



PeopleSoft 8.3 Human Resources PeopleBook: Meet Regulatory Requirements

PeopleSoft 8.3 Human Resources PeopleBook: Meet Regulatory Requirements

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PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

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About the HRMS PeopleBooks

The HRMS PeopleBooks provide you with the information you will need for implementing and using PeopleSoft Human Resources Management System (HRMS) products.

This section describes information you should know before you begin working with PeopleSoft products and documentation, including PeopleSoft-specific documentation conventions, information specific to the PeopleSoft HRMS product line, how to order additional copies of our documentation, and so on.

Before You Begin

To benefit fully from the information covered in these books, you need to have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

You should be familiar with navigating around the system and adding, updating, and deleting information using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft® Windows or Windows NT graphical user interface.

Because we assume you already know how to navigate the PeopleSoft system, much of the information in these books is not procedural. That is, it does not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with all the information you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. These books expand on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals for HRMS PeopleBook

The individual HRMS PeopleBooks provide you with implementation and processing information for the individual HRMS products. However, there is additional, essential information describing the setup and design of each HRMS product contained in the companion volume of documentation called *PeopleSoft Application Fundamentals for HRMS PeopleBook*.

The *PeopleSoft Application Fundamentals for HRMS PeopleBook* consists of important topics that apply to many or all PeopleSoft applications across the HRMS product line. Whether you are implementing a single HRMS product, some combination of products within the product line, or the entire PeopleSoft HRMS system, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals such as setting up control tables and administering security.

In the *PeopleSoft Applications Fundamentals for HRMS PeopleBook*, we've included common information pertinent to all applications in the HRMS product line, such as defining general options. If you're upgrading from a previous PeopleSoft release, you may notice that we've

removed some topics or topic headings from the individual application PeopleBooks and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals for HRMS* and other PeopleBooks.

Related Documentation

To add to your knowledge of PeopleSoft applications and tools, you may want to refer to the documentation of other PeopleSoft applications. You can access additional documentation for this release from PeopleSoft Customer Connection (www4.peoplesoft.com/cc). We post updates, troubleshooting documentation, and other items on Customer Connection, as well. In addition, documentation for this release is available on CD-ROM and in hard copy.

Important! Before upgrading, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

Documentation on the Internet

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM. You can order additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection Web site: <http://www4.peoplesoft.com/cc>

You'll also find updates to the documentation for this and previous releases on Customer Connection. Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8.3 HRMS PeopleBooks*, SKU HR83PBR0, and *PeopleTools 8.14 PeopleBooks*, SKU PTB814R0.

Note. Your access to PeopleSoft PeopleBooks depends on which PeopleSoft applications you've licensed. You may not have access to some of the PeopleBooks listed here.

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To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press Web site from the Documentation section

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We make printed documentation for each major release available shortly after the software is first shipped. Customers and partners can order printed PeopleSoft documentation using any of the following methods:

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PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages or panels. This section lists the most common fields and provides standard definitions.

Field	Definition
Address 1, Address 2, Address 3	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
As of Date	The last date for which a report or process includes data.
Block (Bloque)	In Spanish addresses, a building or buildings that are close together may be called a Block (Bloque). Include the Block name in the address, if necessary.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
City	Name of city for address.
Comment(s)	Freeflow text entry that enables you to add comments.
Company	A business organization. For US companies using PeopleSoft Payroll for North America or PeopleSoft Pension Administration, a business unit that has a unique federal Employer Identification Number (EIN) for payroll reporting purposes.

Field	Definition
Country	Country for address. Other address fields will be adjusted to reflect Country choice. Select a country from the list of valid values and press TAB to move through the field. The system automatically displays the appropriate address fields using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields that appear.
County (also Prefecture and Parish)	Name of county (prefecture/parish) for address, if applicable.
Currency Code	The 3-letter code in which the currency is specified.
Description	Freeflow text up to 36 characters that describes what you are defining.
Department	An identification code that represents an organization in a company.
Door (Puerta)	In Spanish addresses, identifies the door name or number.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Email	The email address for a person or organization.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Empl Rcd# (Employee Record Number)	A system-assigned number that indicate an employee has more than one record in the system.
Fax (also Fax Number)	The fax number for a person or organization.
Floor (Piso)	In Spanish addresses, identifies the floor name or number.
House	Identifies the type of house.
Initials	Initials of individual.
Language	Language spoken by employee/applicant/non-employee.
Language or Language Code	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Last Run On	The date that a report or process was last run.
Locality	A tax location within an organization.
Name	Name of individual.

Field	Definition
National ID	Identification code used by countries to track information on their residents for payroll, identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number; for German residents it would be their Social Insurance Number, and for UK residents it would be their National Insurance Code.
Number	The number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.
Phone	The phone number for a person or organization.
Phone Extension	The phone extension number for a person or organization.
Phone Type	Identifies the type of phone number entered in the Telephone field. Valid values are Business , Campus , Cellular , Dormitory , FAX , Home , Other , Pager 1 , Pager 2 , or Telex .
Post Code (also Postal)	Postal code for address.
Prefix	Prefix for individual (such as Mr., Ms., Mrs., Dr., and so on)
Process Frequency group box	Designates the appropriate frequency in the Process Frequency group box: Once executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run . Always executes the request every time the batch process runs. Don't Run ignores the request when the batch process runs.
Process Monitor	This button takes you to the Process List page, where you can view the status of submitted process requests.
Regulatory Region	A regulatory region can be any region where there are specific laws and regulations that are addressed by functionality in PeopleSoft Human Resources. Many country-specific transactions are driven by regulatory requirements where Regulatory Region is used for transaction processing.
Report ID	Identifies a report.
Report Manager	This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	A request identification that represents a set of selection criteria for a report or process.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.

Field	Definition
Run Control ID	Identifies specific run control settings for a panel.
Run Date	The date that a process was run or a report was generated.
Run Time	The time that a process was run or a report was generated.
SetID	An identification code that represents a set of control table information. SetIds enable the sharing of a set of control table information across two or more Business Units.
Short Description	Freeflow text up to 15 characters.
Stair (Escalera)	In Spanish addresses, identifies the stair name or number.
State (also Province)	State (Province) for address.
Status	Indicates whether a row in a table is <i>Active</i> or <i>Inactive</i> .
Street Type	Identifies whether an address is a place, street, avenue, road, or so on. Spanish law requires addresses in official documents to include the Street Type.
Telephone (Phone)	The telephone number for a person or organization.
User ID	The system identifier for the individual who generates a transaction.

See Also

PeopleTools Development Tools: Application Designer PeopleBook, “Creating Field Definitions,” Understanding Effective Dates

PeopleSoft Process Scheduler

PeopleBook Standard Group Boxes

The following group boxes and field groupings appear throughout PeopleSoft HRMS. We have documented them once here.

Entering Name Information

The following fields appear wherever you enter or display naming information:

Format Using

Select the country with name format appropriate for this employee. The system will display the appropriate fields for this format in the Person Name group box.

Refresh the Name Field

Click to refresh the Name field after you’ve edited any of the name fields. The system will refresh the name field when you save.

Person Name or Current Name

The following fields appear in the Person Name group box. You will not see all of the fields listed below at any one time. The system displays the fields necessary for the country you select in the Format Using field.

Title	Select a title. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.
Prefix and Name Prefix	Select a Prefix or Name Prefix, if applicable.
Royal Prefix	Select a Royal Prefix, if applicable.
First Name	Enter the employee's official first name.
Preferred First Name	For The Netherlands, enter the employee's preferred first name, if different from the First Name. The system will use the preferred name when you generate form letters or mailing labels for this employee.
Last Name Preference	For the Netherlands, choose this link to provide additional name information for married employees. The Last Name Preference page contains three fields: Last Name Partner, Prefix Partner and Last Name Preference.
Middle	Enter the employee's middle name, if applicable.
Last Name	Enter the employee's official last name.
Suffix	Select a suffix, if applicable.
Second Last Name	For Spanish employees, enter the second surname (mother's surname).
Alternate Character Name	Use this field to enter the employee's name using alternate characters (such as Japanese phonetic characters). Note. You can enter names using Japanese characters with or without a space between the surname and given name. Names using Roman alphanumeric characters require a comma delimiter. Warning! Be sure to select the correct character set on the Installation Table – Alternate Characters page. Using the wrong character set generates an error message.
Royal Suffix	Select the appropriate royal suffix. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.
Name	The system displays the employee's name as it will appear in the system.

Displaying Japanese Names on Pages

Pages that display personal name fields usually display them in First Name, Last Name order. When the country is Japan, however (JPN in the Format Using field), those fields appear in the Last Name, First Name order.

Another difference is that the Name field displays “Last Name[space]First Name,” not “Last Name,First Name”; that is, a space separates the last and first names, not a comma.

Person Name

Last:

津村

First:

友則

Alternate Character Name:

ツムラトモリ

Name:

津村 友則

Japanese name format on a page

See Also

PeopleSoft Applications Fundamentals for HRMS PeopleBook, “Setting Up PeopleSoft HRMS,” Working With Double-Byte Characters

Entering Address Information

The following fields appear in address group boxes throughout PeopleSoft HRMS. You may not see all of the fields listed below as the system displays only the fields necessary for the country in use. Determine which address fields are required for each country on the Country Table – Address Format page.

Country	Select the country with address format appropriate for this address. The system will display the appropriate fields for this format in the address group box.
Address 1, Address 2, Address 3, and Address 4	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
City	Enter the city.
County	Enter the county, if applicable.
State (State, Province, or other)	Enter the state or province.
Postal	Enter the postal, such as zip or postal code.
Number 1, and Number 2	Enter the number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.

House Type	Enter the house type, if applicable.
Postal Search	Click Postal Search to use international address formats.

Entering or Viewing Pay Components

Amounts Tab

Pay Components - Amounts

Rate Code	Rate codes are IDs for pay components. The system inserts any compensation information associated with this rate code in the compensation grid. Note. If a seniority rate code is inserted as a default value on the Job Data - Compensation page, the values for these rate codes are unavailable for entry.
Seq (sequence)	The sequence number of the rate code if it is used more than once.
Details	Click the Details button to open the Comp Rate Code Secondary Panel page.
Comp Rate , (compensation rate) Currency , and Frequency	The compensation rate, its currency, and the frequency (for example, annually, weekly, or hourly) the comp rate will be paid.
Apply FTE	If selected, the system multiplies the rate code value by the FTE factor for annualization and deannualization. FTE is the percent of full time the employee should normally work in the corresponding job. This field isn't available for Percent rate codes.
Points	The salary points associated with this rate code, if any.
Percent	If the rate code rate type is Percent , the system displays the percent to be applied to the job compensation rate or to a rate code group if you are using rate code groups.
Rate Code Group	A rate code group enables you to be more specific when calculating percentages based components as part of your employee compensation package.

Comp Rate Code Secondary Panel

Comp Rate Code:	TSDFLT
Description	Salaried Default
	☒ Base Pay ☐ Use Highest Rate
	☐ Default Without Override
Rate Code Type:	Flat Amount
Rate Code Class:	

Comp Rate Code Secondary Panel

Access this page by clicking the Details link on the Amounts page. Displays additional information about the rate code.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Working With Multiple Components of Pay,” **Defining Rate Codes**

Changes Tab

Pay Components							First	1 of 1	Last
Amounts		Changes		Conversion					
*Rate Code	Seq	Manually Updated	Change Amount	Change Points	Change Percent				
1	0	☐	0.000000		0.000	+	-		

Pay Components – Changes page

This page displays the change in an employee’s salary.

Manually Updated	The system selects this if you have manually updated the pay components.
Change Amount	The overall change amount to this pay component rate.
Change Points	The overall change amount (in points) to this pay component, if applicable.
Change Percent	The overall percentage change to this pay component, if applicable.

Pay Components						First	1 of 1	Last
Amounts		Changes		Conversion				
*Rate Code	Seq	Source	Default Without Override	Apply FTE	Converted Comp Rate			
1		None	☐	☐		+	-	

Pay Components – Conversion

This page displays the conversion rates in an employee's salary.

Source	The system displays the source of the rate code, such as <i>Absorbing Premium</i> , <i>Seniority Pay</i> , <i>Job Code</i> , or <i>Manual</i> .
Default Without Override	Selected if the worker's compensation package cannot be manually updated on the Job Data – Compensation page.
Apply FTE	Indicates if the converted rate code value will be multiplied by the FTE factor for annualization and deannualization.
Converted Comp Rate	Displays the converted compensation rate for this pay component. The system converts all base pay components to the Job currency and compensation frequency.

Required Fields on Pages

When you see a field on a page with an asterisk (*) preceding the field name, it means the field is required. You can not save a page without entering data into all of the required fields on a page.

*Description:	This is a required field
---------------	---

Example of a required field label

In some unique instances a field may be required even though there is no asterisk preceding the field name. In such cases, you will be prompted to enter data in these fields before saving the page.

Typographical Conventions and Visual Cues

To help you locate and interpret information, we use a number of standard conventions in our online documentation.

Please take a moment to review the following typographical cues:

monospace font

Indicates PeopleCode.

Bold	Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold). We also use boldface when we refer to navigational paths, menu names, or process actions (such as Save and Run).
<i>Italics</i>	Indicates a PeopleSoft or other book-length publication. We also use italics for <i>emphasis</i> and to indicate specific field values. When we cite a field value under the page on which it appears we use this style: <i>field value</i>. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>0</i>, not the letter <i>O</i>.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
See Also	PeopleBooks provide cross-references under the heading “See Also.” Capitalized titles in italics indicate the title of a PeopleBook; titles in quotes indicate the title of a chapter; titles in normal font refer to sections within the PeopleBook. Here's an example:

See Also

About These HRMS PeopleBooks, **PeopleSoft 8.3 HRMS PeopleBooks Preface**

Note. Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!**, the note is crucial and includes information that concerns what you need to do for the system to function properly.

Warning! Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

Process Introductory Table

In the documentation, each business process in the application is accompanied by an introductory table with pertinent information about the pages used in the process.

<i>Page</i>	<i>System Name</i>	<i>Navigation</i>	<i>Usage</i>
Name of the page.	Gives the system name of the page as specified in the PeopleTools Application Designer. For example, the system name of the Detail Calendar panel is DETAIL_CALENDAR1.	Provides the path for accessing the page.	Describes how you would use the page.

USF U.S. Federal Government Functionality

Any functionality that is specific to the U.S. Federal Government sector will be designated by a USF marker. Most often this will appear at the beginning of a section heading (such as with this section), but the USF designation might also appear in a note or within text, if appropriate.

E&G Education and Government Functionality

Any functionality that is specific to the Education and Government sector will be designated by an E&G marker. Most often this will appear at the beginning of a section heading (such as with this section), but the E&G designation might also appear in a note or within text, if appropriate.

Local Country Functionality

Any functionality that is specific to an individual country will be designated by the three-character ISO code for that country. For example, functionality specific to Germany would be indicated by a DEU designation at the beginning of a section heading. Most often this will appear at the beginning of a section heading (such as with this section), but the country designation might also appear in a Note or within text, if appropriate.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like changed about our documentation, PeopleBooks, and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft HRMS Product Documentation Manager
PeopleSoft, Inc.
4460 Hacienda Drive
Pleasanton, CA 94588

Or send comments by email to the authors of the PeopleSoft documentation at:

DOC@PEOPLESOFT.COM

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our product communications for you.

