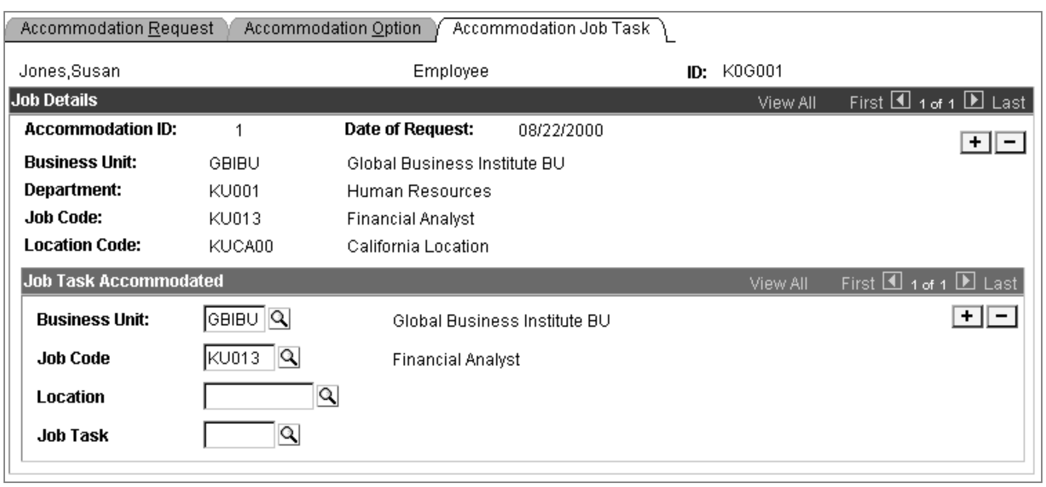
Option Status

Accommodation Status	Select the **Accommodation Status** from the list of valid values.
Status Date	Enter the **Status Date**

Once you have entered information in this page, complete the Accommodation Job Task page.

Accommodation Data – Accommodation Job Task Page

Usage	Use the Accommodation Data – Accommodation Job Task page to enter the job tasks that you are accommodating, classified by job code and, where necessary, by location. If you've created essential job tasks in the Job Code Task Table, you can enter multiple job tasks for each accommodation.
Object Name	ACCOMM_JOB_TASK
Navigation	• **Administer Workforce, Administer Workforce (GBL), Use, Disability, Accomm Job Task** • **Administer Workforce, Administer Workforce (USF), Use2, Disability Usa, Accomm Job Task** • **Monitor Workplace, Report Regulations (UK), Use, Accommodation Data, Accommodation Job Task** • **Monitor Workplace, Report Regulations (US), Use, Accommodation Data, Accommodation Job Task** • **Monitor Workplace, Report Regulations (USF), Use, Accommodation Data, Accommodation Job Task**



Accommodation Data – Accommodation Job Task page

Job Task Accommodated

Business Unit
Select a **Business Unit** from the Business Unit - Business Unit Page list of prompt values.

Job Code
Select a **Job Code** you are accommodating. You create these codes in the Job Code Table - Job Code Profile Page.

Location
Select a **Location** for the request you are accommodating. You create these codes in the Location Table - Location Address Page.

Job Task
Select a **Job Task** for the request you are accommodating. You create these codes in the Job Task Table Page.

Accommodation Report Details

Description	
Report ID	
Type of Report	
Parameters	
Source	
Sorted By	

CHAPTER 8

Performing Central Personnel Data File Edit Processing

Overview of Central Personnel Data File Edit Processing

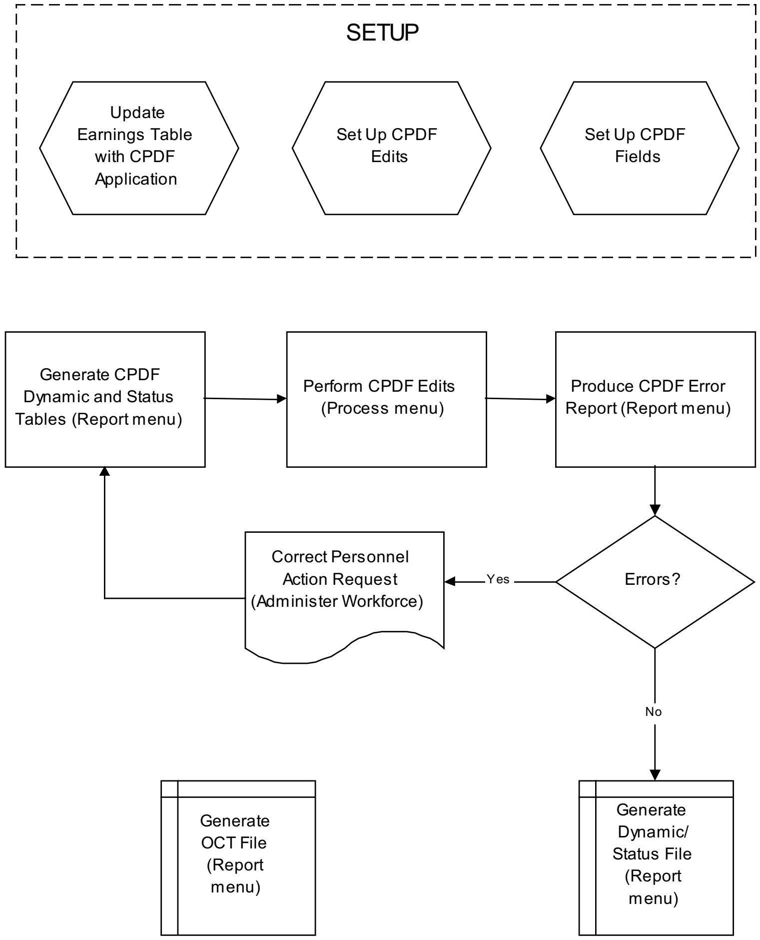
Most agencies in the Executive Branch and selected agencies in the Legislative Branch participate in the Central Personnel Data File (CPDF). The CPDF edits provide the Office of Personnel Management the means to standardize federal government personnel data, monitor quality of data provided by federal government agencies, and produce a series of government-wide reports.

Because you need to comply with government requirements when you file CPDF reports, PeopleSoft Human Resources contains reports with the appropriate information in the standard federal reporting format. To produce your agency's CPDF files, you administer a series of background processes:

1. Generate the CPDF Status and Dynamic Tables.
2. Execute CPDF Error Processing.
3. Generate the CPDF Submission Files.

CPDF Process Overview

This diagram illustrates the CPDF process:



Overview of the CPDF Process

The Status, Dynamic, and OCT CPDF edits submissions for transmission are defined as follows:

- CPDF Status Submission.

  Includes a single record for each active employee. This submission shows the current status of each employee as of the end date of the submission period. The Office of Personnel Management (OPM) requires a status file submission quarterly: March, June, September, and December.

- CPDF Dynamic Submission.

  Consists of a single record for each personnel transaction during the specified period. This submission includes only those transactions effective within a date range of two years prior to and six months after the as of date for transactions not yet submitted. The OPM requires a monthly submission of the dynamic file and defines the end of the month as the ending date of the last full pay period within a given month.

- Organizational Component Translations (OCT) Submission

Consists of the organizational segments of the agency. The OPM requires that an agency submit this file semi-annually: 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.

Before You Begin

USF	**United States Federal.** The pages discussed in this section are in **Monitor Workplace, Report Regulations (USF).**

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.

For more information**,** see the ***Federal Workforce Reporting Systems Operating Manual*** and any other official government publications that discuss the CPDF edits and related processes relevant to your agency.

Setting Up CPDF Reporting

To set up CPDF reporting, you must define CPDF codes by indicating whether they are reported to the CPDF or by indicating the CPDF earnings type. You also set up CPDF fields and edits by verifying or adding CPDF fields. In addition, you can specify edit information to use on the CPDF Error Report.

Defining CPDF Codes

When defining earnings codes, indicate whether they are reported to the CPDF or indicate the CPDF Earnings Type to identify retention allowance, supervisory differential, or staffing differential code types. You define these codes in **Define Business Rules, Define Payroll Process (USF), Setup1, Earnings Table, Earnings Table 2.** Click the **Federal Settings** push button.

Not all sub-agencies report to the CPDF. In **Define Business Rules, Manage Human Resource (USF), Setup, Sub-Agency Table**, indicate whether the sub-agency is a CPDF reporter.

For more information on setting up CPDF codes, see ***Payroll for North America***: Establishing Earnings Codes.

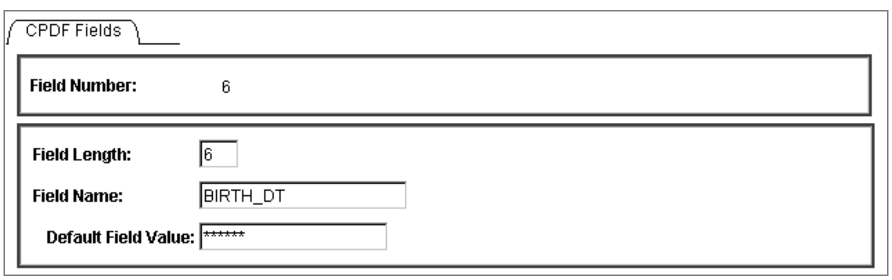
Setting Up CPDF Fields and Edits

When you run the CPDF Edits process and Error report to produce the CPDF error file, the system draws information about edits and fields from CPDF setup pages in your online system. PeopleSoft delivers data based on the current CPDF Edit Manual. After you receive an Office of Personnel Management Update containing changes to the CPDF Edit Manual, you can correct or add information on these pages.

There are three pages containing CPDF field and edit information: CPDF Fields, CPDF Prefix/Fields, and CPDF Edits.

Gvt CPDF Fields Page

Usage	Use the CPDF Fields page to verify or add CPDF fields.
Object Name	GVT_CPDF_FIELDS
Navigation	**Monitor Workplace, Report Regulations (USF), Setup, CPDF Fields**
Prerequisites	You must complete the CPDF Fields page for every data element required in your agency's CPDF submissions.
Access Requirements	Field number



Gvt CPDF Fields page

Field Length Enter the **Field Length** that corresponds with this field number.

Field Name Enter the **Field Name** that corresponds with this field number.

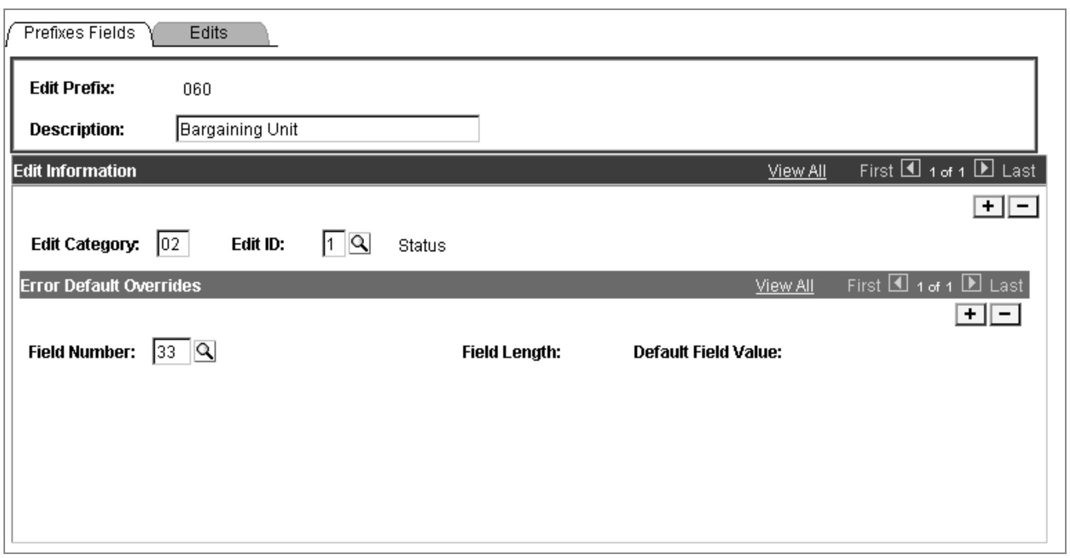
Default Field Value Specify the **Default Field Value**, which in most cases are asterisks (*).

Entering CPDF Edits

Use the two pages in the CPDF Edits component to specify detailed edit information used on the CPDF Error Report. The edit can be an individual field edit or a relationship edit.

CPDF Edits - Prefixes Fields Page

Usage	Use the CPDF Prefix/Fields page to specify the six-digit CPDF edit number and fields used in the edit. The three-digit edit prefix identifies the data element subject to the edit.
Object Name	GVT_CPDF_PREFIX
Navigation	**Monitor Workplace, Report Regulations (USF), Setup, CPDF Edits, CPDF Prefix/Fields**
Access Requirements	Edit Prefix



CPDF Edits – Prefixes Fields page

Description Enter the **Description** of this Edit Prefix.

Edit Category Enter a two-digit **Edit Category** to identify the data element edit. Select an Edit ID from the drop-down list, ***Status, Dynamic,*** or ***Status and Dynamic,*** to identify the file to which this edit applies.

Edit ID Enter the **Edit ID**.

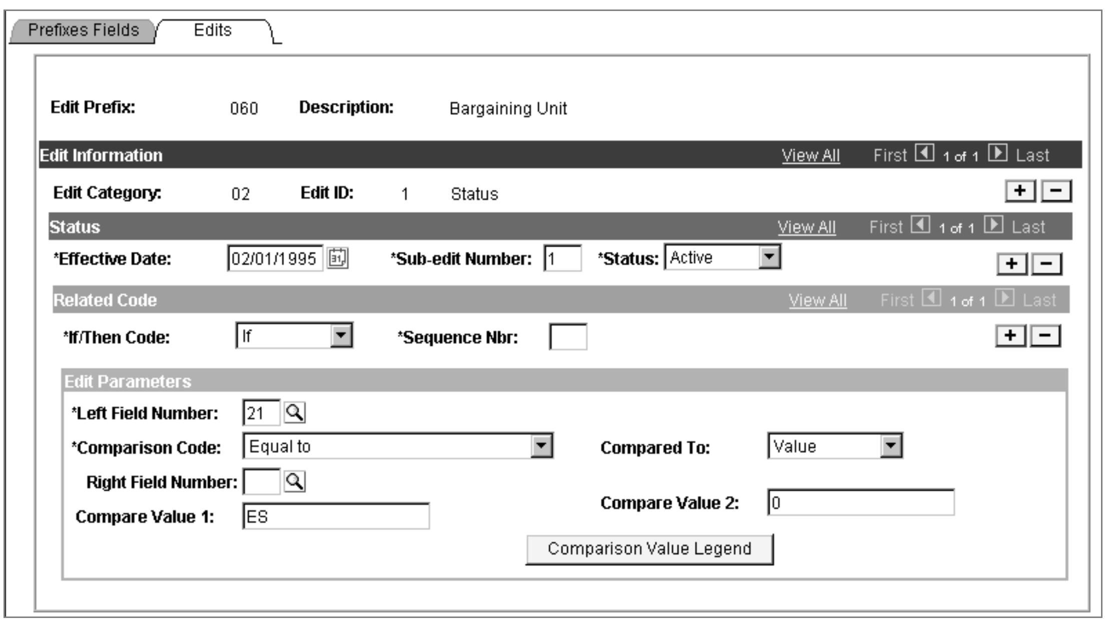
You may enter as many combinations of edit category and edit ID for this edit prefix. Use the outer scroll bar to scroll among combinations.

Error Default Overrides

Field Number	Enter the **Field Number** for fields impacted by this edit. When you tab out of the field, the system populates **Field Length** and **Default Field Value** with the values you entered in the CPDF Fields page. You may enter as many fields for this edit. Use the inner scroll bar to scroll among fields.

CPDF Edits – Edits Page

Usage	Use the CPDF Edits – Edits page to specify the edit content in the form of if/then statements.
Object Name	GVT_CPDF_EDIT
Navigation	**Monitor Workplace, Report Regulations (USF), Setup, CPDF Edits, CPDF Edits**
Access Requirements	Edit Prefix



CPDF Edits - Edits page

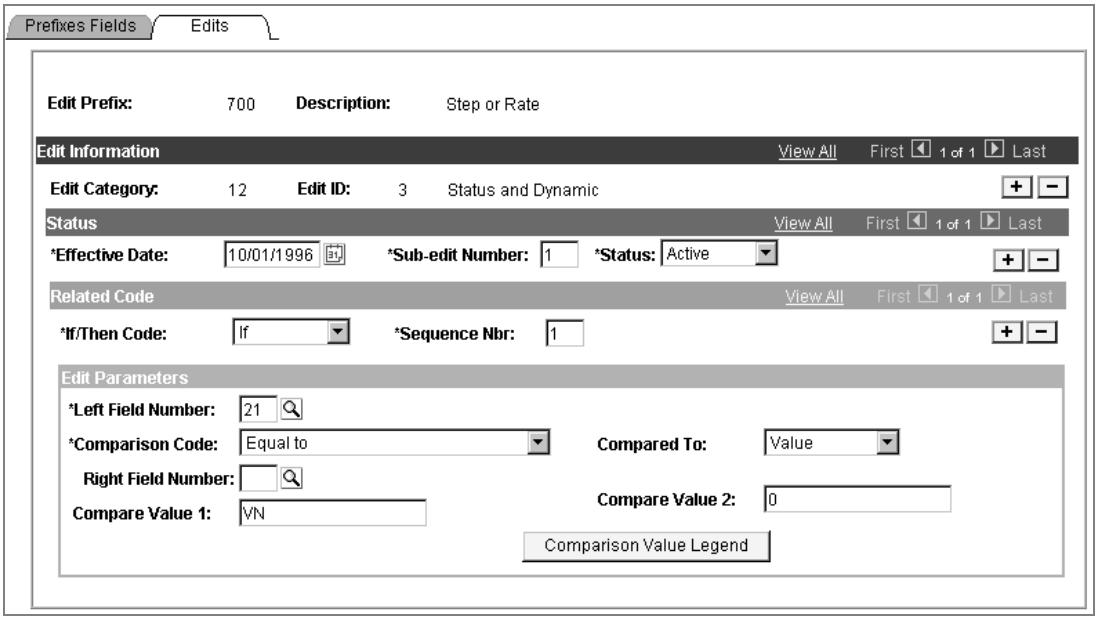
The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date** and **Status.**

Edit Prefix, Description, Edit Category, and **Edit ID** default from the previous page in this component, CPDF Prefix/Fields. Use the outer scroll bar to scroll among edits with the same prefix. Add data rows and use the middle scroll bar, the **Effective Date,** and the **Status** to maintain 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.***

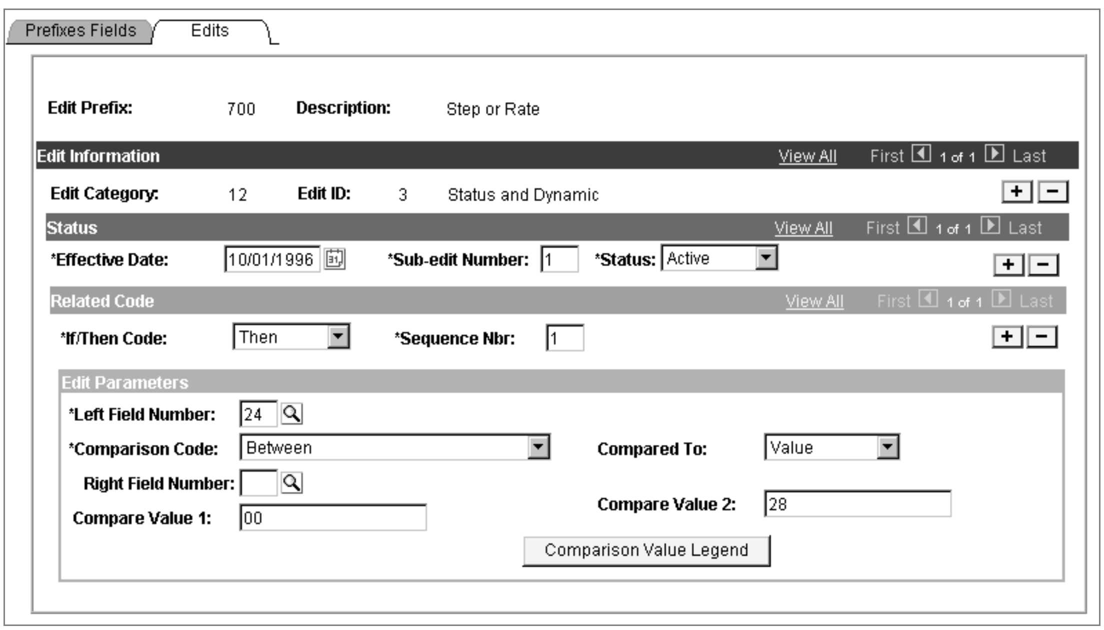
Sub-edit Number	Enter a Sub-edit Number. For most edits, you'll only have one Sub-edit Number, *1*. For more complicated edits, with multiple or nested If/Then statements, insert rows with higher Sub-edit Numbers. Be sure to keep the same Effective Date for multiple sub-edits. Create an edit by concatenating If and Then statements. Scroll among If and Then statements using the inner scroll bar. For each statement, fill in applicable fields in the Edit Parameters group box.
If/Then Code, Sequence Nbr	Choose an If/Then Code, either *If* or *Then,* and assign a Sequence Nbr (Number). Sequence Nbrs *1, 2,* and *3,* and the Then statements have Sequence Nbrs *1* and *2.* All of the pieces are connected by "or." For this example, the equation reads "If ***1*** or ***2*** or *3,* then *1* or *2.*"
Edit Parameters	Compose the body of your If or Then statement in the Edit Parameters group box.
Left Field Number	Choose a Left Field Number from the list of valid values for comparison. You enter field numbers in the CPDF Fields page.
Comparison Code	Select a Comparison Code from the list of these translate values: ***Between, Equal to, Greater Than or Equal To, Greater Than, Less Than or Equal To, Less Than,*** or ***Not Equal***.
Compared To, Right Field Number, Compare Value 1, Compare Value 2	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 data entry. Enter the appropriate values. Values may be alphanumeric. To indicate a numeric, but not specific, value, enter **#.** You only need to enter a Compare Value 2 if the Comparison Code is ***Between.***

Examples

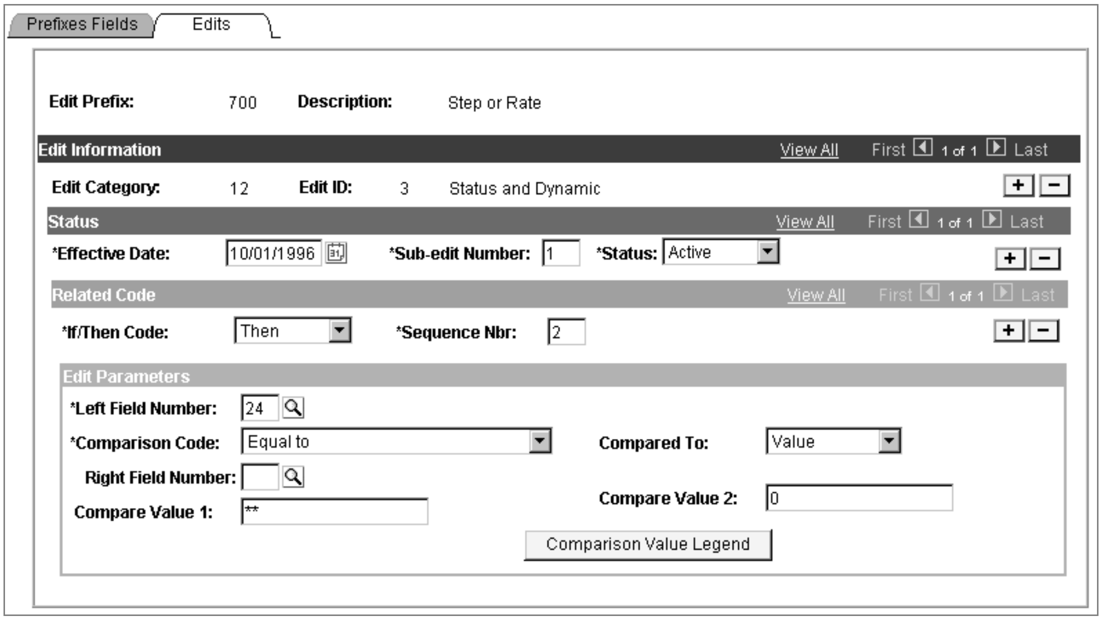
To better understand how to use this page, consider this example from the CPDF Edit Manual:



CPDF Edits Example-Part 1



CPDF Edits Example-Part 2



CPDF Edits Example-Part 3

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

The table below displays how you would 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.

If/Then Code	***Sequence Nbr***	***Left Field Number***	***Com-parison Code***	***Com-pared to***	***Right Field Number***	***Com-pare Value 1***	***Com-pare Value 2***
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

If/Then Code	*Sequence Nbr*	*Left Field Number*	*Com-parison Code*	*Com-pared to*	*Right Field Number*	*Com-pare Value 1*	*Com-pare Value 2*
Then	3	71 Prior Pay Rate Determi nant	Equal to	Value		M	0
Then	4	71 Prior Pay Rate Determi nant	Between	Value		U	V
Then	5	71 Prior Pay Rate Determi nant	Equal to	Value		**	0

Running the CPDF Reports

To produce the CPDF reports, run the report processes in the following sequence of steps:

1. Generate the CPDF Dynamic Table (monthly) OR generate the CPDF Status Table (quarterly).
2. Perform CPDF Edits Processing.
3. Produce the CPDF Error Report.
4. Generate the CPDF Dynamic/Status File.
5. Generate the CPDF Organizational Component Table File.

Step 1-Generating the CPDF Dynamic Table

Perform either Step 1-Generate the CPDF Dynamic Table for running the reports monthly or Step 1-Generate the CPDF Status Table for running the reports quarterly. After that, follow Steps 2 through 5 for generating both types of reports.

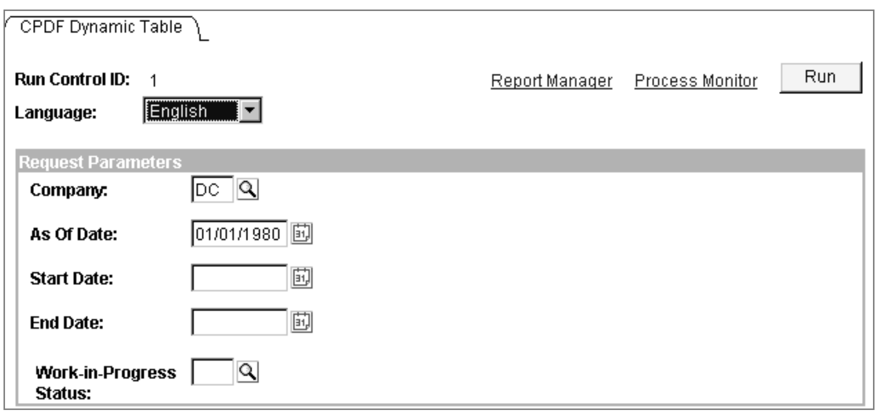
The Dynamics Data Submission (FGHR019A) consists of all personnel actions processed by the PeopleSoft system during the reporting period. The normal reporting period is the calendar month; however, the period may end as of the last full pay period of the month. Actions that are more than two years past the current Effective Date or more than six months ahead of the current Effective Date aren't reported.

Generating the CPDF Dynamic Table enables you to run the CPDF Edits Process against the table, and to generate the CPDF Dynamic Submission. You must generate the CPDF Dynamic Table in order to continue processing the CPDF dynamic edits.

The process deletes any existing data in the CPDF Dynamic Table before adding any new records. To save existing CPDF Dynamic Table data you must back up the table before running this process.

CPDF Dynamic Table Page

Usage	Use the CPDF Dynamic Table report page to run the CPDF Edits Process against the table, as well as to generate the CPDF Dynamic Submission.
Object Name	RUNCTL_FGHR019A
Navigation	**Monitor Workplace, Report Regulations (USF), Report, CPDF Dynamic Table, CPDF Dynamic Table**
Access Requirements	Run Control ID



CPDF Dynamic Table page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Language,** and **Company.**

As Of Date	Select an **As Of Date** to delimit the transactions selected by the CPDF Dynamic Table process. The process selects all transactions with an effective date two years prior to and six months after the **As Of Date**.

From Date and **Thru Date**	Select the **From Date** and **Thru Date** that includes the pay periods you wish to select. The CPDF Dynamic Table process selects only those personnel actions processed between the **From Date** and **Thru Date** that have effective dates with the **As Of Date** selection criteria.
Work-in-Progress Status	Select a **Work-in-Progress Status**. You may select any Work in Progress (WIP) status for reporting on the CPDF Dynamic Table. However, for a CPDF submission this status should be either ***Completed*** or ***Corrected.***

Finally, You can either run the CPDF Dynamic Table with your default Process Scheduler setup or customize a Process Scheduler request.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

FGHR019A CPDF Dynamic Table Report

Description	This process produces a file that lists how many records were processed to the Dynamic Table.
Report ID	FGHR019A
Type of Report	SQR
Parameters	Agency, As Of Date, From Date, Thru Date, Work-in-Progress Status
Source	
Sorted By	

Step 1-Generating the CPDF Status Table

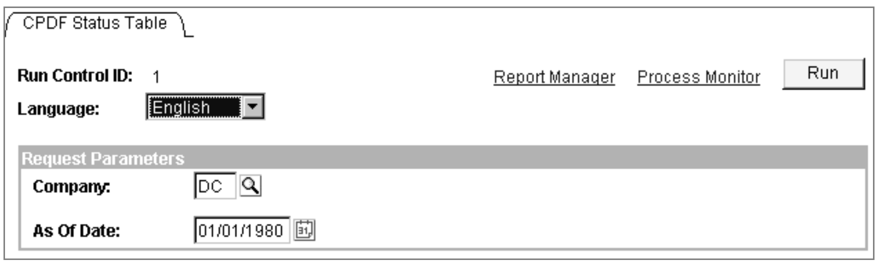
The Status Data Submission (FGHR019E) consists of individual employee records containing required CPDF data elements extracted from the PeopleSoft system. The submission includes all active employees on the agency rolls at the end of the period. Submissions are required on a quarterly basis.

You must first generate the CPDF 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.

This process deletes any existing data in the CPDF Status Table before adding any new records. In order to save existing CPDF Status Table data you must back up the table before running this process.

CPDF Status Table Report Page

Usage	Use the CPDF Status Table report page to generate the CPDF Status Table report.
Object Name	RUNCTL_FGHR019E
Navigation	**Monitor Workplace, Report Regulations (USF), Report, CPDF Status Table, CPDF Status Table**
Access Requirements	Run Control ID



CPDF Status Table page

Agency Select your **Agency**.

As Of Date Select an **As Of Date to** restrict your selection to those employees active on that date.

You can either run the CPDF Status Table with your default Process Scheduler setup or customize a Process Scheduler request.

To run the CPDF Status Table using your Process Scheduler defaults, click the **Run with Defaults** toolbar button.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler.

FGHR019E CPDF Status Table Report

Description	This process produces a file that lists how many records were processed to the Status Table.
Report ID	FGHR019E
Type of Report	SQR
Parameters	Agency, As Of Date
Source	GVT_WIP_STATUS, GVT_CPDF_DYN, GVT_JOB, EMPLOYMENT

	EMPL, PERSONAL_DATA, POSITION_DATA, GVT_SUBAGCY_TBL, PERS_NID, EMPLOYEE_REVIEW, RATING_MDL_TBL, GVT_AWD_DATA, LOCATION_TBL, GVT_GEOLOC_TBL, GVT_JOBERNS, EARNINGS_TBL
Sorted By	

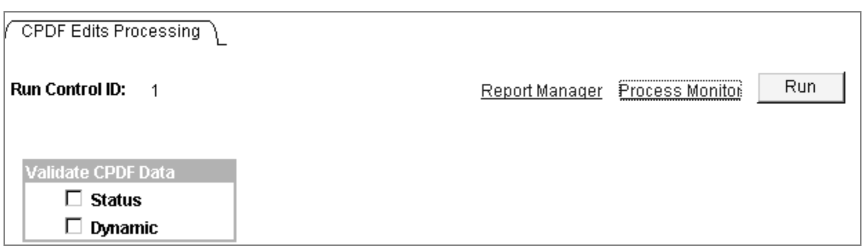
Step 2-Performing CPDF Edits Processing

You must run CPDF Edits Processing to execute the COBOL program FGPCPDFF before you generate the CPDF Error Report. CPDF Edits Processing generates a table of the CPDF edit errors found in the CPDF Status and Dynamic Tables. From this table you may later execute the CPDF Error Edits Report.

The process deletes any existing data in the CPDF Error Table before adding any new records. In order to save existing CPDF Error Table data you must back up the table before running this process.

CPDF Edits Processing Page

Usage	Use the CPDF Edits Processing Page to execute the COBOL program FGPCPDFF before you generate the CPDF Error Report.
Object Name	RUNCTL_FGCPDF
Navigation	**Monitor Workplace, Report Regulations (USF), Process, CPDF Edits Processing, CPDF Edits Processing**
Access Requirements	Run Control ID



CPDF Edits Processing page

In the **Validate CPDF Data** group box, select both **Status** and **Dynamic** to create the file correctly.

You can either run CPDF Edits Processing with your default Process Scheduler setup or configure a Process Scheduler request.

To run CPDF Edits Processing using your Process Scheduler defaults, click the **Process Request with Defaults** toolbar button.

To customize a Process Scheduler request, click the **Process Request** toolbar button.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler Basics.

Step 3-Producing the CPDF Error Report

The CPDF Error Report (FGHR019B) produces a report that lists the CPDF edit errors found in CPDF Error Processing.

CPDF Error Report – Run CPDF Error Report Page

Usage	Use the CPDF Error Report (FGHR019B) to produce a report that lists the CPDF edit errors found in CPDF Error Processing.
Object Name	RUNCTL_FGHR019B
Navigation	**Monitor Workplace, Report Regulations (USF), Report, CPDF Error Report, Run CPDF Error Report**
Access Requirements	Run Control ID

CPDF Error Report – Run CPDF Error Report page

You can either run the CPDF Error Report with your default Process Scheduler setup or customize a Process Scheduler request.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler Basics.

FGHR019B CPDF Error Report

Description	The CPDF Error Report lists the CPDF edit errors found in CPDF Error Processing. It produces one listing that includes all errors.
Report ID	FGHR019B
Type of Report	SQR

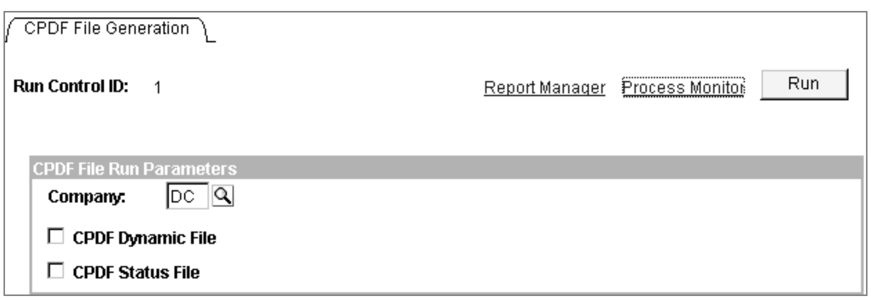
Parameters	None
Source	GVT_CPDF_STATUS, GVT_CPDF_ERRTBL, GVT_CPDF_FLDTBL, GVT_CPDF_EDIT, GVT_CPDF
Sorted By	

Step 4-CPDF Dynamic/Status File Generation

CPDF Dynamic/Status File Generation builds the CPDF Status and Dynamic Submissions. The process generates these flat files from the CPDF Status Table and CPDF Dynamic Table respectively. In addition, the process checks the CPDF Error Table to determine if some CPDF fields require defaults. If the process notes that field defaults are necessary, it uses the CPDF field default table to supply the values.

CPDF Dynamic/Status File Gen(eration) Page

Usage	Use the CPDF Dynamic/Status File Generation report page to generate flat files from the CPDF Status Table and CPDF Dynamic Table.
Object Name	RUNCTL_FGHR019C
Navigation	**Monitor Workplace, Report Regulations (USF), Report, CPDF Dynamic/Status File Gen, CPDF File Generation**
Prerequisites	You must have already entered agency parameters.
Access Requirements	Run Control ID



CPDF Dynamic/Status File Gen(eration) page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Company.**

CPDF Dynamic File and **CPDF Status File**	Select **CPDF Dynamic File**, **CPDF Status File**, or both to generate the correct submission file.

You can either run CPDF Dynamic/Status File Generation with your default Process Scheduler setup or customize a Process Scheduler request.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler Basics.

FGHR019C CPDF Dynamic/Status File Generation

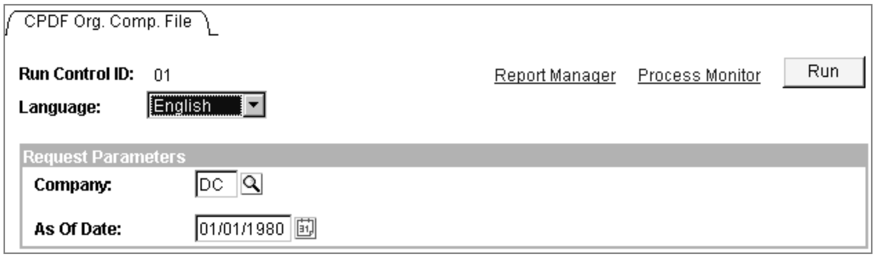
Description	This process generates the Dynamic File and the Status Files for submission to OPM.
Report ID	FGHR019C
Type of Report	SQR
Parameters	Agency, CPDF Dynamic File, CPDF Status File
Source	GVT_CPDF_DYN, GVT_CPDF_STATUS, GVT_CPDF_ERRTBL
Sorted By	

Step 5-CPDF Organizational Component Table File

The CPDF Organizational Component Table (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 utilized in the employee records in Status Submissions for the agency.

CPDF Org. Comp. File Page

Usage	The CPDF Organizational Component Table File Generation builds the CPDF Organizational Component Table (OCT) Submission. This process (FGHR019D) generates a flat file from the organizational tree table.
Object Name	RUNCTL_FGHR019D
Navigation	**Monitor Workplace, Report Regulations (USF), Report, CPDF Org. Comp. File, CPDF Org. Comp. File**
Prerequisites	You must have already set up Agency and Language parameters.
Access Requirements	Run Control ID



CPDF Organizational Component File page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Company.**

As Of Date Select **As Of Date** so that the file contains organizational components that are effective for a given date.

You can either run CPDF Organizational Component File Generation with your default Process Scheduler setup or customize a Process Scheduler request.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see PeopleTools Process Scheduler Basics.

Table of Supported CPDF Edits

PeopleSoft supplies the following edits. When you receive OPM updates to the CPDF Edit Manual, you must update the edits in your system.