CHAPTER 1

About the PeopleSoft 8.3 Human Resources PeopleBook: Meet Regulatory Requirements

This book provides you with the information you will need for implementing and using PeopleSoft Human Resources: Meet Regulatory Requirements.

This chapter complements and extends the About the HRMS PeopleBooks section of HRMS documentation by providing specific information on how to use the documentation for Human Resources. Much of the general information you should know before you begin using PeopleSoft documentation is presented in About the HRMS PeopleBooks.

Note. We strongly recommend that you read About the HRMS PeopleBooks. In particular, the PeopleSoft Application Fundamentals section lists where you can find information about topics that apply to many PeopleSoft applications across the HRMS product line. For example, you can find information about setting up control tables, administering security, and setting language and currency preferences in the *PeopleSoft Application Fundamentals for HRMS PeopleBook*.

See Also

PeopleSoft HRMS PeopleBooks Preface, “About the HRMS PeopleBooks”

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages. This section lists the most common fields and provides standard definitions for Human Resources.

Field	Definition
Benefit Plan	A specific benefit offering within a plan type.
Benefit Plan Type	Also known as Plan Type, it is a two-digit code that identifies a benefit category, such as health, life, or savings.
Benefit Program	A collection of benefit plans your company offers to a group of employees.

Field	Definition
Deduction	Any amount taken from an employee's pay check to offset all or part of the cost of the employee's benefits.
Deduction Code	The code assigned to a benefit deduction.
FSA Maximum Annual Pledge	This is the total maximum an employee can pledge to contribution to a health or dependent care flexible spending accounts during a benefit plan year.
FSA Minimum Check Amount	This is the minimum amount for which a check will be printed.
Plan Type	Also known as Benefit Plan Type, it is a two-digit code that identifies a benefit category, such as health, life, or savings.

See Also

PeopleSoft HRMS PeopleBooks Preface, "About the HRMS PeopleBooks," PeopleBooks Standard Page Element Definitions

Understanding the Documentation

Documentation for PeopleSoft Human Resources is made up of 25 business processes, each with their own book:

- Administer Company Cars
- Administer Festive Advance
- Administer Salaries for the Netherlands
- Administer Salary Packaging
- Administer Training
- Administer Variable Compensation
- Administer Workforce
- Base Benefits
- Manage Commitment Accounting
- Manage Competencies
- Manage French Public Sector
- Manage Netherlands Salary Administration
- Manage Performance
- Manage Positions

- Manage Professional Compliance
- Meet Regulatory Requirements
- Monitor Absence
- Monitor Health & Safety
- Plan Careers and Successions
- Plan Salaries
- Recruit Workforce
- Report Total Compensation
- Track Faculty Events
- Track Flexible Service
- Track Global Assignments

Human Resources Reports

The documentation for the Human Resources reports is in the reports chapter in the *PeopleSoft Application Fundamentals for HRMS PeopleBook*. There you will find information about each report, listed by module.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Appendix: PeopleSoft Application Fundamentals for HRMS Reports”

CHAPTER 2

(AUS) Meeting Regulatory Requirements for Australia

This chapter provides an overview of regulatory requirements for Australia and tells you how to:

- Maintain the Australian Standard Classification of Occupations (ASCO) Table.
- Maintain data for Public Service and Merit Protection Commission reporting.

Maintaining the Australian Standard Classification of Occupations (ASCO) Table

PeopleSoft provides standard ASCO codes. Use this page to modify existing codes or to add new codes as ASCO standards change.

Pages Used to Set Up the ASCO Table

Access the ASCO Table page.

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
ASCO Table	ASCO_TBL_AUS	Monitor Workplace, Report Regulations (AUS), Setup, Asco Table	Define occupational codes per ASCO standard requirements.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook: “Appendix: PeopleSoft Application Fundamentals for HRMS Reports”

Australian Public Service and Merit Protection Commission Reporting

The Australian Public Service and Merit Protection Commission requires all Government agencies to provide employment details for employees employed under the Public Service Act 1999. Agencies are required to supply this information to the PSMPC in two separate files,

providing the PSMPC with a range of personal and employment related data about the agency's workforce.

The first file, referred to as the Snapshot, reports the state of the agency at a particular point in time. The second file referred to as the Change, reports how the agency has changed over a specified period of time.

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

Pages Used for Public Service and Merit Protection Commission Reporting

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
APS Employee Additional Data	APS_PERSDTA_AUS	Monitor Workplace; Report Regulations (AUS); Use; APS Employee Additional Data	Enter additional data required for Australian Public Service reporting.
APS Movement Code	APS_MOVECODE_AUS	Monitor Workplace; Report Regulations (AUS); Setup; APS Movement Code	Define or modify codes for employee change in status. These codes are used for administering human resources functions when employees change positions or job status.
APS Other Language Codes	APS_LNG_CD_AUS	Monitor Workplace; Report Regulations (AUS); Setup; APS Non-English Language Code	Define or modify codes for languages used on APS reporting.
APS PSMPC Reporting	APS_RUNCTL_AUS	Monitor Workplace; Report Regulations (AUS); Process; APS PSMPC Reporting	Process the Snapshot and Change reports for PSMPC reporting.

Entering Additional Employee Data

Access the APS Employee Data page.

APS Employee Additional Data	
Brown, Marcus	Employee EmpID: KA0010
Australian Public Service	
Employment Category:	Ongoing
*Engagement Date:	07/14/2000
Previous Work Sector:	Commw PS
1st Language Spoken:	Eng.+anoth
Mother's Primary Language:	Not Given
Arrival Year in Australia:	1995
1st Non English Language:	
Father's Primary Language:	Not Given

APS Employee Additional Data page

Employment Category	Select the appropriate category to define the employee's position. The choices are Irregular Duty, Ongoing, Specific Task or Specific Term.
Engagement Date	Select the date the employee took the current position.
Previous Work Sector	Select the employee's previous work sector from the list.
1st Spoken Language	Select the language classification in this field.
1st Non English Language	If you chose "Other," meaning other than English, for 1 st Language Spoken, select the employee's first language in this field.
Mother's Primary Language	Select the employee's parents' primary language.
Father's Primary Language	
Arrival Year in Australia	Enter the year the employee first arrived in Australia.

Processing PSMPC Reports

Access the APS PSMPC Reporting page.

APS PSMPC Reporting

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

Australian Public Service

Company: 

Start Date: 

End Date: 

*Report Type: 

Contact Phone:

APS PSMPC Reporting page

Report Type Select either Snapshot or Change.

Contact Phone Enter a number for the APS Employment database project team to contact to clarify information provided about the APS employee report.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook: “Appendix: PeopleSoft Application Fundamentals for HRMS Reports”

PeopleTools PeopleBook: Process Scheduler

CHAPTER 3

(CAN) Meeting Regulatory Requirements for Canada

This chapter provides an overview of meeting regulatory requirements for Canada and tells you how to:

- Set up control tables for regulatory reports.
- Meet federal employment equity report requirements.
- Meet Official Languages Act reporting requirements.

Understanding Regulatory Requirements

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, review and update Canadian standard occupational classification codes.

To meet employment equity and official language reporting requirements, run reports to generate data extract files for loading into two federal government reporting systems: the Employment Equity Computerized Reporting System (EECRS) and the Treasury Board Secretariat's system for reporting on the Official Languages Act (OLA). You won't have to re-enter the data that is in PeopleSoft Human Resources, and reports are more accurate.

PeopleSoft provides the following Canadian regulatory reports: Employment Equity, National Occupational Codes, Official Languages Requirements, and Pay Equity Table.

Setting Up Control Tables for Canadian Regulatory Reports

Set up information in the following tables in order to meet your Canadian regulatory reporting requirements.

Pages Used to Set Up Regulatory Reports for Canada

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Canadian Pay Equity Table	CAN_PAY_EQUITY_TBL	Monitor Workplace, Report Regulations (CAN), Setup, Canadian Pay Equity Table	Identify job evaluation criteria to meet requirements set by the Pay Equity Act. E. Associate Pay Equity Job Class codes with job codes in the Job Code Table.
Canadian Ntl Occ Class Table	CAN_NOC_TABLE	Monitor Workplace, Report Regulations (CAN), Setup, Canadian Ntl Occ Class Table	Review the NOC codes for Canadian companies. PeopleSoft delivers an extensive list of NOC codes, which you can amend, if necessary. Associate NOC codes with job codes in the Job Code Table.

Quantifying Job Evaluation Criteria

Access the Canadian Pay Equity Table page.

Canadian Pay Equity Table

Job Class: KC1

Pay Equity Details View All First 1 of 1 Last

***Effective Date:** 01/01/1980 ***Status:** Active

Job Comparison Criteria

Pay Equity Effort Points:	1,000
Pay Equity Responsibility Pts:	500
Pay Equity Working Cond Points:	400
Pay Equity Skill Points:	300
Pay Equity Total Points:	2,200

Canadian Pay Equity Table page

Job Comparison Criteria

You design the point system used in this group box. Determine and enter points by comparing each of these factors to every other job class in your company. For example, you might assign

more Pay Equity 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	The physical and mental effort required to perform a job.
Pay Equity Responsibility Points	Decision-making and responsibility for people, equipment, and budgets.
Pay Equity Working Cond Points (pay equity working conditions points)	The working environment, including dirt, noise, stress, and health risks.
Pay Equity Skill Points	The education, experience, and special abilities that are required to perform a job in this job class.
Pay Equity Total Points	As you enter points, the system calculates and displays a total.

Reviewing National Occupational Class Codes

Access the Canadian Ntl Occ Class Table page.

The screenshot shows a web interface titled "Canadian Ntl Occ Class Table". It displays details for National Occupational Class 0112. The interface includes a table with the following fields:

NOC Details		View All	First	1 of 1	Last
*Effective Date:	01/01/1900				
*Description:	Human Resources Managers				
NOC Occupational Group:	02		Middle and Other Managers		
Can OEE Skill Level:	N/A				

Canadian Ntl Occ Class Table page

NOC Occupational Group Select the group to which this job classification code belongs. Occupational Group codes are included in the Translate Table.

Can OEE Skill Level (Canadian Ontario employment equity skill level) Select from the list of translate values.

Meeting Employment Equity Reporting 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 (the Employment Equity report, 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.

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.

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

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

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook: "Appendix: PeopleSoft Application Fundamentals for HRMS Reports"

Employment Equity Report Files

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

Employee File

EECRS Report Field Name	PeopleSoft Field	In PeopleSoft Table	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	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	Derived value based on rules in SQR – data from a combination of PERSONAL_DATA and EMPLOYMENT records.	Refer to “How Employee Type Is Determined” below.
Employee Type Comment	Employment Status Full-Time Student	Derived value based on rules in SQR – data from a combination of PERSONAL_DATA and EMPLOYMENT records.	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	Refer to “Understanding Salary Definition and Calculation” below.
Aboriginal	Aboriginal	PERSONAL_DATA	
Visible Minority	Visible Minority	PERSONAL_DATA	
Disabled	Disabled	PERSONAL_DATA	

EECRS Report Field Name	PeopleSoft Field	In PeopleSoft Table	Notes
Hire Date	Hire Date	EMPLOYMENT	
Termination Date	Termination Date	EMPLOYMENT	

Promotion File

EECRS Report Field Name	PeopleSoft Field	In PeopleSoft Table	Notes
Employee #	Employee ID	PERSONAL_DATA	
Promotion #	Derived values from SQR program – sequential count	Based on a number of JOB records that meets appropriate criteria as defined by EECRS reporting rules.	
Promotion Date	Derived value from EFF_DT	JOB	

Temporary Terms File (for temporary employees)

EECRS Report Field Name	PeopleSoft Field	In PeopleSoft Table	Notes
Employee #	Employee ID	PERSONAL_DATA	
Term #	Derived field-sequential count	CONTRACT_DATA	
Start Date	CONTRACT_BEGIN_DT	CONTRACT_DATA	
End Date	CONTRACT_END_DT	CONTRACT_DATA	
Completed Date	Termination Date	EMPLOYMENT	Temporary employees only.

Including Employees in the Employment Equity Report

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

The Job record used in the data files is the one with the maximum effective date and 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 an employee has had no job activity during the reporting year.

The minimum employee record number is used if more than one job is present. Data from Personal Data, Diversity, Disability, and Employment records 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 all their job salaries.

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 system determines the appropriate category for each EECRS Employee Type:

<i>Full-Time (01)</i>	REG_TEMP = 'R' (regular) FULL_PART_TIME = 'F' (full-time) EMPL_STATUS not in (L,P,S) FT_STUDENT <> 'Y'
<i>Part-Time (02)</i>	REG_TEMP = R FULL_PART_TIME <> 'F' EMPL_STATUS not in (L,P,S) FT_STUDENT <> 'Y'
<i>Temporary (03)</i>	REG_TEMP = 'T' EMPL_STATUS not in (L,P,S) FT_STUDENT <> 'Y'
<i>Other (04)</i>	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.
<i>Casual (05)</i>	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*), the description field is populated as follows:

<i>Full-Time Student</i>	FT_STUDENT = 'Y'
<i>On Leave of Absence</i>	EMPL_STATUS = L,P
<i>Suspended or Laid Off</i>	EMPL_STATUS = S
<i>Terminated and hasn't worked during the year</i>	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

Understanding Salary Definition and Calculation

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

- Salary should be annualized in some situations.
- If two activities with respect to earnings or job take place in a year, one of which requires annualization and one that doesn't, then the most recent activity takes priority. For example, if a new hire (annualized) is laid off that same year (non-annualized), the employee's salary should be non-annualized for this report.
- The salary figure includes salary, wages, commissions, tips, bonuses, and piece rates, but not overtime wages.
 - When salary isn't annualized, the default salary figure provided is pulled from the CIT YTD tax in CAN_TAX_BALANCE. This information does not include overtime. If overtime is a possibility for your organization, 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 or non-annualization rests with Human Resources Development Canada (HRDC). 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 Employment Equity report responds to that situation. Note circumstances where you must modify the report manually for accurate results.

Employment Equity Report Annualizes:	Interface Functionality
New hires and promotions during the reporting period	Annualizes using ANNUAL_RT.

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

The following table shows under which circumstances salary shouldn't be annualized and how the Employment Equity report responds to that situation. Note circumstances where you must modify the report manually for accurate results.

<i>Employment Equity Report Does Not Annualize</i>	<i>Interface Functionality</i>
Temporary employees	SQR categorized them as Employee Type "03 – Temporary"
Seasonal Workers who have worked a complete season	All seasonal workers are deemed to have worked a complete season because PeopleSoft Human Resources cannot identify partial season.
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 the Employment Equity report. Modify data in EECRS manually if an incomplete season occurred.
Employees who are temporarily laid off	SQR categorized them as Employee Type "04 – Other"
Employees recalled in accordance with the collective agreement part way through the year	Does not annualize

<i>Employment Equity Report Does Not Annualize</i>	<i>Interface Functionality</i>
Strike	Does not annualize
Permanent employees working part of the year as full- time employees	Does not annualize
Acting assignment	PeopleSoft Human Resources cannot identify these situations. Modify the provided figure manually in EECRS.
New hire with fluctuating base salary and commission	PeopleSoft Human Resources cannot identify these situations. Modify the provided figure manually in EECRS.
Commission-only salary	PeopleSoft Human Resources cannot identify these situations. 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)	Modify the provided figure manually in EECRS.