Edit Prefix	***Edit Category***	**Description**	***Edit ID***
5	2	Instructional Program	STATUS AND DYNAMIC
5	4	Instructional Program	STATUS AND DYNAMIC
5	7	Instructional Program	STATUS
5	13	Instructional Program	DYNAMIC
5	15	Instructional Program	DYNAMIC

Edit Prefix	***Edit Category***	***Description***	***Edit ID***
5	20	Instructional Program	DYNAMIC
50	2	Award Amount	DYNAMIC
50	4	Award Amount	DYNAMIC
50	15	Award Amount	DYNAMIC
60	2	Bargaining Unit	STATUS
60	4	Bargaining Unit	STATUS
70	2	Benefit Amount	DYNAMIC
100	1	Current Appt Auth 1 and 2	STATUS AND DYNAMIC
100	4	Current Appt Auth 1 and 2	STATUS
100	5	Current Appt Auth 1 and 2	DYNAMIC
100	7	Current Appt Auth 1 and 2	STATUS AND DYNAMIC
100	10	Current Appt Auth 1 and 2	STATUS
100	11	Current Appt Auth 1 and 2	DYNAMIC
100	12	Current Appt Auth 1 and 2	STATUS AND DYNAMIC
100	14	Current Appt Auth 1 and 2	STATUS AND DYNAMIC
100	16	Current Appt Auth 1 and 2	STATUS AND DYNAMIC

Edit Prefix	***Edit Category***	***Description***	***Edit ID***
100	19	Current Appt Auth 1 and 2	STATUS
100	20	Current Appt Auth 1 and 2	DYNAMIC
100	22	Current Appt Auth 1 and 2	STATUS AND DYNAMIC
100	25	Current Appt Auth 1 and 2	STATUS AND DYNAMIC
100	28	Current Appt Auth 1 and 2	STATUS AND DYNAMIC
100	31	Current Appt Auth 1 and 2	STATUS AND DYNAMIC
100	35	Current Appt Auth 1 and 2	STATUS AND DYNAMIC
100	36	Current Appt Auth 1 and 2	STATUS AND DYNAMIC
100	37	Current Appt Auth 1 and 2	STATUS AND DYNAMIC
100	52	Current Appt Auth 1 and 2	STATUS AND DYNAMIC
100	55	Current Appt Auth 1 and 2	STATUS
100	56	Current Appt Auth 1 and 2	DYNAMIC
100	58	Current Appt Auth 1 and 2	STATUS AND DYNAMIC
100	61	Current Appt Auth 1 and 2	DYNAMIC
100	64	Current Appt Auth 1 and 2	STATUS AND DYNAMIC
100	70	Current Appt Auth 1 and 2	STATUS AND DYNAMIC

Edit Prefix	***Edit Category***	***Description***	***Edit ID***
100	73	Current Appt Auth 1 and 2	STATUS AND DYNAMIC
100	76	Current Appt Auth 1 and 2	STATUS AND DYNAMIC
100	98	Current Appt Auth 1 and 2	STATUS AND DYNAMIC
100	99	Current Appt Auth 1 and 2	STATUS AND DYNAMIC
120	2	Duty Station	STATUS AND DYNAMIC
120	4	Duty Station	STATUS AND DYNAMIC
120	7	Duty Station	DYNAMIC
120	10	Duty Station	STATUS AND DYNAMIC
130	2	Education Level	STATUS AND DYNAMIC
130	4	Education Level	STATUS AND DYNAMIC
170	4	FEGLI	STATUS
180	2	FLSA Category	STATUS
180	4	FLSA Category	STATUS
180	7	FLSA Category	STATUS
180	13	FLSA Category	STATUS
200	4	Functional Classification	STATUS

Edit Prefix	***Edit Category***	***Description***	***Edit ID***
200	7	Functional Classification	STATUS
220	2	Handicap	DYNAMIC
220	5	Handicap	DYNAMIC
230	2	Health Plan	STATUS
240	2	Individual/Group Award	DYNAMIC
250	1	Legal Authority 1 and 2	DYNAMIC
250	13	Legal Authority 1 and 2	DYNAMIC
250	16	Legal Authority 1 and 2	DYNAMIC
250	20	Legal Authority 1 and 2	DYNAMIC
250	30	Legal Authority 1 and 2	DYNAMIC
250	35	Legal Authority 1 and 2	DYNAMIC
250	38	Legal Authority 1 and 2	DYNAMIC
390	7	Occupation	DYNAMIC
390	10	Occupation	STATUS
390	13	Occupation	DYNAMIC
390	16	Occupation	STATUS

Edit Prefix	Edit Category	Description	Edit ID
390	28	Occupation	DYNAMIC
390	31	Occupation	STATUS
390	34	Occupation	DYNAMIC
390	40	Occupation	DYNAMIC
390	43	Occupation	STATUS
410	2	Pay Basis	STATUS AND DYNAMIC
420	2	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	4	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	7	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	10	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	22	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	25	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	28	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	31	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	37	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	44	Grade, Level, Class, Rank	STATUS AND DYNAMIC

Edit Prefix	*Edit Category*	*Description*	*Edit ID*
420	45	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	47	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	50	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	51	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	52	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	53	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	55	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	59	Grade, Level, Class, Rank	DYNAMIC
420	60	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	65	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	70	Grade, Level, Class, Rank	STATUS AND DYNAMIC
420	73	Grade, Level, Class, Rank	STATUS AND DYNAMIC
440	2	Pay Plan	STATUS AND DYNAMIC
440	4	Pay Plan	STATUS AND DYNAMIC
440	5	Pay Plan	STATUS AND DYNAMIC
440	10	Pay Plan	DYNAMIC

Edit Prefix	***Edit Category***	***Description***	***Edit ID***
440	12	Pay Plan	DYNAMIC
440	13	Pay Plan	DYNAMIC
440	22	Pay Plan	DYNAMIC
440	25	Pay Plan	DYNAMIC
440	30	Pay Plan	DYNAMIC
440	35	Pay Plan	DYNAMIC
440	40	Pay Plan	DYNAMIC
440	45	Pay Plan	STATUS AND DYNAMIC
450	2	Pay Rate Determinant (PRD)	STATUS AND DYNAMIC
450	3	Pay Rate Determinant (PRD)	DYNAMIC
450	4	Pay Rate Determinant (PRD)	STATUS AND DYNAMIC
450	10	Pay Rate Determinant (PRD)	STATUS AND DYNAMIC
450	19	Pay Rate Determinant (PRD)	STATUS AND DYNAMIC
450	22	Pay Rate Determinant (PRD)	DYNAMIC
450	25	Pay Rate Determinant (PRD)	DYNAMIC
450	28	Pay Rate Determinant (PRD)	DYNAMIC

Edit Prefix	***Edit Category***	***Description***	***Edit ID***
450	40	Pay Rate Determinant (PRD)	STATUS AND DYNAMIC
450	42	Pay Rate Determinant (PRD)	STATUS AND DYNAMIC
470	2	Rating of Record	DYNAMIC
471	2	Rating of Record (Pattern)	STATUS AND DYNAMIC
471	2	Rating of Record (Pattern)	STATUS AND DYNAMIC
472	2	Rating of Record (Period)	DYNAMIC
472	3	Rating of Record (Period)	STATUS AND DYNAMIC
500	2	Position Occupied	STATUS AND DYNAMIC
500	4	Position Occupied	STATUS AND DYNAMIC
500	7	Position Occupied	STATUS
500	13	Position Occupied	DYNAMIC
500	16	Position Occupied	DYNAMIC
520	2	Prior Occupation	DYNAMIC
520	4	Prior Occupation	DYNAMIC
520	7	Prior Occupation	DYNAMIC
520	13	Prior Occupation	DYNAMIC

Edit Prefix	Edit Category	Description	Edit ID
520	16	Prior Occupation	DYNAMIC
520	19	Prior Occupation	DYNAMIC
530	2	Prior Pay Basis	DYNAMIC
530	10	Prior Pay Basis	DYNAMIC
540	3	Prior Grade	DYNAMIC
540	4	Prior Grade	DYNAMIC
540	5	Prior Grade	DYNAMIC
540	7	Prior Grade	DYNAMIC
540	10	Prior Grade	DYNAMIC
540	13	Prior Grade	DYNAMIC
540	16	Prior Grade	DYNAMIC
540	18	Prior Grade	DYNAMIC
540	22	Prior Grade	DYNAMIC
540	25	Prior Grade	DYNAMIC
540	28	Prior Grade	DYNAMIC
540	31	Prior Grade	DYNAMIC

Edit Prefix	Edit Category	Description	Edit ID
540	37	Prior Grade	DYNAMIC
540	40	Prior Grade	DYNAMIC
540	43	Prior Grade	DYNAMIC
540	45	Prior Grade	DYNAMIC
540	46	Prior Grade	DYNAMIC
540	49	Prior Grade	DYNAMIC
540	52	Prior Grade	DYNAMIC
540	55	Prior Grade	DYNAMIC
540	60	Prior Grade	DYNAMIC
540	61	Prior Grade	DYNAMIC
560	2	Prior Pay Rate Determinant	DYNAMIC
560	4	Prior Pay Rate Determinant	DYNAMIC
560	6	Prior Pay Rate Determinant	DYNAMIC
560	7	Prior Pay Rate Determinant	DYNAMIC
560	10	Prior Pay Rate Determinant	DYNAMIC
560	13	Prior Pay Rate Determinant	DYNAMIC

Edit Prefix	*Edit Category*	*Description*	*Edit ID*
560	28	Prior Pay Rate Determinant	DYNAMIC
560	40	Prior Pay Rate Determinant	DYNAMIC
570	28	Prior Basic Pay	DYNAMIC
580	2	Prior Step or Rate	DYNAMIC
580	3	Prior Step or Rate	DYNAMIC
580	4	Prior Step or Rate	DYNAMIC
580	7	Prior Step or Rate	DYNAMIC
580	10	Prior Step or Rate	DYNAMIC
580	13	Prior Step or Rate	DYNAMIC
580	19	Prior Step or Rate	DYNAMIC
580	22	Prior Step or Rate	DYNAMIC
580	25	Prior Step or Rate	DYNAMIC
580	26	Prior Step or Rate	DYNAMIC
580	27	Prior Step or Rate	DYNAMIC
580	29	Prior Step or Rate	DYNAMIC
580	31	Prior Step or Rate	DYNAMIC

Edit Prefix	Edit Category	Description	Edit ID
580	32	Prior Step or Rate	DYNAMIC
580	33	Prior Step or Rate	DYNAMIC
580	34	Prior Step or Rate	DYNAMIC
580	37	Prior Step or Rate	DYNAMIC
580	40	Prior Step or Rate	DYNAMIC
580	43	Prior Step or Rate	DYNAMIC
580	46	Prior Step or Rate	DYNAMIC
580	49	Prior Step or Rate	DYNAMIC
580	52	Prior Step or Rate	DYNAMIC
580	55	Prior Step or Rate	DYNAMIC
590	2	Prior Work Schedule	DYNAMIC
590	4	Prior Work Schedule	DYNAMIC
600	2	Race or National Origin	STATUS AND DYNAMIC
600	4	Race or National Origin	STATUS AND DYNAMIC
600	7	Race or National Origin	STATUS AND DYNAMIC
600	10	Race or National Origin	STATUS AND DYNAMIC

Edit Prefix	Edit Category	Description	Edit ID
610	2	Retained Grade	STATUS
610	4	Retained Grade	STATUS
610	7	Retained Grade	STATUS
610	13	Retained Grade	STATUS
610	16	Retained Grade	STATUS
610	19	Retained Grade	STATUS
610	25	Retained Grade	STATUS
610	30	Retained Grade	STATUS
620	4	Retained Pay Plan	STATUS
620	10	Retained Pay Plan	STATUS
620	13	Retained Pay Plan	STATUS
630	2	Retained Step	STATUS
630	4	Retained Step	STATUS
630	7	Retained Step	STATUS
640	11	Retirement Plan	STATUS
640	14	Retirement Plan	STATUS

Edit Prefix	Edit Category	Description	Edit ID
652	30	Locality Adjustment	STATUS AND DYNAMIC
652	35	Locality Adjustment	STATUS AND DYNAMIC
652	95	Locality Adjustment	DYNAMIC
653	40	Prior Locality Adjustment	DYNAMIC
653	45	Prior Locality Adjustment	DYNAMIC
654	3	Prior Duty Station	DYNAMIC
655	15	Retention Allowance	DYNAMIC
656	10	Staffing Differential	STATUS
656	15	Staffing Differential	DYNAMIC
657	15	Supervisory Differential	STATUS
657	20	Supervisory Differential	DYNAMIC
695	5	Special Pay Table Identifier	STATUS
695	10	Special Pay Table Identifier	STATUS
700	2	Step or Rate	STATUS AND DYNAMIC
700	4	Step or Rate	STATUS AND DYNAMIC
700	7	Step or Rate	STATUS AND DYNAMIC

Edit Prefix	***Edit Category***	***Description***	***Edit ID***
700	10	Step or Rate	STATUS AND DYNAMIC
700	12	Step or Rate	STATUS AND DYNAMIC
700	14	Step or Rate	STATUS AND DYNAMIC
700	16	Step or Rate	STATUS AND DYNAMIC
700	19	Step or Rate	STATUS AND DYNAMIC
700	31	Step or Rate	STATUS AND DYNAMIC
700	34	Step or Rate	STATUS AND DYNAMIC
700	35	Step or Rate	STATUS AND DYNAMIC
700	37	Step or Rate	STATUS AND DYNAMIC
700	40	Step or Rate	STATUS AND DYNAMIC
700	43	Step or Rate	STATUS AND DYNAMIC
700	47	Step or Rate	STATUS AND DYNAMIC
700	50	Step or Rate	STATUS AND DYNAMIC
700	55	Step or Rate	STATUS AND DYNAMIC
700	60	Step or Rate	STATUS AND DYNAMIC
700	62	Step or Rate	STATUS AND DYNAMIC

Edit Prefix	Edit Category	Description	Edit ID
700	65	Step or Rate	STATUS AND DYNAMIC
700	67	Step or Rate	STATUS AND DYNAMIC
710	7	Supervisory Status	STATUS AND DYNAMIC
710	10	Supervisory Status	STATUS AND DYNAMIC
710	13	Supervisory Status	STATUS AND DYNAMIC
710	16	Supervisory Status	STATUS AND DYNAMIC
710	19	Supervisory Status	STATUS AND DYNAMIC
710	22	Supervisory Status	STATUS AND DYNAMIC
710	25	Supervisory Status	STATUS AND DYNAMIC
720	2	Tenure	STATUS AND DYNAMIC
720	4	Tenure	STATUS AND DYNAMIC
720	8	Tenure	STATUS AND DYNAMIC
720	13	Tenure	DYNAMIC
720	16	Tenure	DYNAMIC
720	19	Tenure	DYNAMIC
720	22	Tenure	DYNAMIC

Edit Prefix	Edit Category	Description	Edit ID
720	25	Tenure	DYNAMIC
720	28	Tenure	DYNAMIC
720	31	Tenure	DYNAMIC
720	34	Tenure	DYNAMIC
720	35	Tenure	STATUS AND DYNAMIC
720	40	Tenure	STATUS AND DYNAMIC
740	2	U. S. Citizenship	STATUS
750	2	Veterans Preference	DYNAMIC
760	5	Veterans Status	STATUS AND DYNAMIC
760	10	Veterans Status	DYNAMIC
770	2	Work Schedule	DYNAMIC

CHAPTER 9

Reporting Regulations Reports

PeopleSoft 8 Human Resources Reporting Regulations provides a full compliment of reports to help you meet Canadian, French, UK, US, and US Federal reporting requirements.

In this section, we've listed the reports by name, and provided you with a description of each.

For more information about generating these reports, see Introduction to PeopleSoft Reporting. For a complete listing of all PeopleSoft Human Resources reports by report ID and report name, see List of Reports in PeopleSoft Human Resources.

List of Report Regulations Reports

Report Name	***Report ID***	***Location***	***Global or Local***
Adverse Impact	APP001	Monitor Workplace, Report Regulations (US), Report Monitor Workplace, Report Regulations (USF), Report	US, USF
Adverse Impact (UK)	APP001UK	Monitor Workplace, Report Regulations (UK), Report	UK
CPDF Error Report	FGHR019B	Monitor Workplace, Report Regulations (USF), Report	USF
Disability Report	DIS001	Monitor Workplace, Report Regulations (FRA), Report	FRA
EEO-1 Employer Information	PER016	Monitor Workplace, Report Regulations (US), Report	US
EEO-1 Job Analysis Report	PER017	Monitor Workplace, Report Regulations (US), Report	US
EEO-4 State and Local Govt.	PER031	Monitor Workplace, Report Regulations (US), Report	US
EEO-5 Job Analysis	PER022	Monitor Workplace, Report Regulations (US), Report	US
EEO Groups by PATCOB/POI	FGHR012A	Monitor Workplace, Report Regulations (USF), Report	USF

Report Name	***Report ID***	***Location***	***Global or Local***
EEO Groups by PATCOB/SubAgency	FGHR012B	Monitor Workplace, Report Regulations (USF), Report	USF
EEO Groups by Series/POI	FGHR014A	Monitor Workplace, Report Regulations (USF), Report	USF
EEO Groups by Series/SubAgency	FGHR014B	Monitor Workplace, Report Regulations (USF), Report	USF
Election Report	ELE001	Monitor Workplace, Monitor Elections (FRA), Report	FRA
Employee Survey Report	SOC001	Monitor Workplace, Report Regulations (FRA), Report	FRA
Employment Equity	PER101CN	Monitor Workplace, Report Regulations (CAN), Report	CAN
Job Group Analysis	PER024	Monitor Workplace, Report Regulations (US), Report	US
Job Group Analysis Summary	PER024A	Monitor Workplace, Report Regulations (US), Report	US
Job Group Movement Analysis	APP002	Monitor Workplace, Report Regulations (US), Report	US
Job Group Roster	PER030	Monitor Workplace, Report Regulations (UK), Report Monitor Workplace, Report Regulations (US), Report	UK, US
Joint Staffing Report	PER037UK	Monitor Workplace, Report Regulations (UK), Report	UK
IPEDS-S	PER040	Monitor Workplace, Report Regulations (US), Report	US
Monthly Workforce Report	REG001FR	Monitor Workplace, Report Regulations (FRA), Report	FRA
National Occupational Codes	PER716CN	Monitor Workplace, Report Regulations (CAN), Report	CAN
New Hire Reporting (also known as PRWORA – New Hire Report)	PER036 PER036S	Monitor Workplace, Report Regulations (US), Report Monitor Workplace, Report Regulations (USF), Report	US, USF
Northern Ireland Report	UKNI001	Monitor Workplace, Report Regulations (UK), Report	UK
Official Languages Requirements	PER102CN	Monitor Workplace, Report Regulations (CAN), Report	CAN

Report Name	Report ID	Location	Global or Local
	PER108CN		CAN
OSHA-200 Log	OHS001	Monitor Workplace, Report Regulations (US), Report Monitor Workplace, Report Regulations (USF), Report	US, USF
Pay Equity Table	PER715CN	Monitor Workplace, Report Regulations (CAN), Report	CAN
Personal Register	REG002FR	Monitor Workplace, Report Regulations (FRA), Report	FRA
SF113-A Report	FGSF113A	Monitor Workplace, Report Regulations (USF), Report	USF
SF113-G Report	FGSF113G	Monitor Workplace, Report Regulations (USF), Report	USF
Termination Analysis	PER019	Monitor Workplace, Report Regulations (US), Report	US
Termination Analysis	PER019UK	Monitor Workplace, Report Regulations (UK), Report	UK
Training Report 2483	TRN029	Monitor Workplace, Report Regulations (FRA), Report	FRA
VETS-100 by POI	FGHR013B	Monitor Workplace, Report Regulations (USF), Report	USF
VETS-100 by SubAgency	FGHR013A	Monitor Workplace, Report Regulations (USF), Report	USF
VETS-100 Process	PER027	Monitor Workplace, Report Regulations (US), Report	US
VETS-100 Analysis	PER027B	Monitor Workplace, Report Regulations (US), Report	US
VETS-100 Submit	PER027C	Monitor Workplace, Report Regulations (US), Report	US
Work Force Analysis	PER025	Monitor Workplace, Report Regulations (US), Report	US
Work Force Analysis	PER025UK	Monitor Workplace, Report Regulations (UK), Report	UK
Workforce by Nationality	REG003FR	Monitor Workplace, Report Regulations (FRA), Report	FRA

Canadian Regulatory Reports

This section describes the following Canadian reports that you can run from the Report Regulations (CAN) menu:

- Pay Equity Report
- National Occupation Codes Report
- Employment Equity Report
- Official Language Requirements Report

Generating the Pay Equity Table Report

The Canadian Pay Equity Table report lists the information in your Pay Equity Table.

For more information about setting up your Pay Equity Table, see Defining Canadian Pay Equity Criteria.

Pay Equity Table Page

Usage	Use this run control page to run the Canadian Pay Equity Table report.
Navigation	**Monitor Workplace, Report Regulations (CAN), Report, Pay Equity Table, Run Control**
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Pay Equity Table – Run Control page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Pay Equity Table Report

Description	This is a Canadian-specific report that lists the information in the Canadian Pay Equity Table. It contains job evaluation information related to the requirements of the Pay Equity Act such as skill, effort, responsibility, and working conditions in the form of points.
Report ID	PER715CN
Type of Report	Crystal
Parameters	None
Source	PRCSRUNCTL
Source Records	CAN_PAYEQ_TBL
Sorted By	Pay Equity Job Class, Effective Date

Generating the National Occupation Codes Report

The National Occupation Codes report lists the codes you have set up in your system.

For more information about the National Occupation Codes Table, see the Canadian Ntl Occ Class Table Page.

National Occupation Codes Page

Usage	Use this run control page to run the Canadian National Occupation Codes report.
Navigation	**Monitor Workplace, Report Regulations (CAN), Report, National Occupation Codes, Run Control**
Prerequisites	None
Access Requirements	Enter a Run Control ID.

National Occupation Codes – Run Control page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

National Occupation Codes Report

Description	This is a Canadian-specific report that lists the NOC codes used in categorizing your job codes to meet Canadian government reporting requirements.
Report ID	PER716CN
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	CAN_NOC_TBL
Sorted By	National Occupation Group, National Occupation Code, Effective Date order

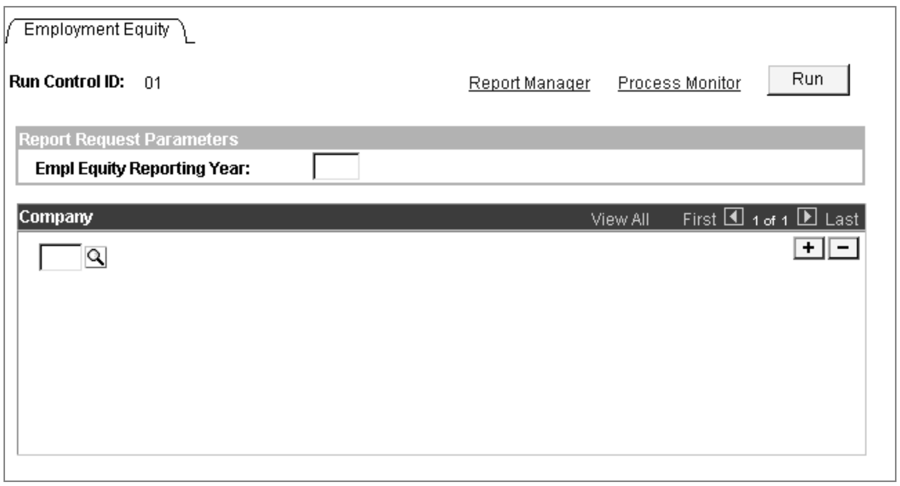
Generating the Employment Equity Report

The Employment Equity report creates an interface file that you export to the Canadian Employment Equity software.

For more information about how you meet Canadian employment equity requirements using PeopleSoft Human Resources, see Meeting Employment Equity Requirements.

Employment Equity Page

Usage	Use this run control page to run the Canadian Employment Equity report.
Object	RUNCTL_PER101CN
Navigation	**Monitor Workplace, Report Regulations (CAN), Report, Employment Equity, Employment Equity**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Employment Equity page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

Empl Equity Reporting Year (employee equity reporting year)	Enter the year for which you want to run the report.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Employment Equity Report

Description	This Canadian-specific report creates an interface file to export to Canadian Employment Equity software. The SQR retrieves employees

	who were active any time in the current year and reports on their JOB and EMPLOYMENT parameters. If an employee has multiple jobs, the SQR reports total salary and JOB parameters based on the following criteria: most recent active job, full-time job, job with the highest salary.
Report ID	PER101CN
Type of Report	SQR
Parameters	Year, Company
Source	RUNCTL_PER101CN
Sorted By	EmplID

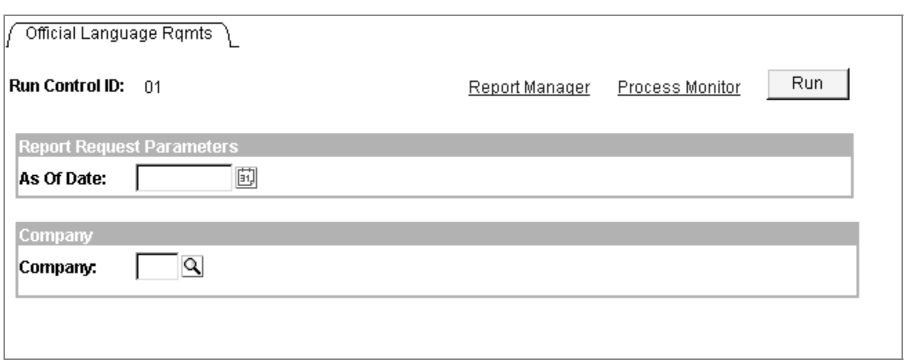
Generating the Official Language Requirements Report

The Canadian Official Language Data File Report creates an import file used by the Official Languages Information System (OLIS II) software, required under federal legislation (OLA-The Official Languages Act) to report official languages information.

For more information about this how the report retrieves information, see Reporting on the Official Languages Act.

Official Language Reqmts Page

Usage	Use this run control page to run the Canadian Official Language Requirements report.
Object	RUNCTL_PER102CN
Navigation	**Monitor Workplace, Report Regulations (CAN), Report, Official Language Rqmts, Official Language Rqmts**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Official Language Requirements page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, As Of Date,** and **Company.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Official Language Requirements Report

Description	This Canadian-specific report serves as an interface to the Treasury Board Secretariat (TBS) related to the Official Languages Act required by federal institutions or other agencies in order to report language information. This interface is designed for tracking official language requirements in various work functions or groups. Sometimes in these groups, specific employees must be bilingual to satisfy bilingual requirements when dealing with the public. However, in an internal or central function, employees may not need to be bilingual if that need can be met by others in the same group. This report tracks the Official Language fields that are captured at the employee level on the Official Languages page and captures information about individual employees.
Report ID	PER102CN
Type of Report	SQR
Parameters	As Of Date, Company
Source	RUNCNTL_PER102CN

French Regulatory Reports

This section describes the following French reports that you can run from the Report Regulations (FRA) menu and the Monitor Elections (FRA) menu:

- Disability Report
- Employee Survey Report
- Training Report 2483
- Monthly Workforce Report
- Personal Register Report
- Workforce by Nationality Report

- Election Report

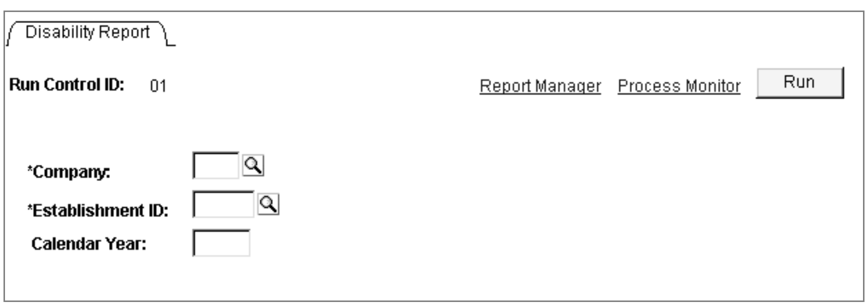
Generating the Disability Report

The French Disability Report (DIS001) provides you with tools to comply with governmental requirements for tracking your company's hiring of disabled persons.

For more information about this report, see Preparing the French Disability Report.

Disability Page

Usage	Use this run control page to run the French Disability report.
Object	RUNCTL_DIS001_FRA
Navigation	**Monitor Workplace, Report Regulations (FRA), Report, Disability Report, Disability Report**
Prerequisites	Before you run this report, you must first ensure that you have entered the correct codes in the INSEE Table and have the correct Disability Rate code in the External Variables Table.
Access Requirements	Enter a Run Control ID.



Disability Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

Establishment ID	Select an **Establishment ID** from the list of establishments in the Establishment Table.
Calendar Year	Enter the year you want the report to cover.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Disability Report

Description	This France-specific report is mandatory for all French companies with more than 20 employees. The Disability Report is produced annually and designed for the following functions: Calculating the theoretical number of disabled employees who should work for the company. Under French legislation, disabled employees should make up 6% of a reference population that is determined by excluding from the total population of the company any employees with a job code belonging to specific INSEE (French National Institute for Statistic and Economic Studies) categories of job codes. Listing all the disabled employees. This excludes certain employees such as Temps, Trainees, and Apprentices.
Report ID	DIS001
Type of Report	SQR
Parameters	Civil Year, Company, and Establishment.
Source	RUNCTL_DIS001_FRA
Source Records	PS_ESTAB_TBL, PS_JOBCODE_TBL, PS_JOB, PS_PERSONAL_DATA, PS_INSEE_TBL_FRA, PS_CONTRACT_DATA, PS_DEPT_TBL, PS_DISABILITY_FRA, PS_INSTALLATION, PS_EXT_PARM_FRA
Sorted By	None

Generating the Employee Survey Report

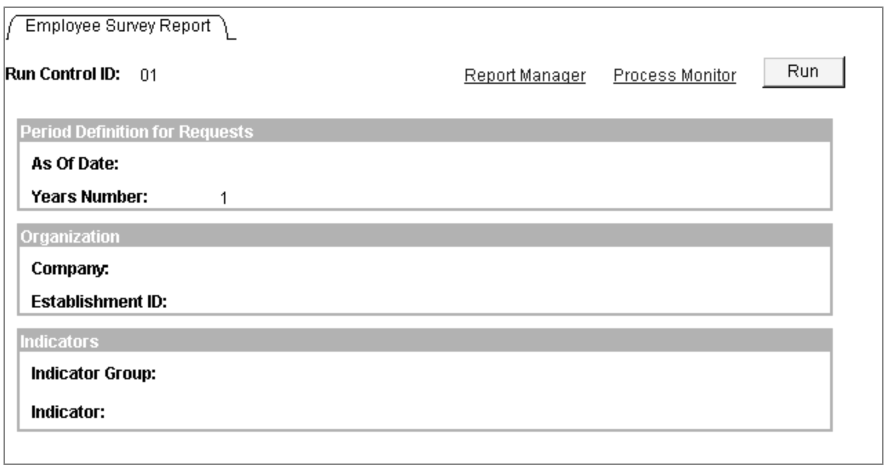
The Employee Survey Report (Bilan Social) is a mandatory regulatory report required from employers with more than 200 employees.

For more information about the indicators provided in this report, see Setting Up Employee Survey Groups and Indicators.

Employee Survey Page

Usage	Use this run control page to run the French Employee Survey report.
Object	RUNCTL_SOC001

Navigation	**Monitor Workplace, Report Regulations (FRA), Report, Employee Survey Report, Employee Survey Report**
Prerequisites	Before running this report, you must: Run the process to calculate the Employee Survey indicators using the Compute Employee Survey – Employee Survey Parameters Page. Check the results of the calculation and update them, if necessary, on the Edit Employee Survey Page.
Access Requirements	Enter a Run Control ID.



Employee Survey Report page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

The fields on this page are set up when you run the Compute Employee Survey process.

For more information about these fields, see the Compute Employee Survey – Employee Survey Parameters Page.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Employee Survey Report

Description	This is a French specific report. The Employee Survey Report (Bilan Social) is a mandatory regulatory report that 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.
Report ID	SOC001
Type of Report	Crystal Report
Parameters	As of Date, Years Number, Company, Establishment ID, Indicator Group, Indicator
Source	RUNCTL_SOC001
Source Records	GROUP_SHEET_FRA , INDIC_SHEET_FRA, EDIT_SHEET_FRA
Sorted By	Employee Survey Indicator group, Employee Survey Indicator

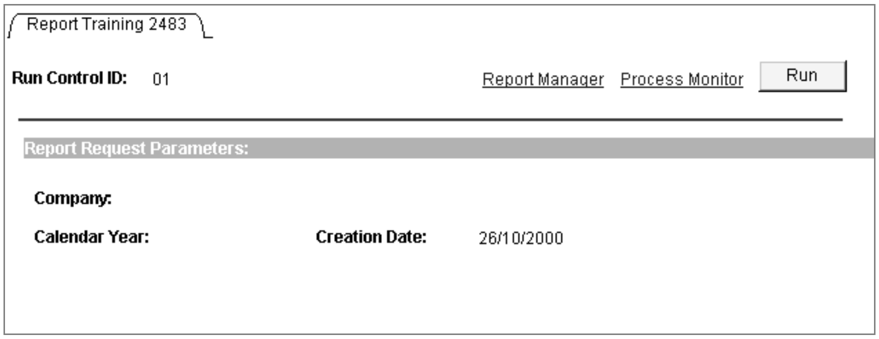
Generating the Training Report 2483

The Training Report 2483 (TRN029), or the Declaration 2483 Report, is a French regulatory report in which you declare what vocational training your company has provided to your employees. The report compiles information about the amount of money that your company has spent on training.

For more information about preparing this report, see Producing the French Training Report 2483.

Report Training 2483 Page

Usage	Use this run control page to run the French Training Report 2483.
Object	RUNCTL_TRN029
Navigation	**Develop Workforce, Administer Training (GBL), Report Lcl, FRA Training Report 2483, Report Training 2483** **Monitor Workplace, Report Regulations (FRA), Report, Training Report 2483, Report Training 2483**
Prerequisites	Before running this report, you must: 1. Run the Compute Training Report 2483 (DEC2483) process to calculate the indicators. 2. Check the results of the calculation and update them, if necessary, on the FRA Edit 2483 - Edit 2483 Page.
Access Requirements	Enter a Run Control ID.



Report Training 2483 page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

The fields on this page are set up when you run the Compute Training Report 2483 process.

For more information about these fields, see Running the Compute Training Report Process.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Training Report 2483

Description	The Training Report 2483 is a French regulatory report that is used to declare vocational training that your organization has provided to your employees. In France, organizations with more than 10 employees must provide detailed information on training policy for the organization for a given year through several indicators. This report compiles the results of the calculation of the 2483 indicators.
Report ID	TRN029
Type of Report	Crystal Report
Parameters	Company, Calendar Year, Creation Date
Source	RUNCTL_TRN029
Source Records	GROUP_2483_FRA, INDIC_2483_FRA, EDIT_2483_FRA
Sorted By	2483 Indicator group, 2483 Indicator

Generating the Monthly Workforce Report

The Monthly Workforce report lists the personnel changes for a given establishment of a company. Employees are included or excluded from the report according to their contract type and you can define which contract types to include in the report using the Contract Type Group page.

Monthly Workforce Report Page

Usage	Use the Monthly Workforce Report page to run the Monthly Workforce Report.
Object Name	RUNCTL_REG001_FRA
Navigation	**Monitor Workplace, Report Regulations (FRA), Report, Monthly Workforce Report, Monthly Workforce Report**
Prerequisites	Before you run this report, you must define which contract types to include in the report using the Contract Type Group Page.
Access Requirements	Enter the Run Control ID.

Monthly Workforce Report page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Company Select a **Company** from the list. Companies are set up in the Company Table.

Establishment ID Select an **Establishment ID** from the list. Establishments are set up in the Establishment Table.

Start Date Select a beginning date for the report time period.

End Date Select an ending date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Monthly Workforce Report

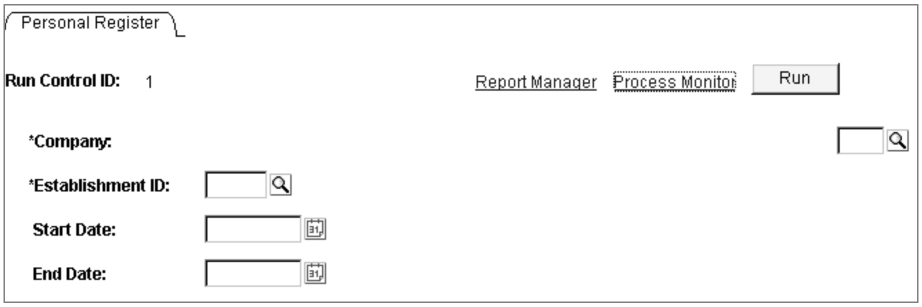
Description	This is a French-specific report. It is required for all organizations that employ 50 or more employees. The Monthly Workforce report lists the monthly personnel changes for a given establishment of a company. You can run the report for any given period of time defined by a start and end date. The report includes: The number of employees in the establishment at the beginning and at the end of the time period. The number of hires, terminations, and transfers for the included establishments. Employee information for hires, transfers, and terminations.
Report ID	REG001FR
Type of Report	SQR
Parameters	Company, Establishment, Start Date, End Date
Source	RUNCTL_REG001_FRA

Generating the Personal Register Report

The Personal Register is a listing of the employees for a given establishment within an organization. Organizations are required to report, on demand, all employees who are currently working or have worked for the organization within the past five years.

Personal Register Page

Usage	Use the Personal Register page to run the French Personal Register Report.
Object Name	RUNCTL_REG002_FRA
Navigation	**Monitor Workplace, Report Regulations (FRA), Report, Personal Register, Personal Register**
Access Requirements	Enter the Run Control ID.



Personal Register page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

Establishment ID	Select an **Establishment ID** from the list. Establishments are set up in the French Establishment Table.
Start Date	Select a beginning date for the report time period.
End Date	Select an ending date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Personal Register Report

Description	The Personal Register report is a French-specific report that lists the employees for given establishments within an organization. You can run the report for a specific establishment within an organization or for all the establishments of an organization. This report lists employee information, such as name, nationality, gender, birth date, job description, professional qualifications, hire date, termination date, and additional comments about the employment category.
Report ID	REG002FR
Type of Report	SQR
Parameters	Company, Establishment, Start Date, End Date
Source	RUNCTL_REG002_FRA
Sorted By	Employee

Generating the Workforce by Nationality Report

The Workforce by Nationality report analyzes your foreign workforce and is required by the French Ministry of Labor.

Workforce by Nationality Page

Usage	Use this run control page to run the Monthly Workforce Report.
Object Name	RUNCTL_REG003_FRA
Navigation	**Monitor Workplace, Report Regulations (FRA), Report, Workforce by Nationality, Workforce By Nationality**
Access Requirements	Enter the Run Control ID.

Workforce by Nationality page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Company,** and **As Of Date.**

Company Select a **Company** from the list. Companies are set up in the Company Table.

Establishment ID Select an **Establishment ID** from the list. Establishments are set up in the Establishment Table.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Workforce by Nationality Report

Description	This is a French-specific report. It provides a comprehensive analysis of the foreign workforce employed in a company and is required by the French Ministry of Labor.

Report ID	REG003FR
Type of Report	SQR
Parameters	Company, Establishment, As of Date
Source	RUNCTL_REG003_FRA
Sorted By	The system produces three versions of the report sorted using the following criteria: Gender and professional qualific`ations. This report is based on all the employees in the company and lists the number of men and women in each professional category, such as nonqualified worker, technician, and manager. Age, gender, and nationality. This report lists all employees who don't have French citizenship sorted by nationality group. Each nationality is sorted by gender and age. Age and professional qualification. This report lists all employees who don't have French citizenship sorted by professional category. Each professional category is further sorted by nationality.

Generating the Election Report

The Election report provides the results of the staff representative elections for employees and management.

For more information about setting up election information, see Setting Up the Monitor Elections Business Process.

Election Page

Usage	Use this run control page to run the French Election Report.
Object Name	RUNCTL_ELE001
Navigation	**Monitor Workplace, Monitor Elections (FRA), Report, Election Report, Runctl Ele001**
Access Requirements	Enter the Run Control ID.

Election Report – Runctl Ele001 page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Company,** and **As Of Date.**

Establishment ID Select an **Establishment ID** from the list. Establishments are set up in the Establishment Table.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Election Report

Description	In France, companies with more than 11 employees must hold elections of Staff Representatives (Delegues du Personnel) who represent all the employees. A company with more than 50 employees must elect a Works Council (Comite d'Enterprise). The employer has to pay contributions to the Council, which represents the employees' interest when negotiating with representatives of the management. Normally, elections are every two years and follow a stringent procedure. This report shows the results of these elections.
Report ID	ELE001
Type of Report	Crystal Report
Parameters	Company, Establishment, As of Date
Source	RUNCTL_ELE001
Source Records	ELECTION_TBL, ELECT_GROUP, ELECTION_GR_TBL, ESTAB_TBL
Sorted By	Company, Establishment, Election Date, Election Type, Election Group, Election Round

UK Regulatory Reports

This section describes the following UK reports that you can run from the Report Regulations (UK) menu:

- Joint Staffing Report
- Northern Ireland Report
- UK Adverse Impact Report
- UK Termination Analysis Report
- UK Work Force Analysis Report
- Job Group Roster Report

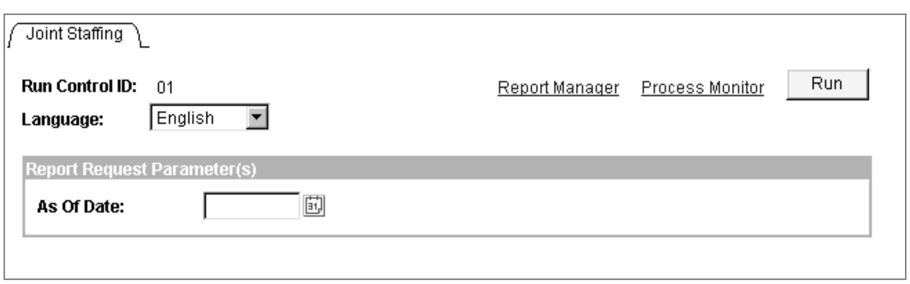
Generating the Joint Staffing Report

UK governmental agencies must submit the Joint Staffing Report - UK (PER037UK). Although it is designed primarily for government sector organizations, commercial organizations may use this report to provide a summary of their staffing.

For more information about setting up regulatory reporting, see Meeting Reporting Requirements for the United Kingdom.

Joint Staffing Page

Usage	Use this run control page to run the UK Joint Staffing Report.
Navigation	**Monitor Workplace, Report Regulations (UK), Report, Joint Staffing Report, Joint Staffing**
Access Requirements	Enter the Run Control ID.