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 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 Canadian government strongly recommends that you back up a copy of your final files. Because you may delete or write over existing employee data in EECRS, keeping a copy ensures that you retain accurate records of the information that you submit for each reporting year.

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

Meeting Official Languages Act Reporting Requirements

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

Understanding the Canadian Official Language Data File Report (PER102CN)

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

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

OLA Report Name	Field	PeopleSoft Field	In PeopleSoft Table	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	
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	

OLA Report Name	Field	PeopleSoft Field	In PeopleSoft Table	Notes
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	

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook: “Appendix: PeopleSoft Application Fundamentals for HRMS Reports”

Understanding the Canadian Official Language Reports (PER108CN)

The Canadian Official Language reports provide summary information that is required by the OLA. The reports assume an As of Date of December 31st of the current year, unless another date is specified. There are five summary reports that are produced in a print format:

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

Participation by Province

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

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

<i>OLA Summary Report Field Name</i>	<i>PeopleSoft Field</i>	<i>In PeopleSoft Table</i>	<i>Notes</i>
Province	JOB.LOCATION_CODE	JOBCODE_TBL	Displays the Location code based on the employee JOB location code as indicated in the employee job code record.
Total # of Employees	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 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 or FR.

Participation by Occupational Category

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

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

OLA Summary Report Field Name	PeopleSoft Field	In PeopleSoft Table	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-Administrative Support 95-Operational
Total # of Employees	CAN_NOC_CD	JOBCODE_TBL	The count of selected employees with that occupational category.
Total # of Employees First Official Languages English	LANGUAGE_CD	PERSONAL_DATA	The count of the selected employees in the selected group who have a language code that isn't equal to CFR or FR. 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 or FR.

Service to Public by Bilingual Office/Point of Service

The Service to Public by Bilingual Office/Point of Service summary report includes individuals whose most recent JOB record has an EMPL_STATUS value equal to A, L, P, or S and whose OFF_LNG_RQMT_CAN record has a PUB_SVC_LNG_CAN value of either French, English, or Bilingual.

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

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

<i>OLA Summary Report Field Name</i>	<i>PeopleSoft Field</i>	<i>In PeopleSoft Table</i>	<i>Notes</i>
Province	LOCATION_DESCR	LOCATION_TBL	
Location	STATE_TBL.DESCR	STATE_TBL	
Office Code	LOCATION_TBL.TB S_ OFFICE_CD_CAN	LOCATION_TBL	
Resources Servicing the Public	PUB_SVC_LNG_CA N	OFF_LNG_RQMT_C AN	The count of selected employees at that location.
Resources Serving in English	PUB_SVC_LNG_CA N	OFF_LNG_RQMT_C AN	The count of selected employees at that location with a PUB_SVC_LNG_CA N value of either English or Bilingual.
Resources Serving in French	PUB_SVC_LNG_CA N	OFF_LNG_RQMT_C AN	The count of selected employees at that location with a PUB_SVC_LNG_CA N value of either French or Bilingual.

Internal Services to Bilingual Regions

The Internal Services to Bilingual Regions summary report includes individuals whose most recent JOB record has a REG_REGION value equal to CAN and an EMPL_STATUS value equal to A, L, P, or S. Individuals must also have a value of either English, French, or Bilingual in any of the following fields on the OFF_LNG_RQMT_CAN page:

- INTRL_ON_LNG_CAN
- INTRL_NCR_LNG_CAN
- INTRL_MNT_LNG_CAN
- INTRL_QC_LNG_CAN
- INTRL_NB_LNG_CAN

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

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

OLA Summary Report Field Name	PeopleSoft Field	In PeopleSoft Table	Notes
Internal Services to Employees In: National Capital Region Ontario North & East Montreal Bilingual Quebec- Other New Brunswick Total	 INTRL_ON_LNG_C N INTRL_NCR_LNG_C AN INTRL_MNT_LNG_C AN INTRL_QC_LNG_CA N INTRL_NB_LNG_CA N	OFF_LNG_RQMT_C AN	
Resources Providing Internal Services	INTRL_ON_LNG_C N INTRL_NCR_LNG_C AN INTRL_MNT_LNG_C AN INTRL_QC_LNG_CA N INTRL_NB_LNG_CA N	OFF_LNG_RQMT_C AN	Displays the count of employees who have a value of English, French, or Bilingual in the Internal Languages field for each region.
Resources Serving in English	INTRL_ON_LNG_C N INTRL_NCR_LNG_C AN INTRL_MNT_LNG_C AN INTRL_QC_LNG_CA N INTRL_NB_LNG_CA N	OFF_LNG_RQMT_C AN	Displays the count of employees who have a value of English or Bilingual in the Internal Languages field for each region.

<i>OLA Summary Report Field Name</i>	<i>PeopleSoft Field</i>	<i>In PeopleSoft Table</i>	<i>Notes</i>
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.

Supervision in Bilingual Regions

The Supervision in Bilingual Regions summary report includes individuals whose most recent JOB record has a REG_REGION value equal to CAN and an EMPL_STATUS value equal to A, L, P, or S. Individuals must also have a value of either English, French, or Bilingual in any of the following fields on the OFF_LNG_RQMT_CAN page:

- SUPR_COMM_ON_CAN
- SUPR_COMM_NCR_CAN
- SUPR_COMM_MNT_CAN
- SUPR_COMM_QC_CAN
- SUPR_COMM_NB_CAN

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

OLA Summary Report Field Name	PeopleSoft Field	In PeopleSoft Table	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_C AN SUPR_COMM_NCR_ CAN SUPR_COMM_MNT_ CAN SUPR_COMM_QC_C AN SUPR_COMM_NB_C AN	OFF_LNG_RQMT_C AN	
The Number of Supervisors Required to Be Bilingual	SUPR_COMM_ON_C AN SUPR_COMM_NCR_ CAN SUPR_COMM_MNT_ CAN SUPR_COMM_QC_C AN SUPR_COMM_NB_C AN	OFF_LNG_RQMT_C AN	Displays the count of employees who have a value of Bilingual in the Supervisors Required field for each region.
Of These, the Number Qualified to Carry Out Their Duties in Both Official Languages	BILINGUALISM_CD	PERSONAL_DATA	

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook: “Appendix: PeopleSoft Application Fundamentals for HRMS Reports”

CHAPTER 4

(FRA) Meeting Regulatory Requirements for France

This chapter tells you how to set up control tables for regulatory reporting and meet the following reporting requirements:

- Disability
- Professional elections
- Employee survey
- Training 2483

Understanding Regulatory Requirements

PeopleSoft 8 Human Resources provides resources for managing and reporting on various types of data that are required by French government regulations. PeopleSoft provides the following French regulatory reports:

- Disability (DIS001)
- Election (ELE001)
- Employee Survey (SOC001)
- Monthly Workforce (REG001FR)
- Personal Register (REG002FR)
- Training 2483 (TRN029)
- Workforce by Nationality (REG003FR)

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Appendix: PeopleSoft Application Fundamentals for HRMS Reports”

Setting Up 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.

The following tables are documented elsewhere and should be set up before running your French regulatory reports:

Control Table	Description
APE Table Page	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.
External Variables Page	Enter information related to salaries and social security ceilings that are established by the French government each year and enter the disability rates for the Disability report.
INSEE Table Fra Page	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.
FRA Pension/Cont. Funds Table – Institution Type and Page FRA Pension/Cont. Funds Table – Institution Add. Page	Enter address and location details about the institutions that provide pensions to your employees.
Setting Up Training Report Groups and Indicators	Review and update the seven main groups of indicators defined by the French government for the different types of Employee Survey. Then, link these groups to the appropriate columns on the Employee Survey report.
URSSAF Code Page	Store the codes of the local URSSAF (Union de Recouvrement de la Sécurité Sociale et des Allocations Familiales) offices. This government agency collects employee and employer contributions made for illness and work accidents.
Trn 2483 Parameters Page	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.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Setting Up Local Country Functionality,” (FRA) Setting Up French Control Tables

Pages Used to Set Up Regulatory Reports in France

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Contract Type Group	CNTRCT_TYPE_GRP	Monitor Workplace, Report Regulations (FRA), Setup, Contract Type Group, Contract Type Group	Group contract types together. Before using this page, set up the Contract Type Table.
Country Group	COUNTRY_GRP	Monitor Workplace, Report Regulations (FRA), Setup, Country Group, Country Group	Modify country groupings. Before using this page, set up the Country Table.
Employee Survey Group	GROUP_SHEETTBL_FRA	Monitor Workplace, Report Regulations (FRA), Setup, Employee Survey Indicators, Employee Survey Group	Update the seven main groups defined by the French government.
Employee Survey Indicator	INDIC_SHEETTBL_FRA	Monitor Workplace, Report Regulations (FRA), Setup, Employee Survey Indicators, Employee Survey Indicator	Update the indicators and link the indicators with the relevant application engine section.
Election Group	ELECTION_GR_TBL	Monitor Workplace, Monitor Elections (FRA), Setup, Election Group, Election Group	Define the various groups that are active in your organization.
Election Roll	ELECTION_RL_TBL	Monitor Workplace, Monitor Elections (FRA), Setup, Election Roll, Election Roll	Define the election rolls or candidacies.
Mandatory Base Scheme	BSE_SCH_FRA_TBL	Monitor Workplace, Report Regulations (FRA), Setup, Base Scheme, Mandatory Base Scheme	Define the base scheme necessary for DADS, a French payroll report.
Kind of Contract	CTC_KND_FRA_TBL	Monitor Workplace, Report Regulations (FRA), Setup, Kind of Contract	Define the kind of contracts needed for DADS, a French payroll report.
Category Status	CTG_STS_FRA_TBL	Monitor Workplace, Report Regulations (FRA), Setup, Category Status	Define the category status needed for French payroll and DADS, a French payroll report.

Page Name	Object Name	Navigation	Usage
Covered Population	CVD_POP_FRA_TBL	Monitor Workplace, Report Regulations (FRA), Setup, Covered Population	Define the covered population needed for DADS, a French payroll report.
Job Category	JOB_CTG_FRA_TBL	Monitor Workplace, Report Regulations (FRA), Setup, Job Category	Define the job categories used in your company. Needed for the Single Hiring Statement report.
Medical Organism	MED_ORG_FRA_TBL	Monitor Workplace, Report Regulations (FRA), Setup, Medical Organism	Define the medical organizations used in your company. Needed for the Single Hiring Statement report.
Population Category	POP_CTG_FRA_TBL	Monitor Workplace, Report Regulations (FRA), Setup, Population Category	Define the population categories used by your company. Needed for DUCS, a French payroll report.
Professional Status	PRF_STS_FRA_TBL	Monitor Workplace, Report Regulations (FRA), Setup, Professional Status	Define the professional status used in your company. Needed for DADS, a French payroll report.

The following pages are populated with system data:

- Mandatory Base Scheme
- Kind of Contract
- Category Status
- Covered Population
- Job Category
- Medical Organism
- Population Category
- Professional Status

On these pages, you have the ability to modify, delete, and add new codes. As legislative changes occur, you can easily update this data to comply with French legislation that applies

to your organization. In some cases, not all the system data is populated, because only a few parts of this information may be relevant to your organization.

Grouping Contract Types

Access the Contract Type Group page.

Contract Type Group

Group Name: REG002FR

View All First 1 of 1 Last

***Effective Date:** 01/01/1900

Status: Active

***Description:** Used in REG002FR

Short Description: REG002FR

*SetID	*Contract Type	Description		
FRA	ADA	Adaptation Contract	+	-
FRA	APP	Apprentice Contract	+	-
FRA	CDD	Limited Contract	+	-
FRA	QUA	Qualification Contract	+	-

Contract Type Group page

SetID and Contract Type Enter or look up a setID and a contract type to associate with this **Group Name**.

Updating Groups

Access the Employee Survey Group page.

Employee Survey Group		Employee Survey Indicator	
Type of Employee Survey: Trade & Services Company		Indicator Group: 1	
Description:	Employment		
Short Description:	Employment		
Comment:			
Number of Columns: 4			
Descr. 1	Descr. 2	Descr. 3	Descr. 4
Executive	Act Exec	Worker	Total

Employee Survey Group page

Note. 100 percent of the groups and 95 percent of 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, however the employee survey process does not compute all indicators. About 50 percent of the indicators are computed. Use the Employee Survey Group and Employee Survey Indicator setup pages to change or modify these groups or indicators, if necessary.

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 **Descr.** (description) fields appear on the page.

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

Updating Indicators

Access the Employee Survey Indicator page.

Employee Survey Group Employee Survey Indicator

Type of Employee Survey: Trade & Services Company Indicator Group: 1 Employment

View All First 1 of 51 Last

*Indicator: 111

*Description: Total Workforce

Short Description: 111

Comment:

Number of Columns: 4

Descr. 1 Descr. 2 Descr. 3 Descr. 4

Executive Act Exec Worker Total

Application Engine

Section: IND111

☐ Payroll Related

Employee Survey Indicator 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 **Descr** (description) fields that appear at the bottom of the page is linked to the value that you enter in the Number of Columns field.

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

Application Engine

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

Section

Enter the section of the employee survey that the application engine should calculate for the given indicator.

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

Payroll Related

Select to calculate this indicator. A payroll related indicator is computed only if PeopleSoft Global Payroll is installed.

Note. When the columns are changed, the related indicator in the Application Engine should be modified to fill the columns properly. You must make these changes to the process manually.

See Also

PeopleTools PeopleBook: Application Engine

Meeting French Disability Reporting Requirements

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.

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

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

Standard Terms

Here are some terms that are 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 job code within your company, their description, and the number of men or women in each category.
Jobs Requiring Special Abilities	This list shows 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	The total population minus consultants and trainees, but not minus the excluded jobs.
Calculation Population	The total population minus the consultants, trainees, and excluded jobs.
Calculated Number of Disabled Employees	The calculated, theoretical number of disabled employees whom the company should hire to comply with the law.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Appendix: PeopleSoft Application Fundamentals for HRMS Reports"

Meeting French Professional Elections Reporting Requirements

PeopleSoft Human Resources helps you monitor professional elections for personnel representatives (Delegates 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 enter the election data, run the Election report to report the results of the elections to the employees and management.

Pages Used to Manage Elections

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Group	ELECTION_GROUP	Monitor Workplace, Monitor Elections (FRA), Use, Election Data, Group	Define the characteristics of a given election.
Roll	ELECTION_ROLL	Monitor Workplace, Monitor Elections (FRA), Use, Election Data, Roll	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.
Votes	ELECTION_VOTES	Monitor Workplace, Monitor Elections (FRA), Use, Election Data, Votes	Enter the voting results.
Results	ELECTION_RESULT S	Monitor Workplace, Monitor Elections (FRA), Use, Election Data, Results	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. Modify the calculated results and validate the election results.

Page Name	Object Name	Navigation	Usage
Seats	ELECTION_SEATS	Monitor Workplace, Monitor Elections (FRA), Use, Election Data, Seats	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.

Defining an Election

Access the Election Data - Group page.

Group		Roll	Votes	Results	Seats
Company:	KF1	Business I	Description:	KF001	Paris - Headquarter
Election Date:	07/25/2000		Round:	1	Mandate Type: CE Wk Council
Reserved for Monitor French Elections View All First 1-3 of 3 Last					
*Group	Voters	Incumbent	Substitute		
KFCAD Managers	25	2	2	+ -	
KFETA ETAM	75	3	3	+ -	
KFWRK Workers	225	4	4	+ -	

Election Data - Group page

- 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 and Substitute** Specify the number of incumbents and substitutes affected by the election. The incumbent number is copied into the Substitute field, but you can overwrite this value.

Recording Candidacies for Election Groups

Access the Election Data - Roll page.

Group	Roll	Votes	Results	Seats
Company: KF1 Business I		Description: KF001 Paris - Headquarter		
Election Date: 07/25/2000		Round: 1 Mandate Type: CE Wk Council		
Reserved for Monitor French Elections View All First 1 of 3 Last				
Group: KFCAD Managers				
Reserved for Monitor French Elections View All First 1 of 1 Last				
*Roll		Number of Candidates		
KF001  Confed. Francaise du Travail		2		

Election Data - Roll page

Rolls

To enter one or more rolls for each group, select from the list of Election Roll page prompt values. 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.

Note. If you modify or change the number of candidates at the roll level in the roll page, it affects the Votes page by inserting or deleting rows. The number of Candidate rows displayed on the Votes page is always synchronized with the number of candidates that is defined at the roll level in the Roll page.

Entering Voting Results

Access Election Data - Votes page.

Group	Roll	Votes	Results	Seats
Company: KF1 Business I		Description: KF001 Paris - Headquarter		
Election Date: 07/25/2000		Round: 1 Mandate Type: CE Wk Council		
Reserved for Monitor French Elections View All First 1 of 3 Last				
Group: KFCAD	Invalid: 2	Blank: 3	Altered: 1	Regular: 19
Reserved for Monitor French Elections View All First 1 of 1 Last				
Roll: KF001	Inc.: 9.50	Sub.: 9.50	Altered: 1	Regular: 19
Reserved for Monitor French Elections View All First 1-2 of 2 Last				
Candidate	Incumbent Votes	Substitute Votes		
1	12	12		
2	7	7		

Election Data - Votes page

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

Group

For the election in question, enter the number of **Invalid**, **Blank**, **Altered**, and **Regular** votes for each Group.

Roll

Displays the roll as entered on the Roll page and the average number of **Inc.** (incumbent) and **Sub.** (substitute) votes.

Enter the number of **Altered** votes and the number of **Regular** votes for each roll.

Candidate

If you enter the number of **Incumbent Votes** and **Substitute Votes** at the Candidate level, the system displays the average number of votes for the Incumbents and Substitutes at the Roll level.

If you enter no votes at the Candidate level, the number of regular votes entered at the Roll level appears by default as zero in both the Incumbent Votes and Substitute Votes fields at the Candidate level.

Validating Election Results

Access the Election Data - Results page.

Group	Roll	Votes	Results	Seats
Company: KF1 Business I		Description: KF001 Paris - Headquarter		
Election Date: 07/25/2000		Round: 1 Mandate Type: CE Wk Council		
Reserved for Monitor French Elections View All First 1 of 3 Last				
Group: KFCAD	Invalid: 2	Blank: 3	Altered: 1	Regular: 19
Turnout: 96.0	Quorum ☒	Seat Value: 9.50	Election Validated ☐	
Reserved for Monitor French Elections View All First 1 of 1 Last				
	Incumbent: 2	Total: 1	Substitute: 2	Total: 1
Roll	Votes	Seats	Indicator	Result
KF001	9.50	1	4.75	1

Election Data - Results page

Group

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

Turnout

The turnout for the **Roll** is a ratio calculated by adding the invalid, blank, and regular votes at the Group level, and dividing this number by the number of voters defined in the Group page.

Quorum

This is selected if voter turnout for the group is greater than 50 percent. That is, the number of votes for a group (invalid, blank, and regular) is greater than the number of voters defined on the Group page divided by two.

Seat Value

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

Select to validate this election.

Roll

The number of **Incumbent Votes** and **Substitute Votes** entered in the Votes page is displayed at the Roll level for a given group.

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

This number is calculated by dividing the number of incumbent and substitute votes by the number of the **Incumbent Results** and **Substitute Results** plus one.

Results

Results appear by default from the calculation of the seats. You can change the results.

Determining Elected Candidates

Access the Election Data - Seats page.

Group	Roll	Votes	Results	Seats
Company: KF1 Business I		Description: KF001 Paris - Headquarter		
Election Date: 07/25/2000		Round: 1 Mandate Type: CE Wk Council		
Reserved for Monitor French Elections View All First 1 of 3 Last				
Group: KFCAD	Turnout: 96.0	Quorum: ☒	Seat Value: 9.50	
Reserved for Monitor French Elections View All First 1 of 1 Last				
Roll: KF001	Incumbent: 1	Substitute: 1	10% Rule: ☐	
Reserved for Monitor French Elections View All First 1-2 of 2 Last				
	Incumbent:		Substitute:	
Candidate	Final Order	Elected:	Final Order	Elected:
1	1	☒	1	☒
2	2	☐	2	☐

Election Data - Seats page

- 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.
- Roll** For each roll, the system displays the number of **Incumbent** and **Substitute** seats obtained. This is the value entered in the Results field on the Results page.
- 10% Rule** For each roll, indicate whether the decision to declare the candidates elected is made by applying the 10% Rule.
- Candidate** Displays the candidate number.
- For each **Incumbent** or **Substitute** candidate, indicate the **Final Order** on the roll and whether the candidate was **Elected**.

Meeting French Employee Survey Reporting Requirements

The Employee Survey report (Le Bilan Social) is an annual regulatory report that the French government requires from employers with more than 200 employees. The report is communicated to both labor unions and the government and provides an analysis of the company over the past three years for about 100 indicators.

There are three 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 and services industry.

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

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

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

Here's how to prepare your Employee Survey report:

1. Set up or modify the Updating Groups. (Optional).
2. Set up or modify the Employee Survey Indicators and link them with the application engines. (Optional).
3. Run the Employee Survey (HR_EMSURVEY) process calculation for all of the indicators.
4. Review the results of the process calculations. (Optional).
5. Run the Employee Survey Report (SOC001) to print, or export to a file, the results of the process calculations.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Appendix: PeopleSoft Application Fundamentals for HRMS Reports

Pages Used to Prepare the Employee Survey Report

Page Name	Object Name	Navigation	Usage
Employee Survey Parameters	RUNCTL_EMSURVEY	Monitor Workplace, Report Regulations (FRA), Process, Compute Employee Survey, Employee Survey Parameters	Set up the Compute Employee Survey process.
Edit Employee Survey	EDIT_SHEET_FRA	Monitor Workplace, Report Regulations (FRA), Use, Employee Survey	Review, and modify if needed, the calculation results run by the Compute Employee Survey process on each of your indicators.

Setting Up the Compute Employee Survey Process

Access the Employee Survey Parameters page.

Employee Survey Parameters

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

Period Definition for Requests

As Of Date: 01/30/1997

Years Number: 1

Organization

Employee Survey: Trade & Services Company

Company: GBI Global Business Institute

Establishment ID:

Indicators

Indicator Group: 1 Employment

Indicator: 111 Total Workforce

Employee Survey Parameters page

As of Date and Years Number

Enter the date for which you want to process the Employee Survey report. The Employee Survey processes the calculation by civil years. For instance, to report on Year 1998, enter any date in 1998 and **1** in the **Years Number** field. To report on 1998, 1999 and 2000, enter any date in 1998 and **3** in the Years Number field. The maximum reporting period is three years.

Employee Survey

Select the type of survey that you want to run.

Company

Select from the list of Company Table prompt values.

Establishment ID

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

Indicator Group and Indicator

To run one indicator, 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.

See Also

PeopleTools PeopleBook: Process Scheduler

Reviewing Calculation Results

Access the Edit Employee Survey page.

Edit Employee Survey

User ID: PS Type of Employee Survey: Trade & Services Establishment

Run Control ID: HR_EMSURVEY_ALL

As Of Date: 01/01/1999

Indicator Group: 1 Employment

Indicator: 111 Total Workforce

Executive	Act Exec	Worker	Total
1,000	17,000	2,000	20,000

Indicator: 112 Full Time Workforce

Executive	Act Exec	Worker	Total
1,000	12,000	1,000	14,000

Edit Employee Survey page

Type of Employee Survey

This appears at the top of the screen.

As Of Date

The date for your Compute Employee Survey process appears at the top of the screen. Use the outer scroll bar to navigate between processes that are run with different as of dates.

Indicator Group and 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 middle scroll bar to navigate between indicator groups and the inner scroll bar to navigate between indicators. For each indicator, you can modify the data calculated by the process.

Predefined Employee Survey Indicators for the Employee Survey Report

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

Indicator	Description	AE Section	Employee Survey	Long Description
111	Total Workforce	IND111	Establishment and Company	Total workforce as of 12/31. Part-time workers are taken into account; non-employees are not retrieved.
112	Full Time Workforce	IND112	Establishment and Company	Full-time worker with an unlimited contract who is hired more than one year ago. As of 12/31 of each year.
113	Limited Contract	IND113	Establishment and Company	All limited contractors are retrieved.
114	Workforce per Month	IND114	Establishment and Company	Monthly average headcount for the given year.
115A	Total Workforce: Male	IND115A	Establishment and Company	Distribution by gender of the total workforce as of 12/31.
115B	Total Workforce: Female	IND115B	Establishment and Company	Distribution by gender of the total workforce as of 12/31.
115C	Total Workforce: Unknown	IND115C	Establishment and Company	Distribution by gender of the total workforce as of 12/31 when sex is unknown.
116A	< 25 Years Old	IND116A	Establishment and Company	Distribution by age of the total workforce as of 12/31.
116B	< 30 Years Old	IND116B	Establishment and Company	Distribution by age of the total workforce as of 12/31.
116C	< 35 Years Old	IND116C	Establishment and Company	Distribution by age of the total workforce as of 12/31.
116D	< 40 Years Old	IND116D	Establishment and Company	Distribution by age of the total workforce as of 12/31.
116E	>= 40 Years Old	IND116E	Establishment and Company	Distribution by age of the total workforce as of 12/31.
117A	< 1 Year of Service	IND117A	Establishment and Company	Distribution by company seniority date as of 12/31.

Indicator	Description	AE Section	Employee Survey	Long Description
117B	< 3 Years of Service	IND117B	Establishment and Company	Distribution by company seniority date as of 12/31.
117C	< 5 Years of Service	IND117C	Establishment and Company	Distribution by company seniority date as of 12/31.
117D	< 10 Years of Service	IND117D	Establishment and Company	Distribution by company seniority date as of 12/31.
117E	>= 10 Years of Service	IND117E	Establishment and Company	Distribution by company seniority date as of 12/31.
118A	French Employees	IND118A	Establishment and Company	Total workforce by nationality as of 12/31: French.
118B	Foreigner Employees	IND118B	Establishment and Company	Total workforce by nationality as of 12/31: other.
119	Workforce Distribution	IND119	Establishment and Company	Workforce distribution by employee categorization as of 12/31.
121	External Workforce	IND121	Establishment and Company	Non-employee workers as of 12/31.
122	Student	IND122	Establishment and Company	Internship as of 12/31.
123	Temporary Workforce	IND123	Establishment and Company	Monthly average number of leased workers for the given year.
124	Limited Contract Duration	Not delivered	Establishment and Company	
131	Unlimited Contract Hire	IND131	Establishment and Company	Number of employees hired with an unlimited duration contract during the given year.
132	Limited Contract Recruitment	IND132	Establishment and Company	Number of employees recruited with a limited duration contract during the given year.
133	Seasonal Contract Hire	IND133	Establishment and Company	Number of employees recruited with a seasonal contract during the given year.
134	Under 25 Years Old Hired	IND134	Establishment and Company	Number of hired employees who are less than 25 years old during the given year.

Indicator	Description	AE Section	Employee Survey	Long Description
141	Total Departure	IND141	Establishment and Company	Number of permanent departures during the given year.
142	Resignation	IND142	Establishment and Company	Number of permanent departures due to resignations during the given year.
143	Discharge - Redundancy	IND143	Establishment and Company	Number of permanent departures due to redundancy during the given year.
144	Discharge - Other	IND144	Establishment and Company	Number of permanent departures due to other reasons during the given year.
145	End of Limited Contracts	IND145	Establishment and Company	Number of end of limited contract during the given year.
146	End While Qualification	IND146	Establishment and Company	Number of departures while qualification during the given year.
147	Move to another Establishment	IND147	Establishment	Number of moves to another Establishment during the given year.
148	Retirement - Early Retirement	IND148	Establishment and Company	Number of departures due to retirement or early retirement during the given year.
149	Death	IND149	Establishment and Company	Number of deaths during the given year.
151	Promotion	IND151	Establishment and Company	Number of employees who changed employee categorization during the given year.
161	Employees Lay Off	IND161	Establishment and Company	Number of employees having at least one lay off during the given year.
162A	Employees Lay Off With Pay	IND162A	Establishment and Company	Number of employee lay off pay hours during the given year.
162B	Employee Lay Off Without Pay	IND162B	Establishment and Company	Number of employee lay-off hours without pay during the given year.

Indicator	Description	AE Section	Employee Survey	Long Description
171	Disability	IND171	Establishment and Company	Number of disabled workers as of 03/31.
172	Disability Due to Work Accidents	IND172	Establishment and Company	Number of disabled workers due to a work accident in the present company as of 03/31.
181A	Leave of Absence	IND181A	Establishment and Company	Number of Leaves of Absence during the given year: public holidays and annual holidays excluded.
181B	Theoretical Worked Days	Not delivered	Establishment	
181C	Leave of Absence Rate	Not delivered	Establishment	
182	Leave of Absence - Sick	IND182	Establishment and Company	Number of leave of absence days due to sickness during the given year.
183A	Leave of Absence - Sick : < 8 Days	IND183A	Establishment and Company	Number of leave of absence days due to sickness that started during the given year: distribution by duration.
183B	Leave of Absence - Sick : < 30 Days	IND183B	Establishment and Company	Number of leave of absence days due to sickness that started during the given year: distribution by duration.
183C	Leave of Absence - Sick : >= 30 Days	IND183C	Establishment and Company	Number of leave of absence days due to sickness that started during the given year: distribution by duration.
184	Leave of Absence - Accident	IND184	Establishment and Company	Number of leave of absence days due to work accident, work illness, or accident when commuting during the given year.
185	Leave of Absence - Maternity	IND185	Establishment and Company	Number of leave of absence days due to maternity during the given year.