Joint Staffing page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **As Of Date.**

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Joint Staffing Report

Description	This is a UK-specific report. Government agencies and departments must submit this report, which gives a breakdown of your workforce by Job Code, Gender, and Full/Part-Time status.
Report ID	PER037UK
Type of Report	SQR
Parameters	As Of Date
Source	RUNCTL_ASOFDATE
Source Records	JOB, PERSONAL_DATA, DEPT_TBL
Sorted By	Department, EmplID

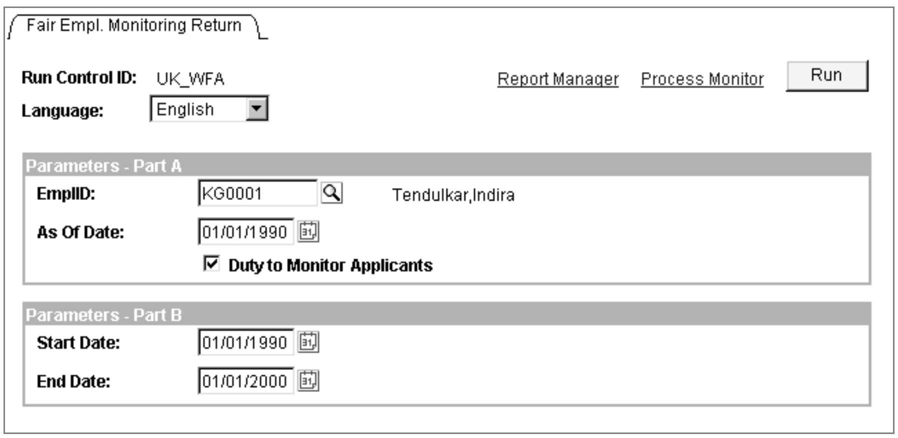
Generating the Northern Ireland Report

The Northern Ireland Report is required by the Fair Employment (Northern Ireland) Act of 1989. Private sector employers with locations in Northern Ireland and more than ten employees must submit the Northern Ireland report annually to the Fair Employment Commission. The SQR report indicates the religious composition (Community Background—*Catholic, Protestant, Other*) of the workforce, job applicants, and appointees.

For more information about setting up regulatory reporting, see Meeting Reporting Requirements for the United Kingdom.

Northern Ireland Report - Fair Empl Monitoring Return Page

Usage	Use this run control page to run the Northern Ireland Report. UK law requires that only a designated monitoring officer may access this information. To view Northern Ireland personal information, you must log in as an authorized user. We have included a special role (HR Administrator NI) for you to allocate to a user profile in the system to enforce these rules.
Object Name	RUNCTL_UKNI
Navigation	**Monitor Workplace, Report Regulations (UK), Report, Northern Ireland Report, Fair Empl. Monitoring Return**
Access Requirements	Enter the Run Control ID.



Northern Ireland Report – Fair Empl. Monitoring Return page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, EmplID,** and **As Of Date.**

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Duty to Monitor Applicants Select the **Duty to Monitor Applicants** check box if your organization is legally required to report to the Fair Employment Commission.

Start Date Enter the start date for the report time period.

End Date Enter the end date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Northern Ireland Report

Description	This is a UK-specific report that reproduces the Monitoring Return, as required for organizations operating in Northern Ireland, according to the Fair Employment Act (Northern Ireland) of 1989. The format of the report emulates the actual Monitoring Return.
Report ID	UKNI001
Type of Report	SQR
Parameters	Start Date, End Date
Source	RUNCTL_UKNI
Source Records	LOCATION_TBL, JOB, JOBCODE_TBL, PERSONAL_DATA, DIVERSITY, XLATTABLE
Sorted By	EmplID

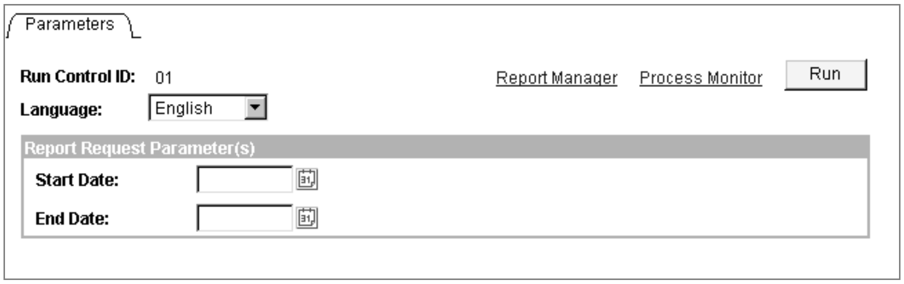
Generating the UK Adverse Impact Report

The UK Adverse Impact report provides information on your recruitment and hiring practices to help you determine whether the hiring practices within your organization are influenced by ethnicity or gender.

For more information about setting up regulatory reporting, see Meeting Reporting Requirements for the United Kingdom.

Adverse Impact Page

Usage	Use this run control page to run the UK Adverse Impact Report.
Navigation	**Monitor Workplace, Report Regulations (UK), Report, Adverse Impact Report, Parameters**
Access Requirements	Enter the Run Control ID.



Adverse Impact – Parameters page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Language	The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.
Start Date	Enter the start date for the report time period.
End Date	Enter the end date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Adverse Impact Report

Description	This is a UK-specific version of the APP001 Adverse Impact Report. It shows the breakdown of job offers versus applications by UK-specific ethnic groups and by gender. The report details the number of job hires, hiring totals, and ethnic and gender group ratios.
Report ID	APP011UK
Type of Report	SQR
Parameters	Start Date, End Date.
Source	RUNCTL_FROMTHRU
Source Records	PERSONAL_DATA, APPLICATN_DATA, DIVERSITY
Sorted By	EmplID

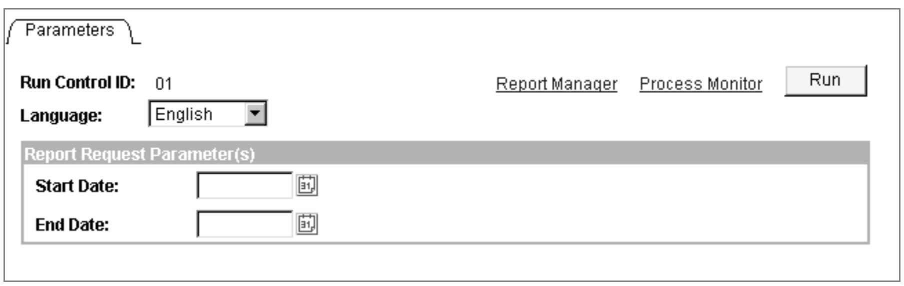
Generating the UK Termination Analysis Report

The UK Termination Analysis report provides an analysis of your current employee count and the number of terminations with a specified period.

For more information about setting up regulatory reporting, see Meeting Reporting Requirements for the United Kingdom.

Termination Analysis Page

Usage	Use this run control page to run the UK Termination Analysis Report.
Navigation	**Monitor Workplace, Report Regulations (UK), Report, Termination Analysis, Parameters**
Access Requirements	Enter the Run Control ID.



Termination Analysis Report – Parameters page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Language	The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.
Start Date	Enter the start date for the report time period.
End Date	Enter the end date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Termination Analysis Report

Description	This is a UK-specific version of the Termination Analysis report (PER019). It shows the current employee count and the number of terminations. The pre-determined criteria are by age, years of service, gender, and ethnicity. The report counts employees in each group, counts terminations, and expresses both counts as a percentage of the total population of active employees.
Report ID	PER019UK
Type of Report	SQR
Parameters	Start Date, End Date
Source	RUNCTL_FROMTHRU
Source Records	PERSONAL_DATA, EMPLOYMENT, DIVERSITY, XLATTABLE
Sorted By	EmplID

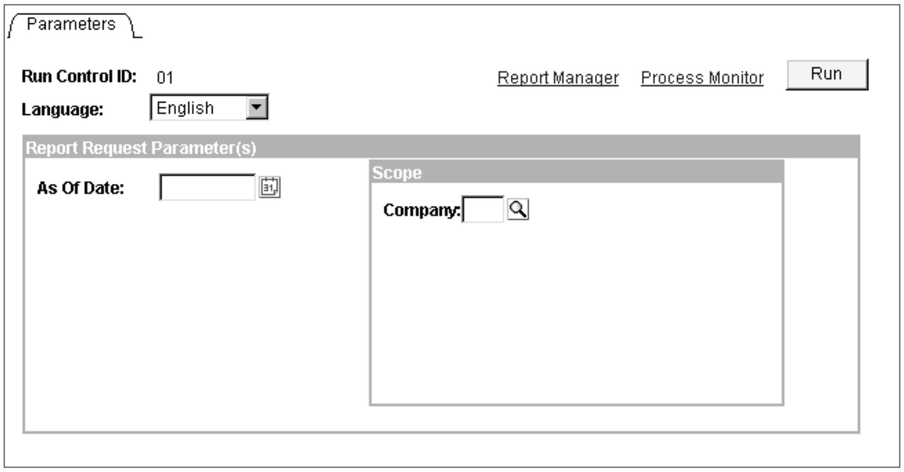
Generating the UK Work Force Analysis Report

The UK Work Force Analysis report tracks hiring practices within your organization. Use it to analyze patterns of discrimination in hiring practices.

For more information about setting up regulatory reporting, see Meeting Reporting Requirements for the United Kingdom.

Work Force Analysis Page

Usage	Use this run control page to run the UK Work Force Analysis Report.
Object Name	RUNCTL_PER025UK
Navigation	**Monitor Workplace, Report Regulations (UK), Report, Work Force Analysis, Parameters**
Access Requirements	Enter the Run Control ID.



Work Force Analysis – Parameters page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, As Of Date,** and **Company.**

Language	The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Work Force Analysis Report

Description	This is a UK-specific version of the Work Force Analysis report (PER025). It tracks hiring practices by department, or other organizational units, based on job titles in the department. It includes the salary grade assigned to the title and the total number of employees and minorities who hold the title, and the total minorities as a percentage of the total employees.
Report ID	PER025UK
Type of Report	SQR
Parameters	As Of Date, Company
Source	RUNCTL_PER025UK
Source Records	PERSONAL_DATA, EMPLOYMENT, JOB, JOBCODE_TBL, SAL_GRADE_TBL, XLATTABLE
Sorted By	EmplID

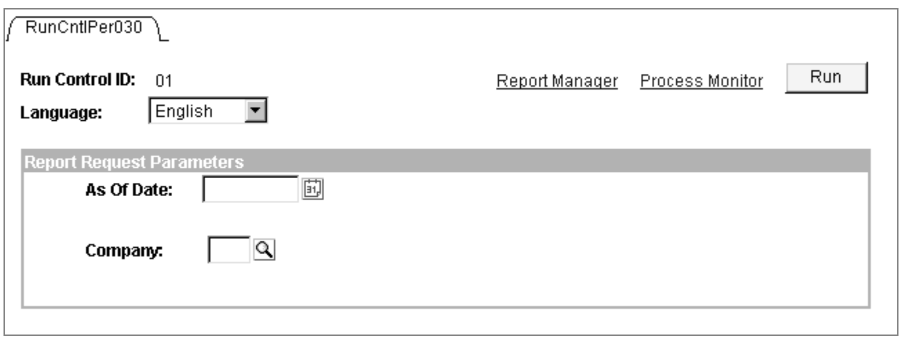
Generating the Job Group Roster Report

The Job Group Roster Report lists your employees according to job group.

For more information about setting up regulatory reporting, see Meeting Reporting Requirements for the United Kingdom.

Job Group Roster Page

Usage	Use this run control page to run the UK Job Group Roster Report.
Object Name	RUNCTL_PER030UK
Navigation	**Monitor Workplace, Report Regulations (UK), Report, Job Group Roster, RunCntl Per030**
Access Requirements	Enter the Run Control ID.



Job Group Roster – RunCntlPer030 page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, As Of Date,** and **Company.**

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Job Group Roster Report

Description	The Job Group Roster report lists your employees in job groups, in job title order. It includes the ethnic background and the current salary information of each employee.
Report ID	PER030UK
Type of Report	SQR
Parameters	As Of Date, Company
Source	RUNCTL_PER030UK
Sorted By	Job Group, Job Title, EmplID

US Regulatory Reports

This section describes the US reports that you can run from the Report Regulations (US) menu.

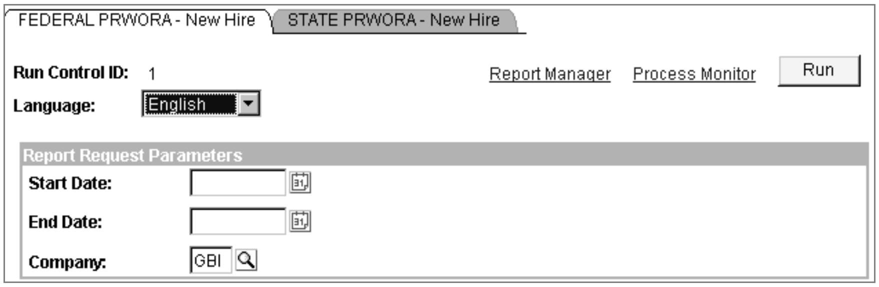
Generating the PRWORA – New Hire Report

The Personal Responsibility and Work Opportunity Act of 1996 (the so-called "Deadbeat Parents" law) requires employers to report new hires to specified agencies within a pre-determined number of days from the hire date. PeopleSoft Human Resources provides two reports:

- A Federal report (PER036) for reporting to the federal government.
- A State report (PER036_S) for reporting to the State Directory of New Hires.

Federal PRWORA – New Hire Page

Usage	Use this run control page to run the Federal PRWORA – New Hire report, which provides the information employers must furnish to the Federal Directory of New Hires after hiring a new employee.
Object Name	RUNCTL_PER036
Navigation	• **Monitor Workplace, Report Regulations (US), Report, PRWORA - New Hire, FEDERAL PRWORA - New Hire** • **Monitor Workplace, Report Regulations (USF), Report, New Hire Reporting, FEDERAL PRWORA - New Hire**
Prerequisites	You must have hired employees before you run this report.
Access Requirements	Enter a Run Control ID.



Federal PRWORA – New Hire page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

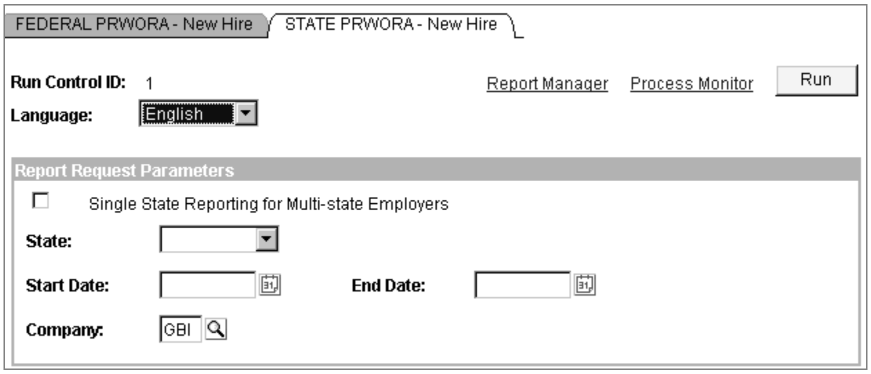
Language	The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.
Start Date	Enter the start date for the report time period.
End Date	Enter the end date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

State PRWORA – New Hire Page

Usage	Use the State PRWORA – New Hire page to run the State PRWORA – New Hire Report, which provides the information employers must furnish to the State Directory of New Hires after hiring a new employee.
Object Name	RUNCTL_PER036_S
Navigation	• **Monitor Workplace, Report Regulations (US), Report, PRWORA - New Hire, STATE PRWORA - New Hire** • **Monitor Workplace, Report Regulations (USF), Report, New Hire Reporting, STATE PRWORA - New Hire**
Prerequisites	You must have hired employees before you run this report.
Access Requirements	Enter a Run Control ID.



PRWORA – New Hire - State PRWORA – New Hire page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

Language	The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.
Single State Reporting for Multi-State Employers	Select this check box if you want to create separate reports for each state where you do business.
State	Select the US state you want the report to cover.
Start Date	Enter the start date for the report time period.
End Date	Enter the end date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Federal PRWORA – New Hire Report

Description	This report provides the information employers must furnish to the Federal Directory of New Hires after hiring a new employee.
Report ID	PER036
Type of Report	SQR
Parameters	Language, Start Date, End Date, Company
Source	RUNCTL_PER036

Sorted By	Employee name, employee's social security number, employer's name, employer's address, and employer's identification number.

State PRWORA – New Hire Report

Description	This report provides the information employers must furnish to the State Directory of New Hires after hiring a new employee.
Report ID	PER036_S
Type of Report	SQR
Parameters	Language, Single-State Reporting for Multi-State Employers, State, Start Date, End Date, Company
Source	RUNCTL_PER036_S
Sorted By	Employee name, employee's social security number, employer's name, employer's address, and employer's identification number.

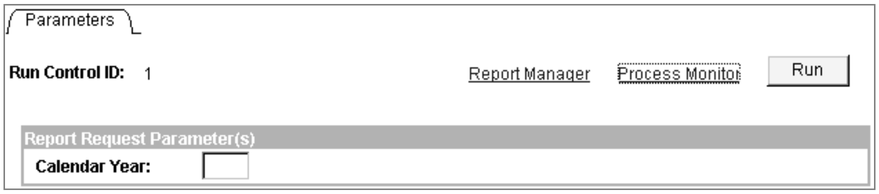
Generating the OSHA-200 Log Report

The OSHA-200 Log provides information required by the Occupational Safety and Health Administration (OSHA).

For more information about reporting to the U.S. Occupational Safety and Health Administration, see Reporting Health and Safety Data.

OSHA-200 Log Page

Usage	Use the OSHA-200 Log page to run the OSHA-200 Occupational Injury/Illness Log.
Object Name	RUNCTL_CALENDARYR
Navigation	• **Monitor Workplace, Report Regulations (US), Report, OSHA-200 Log, Parameters** • **Monitor Workplace, Report Regulations (USF), Report, OSHA-200 Log, Parameters**
Access Requirements	Enter a Run Control ID.



OSHA-200 Log – Parameters page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Calendar Year Enter the year for which you want to run this report.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

OSHA-200 Log Report

Description	The OSHA-200 Occupational Injury/Illness Log meets requirements for reporting occupational injuries and illnesses to the Occupational Safety and Health Administration (OSHA). It lists the case numbers and details of each injury and illness that occurred during a particular calendar year.
Report ID	OHS001
Type of Report	SQR
Parameters	Calendar Year
Source	RUNCTL_CALENDARYR
Sorted By	

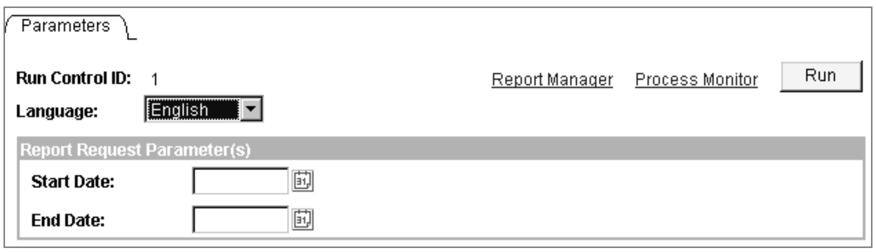
Generating the Adverse Impact Report

The US Adverse Impact Report (APP001) provides information on recruitment and hiring practices to help the U.S. Government determine whether certain actions by an employer are influenced by ethnicity, sex, or other Equal Employment Opportunity (EEO) and Affirmative Action (AA) issues.

For more information about setting up your system for EEO and AA reporting, see Reporting on U.S. Affirmative Action Requirements.

Adverse Impact – Parameters Page

Usage	Use this run control page to run the Adverse Impact report.
Navigation	• **Monitor Workplace, Report Regulations (UK), Report, Adverse Impact Report, Parameters** • **Monitor Workplace, Report Regulations (US), Report, Adverse Impact, Parameters** • **Monitor Workplace, Report Regulations (USF), Report, Adverse Impact, Parameters**
Access Requirements	Enter a Run Control ID.



Adverse Impact - Parameters page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**.

Language	The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.
Start Date	Enter the start date for the report.
End Date	Enter the end date for the report.