Indicator	Description	AE Section	Employee Survey	Long Description
186	Leave of Absence - Vacation	IND186	Establishment and Company	Number of authorized leave of absence days for vacation during the given year.
187	Leave of Absence - Other	IND187	Establishment and Company	Number of unauthorized leaves of absence during the given year.
211	Annual Salary by Empl	Not delivered	Establishment and Company	
211BI	Monthly Salary	Not delivered	Establishment and Company	
212	Average Salary as of December	Not delivered	Establishment and Company	
212BI	% of non monthly bonuses	Not delivered		
213A	Salary Scale: Male	Not delivered	Establishment and Company	
213B	Salary Scale: Female	Not delivered		
213C	Salary Scale: Total	Not delivered		
221	Salary Ratio: Higher/Lower	Not delivered	Establishment and Company	
221BI	Salary Ratio: Executive/Worker	Not delivered	Establishment and Company	
222	Highest Compensation	Not delivered	Establishment	
231	Performance-Related	Not delivered	Establishment and Company	
232	Hourly Wage Percentage	Not delivered	Establishment and Company	
241A	Disease Grace Period	Not delivered	Establishment and Company	
241B	Disease Compensation	Not delivered	Establishment and Company	
241C	Public Holiday Compensation	Not delivered	Establishment and Company	
241D	Redundancy: Notice and Payment	Not delivered	Establishment and Company	
242	Expense for External	Not delivered	Establishment and Company	
251	Total Compensation	Not delivered	Establishment	

Indicator	Description	AE Section	Employee Survey	Long Description
261	Bonus	Not delivered	Establishment	
262	Average Bonus	Not delivered	Establishment	
263	Stock Percent	Not delivered	Establishment	
311A	Work Accident	IND311A	Establishment and Company	Number of work accidents that result in leave of absence days during the given year.
311B	Theoretical Worked Hours	Not delivered	Establishment	
311C	Work Accident Frequency	Not delivered	Establishment	
312A	Lost Days	IND312A	Establishment and Company	Lost days due to work accidents during the given year.
312B	Theoretical Worked Hours	Not delivered	Establishment	
312C	Accident Severity Rate	Not delivered	Establishment	Work accident severity = Lost days due to work accidents*10exp6 /Theoretical worked hours.
313	Permanent Disability	IND313	Company	Number of permanent disabilities that are notified to the company during the given year.
313A	Permanent Disability: French	IND313A	Establishment	Number of permanent disabilities that are notified to the company during the given year.
313B	Permanent Disability: Foreigners	IND313B	Establishment	Number of permanent disabilities that are notified to the company during the given year.
314A	Fatal Accident at Work	IND314A	Establishment and Company	Number of fatal accidents at work during the given year.
314B	Fatal Accident: Commuting	IND314B	Establishment and Company	Number of fatal accidents during commuting during the given year.

Indicator	Description	AE Section	Employee Survey	Long Description
315	Stop Work Due to Accident	IND315	Establishment and Company	Number of accidents resulting in a stoppage of work during the given year.
316	Accident - Temporary	IND316	Establishment and Company	Number of non-employee accidents at work during the given year.
317	Social Security	Not delivered	Establishment	
321	Accident - High Risk	IND321	Establishment and Company	Number of accidents linked to existing high risk during the given year.
322	Accident - Due to a Fall	IND322	Establishment and Company	Number of accidents classified as “due to a fall” during the given year.
323	Accident - Caused by a Machine	IND323	Establishment and Company	Number of accidents classified as “caused by a machine” during the given year.
324	Road Accident	IND324	Establishment and Company	Number of accidents classified as “road accident” during the given year.
325	Accident - Caused by an Object	IND325	Establishment and Company	Number of accidents classified as “caused by an object” during the given year.
326	Accident - Others	IND326	Establishment and Company	Number of accidents classified as “other” during the given year.
331	Occupational Disease	Not delivered	Establishment and Company	
332	Disease Due to Work	Not delivered	Establishment and Company	
333	Jobs Can Cause Diseases	Not delivered	Establishment and Company	
341	Number of Security Meetings	Not delivered	Establishment and Company	
351	Security Training	Not delivered	Establishment and Company	
352	Security Budget	Not delivered	Establishment and Company	

Indicator	Description	AE Section	Employee Survey	Long Description
353	Percentage Done	Not delivered	Establishment	
411	Weekly Hours	Not delivered	Establishment and Company	
412	Time Off in Lieu	IND412	Establishment and Company	Number of employees with time off instead of a benefit.
412A	Time Off in Lieu: Legal	IND412A	Establishment and Company	Number of employees who received legal time off during the given year.
412B	Time Off in Lieu: Conventional	IND412B	Establishment and Company	Number of employees who received conventional time off during the given year.
413	Flextime	IND413	Establishment and Company	Number of employees with flextime as of 12/31.
414A	Part-time: 20 -30 hrs a Week	IND414A	Establishment and Company	Number of employees working between 20 and 30 hours a week as of 12/31.
414B	Part-time: Others	IND414B	Establishment and Company	Number of employees working part-time other than 20 to 30 hours a week as of 12/31.
415	2 Days Time Off	Not delivered	Establishment and Company	
416	Annual Holidays - Average	IND416	Establishment and Company	Average number of annual holidays during the given year (time off in lieu not included).
417	Public Holidays Paid	Not delivered	Establishment and Company	
421	Alternate Hours	IND421	Establishment and Company	Number of employees with alternate hours as of 12/31.
431	Noise >= 85 Db	Not delivered	Establishment and Company	
432	Toxic Products Analyses	Not delivered	Establishment and Company	
441	Working Environment Improvement	Not delivered	Establishment and Company	

Indicator	Description	AE Section	Employee Survey	Long Description
451	Improvement Program Expenses	Not delivered	Establishment and Company	
452	Percentage Done	Not delivered	Establishment	
461	Medical Exam	IND461	Establishment	Number of medical exam as of 12/31.
461A	Medical Exam: Supervised Work	Not delivered	Establishment	
461B	Medical Exam: Others	Not delivered	Establishment	
462	Additional Medical Exam	IND462	Establishment	Number of additional medical exams given during the year.
462A	Additional Medical Exam: Supervised	Not delivered	Establishment	
462B	Additional Medical Exam: Others	Not delivered	Establishment	
463	Medical Intervention	Not delivered	Establishment	
471	Employees Unfit for Work	IND471	Establishment	Number of employees declared unfit for work by the work doctor during the given year.
472	Employees Regraded	IND472	Establishment	Number of regraded employees due to an incapacity during the given year.
511	Training Total Payroll	Not delivered	Establishment and Company	
512	Training Budget	Not delivered	Establishment and Company	
513	Trainees	Not delivered	Establishment and Company	
514A	Trainees Hours Paid	Not delivered	Establishment and Company	
514B	Trainees Hours Unpaid	Not delivered	Establishment and Company	
515	Training Categories	Not delivered	Establishment and Company	
521	Training With Pay	IND521	Establishment and Company	Number of employees with a paid training leave during the given year.

Indicator	Description	AE Section	Employee Survey	Long Description
522	Training Without Pay	IND522	Establishment and Company	Number of employees with an unpaid training leave during the given year.
523	Training Demand Reject	Not delivered	Establishment and Company	
531	Apprenticeship Contr	Not delivered	Establishment and Company	
611	Turnout at Elections	Not delivered	Establishment and Company	
612	Time Allowed Used	Not delivered	Establishment and Company	
613	Union Representative Meetings	Not delivered	Establishment and Company	
614	Agreement	Not delivered	Company	
615	Leave of Working Education	Not delivered	Company	
621	Hours for Meetings	Not delivered	Establishment and Company	
622	Reception Procedure	Not delivered	Establishment and Company	
623	Information Procedure	Not delivered	Establishment and Company	
624	Individual Interview	Not delivered	Establishment and Company	
631	Non Judicial Action	Not delivered	Establishment and Company	
632	Judicial Inquiry	Not delivered	Establishment and Company	
633	Labor Inspector Notification	Not delivered	Establishment and Company	
711	Expense	Not delivered	Establishment and Company	
712	Payment to Works Council	Not delivered	Establishment and Company	
721	Mutual Insurance: Health and Life	Not delivered	Company	
722	Mutual Insurance: Retirement	Not delivered	Company	

Meeting Training 2483 Reporting Requirements

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

Here's how to prepare your Training 2483 report:

1. Review the information in the APE Table page.

This table classifies your company by industry or activity type, such as software, banking, or insurance.

2. Set up 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 page to review the indicators for each group.

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

This process uses PeopleSoft Application Engine to gather the information that is needed to produce the Training 2483 report.

4. Review the results of the process calculations using the Edit 2483 page.

Because some indicators cannot be computed, use this page to manually enter information into the system.

5. Run Training 2483 report to print, or export to a file, the results of the process calculations.

See Also

Classifying French Training 2483 Report Indicators

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Appendix: PeopleSoft Application Fundamentals for HRMS Reports”

PeopleTools PeopleBook: Application Engine

Classifying French Training 2483 Report Indicators

This section contains information about the indicators we provide for the French Training 2483 report and how they are used. The indicators are classified by group and designated by letters B through M. Each letter represents a particular description. For example, B represents General Information while C represents Costs Summary. Indicators are either delivered by compute process (calculated) or manually compiled.

List of PeopleSoft Indicators Classified by Group

Group ID	Indicator ID	Indicator Description	Comments	Delivery
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
B	9	Back to Work Contracts		Calculated
B	10	Number of Qualification 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 entered
C	7	Vocational Training Development		Manually entered
C	8	Training Warranty Payment		Manually entered
C	9	Training Time Capital		Manually entered
C	10	Payment to a Registered Body for Training Leave		Manually entered
C	11	Payments for Sandwich Courses		Manually entered
C	12	Other Payments		Manually entered
C	13	Total		Calculated
C	14	Subsidy		Manually entered

Group ID	Indicator ID	Indicator Description	Comments	Delivery
C	15	Chargeable Cost		Calculated
E	1,2,3	Expenditure Surplus		Manually Entered
F	1	Total Annual Salaries	Could be retrieved from DADS1 reporting when or if PeopleSoft Global Payroll is installed.	Manually entered
F	2	Total Contribution = Indicator 1 * 1, 5 or 2	Depends on whether or not the company is a temp agency.	Calculated
F	3	Reduced Total Contribution		Calculated
F	4	Total Expenditures	= Indicator C-15	Calculated
F	5	Surplus of Expenditures	Indicator 4 – (Indicator 2 or Indicator 3)	Calculated
F	6	Lack of Expenditures	(Indicator 2 or Indicator 3)– Indicator 4	Calculated
F	7	Expenditure Surplus From the Three Previous Years	E1 + E2 + E3	Calculated
F	8	Difference Between the Lack of Expenditures and the Expenditure Surplus of the Three Previous Years.	Indicator 6 – Indicator 7 if > 0. If not, set this indicator to 0	Calculated
G	9	Total Contribution = Indicator 1 * 0,4 or 0, 3%.	The percentage depends on whether or not the company is liable for the Learning Tax “Taxed’ Apprentissage”	Calculated
G	10	Reduced Total Contribution		Calculated
G	11	Payment to a Registered Body on Sandwich Training Courses		Manually entered
G	12	Fix Sum Payments Directly Contributed by the Employer		Manually entered

Group ID	Indicator ID	Indicator Description	Comments	Delivery
G	13	Potential Lack of Expenditures	$(G9 + G10) - (G11 + G12)$	Calculated
G	14	Total	$G11 + G12 + G13$	Calculated
H	15	Total Contribution = Indicator 1 * 0,2 or 0,3 %	Percentage depends whether or not the company hires only temporary workers.	Calculated
H	16	Reduced Total Contribution		Calculated
H	17	Payment to a Registered Body on Training Capital (Capital Temps Formation)		Manually Entered
H	18	Payment to a Registered Body on Individual Training Leave (CIF)		Manually entered
H	19	Potential Lack of Expenditures	$(G15 + G16) - (G17 + G18)$	Calculated
J	20	Total Salaries for Limited Contract Employees		Calculated
J	21	Total Contribution = Indicator K20 * 1%		Calculated
J	22	Payment to a Registered Body on Individual Training Leave (CIF) for Limited Contract Employees		Manually entered
J	23	Potential Lack of Expenditures		Calculated
K	24	Lack of Expenditures	= F8	Calculated
K	25	Regularization Payment		Manually entered
K	26	Regularization Payment for not Consulting the Company Work Council	The amount of the regularization payment is $(F2 \text{ OR } F3)/2$	Manually entered
K	27	Lack of Expenditures on Individual Training (CIF)	= H19	Calculated
K	28	Lack of Expenditures on Individual Training (CIF) for Limited Contract Employees	= J23	Calculated

Group ID	Indicator ID	Indicator Description	Comments	Delivery
K	29	Lack of Expenditures on Training Capital for Limited Contract Employees	= G13	Calculated
K	30	Contributions to the Government in French Francs	K24 + K25+ K26 + K27 +K28+ K29	Calculated
K	31	Contributions to the Government in Euros	K30 converted in Euros	Calculated
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 on Training Leave who are Entirely Paid by the Company		Calculated
L	10	Number of Students on Training Leave 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

Group ID	Indicator ID	Indicator Description	Comments	Delivery
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 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 business process 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.

We list here records and fields to enter in order to retrieve values for the indicators that are calculated based on data tracked in the PeopleSoft Training Administration business process. These fields are used in SQL joins. Note that the order of the fields displayed in these tables doesn't necessarily match the order of the keys in the related records.

Calculating Group B Indicators

- Set up an employee contract on the Contract Type Table Setup page and link the employee to a collective agreement on the Job Data - Job Labor page.
- Set the employee status to Active, Leave of Absence, or Leave With Pay.
- Set up the 2483 Professional Category as CAD, OQU, EMP, AGM or ONQ on the Employee Categorization page.

PS_JOB A	PS_PERSONAL_DATA B	PS_EMPL_CTG_L1 C	PS_CONTRACT_DATA D
A.EMPLID	B.EMPLID	C.CATEGORY_2483_FRA	D.EMPLID
A.EMPL_RCD	B.SEX	C.EMPL_CTG	D.CONTRACT_NUM
A.EFFDT		C.LABOR_AGREEMENT	
A.EFFSEQ			
A.EMPL_STATUS			

PS_JOB A	PS_PERSONAL_DATA B	PS_EMPL_CTG_L1 C	PS_CONTRACT_DATA D
A.EMPL_CTG			
A.LABOR_AGREEMENT			

Calculating Indicator C1 - Internal Training Cost: Instructor Expenses

- Set up the employee status as Active, Leave of Absence, or Leave With Pay.
- Terminate the training session in which the employees were enrolled.
- Organize the training session 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

- Set up the employee status to Active, Leave of Absence, or Leave With Pay.
- Terminate the training session in which the employees were enrolled.
- Organize the training session by the company (SESSN_ORGANIZER = Y).
- Set the tuition expense type for 2483 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.

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

Calculating Indicator C2 - Internal Training Cost: Furniture Expenses

- Set up the employee status to Active, Leave of Absence, or Leave With Pay.
- Terminate the training session in which the employees were enrolled.
- Organize the training session by the company (SESSN_ORGANIZER = Y).
- Set the tuition expense type for 2483 as NIN on the Tuition Expense Type Table page.

<i>PS_JOB A</i>	<i>PS_TRN_EEEXPN_COST B</i>	<i>PS_CRSE_SESSN_TB L C</i>	<i>PS_TUIT_EXPEN_TBL D</i>
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	

This indicator is calculated as part of indicator C1.