The Adverse Impact Report includes only those individuals for whom the applicable job actions were recorded between the **Start Date** and **End Date** you specify on this page.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Adverse Impact Report

Description	The Adverse Impact Report selects individuals based on specific job actions: hires, promotions, transfers, and terminations. In addition to the individuals with applicable job actions within your specified date range,

	the report provides a total number of employees. This total includes all employees as of the End Date, regardless of the Start Date.
Report ID	APP001
Type of Report	SQR
Parameters	Language, Start Date, End Date
Source	RUNCTL_FROMTHRU

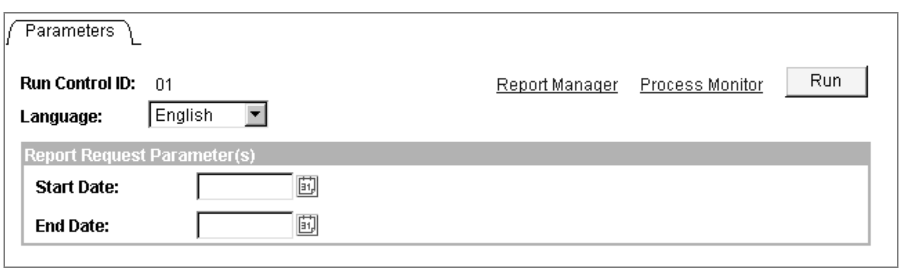
Generating the Job Group Movement Analysis Report

The Job Group Movement Analysis report helps you analyze which gender and ethnic groups are moving in and out of your organization or are offered opportunities to advance. Use this report to track how employees move through career progressions within your company, especially if you are initiating or complying with affirmative action plans.

For more information about recording information for applicants, see Entering Required Data for Recruit Workforce Applicants.

Job Group Movement Analysis – Parameters Page

Usage	Use the Job Group Movement Analysis – Parameters page to generate the Job Group Movement Analysis report.
Navigation	**Monitor Workplace, Report Regulations (US), Report, Job Group Movement Analysis, Parameters**
Access Requirements	Enter a Run Control ID.



Job Group Movement Analysis – Parameters page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Language	The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.
Start Date	Enter the start date for the report time period.
End Date	Enter the end date for the report time period.

The Job Group Movement Analysis report includes only individuals for whom the applicable job actions were recorded between the **Start Date** and **End Date** you specify on this page. The report also provides a total number of employees which includes all employees as of the **End Date,** regardless of the **Start Date.**

Click **Process Request** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Job Group Movement Analysis Report

Description	The Job Group Movement Analysis report reports on individuals based on the same job actions as previously described for the Adverse Impact report—promotions, transfers, and terminations—but also includes applications and offers. It shows the number of people by ethnic group and gender being affected by specific personnel actions in each job group. The report provides information for specific job groups and then summarizes the data for the entire company.
Report ID	APP002
Type of Report	SQR
Parameters	Language, Start Date, End Date, Establishment ID, Company
Source	RUNCTL_FROMTHRU
Sorted By	Gender, Ethnic Group

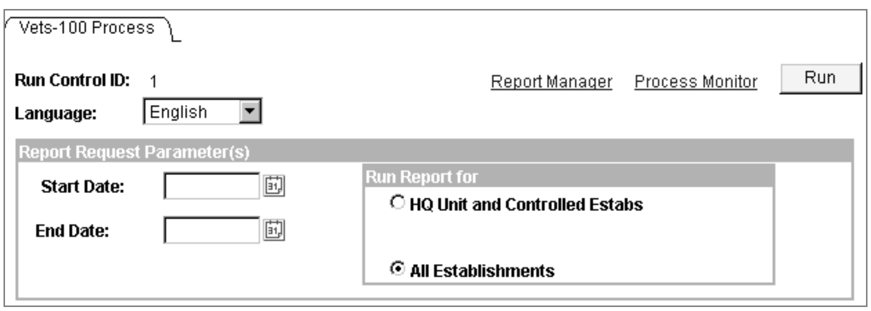
Generating the VETS-100 Report

Under the Uniformed Services Employment and Reemployment Rights Act of 1994, certain employers must submit the VETS-100 Report (Veterans Employment and Training Service-100 Report) as part of the Federal Contractor Program. Use this report if your organization is required to submit the report to the Department of Labor every year.

For more information about setting up VETS-100 reporting, see Preparing the VETS-100 Federal Contractor Report.

VETS-100 Process Page

Usage	Use this run control page to specify the reporting period for your report and run the SQR. Use the output to prepare your VETS-100 hard copy report for the U.S. Government.
Object Name	RUNCTL_PER027
Navigation	• **Monitor Workplace, Report Regulations (US), Report, VETS-100 Process, Vets-100 Process** • **Monitor Workplace, Report Regulations (USF), Report, VETS-100 Federal Contractor, Vets-100 Process**
Access Requirements	Enter a Run Control ID.



VETS-100 Process page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date	Enter a start date for the report time period.
End Date	Enter an end date for the report time period.

Run Report for

Select **HQ Unit and Controlled Estabs** (Establishments) to run the report for the headquarters of your organization and any organizations that it controls. Select the establishment from the establishments in the Establishment Table.

Select **All Establishments** to run the report for all establishments in your organization.

Click the **Run** button to run the report SQR using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

When you run the report SQR, the system looks for employees hired between the start and end dates you specify. If an employee has more than one active job, the system selects only the primary job. Then, for each EEO-1 Job Category, the system calculates the total number of employees, the number of special disabled veterans, and the number of Vietnam Era veterans who are newly hired during the reporting period, and uses this data to populate the report.

VETS-100 Report

Description	The VETS–100 Federal Contractor report lists federal job classifications and the number of employees and new hires in the last 12 months who are special disabled veterans or Vietnam era veterans. It provides totals for each job classification of both veterans and non-veterans who hold these jobs. The federal government specifies the format for this report. The system produces two files: a .lis file and an ASCII file. These files contain the same basic report information in two different formats. For more information about these output files, see "Reporting on U.S. Affirmative Action Requirements".
Report ID	PER027
Type of Report	SQR
Parameters	Language, Start Date, End Date, Establishment
Source	RUNCTL_FROMTHRU
Sorted By	

Generating the EEO-1 Employer Information Report

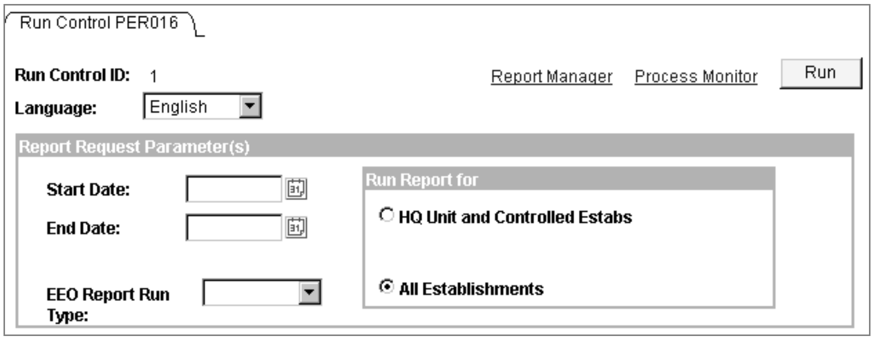
The U.S. EEOC (Equal Employment Opportunity Commission) requires that most organizations file one or more reports from the series EEO-1 through EEO-9. EEO-1 provides EEO information on private organizations. It is the most commonly used report in the series.

For more information about setting up your system for EEO and AA reporting, see Reporting on U.S. Affirmative Action Requirements.

EEO-1 Employer Information – Run Control PER016 Page

Usage	Use this run control page to generate the EEO-1 Employer Information Report.

Object Name	RUNCTL_PER016
Navigation	**Monitor Workplace, Report Regulations (US), Report, EEO-1 Employer Information, Employer Information**
Access Requirements	Enter a Run Control ID.



EEO-1 Employer Information – Run Control PER016 page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Language	The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.
Start Date	Enter the start date for the report time period.
End Date	Enter the end date for the report time period.
EEO Report Run Type	Select a type from the available options.

Run Report for

Select **HQ Unit and Controlled Estabs** (Establishments) to run the report for the headquarters of your organization and any organizations that it controls. Select the establishment from the establishments in the Establishment Table.

Select **All Establishments** to run the report for all establishments in your organization.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

EEO-1 Employer Information Report

Description	The EEO-1 Employer Information report provides government-required EEO information on private organizations.
Report ID	PER016
Type of Report	SQR
Parameters	Start Date, End Date, EEO Report Run Type
Source	RUNCTL_PER016
Sorted By	

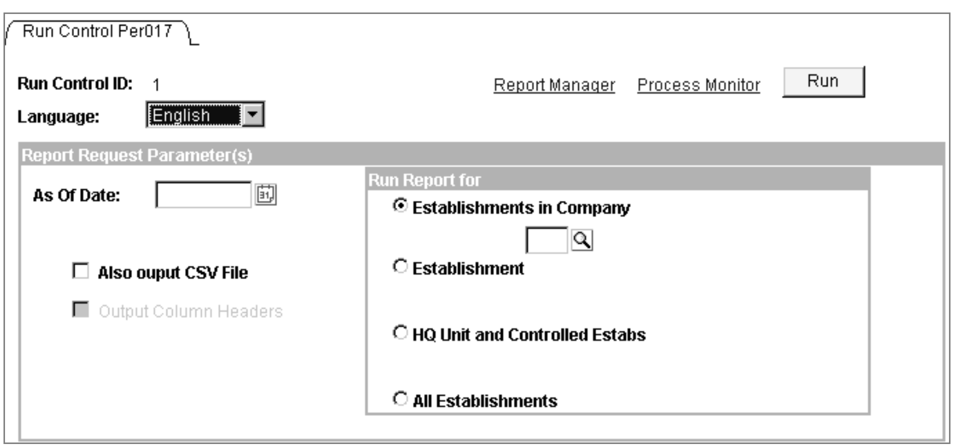
Generating the EEO-1 Job Analysis Report

The U.S. EEOC (Equal Employment Opportunity Commission) requires that most organizations file one or more reports from the series EEO-1 through EEO-9. EEO-1 Job Analysis supplies standard job category counts for the private sector.

For more information about setting up your system for EEO and AA reporting, see Reporting on U.S. Affirmative Action Requirements.

EEO-1 Job Analysis Report – Run Control PER017 Page

Usage	Use this run control page to generate the EEO-1 Job Analysis report.
Object Name	RUNCTL_PER017
Navigation	**Monitor Workplace, Report Regulations (US), Report, EEO-1 Job Analysis Report, Job Analysis Report**
Access Requirements	Enter a Run Control ID.



EEO-1 Job Analysis Report – Run-Control PER017 page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **As Of Date.**

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Also output CSV file Select this check box to print the CSV file along with the EEO-1 Job Analysis Report.

Output Column Headers The system makes the **Output Column Headers** check box available if you select the previous check box. Select **Output Column Headers** if you want your CSV file to include column headings.

Run Report for

Select one of the following options to determine which company and establishments to include in the report.

Select **Establishments in Company** to run the report for all establishments in a particular company. Select the company code from the companies set up in your Company Table.

Select **Establishment** to run the report for a particular establishment. Select the Establishment code from the establishments in the Establishment Table.

Select **HQ Unit and Controlled Estabs** (Establishments) to run the report for the headquarters of your organization and any organizations that it controls. Select the establishment from the establishments in the Establishment Table.

Select **All Establishments** to run the report for all establishments in your organization.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

EEO-1 Job Analysis Report

Description	The EEO-1 Job Analysis report supplies standard job category counts instead of employee counts for the private sector.
Report ID	PER017
Type of Report	SQR
Parameters	Language, As of Date, Company or Establishment ID

Source	RUNCTL_PER017
Sorted By	

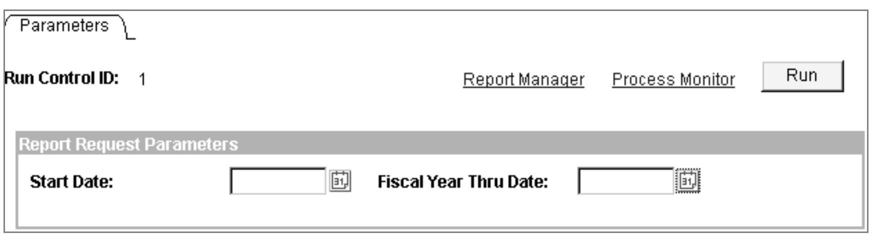
Generating the EEO-4 State and Local Government Report

The U.S. EEOC (Equal Employment Opportunity Commission) requires that most organizations file one or more reports from the series EEO-1 through EEO-9. The EEO-4 State and Local Government report provides employment counts for state and local governments.

For more information about setting up your system for EEO and AA reporting, see Reporting on U.S. Affirmative Action Requirements.

EEO-4 State and Local Govt (Government) – Parameters Page

Usage	Use this run control page to generate the EEO-4 State and Local Government report.
Object Name	RUNCTL_PER031
Navigation	**Monitor Workplace, Report Regulations (US), Report, EEO-4 State and Local Govt, Parameters**
Access Requirements	Enter a Run Control ID.



EEO-4 State and Local Govt – Parameters page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Start Date	Enter the start date for the report time period.
Fiscal Year Thru Date	Enter the end date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

EEO-4 State and Local Govt (Government) Report

Description	The EEO-4 State and Local Government Information report provides employment counts in the prescribed format for state and local governments.
Report ID	PER031
Type of Report	SQR
Parameters	Start Date, Fiscal Year Thru Date
Source	RUNCTL_PER031
Sorted By	

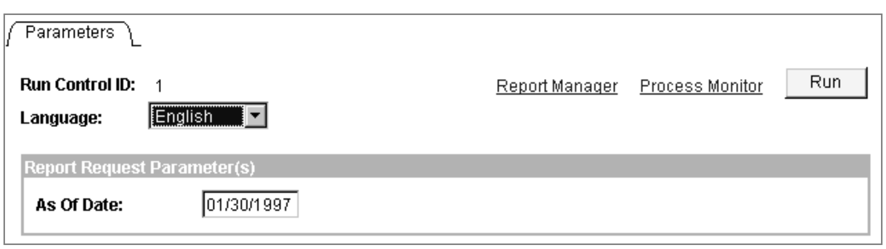
Generating the EEO-5 Job Analysis Report

The U.S. EEOC (Equal Employment Opportunity Commission) requires that most organizations file one or more reports from the series EEO-1 through EEO-9. The EEO-5 Job Analysis report supplies standard job category counts for school-related categories.

For more information about setting up your system for EEO and AA reporting, see Reporting on U.S. Affirmative Action Requirements.

EEO-5 Job Analysis – Parameters Page

Usage	Use this run control page to generate the EEO-5 Job Analysis report.
Navigation	**Monitor Workplace, Report Regulations (US), Report, EEO-5 Job Analysis, Parameters**
Access Requirements	Enter a Run Control ID.



EEO-5 Job Analysis – Parameters page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **As Of Date.**

Language	The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

EEO-5 Job Analysis Report

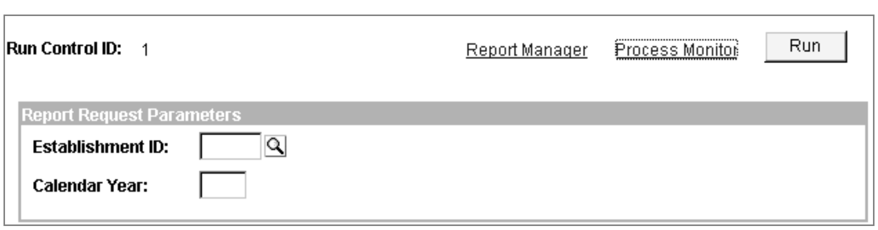
Description	The EEO-5 Job Analysis report supplies standard job category counts for school-related categories.
Report ID	PER022
Type of Report	SQR
Parameters	Language, As of Date
Source	RUNCTL_ASOFDATE
Sorted By	EEO Category

Generating the IPEDS-S Report

The IPEDS-S (Fall Staff Survey) report is a mandatory report for US higher education institutions that receive funding from a US Federal Government program.

IPEDS-S Report Page

Usage	Use the IPEDS-S Report page to generate the IPEDS-S report.
Object Name	RUNCTL_PER040
Navigation	**Monitor Workplace, Report Regulations (US), Report, IPEDS-S Report, Run IPEDS-S Report**
Access Requirements	Enter a Run Control ID.



IPEDS-S Report page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Establishment	Select an **Establishment ID** from the list of establishments in the Establishment Table.
Calendar Year	Enter the calendar year for which you want to run the report.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

IPEDS-S Report

Description	The IPEDS-S (Fall Staff Survey) report is a mandatory report for US higher education institutions that receive funding from a US Federal Government program. The report provides a breakdown of your workforce by gender and ethnic grouping. 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. In addition, the report provides an analysis of the tenure status of full-time faculty members by gender and ethnic grouping.
Report ID	PER040
Type of Report	SQR
Parameters	Establishment ID, Calendar Year
Source	RUNCTL_PER040
Sorted By	Employee type, job code

Generating the Job Group Analysis Report

The US Job Group Analysis report provides an analysis of your work force based on skills groups.

Job Group Analysis – Run Control PER024 Page

Usage	Use this run control page to generate the Job Group Analysis report.
Object Name	RUNCTL_PER024

Navigation	**Monitor Workplace, Report Regulations (US), Report, Job Group Analysis, Run Control Per024**
Access Requirements	Enter a Run Control ID.

Job Group Analysis – Run Control PER024 page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, As Of Date,** and **Company.**

Language — The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Job Group Analysis Report

Description	The Job Group Analysis report provides an analysis of the makeup of your work force based on similar skills groups, rather than department lines. You can use this information to examine job groupings in relation to your company structure and to make changes and additions as needed.
Report ID	PER024
Type of Report	SQR
Parameters	As of Date, Company
Source	RUNCTL_PER024
Sorted By	Job Title

Generating the Job Group Analysis Summary Report

The Job Group Analysis Summary report analyzes the makeup of your workforce based on job groups.

Job Group Analysis Summary – Run Control PER024a Page

Usage	Use this run control page to generate the Job Group Analysis Summary report.
Object Name	RUNCTL_PER024A
Navigation	**Monitor Workplace, Report Regulations (US), Report, Job Group Analysis Summary, Run Cntl Per024a**
Access Requirements	Run Control ID

Job Group Analysis Summary – Run Control PER024a page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, As Of Date,** and **Company.**

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Job Group Analysis Summary Report

Description	The Job Group Analysis Summary report analyzes the makeup of your workforce based on job groups. This report includes the same information as the Job Group Analysis report (PER024), but the data is organized according to job group instead of skill groups.
Report ID	PER024A
Type of Report	SQR
Parameters	As Of Date, Company
Source	RUNCTL_PER024A
Sorted By	Job group

Generating the Job Group Roster Report

The Job Group Roster report lists employees according to their job group.

Job Group Roster – Run Control PER030 Page

Usage	Use this run control page to generate the Job Group Roster Report.
Object Name	RUNCTL_PER030
Navigation	• **Monitor Workplace, Report Regulations (UK), Report, Job Group Roster, RunCntl Per030** • **Monitor Workplace, Report Regulations (US), Report, Job Group Roster, RunCntl Per030**
Access Requirements	Enter a Run Control ID.

Job Group Roster – Run Control PER030 page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, As Of Date,** and **Company.**

Language	The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Job Group Roster Report

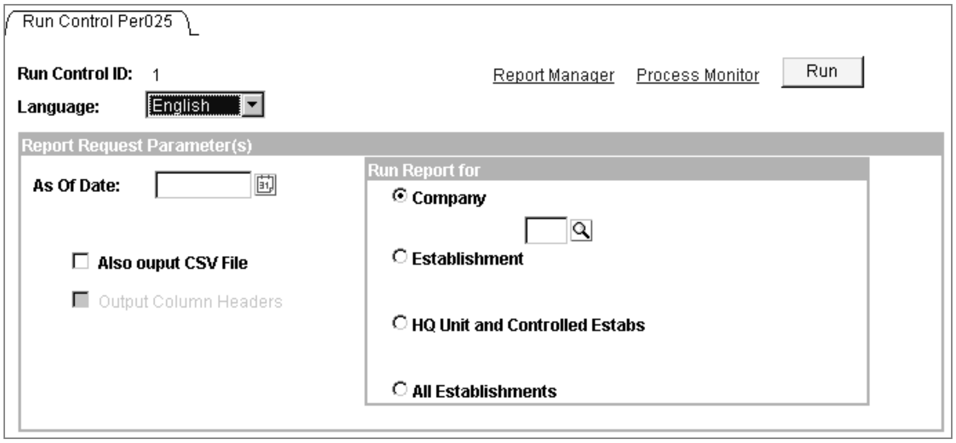
Description	The Job Group Roster report lists employees in job groups in job title order. It includes the ethnic background of each employee and current salary information.
Report ID	PER030
Type of Report	SQR
Parameters	Language, As Of Date, Company
Source	RUNCTL_PER030
Sorted By	Job Group, Job Title

Generating the Work Force Analysis Report

The Work Force Analysis report tracks hiring practices by department. Use this report to analyze patterns of discrimination in hiring practices.