Calculating Indicator C3 - Competency Checks

- Set up the employee status to Active, Leave of Absence, or Leave With Pay.
- Terminate the training session in which the employees were enrolled.
- Set the course type to Competency Check in the Course Table Report.
- Ensure that the vendor is chargeable, certified, billed and the date of the bill is filled. Set these values in the Course Session Cost - Vendor page.

<i>PS_JOB A</i>	<i>PS_TRN_EEPROV_COST B</i>	<i>PS_COURSE_TBL C</i>	<i>PS_CRSE_SESSN_TBL D</i>
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.SESSN_NBR
A.EMPL_STATUS	B.EMPLID		D.SESSN_STATUS
	B.SESSN_NBR		

Calculating Indicator C4 - Salary Costs for Regular Courses and Competency Checks

- Set up the employee status to Active, Leave of Absence, or Leave With Pay.
- Terminate the training session in which the employees were enrolled.

<i>PS_JOB A</i>	<i>PS_TRN_EESAL_COST B</i>	<i>PS_CRSE_SESSN_TBL C</i>
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.SESSN_NBR
A.EMPL_STATUS	B.SESSN_NBR	C.SESSN_STATUS

Calculating Indicator C5 - Transportation and Lodging Costs

- Set up the employee status to Active, Leave of Absence, or Leave With Pay.
- Terminate the training session in which the employees were enrolled.
- Organize the training session by the company (SESSN_ORGANIZER = Y).
- Set the tuition expense type for 2483 as LAT on the Tuition Expense Type Table page.

<i>PS_JOB A</i>	<i>PS_TRN_SSEXPNCOST B</i>	<i>PS_CRSE_SESSN_TBL C</i>	<i>PS_TUIT_EXPEN_TBL D</i>
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

<i>PS_JOB A</i>	<i>PS_TRN_SSEXPN_COST B</i>	<i>PS_CRSE_SESSN_TBL C</i>	<i>PS_TUIT_EXPEN_TBL D</i>
A.EFFSEQ	B.EMPLID	C.SESSION_NBR	
A.EMPL_STATUS	B.EXPENSE_TYPE	C.SESSION_STATUS	
	B.SESSION_NBR		

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

- Set up the employee status to Active, Leave of Absence, or Leave with Pay.
- Ensure that employees are not on a training leave (TRAINING_LEAVE_FRA = N).
- Ensure that the course is not a sandwich course (PART_TIME_CRSE_FRA = N).

<i>PS_JOB A</i>	<i>PS_TRAINING B</i>	<i>PS_TRN_EESAL_COST C</i>	<i>PS_PERSONAL_DATA D</i>
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.FINANCING_FUND_FRA	
A.EFFSEQ	B.EMPLID	C.SESSION_NBR	
A.EMPL_STATUS	B.PART_TIME_CRSE_FRA		
A.EMPL_CTG	B.SESSION_NBR		
A.LABOR_AGREEMENT	B.TRAINING_LEAVE_FRA		

<i>PS_EMPL_CTG_L1 E</i>	<i>PS_TRN_EEEXPNCOST G</i>	<i>PS_TRN_SSEXPN_COST H</i>	<i>PS_TRN_EEPROV_COST J</i>
E.CATEGORY_2483_FRA	G.COURSE	H.COURSE	J.COURSE
E.EMPL_CTG	G.EMPLID	H.EMPLID	J.EMPLID
E.LABOR_AGREEMENT	G.FINANCING_FUND_FRA	H.FINANCING_FUND_FRA	J.FINANCING_FUND_FRA
	G.SESSION_NBR	H.SESSION_NBR	J.SESSION_NBR

Calculating Indicator L5 - Students Paid Partially or Totally By a Registered Body

- Set up the employee status to Active, Leave of Absence, or Leave with Pay.
- Ensure that employees are not on a training leave (TRAINING_LEAVE_FRA = N).

- Ensure that the course is not 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_EEEXP_N_COST F	PS_TRN_SSEXP_N_COST G	PS_TRN_EEPROV_COST J
E.CATEGORY_2483_FRA	F.COURSE	G.COURSE	J.COURSE
E.EMPL_CTG	F.EMPLID	G.EMPLID	J.EMPLID
E.LAB_AGREEMENT_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

- Set up the employee status to Active, Leave of Absence, or Leave With Pay.
- Ensure that employees are not on a training leave (TRAINING_LEAVE_FRA = N).
- Ensure that the course is not a sandwich course (PART_TIME_CRSE_FRA = N).
- Ensure that the trainees have the appropriate Attendance Status: If Attendance Status is C, the system considers the total number of hours. If Attendance Status is I, the system extracts the total number of hours considered from the Time Spent at Training field in the Course Session Enrollment page.
- Complete the training session.

<i>PS_JOB A</i>	<i>PS_TRAINING B</i>	<i>PS_TRN_EEEXPN_COST C</i>	<i>PS_PERSONAL_DATA D</i>
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		

<i>PS_EMPL_CTG_L1 E</i>	<i>PS_TRN_EESAL_COST G</i>	<i>PS_TRN_SSEXPNCOST J</i>	<i>PS_TRN_EEPROV_COST K</i>	<i>PS_CRSE_SESSION_TBL L</i>
E.CATEGORY_2483_FRA	G.COURSE	J.COURSE	K.COURSE	L.COURSE
E.EMPL_CTG	G.FINANCING_FUND_FRA	J.FINANCING_FUND_FRA	K.EMPLID	L.DURATION_CONVERTED
E.LABOR_AGREEMENT	G.SESSION_NBR	J.SESSION_NBR	K.FINANCING_FUND_FRA	L.SESSION_NBR
			K.SESSION_NBR	L.SESSION_STATUS

Calculating Indicator L7 - Total Hours Paid by a Registered Body

- Set up the employee status to Active, Leave of Absence, or Leave With Pay.
- Ensure that employees are not on a training leave (TRAINING_LEAVE_FRA = N).
- Ensure that the course is not a sandwich course (PART_TIME_CRSE_FRA = N).
- Ensure that the trainees have the appropriate Attendance Status: If Attendance status is C, the system considers the total number of hours. If Attendance Status is I, the system extracts the total number of hours considered from the Time Spent at Training field in the Course Session Enrollment page.

- Complete the training session.

<i>PS_JOB A</i>	<i>PS_TRAINING B</i>	<i>PS_TRN_EEEXPN_COST C</i>	<i>PS_PERSONAL_DATA D</i>
A.EFFDT	B.ATTENDANCE	C.COURSE	D.EMPLID
A.EFFSEQ	B.COURSE	C.EMPLID	D.SEX
A.EMPL_RCD	B.COURSE_END_DT	C.FINANCED_COST_FRA	
	B.COURSE_START_DT	C.FINANCING_FUND_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		

<i>PS_EMPL_CTG_L1 E</i>	<i>PS_TRN_EESAL_COST G</i>	<i>PS_TRN_SSEXPN_COST J</i>	<i>PS_TRN_EEPROV_COST K</i>	<i>PS_CRSE_SESSION_TBL L</i>
E.CATEGORY_2483_FRA	G.COURSE	J.COURSE	K.COURSE	L.COURSE
E.EMPL_CTG	G.EMPLID	J.EMPLID	K.EMPLID	L.DURATION_CONVERTED
E.LABOR_AGREEMENT	G.FINANCED_COST_FRA	J.FINANCED_COST_FRA	K.FINANCED_COST_FRA	L.SESSION_NBR
	G.FINANCING_FUND_FRA	J.FINANCING_FUND_FRA	K.FINANCING_FUND_FRA	L.SESSION_STATUS
	G.SESSION_NBR	J.SESSION_NBR	K.SESSION_NBR	

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

- Set up the employee status to Active, Leave of Absence, or Leave With Pay.
- Ensure that employees are not on a training leave (TRAINING_LEAVE_FRA = N).
- Ensure that the course is not a sandwich course (PART_TIME_CRSE_FRA = N).
- Set up the course type as Competency Check in the Course Table Report component.

<i>PS_JOB A</i>	<i>PS_TRAINING B</i>	<i>PS_TRN_EESAL_COST C</i>	<i>PS_PERSONAL_DATA D</i>
A.EFFDT	B.COURSE	C.COURSE	D.EMPLID

PS_JOB A	PS_TRAINING B	PS_TRN_EESAL_COST C	PS_PERSONAL_DATA D
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_COURSE_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_EEEXP_N_COST G	PS_TRN_SSEXPN_COST H	PS_TRN_EEPROV_COST K
E.CATEGORY_2483_FRA	F.COURSE	G.COURSE	H.COURSE	K.COURSE
E.EMPL_CTG	F.COURSE_TYPE	G.EMPLID	H.EMPLID	K.EMPLID
E.LABOR_AGREEMENT		G.FINANCED_COST_FRA	H.FINANCED_COST_FRA	K.FINANCED_COST_FRA
		G.SESSION_NBR	H.SESSION_NBR	K.SESSION_NBR

Calculating Indicator L9 - Training Leaves Paid by the Company

- Set up the employee status to Active, Leave of Absence, or Leave With Pay.
- Ensure that employees are on a training leave (TRAINING_LEAVE_FRA = Y).
- Ensure that no Financing Fund is involved in the financing of this type of course (FINANCING_FUND_FRA = <blank>).

PS_JOB A	PS_TRAINING B	PS_TRN_EEEXP_N_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.FINANCING_FUND_FRA	
A.EMPL_STATUS	B.EMPLID	C.SESSION_NBR	
A.EMPLID	B.SESSION_NBR		

PS_JOB A	PS_TRAINING B	PS_TRN_EEEXPN_ COST C	PS_PERSONAL_ DATA D
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_CO ST K
E.CATEGORY_2483_FRA	G.COURSE	J.COURSE	K.COURSE
E.EMPL_CTG	G.EMPLID	J.EMPLID	K.EMPLID
E.LABOR_AGREEMENT	G.FINANCING_FUND_FRA	J.FINANCING_FUND_FRA	K.FINANCING_FUND_FRA
	G.SESSION_NBR	J.SESSION_NBR	K.SESSION_NBR

Calculating Indicator L10 - Training Leaves Paid by a Registered Body

- Set up the employee status to Active, Leave of Absence, or Leave With Pay.
- Ensure that employees are 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			

<i>PS_EMPL_CTB_L1 E</i>	<i>PS_TRN_EESAL _COST G</i>	<i>PS_TRN_SSEXPN _COST J</i>	<i>PS_TRN_EEPROV _COST K</i>
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.SESSN_NBR	J.SESSN_NBR	K.SESSN_NBR

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

- Set up the employee status to Active, Leave of Absence, or Leave With Pay.
- Ensure that employees are on a training leave (TRAINING_LEAVE_FRA = Y).
- Set the course type to Competency Check (COURSE_TYPE = O) in the Course Table Report component.

<i>PS_JOB A</i>	<i>PS_TRAINING B</i>	<i>PS_TRN_EEEXP _COST C</i>	<i>PS_PERSONAL _DATA D</i>
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.SESSN_NBR	C.SESSN_NBR	
A. EMPL_CTG	B.TRAINING_LEAVE_FRA		
A.LABOR_AGREEMENT			

<i>PS_EMPL_CTG _L1 E</i>	<i>PS_COURSE_ TBL F</i>	<i>PS_TRN_EESAL_C OST G</i>	<i>PS_TRN_SSEX PN_COST J</i>	<i>PS_TRN_EEPROV _COST K</i>
E.CATEGORY_2483_FRA	F.COURSE	G.COURSE	J.COURSE	K.COURSE

<i>PS_EMPL_CTG_L1 E</i>	<i>PS_COURSE_TBL F</i>	<i>PS_TRN_EESAL_COST G</i>	<i>PS_TRN_SSEX_PN_COST J</i>	<i>PS_TRN_EEPROV_COST K</i>
E.EMPL_CTG	F.COURSE_TYPE	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 L12 - Total of Hours Paid by the Company: Training Leaves and Competency Checks

- Set up the employee status to Active, Leave of Absence, or Leave With Pay.
- Ensure that employees are not on a training leave (TRAINING_LEAVE_FRA = N).
- Ensure that the course is not a sandwich course (PART_TIME_CRSE_FRA = N).
- Ensure that the trainees have the appropriate attendance status: If attendance status is C, the system considers the total number of hours. If attendance status is I, the system extracts the total number of hours considered from the Time Spent at Training field in the Course Session Enrollment page.
- Complete the training session.

<i>PS_JOB A</i>	<i>PS_TRAINING B</i>	<i>PS_TRN_EEEXPN_COST C</i>	<i>PS_PERSONAL_DATA D</i>
A.EFFDT	B.ATTENDANCE	C.COURSE	D.EMPLID
A.EFFSEQ	B.COURSE	C.EMPLID	D.SEX
A.EMPL_RCD	B.COURSE_END_DT	C.SESSION_NBR	
	B.COURSE_START_DT		
A.EMPL_STATUS	B.EMPLID		
A.EMPLID	B.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	PS_CRSE_SESSION_TBL
E.CATEGORY_2483_FRA	G.COURSE	J.COURSE	K.COURSE	L.COURSE
E.EMPL_CTG	G.EMPLID	J.EMPLID	K.EMPLID	L.DURATION_CONVERTED
E.LABOR_AGREEMENT	G.SESSN_NBR	J.SESSN_NBR	K.SESSN_NBR	L.SESSN_NBR
				L.SESSN_STATUS

Calculating Indicator L13 - Number of Qualification or Orientation Contracts

- Set up an employee contract on the Contract Data - Contract Status/Content page, and link the employee to a collective agreement on the Job Data - Job Labor page.
- Set up the employee status to Active, Leave of Absence, or Leave With Pay.
- Ensure that the course is a sandwich course (PART_TIME_CRSE_FRA = Y).
- Set the contract type to Qualification, Adaptation, or Orientation (CONTRACT_TYPE = QUA, ADA or ORI).

PS_JOB A	PS_TRAINING B	PS_PERSONAL_DATA D	PS_EMPL_CTG_L1 E	PS_CONTRACT_DATA F
A.EFFDT	B.COURSE_END_DT	D.EMPLID	E.CATEGORY_2483_FRA	F.CONTRACT_TYPE
A.EFFSEQ	B.COURSE_START_DT	D.SEX	E.EMPL_CTG	F.EMPL_NUM
A.EMPL_RCD	B.EMPLID		E.LABOR_AGREEMENT	F.EMPLID
A.EMPL_STATUS	B.PART_TIME_CRSE_FRA			
A.EMPLID				
A. EMPL_CTG				
A. LABOR_AGREEMENT				

Calculating Indicator L14 - Total of Hours for Qualification, Adaptation, and Orientation Contracts

- Set up an employee contract on the Contract Data - Contract Status/Content page, and link the employee to a collective agreement on the Job Data - Job Labor page.
- Set up the employee status to Active, Leave of Absence, or Leave With Pay.

- Ensure that the course is a sandwich course (PART_TIME_CRSE_FRA = Y).
- Set the contract type to Qualification, Adaptation, or Orientation (CONTRACT_TYPE = QUA, ADA or ORI).
- Ensure that the trainees have the appropriate attendance status: If attendance status is C, the system considers the total number of hours. If attendance status is I, the system extracts the total number of hours considered from the Time Spent at Training field in the Course Session Enrollment page.
- 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.SESSN_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.SESSN_NBR
	L.SESSN_STATUS

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

- Set up an employee contract on the Contract Data - Contract Status/Content page, and link the employee to a collective agreement on the Job Data - Job Labor page.
- Set up the employee status to Active, Leave of Absence, or Leave With Pay.