Work Force Analysis – Run Control PER025 Page

Usage	Use this run control page to generate the Work Force Analysis report.
Object Name	RUNCTL_PER025
Navigation	**Monitor Workplace, Report Regulations (US), Report, Work Force Analysis, Run Control Per025**
Access Requirements	Enter a Run Control ID.



Work Force Analysis – Run Control PER025 page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, As Of Date,** and **Company.**

Language — The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Also output CSV file — Select this check box if you want to print the CSV file along with the Work Force Analysis Report.

Output Column Headers — The system makes the **Output Column Headers** check box available if you select the previous check box. Select **Output Column Headers** if you want your CSV file to include column headings.

Run Report for

Select one of the following options to determine which company and establishments to include in the report.

Select **Company** to run the report for a particular company. Select the company code from the companies set up in your Company Table.

Select **Establishment** to run the report for a particular establishment. Select the Establishment code from the establishments in the Establishment Table.

Select **HQ Unit and Controlled Estabs** (Establishments) to run the report for the headquarters of your organization and any organizations that it controls. Select the establishment from the establishments in the Establishment Table.

Select **All Establishments** to run the report for all establishments in your organization.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Work Force Analysis Report

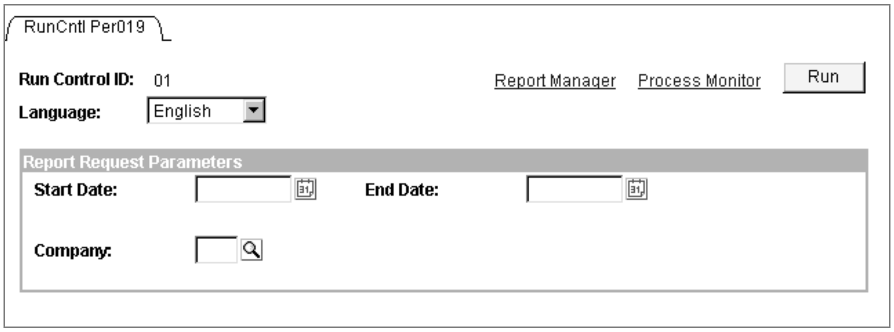
Description	The Work Force Analysis report tracks hiring practices by department—or other organizational units—based on job titles in the department. It includes the salary grade assigned to the title and the total number of employees and minorities who hold the title. The report also shows total minorities as a percentage of the total employees.
Report ID	PER025
Type of Report	SQR
Parameters	Language, As Of Date, Company
Source	RUNCTL_PER025
Sorted By	

Generating the Termination Analysis Report

The U.S. Termination Analysis report analyzes terminations within your organization according to predetermined groupings of age, years of service, gender, and ethnic group.

Termination Analysis – Run Control PER019 Page

Usage	Use this run control page to generate the Termination Analysis Report.
Object Name	RUNCTL_PER019
Navigation	**Monitor Workplace, Report Regulations (US), Report, Termination Analysis, RunCntl Per019**
Access Requirements	Enter a Run Control ID.



Termination Analysis –Run Control PER019 page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

Language	The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.
Start Date	Enter the start date for the report time period.
End Date	Enter the end date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Termination Analysis Report

Description	This U.S.-specific report shows the current employee count and the number of terminations based on predetermined groupings of age, years of service, gender, and ethnic group. The report counts employees in each range and expresses the count as a percentage of the total employee population. It also calculates the percentage of terminations in each grouping.
Report ID	PER019
Type of Report	SQR
Parameters	Start Date, End Date, Company
Source	RUNCTL_PER019
Sorted By	1. By Age: Counts employees for several age ranges, from under 21 to over 65.

	2. By Years of Service: Counts employees from less than 1 year of service to greater than 15. 3. By Gender/Ethnic Group: Counts employees first by gender and then by ethnic groups within gender.

US Federal Regulatory Reports

This section describes the US Federal reports that you can run from the Report Regulations (USF) menu.

Generating the CPDF Error Report

CPDF Error Report – Run CPDF Error Report Page

Usage	Use this run control page to produce a report that lists the CPDF edit errors found in CPDF Error Processing.
Object Name	RUNCTL_FGHR019B
Navigation	**Monitor Workplace, Report Regulations (USF), Report, CPDF Error Report, Run CPDF Error Report**
Prerequisites	Before you run this report you must run CPDF Edits Processing which runs the COBOL program FGPCPDFF. This program generates a table of the CPDF edit errors found in the CPDF Status and Dynamic Tables.
Access Requirements	Enter a Run Control ID.

CPDF Error Report – Run CPDF Error Report page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

CPDF Error Report

Description	The CPDF Error Report lists the CPDF edit errors found in CPDF Error Processing. It produces one listing that includes all errors.
Report ID	FGHR019B
Type of Report	SQR
Parameters	None
Source	RUNCTL_FGHR019B
Source Record	GVT_CPDF_STATUS, GVT_CPDF_ERRTBL, GVT_CPDF_FLDTBL, GVT_CPDF_EDIT, GVT_CPDF
Sorted By	

Generating the EEO Groups by PATCOB/POI Report

EEO Groups by PATCOB/POI Page

Usage	Use this run control page to run the EEO Groups by PATCOB/POI report.
Object Name	RUNCTL_FGHR012
Navigation	**Monitor Workplace, Report Regulations (USF), Report, EEO Groups by PATCOB/POI, EEO Groups by PATCOB/POI**
Prerequisites	None
Access Requirements	Enter a Run Control ID.

EEO Groups by PATCOB/POI page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

As Of Date	Select **As Of Date** so that the file contains organizational components that are effective for a given date.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

EEO Groups by PATCOB/POI Report

Description	This generates a report detailing the distribution of EEO groups and comparison by PATCOB and POI.
Report ID	FGHR012A
Type of Report	SQR
Parameters	As Of Date, Company
Source	RUNCTL_FGHR012
Source Records	PERSONAL_DATA, EMPLOYMENT, JOB, JOBCODE_TBL JC, COMPANY_TBL, PS_GVT_POI_TBL
Sorted By	Occupational Category

Generating the EEO Groups by PATCOB/SubAgency Report

EEO Groups by PATCOB/SubAgency Page

Usage	Use this run control page to run the EEO Groups by PATCOB/SubAgency report.
Navigation	**Monitor Workplace, Report Regulations (USF), Report, EEO Groups by PATCOB/SubAgency, EEO Groups by PATCOB/SubAgency**
Prerequisites	None
Access Requirements	Enter a Run Control ID.

EEO Groups by PATCOB/SubAgency page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

As Of Date Select **As Of Date** so that the file contains organizational components that are effective for a given date.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

EEO Groups by PATCOB/SubAgency Report

Description	This generates a report detailing the distribution of EEO groups and comparison by PATCOB and sub-agency.
Report ID	FGHR012B
Type of Report	SQR
Parameters	As Of Date, Company
Source	RUNCTL_FGHR012
Source Records	PERSONAL_DATA, EMPLOYMENT, JOB, JOBCODE_TBL JC, COMPANY_TBL, PS_GVT_POI_TBL
Sorted By	Occupational Category

Generating the EEO Groups by Series/POI Report

EEO Groups by Series/POI Page

Usage	Use this run control page to run the EEO Groups by Series/POI report.
Object Name	RUNCTL_FGHR014
Navigation	**Monitor Workplace, Report Regulations (USF), Report, EEO Groups by Series/POI, EEO Groups by Series/POI**

Prerequisites	None
Access Requirements	Enter a Run Control ID.

EEO Groups by Series/POI page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

As Of Date Select **As Of Date** so that the file contains organizational components that are effective for a given date.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

EEO Groups by Series/POI Report

Description	This generates a report detailing the distribution of EEO groups and comparison by occupation and POI.
Report ID	FGHR014A
Type of Report	SQR
Parameters	As Of Date, Company
Source	RUNCTL_FGHR014
Source Records	PERSONAL_DATA, EMPLOYMENT, JOB, JOBCODE_TBL, COMPANY_TBL, GVT_OCCUPATION, COMPANY_TBL, GVT_POI_TBL
Sorted By	Occupational Category, Ethnicity, Sex

Generating the EEO Groups by Series/SubAgency Report

EEO Groups by Series/SubAgency Page

Usage	Use this run control page to run the EEO Groups by Series/SubAgency report.
Navigation	**Monitor Workplace, Report Regulations (USF), Report, EEO Groups by Series/SubAgency, EEO Groups by Series/SubAgency**
Prerequisites	None
Access Requirements	Enter a Run Control ID.

EEO Groups by Series/SubAgency page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

As Of Date Select **As Of Date** so that the file contains organizational components that are effective for a given date.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

EEO Groups by Series/SubAgency Report

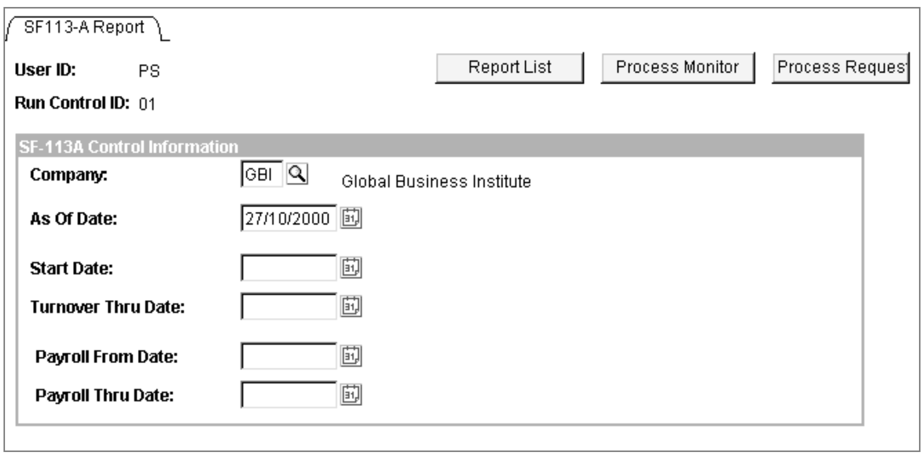
Description	This generates a report detailing the distribution of EEO groups and comparison by series and sub-agency.
Report ID	FGHR014B
Type of Report	SQR
Parameters	As Of Date, Company
Source	RUNCTL_FGHR014

Source Records	PERSONAL_DATA, EMPLOYMENT, JOB, JOBCODE_TBL, COMPANY_TBL, GVT_OCCUPATION, GVT_POI_TBL
Sorted By	

Generating the SF113-A Report

SF113-A Report page

Usage	Use this run control page to run the SF113-A report.
Object Name	RUN_FGSF113A
Navigation	**Monitor Workplace, Report Regulations (USF), Report, SF113-A Report, SF113-A Report**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



SF113-A Report page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

As Of Date — Select **As Of Date** so that the file contains organizational components that are effective for a given date.

Start Date — Enter a **Start Date** for the report time period.

Turnover Thru Date — Enter an end date for the report time period.

Payroll From Date — Enter a start date for the pay period you want the report to cover.

Payroll Thru Date	Enter an end date for the pay period you want the report to cover.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

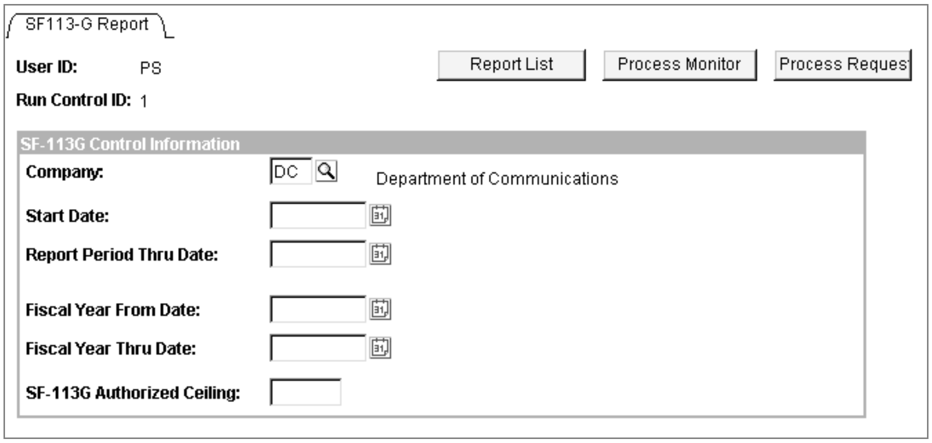
SF113-A Report

Description	This generates a monthly report of Federal civilian employment.
Report ID	FGSF113A
Type of Report	SQR
Parameters	As Of Date, Company, Start Date, Turnover Thru Date, Payroll From Date, Payroll Thru Date
Source	RUN_FGSF113A
Sorted By	Agency, Current Status, Payroll, Turnover, Employment Ceiling Data

Generating the SF113-G Report

SF113-G Report page

Usage	Use this run control page to run the SF113-G report.
Object Name	RUN_FGSF113G
Navigation	**Monitor Workplace, Report Regulations (USF), Report, SF113-G Report, SF113-G Report**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



SF113-G Report page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

Start Date Enter a start date for the report time period.

Report Period Thru Date Enter an end date for the report time period.

Fiscal Year From Date Enter the fiscal year start date.

Fiscal Year Thru Date Enter the fiscal year end date.

SF-113G Authorized Ceiling This is an optional field. If you enter a value here it is included in the Ceiling column of the report.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

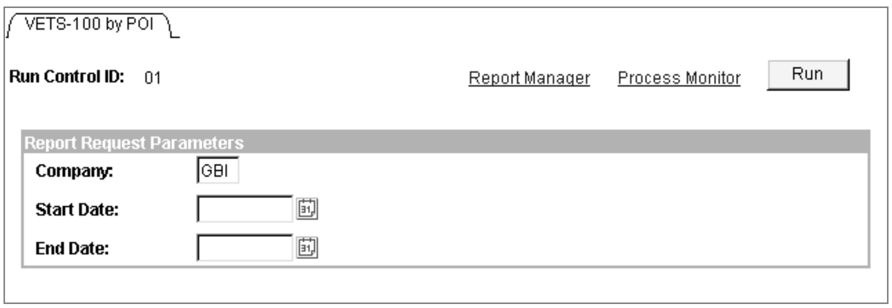
SF113-G Report

Description	This generates a monthly report of full-time equivalent/work-year civilian employment.
Report ID	FGSF113G
Type of Report	SQR
Parameters	As Of Date, Company, Start Date, Report Period Thru Date, Fiscal Year From Date, Fiscal Year Thru Date, SF-113G Authorized Ceiling
Source	RUN_FGSF113G
Sorted By	Agency, Employment Hours Category

Generating the VETS-100 by POI Report

VETS-100 by POI Page

Usage	Use this run control page to run the VETS-100 by POI report.
Object Name	RUNCTL_FGHR013
Navigation	**Monitor Workplace, Report Regulations (USF), Report, VETS-100 by POI, VETS-100 by POI**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



VETS-100 by POI page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

Start Date	Enter a start date for the report time period.
End Date	Enter an end date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

VETS-100 by POI Report

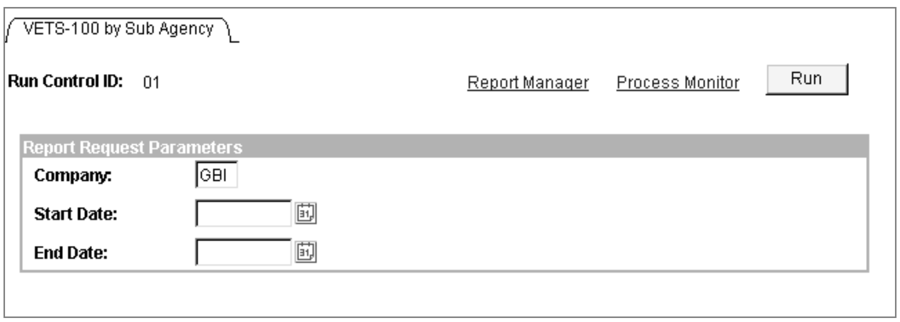
Description	This generates a Veterans employment report by POI.
Report ID	FGHR013B
Type of Report	SQR
Parameters	Company, Start Date, End Date

Source	RUNCTL_FGHR013
Sorted By	PATCOB Categories

Generating the VETS-100 by SubAgency Report

VETS-100 by SubAgency report page

Usage	Use this run control page to run the VETS-100 by SubAgency report.
Navigation	**Monitor Workplace, Report Regulations (USF), Report, VETS-100 by SubAgency, VETS-100 by SubAgency**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



VETS-100 by SubAgency page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

Start Date Enter a start date for the report time period.

End Date Enter an end date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

VETS-100 by SubAgency Report

Description	This generates a Veterans employment report by sub-agency.
Report ID	FGHR013A

Type of Report	SQR
Parameters	Company, Start Date, End Date
Source	RUNCTL_FGHR013

Index

2

2483 Table – 2483 Group page 2-26
2483 Table – 2483 Indicator page 2-27

A

accommodation
  entering request data for United States employees with disabilities 7-7
  entering requested option and alternative considerations for disabled employees in the United States 7-8
  establishing data for United States workplaces 7-7
Accommodation Data page
  Accommodation Job Task tab 7-10
  Accommodation Option tab 7-8
  Accommodation Request tab 7-7
Accommodation Report Details 7-11
Accommodation Type Table page 7-2
accommodation types
  defining for the United Kingdom 4-3
  identifying medical diagnoses 7-6
  setting up 7-2
ADA *See* Americans with Disabilities Act (US)
advancement opportunities 6-8. *See also* gender or ethnicity
Adverse Impact (UK) report
  description 9-25
  generating 9-24
Adverse Impact (UK) report page 9-24
Adverse Impact report
  description 9-35
  generating 9-34
  preparing for use in the United States 6-5
  using for United Kingdom regulatory reporting 4-7
Adverse Impact Report 6-8
Adverse Impact Report - Parameters Page 6-6
Adverse Impact report page 9-35
affirmative action
  defining timetables and goals 6-3
  reporting for the United States 5-1
  reporting requirements for the United States 6-1
Affirmative Action Plan page 6-3
Affirmative Action Plan Table Page 6-2
affirmative action plans
  creating for use in the United States 6-3
  overview for using in the United States 6-1
  requirements for implementing in United States establishments 6-1
Americans with Disabilities Act
  overview of using data for United States operations 7-1
  prerequisites for establishing data 7-2
Americans With Disabilities Act
  reporting for the United States 5-1
APE *See* Activite Principale Exercee (France)
APE Table Page 2-2

C

Canada
  defining pay equity criteria 1-2
  Employment Equity report 9-7
  meeting employment equity requirements 1-5
  meeting reporting requirements 1-1
  National Occupation Codes report 9-6
  National Occupation Codes report 9-5
  Official Languages Act 1-14
  Official Languages Requirements report 9-8
  Pay Equity Table report 9-4, 9-5
  prerequisites for setting up regulatory reporting 1-1
  regulatory reports 9-4
  reviewing Canadian National Occupation Codes 1-4
  running the National Occupation Codes report 1-5
  setting up regulatory reporting 1-1
Canadian Employment Equity report reference data 1-5
Canadian National Occupational Class Table page 1-4
Canadian Pay Equity Table page 1-2
Central Personnel Data
  overview of file edit processing 8-1
Central Personnel Data File
  defining CPDF codes for US Federal 8-3
  dynamic submissions for US Federal 8-2
  entering CPDF edit data used on the CPDF Error report for US Federal 8-5
  generating the CPDF Dynamic Table for US Federal 8-10
  OCT submissions for US Federal 8-3
  preparing US Federal reporting data 5-3
  process overview for US Federal 8-1
  setting up CPDF fields and edits for US Federal 8-4

setting up reporting data for US Federal 8-3
status submission for US Federal 8-2
US Federal reporting for the United States 5-2
Central Personnel Data File edit processing
US Federal 8-1
Central Personnel Data File Edit Processing
prerequisites for setting up CPDF Reporting 8-3
Commission Technique d'Orientation et de Reclassement Professionnel 2-12
Compute Employee Survey process page 2-17
Contract Type Group Page 2-8
control tables
setting up for French regulatory reporting 2-1
COTOREP *See* Commission Technique d'Orientation et de Reclassement Professionnel
Country Group Page 2-7
CPDF Dynamic Table Page 8-11
CPDF Dynamic Table report (USF) 8-12
CPDF Dynamic/Status File Gen(eration) Page 8-16
CPDF Dynamic/Status File report (USF) 8-16, 8-17
CPDF Edits page 8-6
using if/then statements 8-6
CPDF Edits Processing Page 8-14
CPDF Error report
description 9-55
generating 9-54
CPDF Error Report - Run CPDF Error Report Page 8-15
CPDF Error report (USF) 8-15
CPDF Error report page 9-54
CPDF Fields page 8-4
CPDF Org. Comp. File Page 8-17
CPDF Prefix/Fields page 8-5
CPDF reports
edits processing for US Federal 8-14
generating the CPDF Dynamic Table 8-10
producing the CPDF Error report (USF) 8-15
report process overview for US Federal 8-10
CPDF Status Table report (USF) 8-12, 8-13
CPDF Status Table Report Page 8-13