<i>PS_JOB A</i>	<i>PS_PERSONAL_DATA B</i>	<i>PS_EMPL_CTG_L1 C</i>	<i>PS_TRAINING D</i>
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_AGREEMENT	D.EMPLID
A.EMPL_STATUS			
A.EMPLID			
A.EMPL_CTG			
A.LABOR_AGREEMENT			

CHAPTER 5

(NZL) Meeting Regulatory Requirements for New Zealand

This chapter provides information on the Accident Rehabilitation and Compensation Insurance (ARCI) regulations and tells you how to create the ARCI Table.

Understanding New Zealand Accident Rehabilitation and Compensation Insurance

Accident Rehabilitation and Compensation Insurance administered by the Accident Rehabilitation and Compensation Corporation regulates and administers a no-fault workers compensation plan. The codes on this table are used on the Company Table – Default Settings page. These codes identify your organizations employment risk level and provide the basis for determining the premium amounts paid to ARCI.

Pages Used to Set Up the ARCI Table

PeopleSoft provides the standard classification units for ARCI.

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Class Unit Table	CLS_UNT_TBL_NZL	Monitor Workplace, Report Regulations (NZL), Setup, Class Unit Table	Modify existing classification units or add new classification units used in the calculation of ARCI premiums.

Defining Class Units

Access the Class Unit Table page.

Class Unit Table

Class Unit: 04110

Class Unit Details View All First 1 of 1 Last

Effective Date: 01/01/1980  **Status:** Active   

***Description:** Rock Lobster Fishing

Short Desc: Rck Lob

ERP Rate: 6.00

Class Unit Table page

ERP Rate (employment risk premium)

This rate is based on the industry and the level of risk associated with that industry. The government provides these rates as set by regulation.

CHAPTER 6

(GBR) Meeting Regulatory Requirements for the United Kingdom

This chapter provides an overview of United Kingdom regulatory requirements and tells you how to meet the requirements for:

- The Working Time Directive.

Understanding Regulatory Requirements

PeopleSoft provides the following United Kingdom regulatory reports to help you perform equal opportunity monitoring of your United Kingdom workforce by classifying job applicants, job offers, positions filled, and employees in specific gender and ethnic groups

- Adverse Impact (UK)
- Job Group Roster
- Joint Staffing Report
- Northern Ireland Report
- Termination Analysis
- Work Force Analysis

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook: “Appendix: PeopleSoft Application Fundamentals for HRMS Reports”

Entering Employee Gender, Ethnicity, and Disability Data

Before you manage fair employment, equal opportunity, and disability discrimination issues for your United Kingdom workforce, enter the following employee information:

- Gender information on the Personal Data - Personal History page.
- Ethnicity codes on the Personal Data – Identity/Diversity page.

- Disability information on the Disability page.
- Northern Ireland community background information on the Personal Data – Identity/Diversity page.

The law requires that only a designated monitoring officer may see this information. To view Northern Ireland personal information, log in as an authorized user.

Warning! It is mandatory by law that Northern Ireland community background data for employees can only be seen by a designated monitoring officer. We have included a special role, called HR Administrator NI for this purpose.

See Also

“(GBR) (US) (USF) Meeting Disability Regulatory Requirements,” (GBR) Meeting Disability and Discrimination Act Data Regulatory Requirements

Meeting Working Time Directive Requirements

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

The Working Time Directive components provided in the system allow for the parameters to be set and adjusted, employee work hours per week to be set and monitoring of the work hours by employee and department. The system allows for exceptions to be noted for each employee should an employee request exceptions.

Pages Used to Monitor Working Time Directive

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
UK Working Time Directive Parameters and Defaults	WRK_TIME_PARAM_UK	Monitor Workplace, Monitor Working Time UK, Setup, UK Working Time Directive	As the Working Time Directive provides guidelines for employers to follow, the system provides these parameters. However, the directive might change and the parameters need adjusting to these changes, use this page to make necessary adjustments to the parameters.
Working Hours Per Week	WRK_TIME_EXCEP_UK	Monitor Workplace, Monitor Working Time UK, Use, UK Working Time Directive	Set standard weekly working hours for employees and note exceptions.
Hours Worked Per Reference Period (Department)	WRKTIME_DEPTINQ_UK	Monitor Workplace, Monitor Working Time UK, Inquire, UK Department Time Directive	Review Working Time Directive compliance by department.
Hours Worked Per Reference Period (Employee)	WRK_TIME_EEINQ_UK	Monitor Workplace, Monitor Working Time UK, Inquire, UK Employee Time Directive	Review Working Time Directive compliance by employee.

Setting Up Working Time Directive Parameters

Access the Working Time Directive Parameters and Defaults page.

Working Time Directive Parameters and Defaults	
Statutory Information	
Reference Period (weeks):	17
Weekly Threshold (hrs/mins):	48 0
Contractual Hours	
Standard Weekly (hrs/mins):	42 30
Standard Daily (hrs/mins):	8 30
Std Daily Break (hrs/mins):	1 0

Working Time Directive Parameters and Defaults page

Statutory Information

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

Weekly Threshold (hrs/mins) The directive requires no more than 48 hours worked in a week period.

Contractual Hours

Use the Contractual Hours group box to define standard working hours for your organization if you are not using the Work Schedule component for this purpose. By entering work schedule information here, the system pulls from this page when Working Time data is being updated when and the employee doesn't have information entered in the Work Schedule component.

Standard Weekly (hrs/mins) This field sets the standard weekly default hours for contract employment.

Standard Daily (hrs/mins) This field sets the standard daily default hours for contract employment.

Std Daily Break (hrs/mins) This field sets the standard daily minimum break allowance.

Setting Working Time Directive Working Hours per Employee

Access the Working Hours Per Week page.

Working Hours Per Week			
Campbell, Elaine	Employee	EmplID: KG0006	Empl Rcd#: 0
Week Beginning		View All First 1 of 31 Last	
	07/29/2001		
Work Schedule:	KUWS003	Standard 40 Hour Week	
Holiday Schedule:	KGSC	Scottish Holiday Schedule	
Total Worked (hrs/mins):	40	0	Daily Exceptions

Working Hours Per Week page

Enter an employee ID to access the page. If information has been entered in the Work Schedule component, the system displays work schedule and holiday schedule as entered on the Work Schedule page in the Administer Workforce, Monitor Absences component if this information has been entered. If no data has been entered in the Work Schedule component, these fields will not appear.

Week Beginning

Select the date for the week from the calendar field.

Total Worked (hrs/mins)

Enter the total time worked for the week in hours and minutes. When refreshing the page, the Total Worked will be calculated taking absences (General, Holidays, Vacations, Parental and Maternity) into account. This calculation can be changed or corrected manually. If Daily Exceptions have been added, the field will be display only, and in order to change totals, the Daily exceptions secondary page must be used.

Daily Exceptions

Access this page by entering a date and clicking the link on the Working Hours Per Week page. Use this page to note exceptions, particularly those provided by the employee in writing and update the working hours by entering daily exception hours on the Actual Worked and Break lines.

Working Hours Per Week								
Campbell, Elaine								
Week Beginning:	07/29/2001							
Work Schedule:	KUWS003 Standard 40 Hour Week							
Holiday Schedule:	KGSC Scottish Holiday Schedule							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Expected Basic (hrs/mins):	0 0	8 0	8 0	8 0	8 0	8 0	0 0	40 0
Absence Indicator:								
Actual Worked (hrs/mins):	0 0	8 0	8 0	8 0	8 0	8 0	0 0	40 0
Break (hrs/mins):	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
Total Worked (hrs/mins):								40 0

Daily Exceptions page

The page displays the expected work schedule as entered in either the Work Schedule component or the Contract Hours group box on the Working Time Directive Parameters and Defaults page. It displays absences as entered in the Absence component or the Parental or Maternity Leave components.

Monitoring Working Time Directive Compliance

Access the Hours Worked Per Reference Period (department) page.

Hours Worked Per Reference Period			
Department:	21300	Northern Sales Region	
Company:	GBI	Global Business Institute	
Begin Date:	03/18/2001 	End Date:	07/14/2001 
Weekly Threshold (hrs/mins):	48 0		

Hours Worked Per Reference Period (department) page

Select a department to access the page. Enter the date for the reference period to begin. The system will default to an end date based on the 17 week parameter. Though the system applies the default values for the dates and Weekly Threshold as entered on the Working Time Directive Parameters page, these can be modified manually. Click the Refresh button to update when complete.

Cumulative Total

The page displays any employees for which exceptions have been entered, indicating that they may have exceeded the established working hours. Clicking on the employee name (this is a hyperlink), takes you to the weekly detail for that employee.

If exceptions have been entered at the daily level, the Daily Detail hyperlink is displayed on the line corresponding to the week for which the exceptions apply. Click the Daily Detail hyperlink to display the daily exceptions for that week.

Access the Hours Worked Per Reference Period (employee) page.

Hours Worked Per Reference Period

Campbell, Elaine
Employee
EmplID: KG0006
Empl Rcd#: 0

Reference Period (weeks): 17

Begin Date: 03/18/2001
End Date: 07/14/2001

Weekly Total		View All	First	1-7 of 17	Last
Beginning	Ending	Hours	Minutes		
03/18/2001	03/24/2001	0	0	Daily Detail	
03/25/2001	03/31/2001	0	0	Daily Detail	
04/01/2001	04/07/2001	0	0	Daily Detail	
04/08/2001	04/14/2001	0	0	Daily Detail	
04/15/2001	04/21/2001	28	0	Daily Detail	
04/22/2001	04/28/2001	40	0		
04/29/2001	05/05/2001	40	0		

Hours Worked Per Reference Period (employee) page

The system defaults to the 17 week reference period but can be changed. Enter a begin date for the period and click the Refresh button. The system automatically calculates the end date based on the reference period designated.

Again, the system displays a Daily Detail hyperlink for those weeks where daily exceptions were entered.

CHAPTER 7

(USA) Meeting Regulatory Requirements for the United States

This chapter provides an overview of regulatory requirements for the United States and tells you how to:

- Set up control tables for regulatory requirements.
- Meet Equal Employment Opportunity and Affirmative Action reporting requirements.
- Meet Job Group Movement Analysis reporting requirements.
- Meet Veterans Employment and Training Service-100 reporting requirements.

Understanding Regulatory Requirements

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.

PeopleSoft Human Resources provides tables to help you manage the information that you need to comply with the Americans with Disabilities Act (ADA). Additionally, we provide the following regulatory reports:

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

- Job Group Roster
- PRWORA - New Hire
- OSHA-200 Log
- Termination Analysis
- VETS-100 Process
- VETS-100 Analysis
- VETS-100 Submit
- Work Force Analysis

See Also

PeopleSoft Human Resources PeopleBook: Monitor Health and Safety

PeopleSoft Application Fundamentals for HRMS PeopleBook: “Appendix: PeopleSoft Application Fundamentals for HRMS Reports”

Setting Up Control Tables for Regulatory Requirements

Set up information in the Establishment Table in order to meet U.S. regulatory requirements.

Pages Used to Set Up Control Tables

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Affirmative Action Plan	APP_TBL	Monitor Workplace, Report Regulations (US), Use, Affirmative Action Plan, Affirmative Action Plan Monitor Workplace, Report Regulations (USF), Use, Affirmative Action Plan, Affirmative Action Plan	Define the affirmative action plans. Affirmative action plans are defined by Establishment ID or by Job Group.
EEO Job Group	EEO_JOB_GROUP	Monitor Workplace, Report Regulations (US), Setup, Job Group Table, Eeo Job Group	Set up EEO job group codes.

Page Name	Object Name	Navigation	Usage
Accommodation Type Table	ACCOM_TYPE_TABLE	Administer Workforce, Administer Workforce (GBL), Setup, Accommodation Type Table, Accommodation Type Table	Identify the types of accommodations your organization can make for employees or applicants with disabilities.
Job Task Table	JOB_TASK_TABLE	Develop Workforce, Manage Competencies (GBL), Setup, Job Task Table, Job Task Table Develop Workforce, Recruit Workforce (GBL), Setup, Job Task Table, Job Task Table	Define job task outcomes. For example, if a job requires an employee to pick up heavy boxes and move them, then define moving heavy boxes as the essential job task. Because an employee with a disability could use a forklift to move them, do not define the job task as <i>lifting</i> heavy boxes.
Job Code Task Table	JOBCODE_TASK_TABLE	Develop Workforce, Recruit Workforce (GBL), 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 Monitor Workplace, Report Regulations (UK), Setup, Job Code Task Table, Job Code Task Table	Define job tasks associated with each job code.
Controlled Establishments	CONTROLLED_ESTABS	Monitor Workplace, Report Regulations (US), Inquire, Controlled Establishments	Shows all establishments that have designated the selected Headquarters Unit as their Controlling Establishment.

Defining Affirmative Action Plans

Access the Affirmative Action Plan page.

Establishment ID: KU001 Global Business Institute HQ	
Plan Description: GBI HQ Affirmative Action Plan	
Person Responsible: KU0001	Lewis,Douglas
Plan Year View All First 1 of 2 Last	
*Start Date: 01/01/2000	End Date: 01/01/2001 ☐ Active
AAP Plan Type ☒ Establishment Level Plan ☐ Job Group Level Plan	
Plan Year Minority Goal: 37	Plan Year Female Goal: 23 ☐ Override
Goals View All First 1 of 4 Last	
*Ethnic Group: 2 Black	
Total Goal: 15	Female Goal: 8
Job Groups View All First 1 of 1 Last	
EEO Job Group:	
Total Goal for Job Group:	Female Goal for Job Group:
Job Group Goals View All First 1 of 1 Last	
Ethnic Group:	
Total Goal:	Female Goal:

Affirmative Action Plan page

Plan Description Enter a description of this Affirmative Action Plan

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

Plan Year

Start Date, End Date, and Active Enter the start date of this plan. The system will calculate the end date and select the active checkbox if this is the current year plan.

AAP Plan Type Select a plan type: either **Establishment Level Plan** or **Job Group Level Plan**.

**Plan Year Minority Goal
and Plan Year Female Goal**

A plan's minority and female goals for the year are calculated values. The **Plan Year Female Goal** can be overridden using the **Override** check box, and will not be calculated if this check box is selected.

Goals**Ethnic Group, Total Goal
and Female Goal**

Enter the plan's total and female goals for the selected ethnic group.

Job Groups**EEO Job Group, Total Goal
for Job Group and Female
Goal for Job Group**

Select an EEO Job Group and enter the total goal and female goal for that job group.

Job Group Goals**Ethnic Group, Total Goal
and Female Goal**

Enter the job group's total and female goals for the selected ethnic group.

Note. The Goals and Job Group Goals group boxes are mutually exclusive. Depending on the Plan Type you select, you will either enter information in the Goals group box or the Job Group Goals group box, but not both.

Defining Job Task Codes

Access the Job Code Task Table page.