D

Diagnosis Table page 7-6
DIS001 Disability Report 2-13
disability
accommodation requirements in the United Kingdom 4-3
defining medical diagnoses for use in the United Kingdom 4-4
documenting for use in the United Kingdom 4-5
entering information for the United Kingdom 4-2
identifying potential accommodation requests 7-7
reporting employee data for United States 5-1
setting up accommodation types for use in the United States 7-2
Disability and Discrimination Act of 1995
managing data for United Kingdom operations 4-3
disability regulations
French Disability Report 2-12
Disability report
description 9-11
generating 9-10
Disability report page 9-10
documentation
disability accommodations in the United Kingdom 4-5
Dynamics Data Submission report (USF) 8-10

E

earnings codes
defining CPDF codes for US Federal 8-3
Edit Employee Survey page 2-19
Education and Government
IPEDS-S report 9-45
EEO Groups by PATCOB/POI report
description 9-56
generating 9-55
EEO Groups by PATCOB/POI report page 9-55
EEO Groups by PATCOB/SubAgency report
description 9-57
generating 9-56
EEO Groups by PATCOB/SubAgency report page 9-56
EEO Groups by Series/POI report
description 9-58
generating 9-57
EEO Groups by Series/POI report page 9-57
EEO Groups by Series/SubAgency report
description 9-59
generating 9-59
EEO Groups by Series/SubAgency report page 9-59
EEO Reporting
setting up 6-19
EEO reports 6-18
generating by PATCOB and POI 6-25
generating by series and POI 6-25
generating by series and sub-agency 6-25
generating PATCOB and sub-agency 6-25
EEO/AA *See* Equal Employment Opportunity/Affirmative Action
EEO/Affirmative Action Plans
setting up 6-2
EEO-1 Employer Information - Run Control PER016 Page 6-19
EEO-1 Employer Information report
description 9-41
generating 9-39
EEO-1 Employer Information Report Details 6-20
EEO-1 Employer Information report page 9-39
EEO-1 Job Analysis report

description 9-42
generating 9-41
EEO-1 Job Analysis Report - Run Control PER017 6-21
EEO-1 Job Analysis Report Details 6-22
EEO-1 Job Analysis report page 9-41
EEO-4 State and Local Govt (Government) - Parameters Page 6-22
EEO-4 State and Local Govt (Government) report
description 9-44
generating 9-43
EEO-4 State and Local Govt (Government) Report Details 6-23
EEO-4 State and Local Govt (Government) report page 9-43
EEO-5 Job Analysis - Parameters Page 6-23
EEO-5 Job Analysis report
description 9-45
generating 9-44
EEO-5 Job Analysis Report Details 6-25
EEO-5 Job Analysis report page 9-44
Election Data component 3-3
declare elected candidates 3-9
define election characteristics 3-3
enter voting results 3-6
record candidacies 3-4
view election results data 3-7
Election Data Group page 3-3
Election Data Results page 3-7
Election Data Roll page 3-4
Election Data Seats page 3-9
Election Data Votes page 3-6
Election Group page 3-2
Election report
description 9-20
generating 9-19
Election report page 9-19
Election Reports
monitoring 3-11
Election Roll page 3-2
elections
defining characteristics for French organizations 3-3
reporting results 3-11
Employee File 1-6
Employee Survey Indicators – Employee Survey Group page 2-15
Employee Survey Indicators – Employee Survey Indicator page 2-16
Employee Survey report
description 9-12
generating 9-11
Employee Survey Report
printing 2-21
Employee Survey report page 9-11
Employees Included In the Employee Equity Report 1-8
Employees with Multiple Jobs 1-8
employment
meeting equity requirements in Canada 1-5
specifying affirmative action goals and timetables for the United States 6-3
Employment Equity report
description 9-7
generating 9-6
Employment Equity Report Files 1-6
Employment Equity report page 9-7
Entering Pension/Contingency Funds Information 2-11
URSSAF Table Page 2-9
Entering Required Data for Recruit Workforce Applicants 6-6, 6-8
Equal Employment Opportunity
reporting for the United States 5-1
Equal Employment Opportunity/Affirmative Action reporting 5-1
establishments
identifying for EEO and OSHA reporting in the United States 5-2
ethnic groups
selecting for United States reporting requirements 6-5
ethnicity
analyzing advancement opportunities in the United States 6-8
entering information for the United Kingdom 4-2
External Variables Table Page 2-3

F

Fair Employment Act of 1989 report for Northern Ireland
using for United Kingdom regulatory reporting 4-6
Federal PRWORA - New Hire page 9-30
female goal
selecting for United States reporting requirements 6-4
France
calculating total French disability population 2-12
declaring elected candidates from French Elections component 3-9
defining an organization's active groups 3-2
defining election characteristics 3-3
defining election rolls or trade unions 3-2
Disability report 9-10
Election report 9-19
Employee Survey report 9-11
enter voting results from elections 3-6
generating the French Employee Survey report 2-13
monitoring election reports 3-11
monitoring professional elections 3-1

monitoring professional elections setup process 3-2
Monthly Workforce report 9-15
overview of meeting reporting requirements 2-1
Personal Register report 9-16
Preparing the French Disability Report 2-12
prerequisites for setting up professional elections 3-1
producing the French Training report 2-21
record candidacies for election groups 3-4
regulatory reports 9-9
reporting election results 3-11
review and modify Compute Employee Survey calculations 2-19
running the Compute Employee Survey (EMSURVEY) process 2-17
running the French Employee Survey report 2-20
setting up control tables for regulatory reporting 2-1
setting up employee survey groups 2-15
setting up employee survey indicators 2-16
setting up Training 2483 groups 2-26
setting up Training 2483 report indicators 2-27
tracking election data for your organization 3-3
Training Report 2483 9-13
Work Council requirements for professional elections 3-1
Workforce by Nationality report 9-18
French Employee Survey report 2-13
review and modify calculations 2-19
running the Compute Employee Survey process 2-17
running the Employee Survey report 2-20
setting up employee survey groups and indicators 2-14
setting up employee survey indicators 2-16
setting up Training 2483 report indicators 2-27
French Training 2483 report
setting up employee survey groups and indicators 2-25

G

gender
analyzing advancement opportunities in the United States 6-8
entering information for the United Kingdom 4-2

H

hiring practices
analyzing work force 4-7
How Employee Type is Determined 1-9

I

if/then statements used in CPDF edits for US Federal 8-6
*IN*SEE Table Detail Page 2-6
*IN*SEE Table Fra Page 2-5
Interface Report
running 1-12
Internal Services to Bilingual Regions 1-19
IPEDS-S report
description 9-46
generating 9-45
IPEDS-S Report Details 6-26
IPEDS-S report page 9-45
IPEDS-S Report Page 6-26
Ireland
monitoring officer requirements 4-2
Northern Ireland Fair Employment Act of 1989 4-6
Northern Ireland report 4-6

J

Job Code Task Table page 7-4
Job Group Analysis report
description 9-47
generating 9-46
Job Group Analysis Report Details 6-27
Job Group Analysis report page 9-46
Job Group Analysis Summary - Run Control PER024a Page 6-28
Job Group Analysis Summary report
description 9-49
generating 9-48
Job Group Analysis Summary report page 9-48
Job Group Movement Analysis - Parameters Page 6-9
Job Group Movement Analysis report
description 9-37
generating 9-36
preparing for United States requirements 6-8
viewing details 6-11
Job Group Movement Analysis report Page 9-36
Job Group Roster - Run Control PER030 Page 6-29
Job Group Roster (UK) report
description 9-30
generating 9-29
Job Group Roster (UK) report page 9-29
Job Group Roster report 4-8
description 9-50
generating 9-49
Job Group Roster report page 9-49
Job Group Table 6-2
Job Task Table page 7-3
job tasks

establishing for United Kingdom regulatory requirements 4-4
identifying requirements for the United Kingdom 4-4
linking with job codes 7-4
setting up for the United States 7-3
tracking workplace accommodations for use in the United States 7-10
Joint Staffing report 4-6
description 9-22
generating 9-21
Joint Staffing report page 9-21

M

medical diagnoses
defining United Kingdom regulatory requirements 4-4
defining United States ADA requirements 7-6
monitoring officer (Ireland) 4-2
Monitoring Professional Elections Business Process
setting up 3-2
Monthly Workforce Report
description 9-16
generating 9-15
running 2-29
Monthly Workforce Report Page 2-29, 9-15

N

National Occupational Codes (Canada) 1-4
National Occupational Codes report
Canada 1-5
description 9-6
generating 9-5
National Occupational Codes report page 9-5
New Hire Report
Federal report description 9-32
generating 9-30
generating Federal report 9-30
generating State report 9-31
State report description 9-33
New Hire Report - Federal PRWORA 5-4
new hires
reporting requirements for United States 5-3
NOC *See* National Occupational Codes, Canada
Northern Ireland report
description 9-24
generating 9-22
Northern Ireland report page 9-23

O

Occupational Category Participation 1-17
occupational injuries and illnesses
reporting requirements for the United States 5-6
Occupational Safety And Health Administration 5-6, 5-7
reports 9-33
OCT *See* Organizational Component Translations
Office of Personnel Management
status file submissions for US Federal 8-2
Official Language Requirements report
description 9-9
generating 9-8
Official Languages Act reporting (Canada) 1-14
Official Languages Act Summary Reports 1-16
Official Languages Requirements report page 9-8
OLA *See* Official Languages Act reporting
OPM *See* Office of Personnel Management
Organizational Component Table File Generation for US Federal 8-17
OSHA *See* Occupational Safety and Health Administration. *See* Occupational Safety and Health Administration
OSHA-200 Log report
description 9-34
generating 9-33
OSHA-200 Log Report 5-7
OSHA-200 Log report page 9-33
OSHA-200 Occupational Injury Illness Log 5-7
Other U.S. Affirmative Action Reports
running 6-18

P

pay equity
Canadian job comparison criteria 1-3
defining Canadian criteria 1-2
setting up Pay Equity Table in Canada 1-2
Pay Equity Table report 1-3
description 9-5
generating 9-4
Pay Equity Table report page 9-4
Pension/Contingency Fund - Institution Type Page 2-9
Pension/Contingency Funds - Institution Add. Page 2-11
PeopleSoft Indicators
list of indicators 2-50
PER101CN Employment Equity 1-13
PER102CN Official Language Requirements 1-22
Personal Register Page 2-30
Personal Register report
description 9-17
generating 9-16
Personal Register Report
running 2-30
Personal Register report page 9-16
Personal Responsibility and Work Opportunity Act of 1996 (US) 6-1

compliance requirements for the United States 5-3
Preparing the Adverse Impact Report
Adverse Impact Report 6-8
Adverse Impact Report - Parameters Page 6-6
Entering Required Data for Recruit Workforce Applicants 6-6
Preparing the Job Group Movement Analysis Report
Entering Required Data for Recruit Workforce Applicants 6-8
Job Group Movement Analysis - Parameters Page 6-9
Promotion File 1-8
Province Participation 1-16
PRWORA - New Hire Page - State PRWORA - New Hire Page 5-5
PRWORA - New Hire Report
description 9-32, 9-33
generating 9-30

Q

quorum 3-9

R

Race and National Origin groups
selecting for United States reporting requirements 6-5
recruiting and hiring practices
tracking ethnicity and gender 4-7
regulatory reporting
overview of requirements for the United States 5-1
prerequisites for setting up in Canada 1-1
setting up for Canada 1-1
setting up for the United Kingdom 4-2
setting up for United States 5-2
Report Output
importing into EECRS 1-13
Reporting on New Hires
State PRWORA - New Hire Page 5-5
Reporting on New Hires
Federal PRWORA - New Hire Report 5-4
Reporting On New Hires
State PRWORA - New Hire Report 5-6
Reporting On Occupational Injuries and Illnesses
OSHA-200 Log Report 5-7, 9-34
Reporting Regulations
reports 9-1
reporting requirements
Canada 1-1
France 2-1
United Kingdom 4-1
United States 5-1
reports
Adverse Impact Report 4-7
CPDF Dynamic Table report (USF) 8-12
CPDF Dynamic/Status File report (USF) 8-17
CPDF Error report (USF) 8-15
CPDF Status Table report (USF) 8-13
CPDF Status Table report (USF) 8-12
Dynamic Data Submission report (USF) 8-10
Federal PRWORA -- New Hire report 5-4
French Election report 3-12
French Training report 2-21
Job Group Analysis report 6-27
Job Group Analysis Summary report 6-28
Job Group Movement Analysis report 6-8
Job Group Roster report 4-8
Job Group Roster report details 6-30
Joint Staffing report 4-6
National Occupation Codes report 1-5
Northern Ireland report 4-6
OSHA-200 Log report 5-6
Pay Equity Table report 1-3
Termination Analysis report 4-7
Terminations Analysis report 6-32
Work Force Analysis report 4-7, 6-31
RNO *See* Race and National Origin
Running Other U.S. Affirmative Action Reports
EEO-1 Employer Information - Run Control PER016 Page 6-18
EEO-1 Job Analysis Report - Run Control PER017 6-21
EEO-4 State and Local Govt (Government) - Parameters Page 6-22
EEO-5 Job Analysis - Parameters Page 6-23
IPEDS-S Report Page 6-26
Job Group Analysis Summary - Run Control PER024a Page 6-28
Job Group Roster - Run Control PER030 Page 6-29
Termination Analysis - Run Control PER019 Page 6-31
Work Force Analysis - Run Control PER025 Page 6-30
Running The CPDF Reports
CPDF Dynamic Table Page 8-11
CPDF Dynamic/Status File Gen(eration) Page 8-16
CPDF Edits Processing Page 8-14
CPDF Error Report - Run CPDF Error Report Page 8-15
CPDF Org. Comp. File Page 8-17
CPDF Status Table Report Page 8-13

S

Salary Annualization 1-11
Salary Definition and Calculation 1-10
seat value 3-9

Service to Public by Bilingual Office/Point of Service 1-19
Setting Up EEO/Affirmative Action Plan Table
  Affirmative Action Plan Table 6-2
  Job Group Table 6-2
SF113-A report
  description 9-61
  generating 9-60
SF113-A report page 9-60
SF113-G report
  description 9-62
  generating 9-61
SF113-G report page 9-61
Soc001 Employee Survey Report 2-21
State PRWORA - New Hire Page 9-31
State PRWORA - New Hire Report 5-6
Supervision in Bilingual Regions 1-21
supported CPDF Edits table 8-18

T

Temporary Terms File (for temporary employees only) 1-8
Termination Analysis - Run Control PER019 Page 6-31
Termination Analysis (UK) report
  description 9-27
  generating 9-26
Termination Analysis (UK) report page 9-26
Termination Analysis report
  description 9-53
  generating 9-52
Termination Analysis report (United Kingdom) 4-7
Termination Analysis report page 9-52
Training Report 2483
  description 9-14
  generating 9-13
  printing 2-28
Training Report 2483 page 9-13
TRN029 Training Report 2483 2-28
Troubleshooting 1-13

U

UK *See* United Kingdom
United Kingdom
  Adverse Impact report 9-24
  analyzing employee terminations 4-7
  analyzing hiring practices for regulatory reporting 4-7
  defining accommodation types for disabled employees 4-3
  defining medical diagnoses for employee disability accommodations 4-4
  Disability and Discrimination Act of 1995 4-3
  documenting disability accommodations 4-5
  entering employee gender, ethnicity, and disability data 4-2
  establishing job tasks 4-4
  identifying job tasks associated with each job category 4-4
  Job Group Roster report 9-29
  Joint Staffing report 9-21
  meeting reporting requirements 4-1
  Northern Ireland report 9-23
  overview of running regulatory requirement reports 4-5
  regulatory reports 9-21
  reporting requirements prerequisites 4-1
  retrieve summary of employee staffing 4-6
  running the Northern Ireland report 4-6
  setting up regulatory reporting 4-2
  Termination Analysis report 9-26
  view job group data by job title 4-8
  Work Force Analysis report 9-27
United States
  Adverse Impact report 9-35
  affirmative action reporting overview 6-1
  affirmative action reporting requirements 6-1
  Americans with Disabilities Act 5-1
  complying with the Personal Responsibility and Work Opportunity Act of 1996 5-3
  creating affirmative action plans 6-3
  EEO-1 Employer Information report 9-39
  EEO-1 Job Analysis report 9-41
  EEO-4 State and Local Government report 9-43
  EEO-5 Job Analysis report 9-44
  entering accommodation request data for disabled employees 7-7
  entering job task accommodations for disabled employees 7-10
  Equal Employment Opportunity/Affirmative Action reporting 5-1
  Federal New Hire report 9-30
  identifying establishments for EEO and OSHA reporting purposes 5-2
  identifying medical reasons for ADA accommodations 7-6
  IPEDS-S report 9-45
  Job Group Analysis report 9-46
  Job Group Analysis Summary report 9-48
  Job Group Movement Analysis report 9-36
  Job Group Roster report 9-49
  managing accommodation data for disabled employees 7-7
  meeting establishment affirmative action requirements 6-1
  meeting regulatory reporting requirements 5-1
  OSHA-200 Log report 9-33
  overview of EEO reports 6-18
  preparing the Adverse Impact report 6-5
  preparing the Job Group Movement Analysis report 6-8
  regulatory reports 9-30

reporting on occupational injuries and illnesses 5-6
setting up CPDF edit IDs and field numbers 8-5
setting up CPDF fields 8-4
setting up regulatory report requirements 5-2
specifying affirmative action goals and timetables 6-3
specifying CPDF edit content 8-6
State New Hire report 9-31
Termination Analysis report 9-52
VETS-100 Process report 9-38
Work Force Analysis report 9-50
United States Americans with Disabilities Act
reporting data 7-1
URSSAF Table Page 2-9
US *See* United States
US Federal
Central Personnel Data File edit processing 8-1
Central Personnel Data File reporting 5-2
CPDF edit processing 8-14
CPDF Error report 9-54
CPDF fields and edits setup process 8-4
CPDF reporting process overview 8-10
defining CPDF earnings codes 8-3
EEO Groups by PATCOB/POI report 9-55
EEO Groups by Series/POI report 9-57
EEO Groups by Series/SubAgency report 9-59
entering CPDF edit data used on the CPDF Error report 8-5
generating the CPDF Dynamic Table 8-10
generating the CPDF Dynamic/Status files 8-17
generating the Federal PRWORA new hire report 5-4
generating the OSHA-200 Log report 5-6
preparing for Central Personnel Data File reporting 5-3
regulatory reports 9-54
reporting occupational injuries and illnesses 5-6
setting up CPDF fields 8-4
setting up CPDF reporting data 8-3
SF113-A report 9-60
SF113-G report 9-61
using if/then statements for CPDF edits 8-6
VETS-100 by POI 9-63
VETS-100 by SubAgency 9-64
USF *See* US Federal

V

VETS-100 by POI 6-12
VETS-100 by POI report
description 9-63
generating 9-63
VETS-100 by POI report page 9-63
VETS-100 by SubAgency report
description 9-64
generating 9-64
VETS-100 by SubAgency report page 9-64
VETS-100 Federal Contractor report
file types 6-17
generating the report by sub-agency 6-12
preparing 6-12
requirements for United States establishments 6-12
viewing log data 6-18
VETS-100 Process report
generating 9-37
VETS-100 Process Report
generating 6-16
VETS-100 Process report page 9-38
VETS-100 report
description 9-39
VETS-100 Report 6-17
data required 6-13
setting up 6-12
submitting 6-17

W

Work Force Analysis - Run Control PER025 Page 6-30
Work Force Analysis (UK) report
description 9-28
generating 9-27
Work Force Analysis (UK) report page 9-27
Work Force Analysis report 4-7
description 9-52
generating 9-50
Work Force Analysis report page 9-50
Workforce by Nationality Page 2-31
Workforce by Nationality report
description 9-18
generating 9-18
Workforce by Nationality Report
running 2-31
Workforce by Nationality report page 9-18