Job Code Task Table

SetID: SHARE Job Code: KU012 Sr Financial Analyst
 Location SetID: SHARE Location Code: KUAZ00 Arizona Operations

Job Code View All First 1 of 1 Last

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

*Jobtask SetID	Job Task	*Importance	*Frequency	*Consequence	%Time Spnt
1 SHARE	K00029 Interact	Essential	Daily	Very Sers	95.00
2 SHARE	K00033 Respond to	Marginal	Monthly	Minor	5.00

Job Code Task Table page

Jobtask SetID

Select from the drop-down list box. Valid values are stored on the TableSet ID page.

Job Task

Select from the drop-down list box. Valid values are stored 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 (percentage time spent)

Enter the percentage of time that is 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%**.

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

Meeting Equal Employment Opportunity and Affirmative Action Reporting Requirements

PeopleSoft Human Resources supports your Equal Employment Opportunity and Affirmative Action (EEO/AA) reporting requirements by helping you classify jobs and positions filled by

applicants and employees in specific gender and ethnic groups. Use this information to define affirmative action goals and timetables and generate the necessary government reports.

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

Establishments in Affirmative Action Reporting

EEO reports are organized by establishment. A company's headquarters unit and each of its hiring locations are considered separate establishments. A single-establishment employer is required to file one report, while a multi-establishment employer (doing business at more than one hiring location) files separate reports for each of the following locations:

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

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

Note. PeopleSoft Human Resources doesn't provide consolidated reporting information for companies with a total of fewer than 50 persons where all establishments are located in a single state.

Setting Up EEO Reporting Requirements

The 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. Before running the EEO reports, you need to set up data about your organization's establishments and EEO job categories as follows:

1. Create U.S. 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.

Understanding Adverse Impact Reporting Requirements

The Adverse Impact report helps you comply with affirmative action goals because it shows the number of people by ethnic group and gender being affected by specific personnel actions, including applications, offers, hires, promotions, and terminations.

Entering Applicant Data for the Adverse Impact Report

You need to establish specific information for your job applicants and employees before you run the Adverse Impact report. The system recognizes a person as both a new hire and an applicant for purposes of the Adverse Impact report if you hire the individual through the Hire pages in the Administer Workforce menu.

However, if you enter a person as an applicant through the Recruit Workforce menu, 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 menu 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 running the report, change at least one default value on these pages.

See Also

PeopleSoft Human Resources PeopleBook: Recruit Workforce, “Managing Applicants,”
Entering Additional Applicant Information

PeopleSoft Application Fundamentals for HRMS PeopleBook: “Appendix: PeopleSoft
Application Fundamentals for HRMS Reports”

Meeting Job Group Movement Analysis Reporting Requirements

The Job Group Movement Analysis report 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. Use this report to track how employees move through career progressions within your company.

Entering Applicant Data

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 menu.

However, if you enter a person as an Applicant through the Recruit Workforce menu, 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 menu 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 running the report, change at least one default value on this page.
Applicant Activity - Routings Page	Job Requisition # Position Number Job Code	To run the report, complete one of these fields.

See Also

PeopleSoft Human Resources PeopleBook: Recruit Workforce, “Managing Applicants,”
Entering Basic Applicant Information

PeopleSoft Human Resources PeopleBook: Recruit Workforce, “Managing Applicants,”
Entering Additional Applicant Information

PeopleSoft Human Resources PeopleBook: Recruit Workforce, “Managing Applicants,”
Tracking Applicants

PeopleSoft Application Fundamentals for HRMS PeopleBook: “Appendix: PeopleSoft
Application Fundamentals for HRMS Reports”

Meeting VETS-100 Reporting Requirements

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 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. Run the VETS-100 Process to perform the calculations and load the values into a temporary table, and then run the VETS-100 Analysis to create a report of the findings for internal use (optional) and the VETS-100 Submit process to create the digital file for submission.

Establishments in VETS-100 Reporting

VETS-100 reporting is organized by establishment. A company's headquarters unit and each of its hiring locations are considered separate establishments. A single-establishment employer files one completed form, while a multi-establishment employer (doing business at more than one hiring location), files 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.

The USF Vets-100 by POI report generates a Veterans employment report by POI (Personnel Office Identifier).

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

Running the VETS-100 Process, Analysis, and Submit processes by establishment, enables you to divide your employee population into more manageable chunks for processing.

VETS-100 Process

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

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

VETS-100 Analysis

The VETS-100 Analysis is an informational report that displays the data that will be submitted to the government when you create the VETS100.TXT file with the VETS-100 Submit

process. Running this report does not affect the data in the temporary table. Run the VETS-100 Process before running this report. You can also use the VETS-100 Analysis process to report on VETS-100 history; you cannot report on years prior to 2000.

Vets-100 Submit

The VETS-100 Submit process creates a digital file that meets the VA specifications using the data in the temporary table and transfers the data from the temporary table to a history table. The VETS-100 Submit process only removes data from the temporary table that should be written to the digital file. So, if your temporary table contains data for your entire organization and you run the VETS-100 Submit process for just your headquarters, data for establishments outside of headquarters remains in the temporary table until you run the VETS-100 Submit process to capture it.

Entering Data for the VETS-100 Report

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

<i>Affected Page</i>	<i>Affected Fields</i>	<i>Comments</i>
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 SIC (standard industrial classification) 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.
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.

Affected Page	Affected Fields	Comments
Applicant Data - Eligibility/Identity Page	Employee military status	If you select <i>Viet Vet</i> (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 includes the employee in the Special Disabled Veterans column of the VETS-100 report.

See Also

“(GBR) (US) (USF) Meeting Disability Regulatory Requirements for the US and the UK,”
 (USA) Meeting the Americans With Disabilities Act Regulatory Requirements

CHAPTER 8

(USF) Performing Central Personnel Data File Edit Processing

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

- Set up control tables for regulatory reports.
- Meet Central Personnel Data File requirements.
- Submit parent locator information.

Understanding Regulatory Requirements

PeopleSoft provides the following USF regulatory reports:

- CPDF Error
- EEO Groups by PATCOP/POI
- EEO Groups by PATCOB/SubAgency
- EEO Groups by Series/POI
- EEO Groups by Series/SubAgency
- SF113-A
- SF113-G
- VETS – 100 by POI
- VETS – 100 by SubAgency.

Note. Those regulatory requirements common to non-federal users are documented in “Meeting Regulatory Requirements for the United States.”

See Also

“(USA) Meeting Regulatory Requirements for the United States”

Setting Up Control Tables

Set up information in the following tables in order to meet USF regulatory requirements.

Pages Used to Set Up Control Tables

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
CPDF Fields	GVT_CPDF_FIELDS	Monitor Workplace, Report Regulations (USF), Setup, CPDF Fields	Verify or add Central Personnel Data Files (CPDF) fields. Complete the CPDF Fields page for every data element required in your agency's CPDF submissions before using this page.
Prefixes Fields	GVT_CPDF_PREFIX	Monitor Workplace, Report Regulations (USF), Setup, CPDF Edits, CPDF Prefix/Fields	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.
Edits	GVT_CPDF_EDIT	Monitor Workplace, Report Regulations (USF), Setup, CPDF Edits, CPDF Edits	Specify the edit content.

Adding CPDF Fields

Access the CPDF Fields page.

CPDF Fields

Field Number: 1

Field Length: **Field Type:**

Field Name:

Default Field Value (File):

Default Field Value (Table):

Pad Field: **Pad Character:**

Truncate Field:

Edit Mask:

Comment:

CPDF Fields page

Field Length	Enter the length of the field.
Field Type	Define the field type. Valid values are Char (character), Date , and Number .
Field Name	Enter the name that corresponds to the field number.
Default Field Value (Table)	Specify this value, which in most cases are asterisks (*).
Pad Field	Available options are Left , Right , or No . If you select Left or Right , provide a Pad Character .
Pad Character	If a field is to be padded, specify the character used for padding. For example, a zero (0) might be used to left pad a numeric field.
Truncate Field	Specify whether or not a field should be truncated by selecting Yes or No .
Edit Mask	Provide an edit mask used for field formatting the CPDF tables. The CPDF programs support all the standard edit masks available in SQR.

Specifying CPDF Edit Prefixes and Fields

Access the Prefixes Fields page.

The screenshot shows a web interface for editing data. At the top, there are two tabs: 'Prefixes Fields' and 'Edits', with 'Edits' being the active tab. Below the tabs, there are two main sections. The first section, 'Edit Prefix', contains a text box for 'Edit Prefix' with the value '060' and a text box for 'Description' with the value 'Bargaining Unit'. The second section, 'Edit Information', has a blue header bar with 'View All', 'First', '1 of 1', and 'Last' links. Below this, there are three fields: 'Edit Category' with the value '02', 'Edit ID' with the value '1', and a 'Status' dropdown menu. To the right of these fields are two yellow buttons with '+' and '-' signs. Below the 'Edit Information' section is another section titled 'Error Default Overrides' with a similar header bar. This section contains three fields: 'Field Number' with the value '33', 'Field Length' which is empty, and 'Default Field Value' which is empty. To the right of these fields are also two yellow buttons with '+' and '-' signs.

Prefixes Fields page

Edit Category Enter a two-digit edit category to identify the data element edit.

Edit ID Select an **Edit ID** from the drop-down list box of *Status*, *Dynamic*, or *Status and Dynamic*, to identify the file to which this edit applies.

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

Field Number Enter the number for fields impacted by this edit.

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

Specifying Edit Content

Access the Edits page.

Prefixes Fields Edits

Edit Prefix: 060 **Description:** Bargaining Unit

Edit Information View All First 1 of 1 Last

Edit Category: 02 **Edit ID:** 1 **Status** + -

Status View All First 1 of 1 Last

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

Related Code View All First 1 of 1 Last

***If/Then Code:** If ***Sequence Nbr:** + -

Edit Parameters

***Left Field Number:** 21 ***Comparison Code:** Equal to **Compared To:** Value

Right Field Number: **Compare Value 1:** ES **Compare Value 2:** 0

Comparison Value Legend

Edits page

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

Status

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

Create an edit by concatenating If and Then statements. Scroll among If and Then statements using the arrows in the **Status** group box. Compose the body of your If or Then statement in the **Edit Parameters** group box.

If/Then Code and Sequence Nbr (sequence number)

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

Left Field Number

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

Comparison Code

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

Compared To, Right Field Number, Compare Value 1, and 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 you to 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.***

For example, let's take a look at 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.

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

Meeting CPDF Reporting Requirements

This section provides an overview of meeting CPDF reporting requirements and tells you how to:

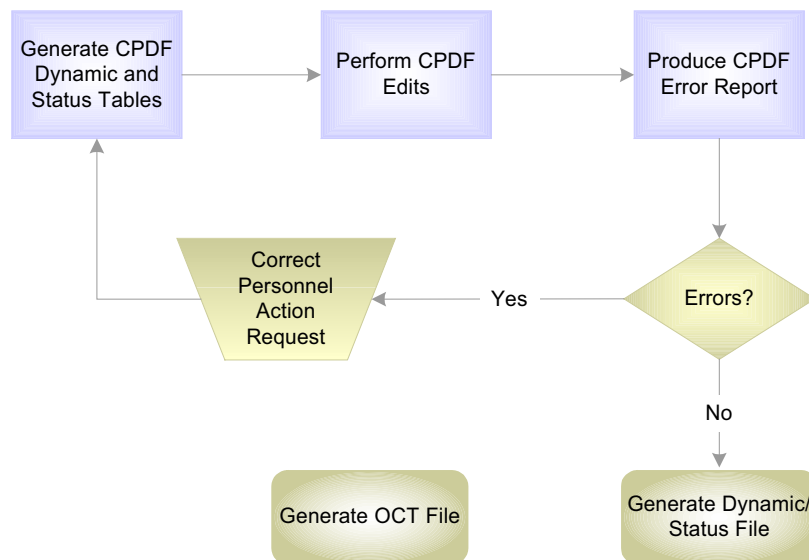
- Identify CPDF codes.
- Produce CPDF files.
- Process CPDF files.
- Update CPDF edits.

Understanding CPDF Reporting

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 (OPM) 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.

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

This diagram illustrates the CPDF process:



Overview of the CPDF Process

Edit submissions 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 OPM requires a quarterly status file submission: March, June, September, and December.

- CPDF Dynamic Submission.

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

- Organizational Component Translations (OCT) Submission.

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.

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

See Also

"Federal Workforce Reporting Systems Operating Manual"

Identifying CPDF Codes

Before you use CPDF reporting, set up CPDF codes. The following discussion is a reminder of what this information is and where you enter it in the system.

Data	Table
Indicate if earnings are reported to the CPDF.	Earnings Table 2 page
Indicate the CPDF Earnings Type to identify retention allowance, supervisory differential, or staffing differential code types.	Sub-Agency Table page
Indicate whether the subagency is a CPDF reporter.	Sub-Agency Table page

Producing the CPDF Files

To produce the CPDF files:

1. Generate the CPDF Dynamic Table (monthly) **or** generate the CPDF Status Table (quarterly).
2. Perform CPDF Edits Processing to execute the COBOL program FGPCDFF.
3. Produce the CPDF Error report.

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

4. Generate the CPDF Dynamic/Status file.
5. Generate the CPDF Organizational Component Table file.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook: “Appendix: PeopleSoft Application Fundamentals for HRMS Reports”

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

Pages Used to Process CPDF Files

Page Name	Object Name	Navigation	Usage
CPDF Edits Processing	RUNCTL_FGCPDF	Monitor Workplace, Report Regulations (USF), Process, CPDF Edits Processing, CPDF Edits Processing	Generates a table of the CPDF edit errors found in the CPDF Status and Dynamic Tables.
CPDF Dynamic Table	RUNCTL_FGHR019A	Monitor Workplace, Report Regulations (USF), Process, CPDF Dynamic Table, CPDF Dynamic Table	Lists the number of records processed and written to the Dynamic Table.
CPDF Dynamic/Status File Generation	RUNCTL_FGHR019C	Monitor Workplace, Report Regulations (USF), Process, CPDF Dynamic/Status File Gen, CPDF File Generation	Generates the Dynamic File and/or the Status Files for submission to OPM.

Page Name	Object Name	Navigation	Usage
CPDF Organizational Component Table File Generation	RUNCTL_FGHR019D	Monitor Workplace, Report Regulations (USF), Process, CPDF Org. Comp. File, CPDF Org. Comp. File	Consists of codes, titles, and hierarchical relationships for organizations within an agency as of the end of the reporting period.
CPDF Status Table	RUNCTL_FGHR019E	Monitor Workplace, Report Regulations (USF), Process, CPDF Status Table, CPDF Status Table	Produces a file that shows the number of records that are processed and written to the Status Table.

Processing CPDF Edits

Access the CPDF Edits Processing page.

CPDF Edits Processing

Run Control ID: 1

[Report Manager](#) [Process Monitor](#) [Run](#)

Validate CPDF Data

☐ Status

☐ Dynamic

CPDF Edits Processing page

Validate CPDF Data

Select either or both **Status** and **Dynamic** to create the respective file(s) correctly.

Run

Click to run the report using PeopleSoft Process Scheduler.

Processing the CPDF Dynamic Table

Access the CPDF Dynamic Table page.

CPDF Dynamic Table

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

Language: English

Request Parameters

Company: FRG Federal Reserve Board

As Of Date: 01/01/1999

From Date:

End Date:

Work-in-Progress Status: 1ST 1st Authorized

CPDF Dynamic Table page

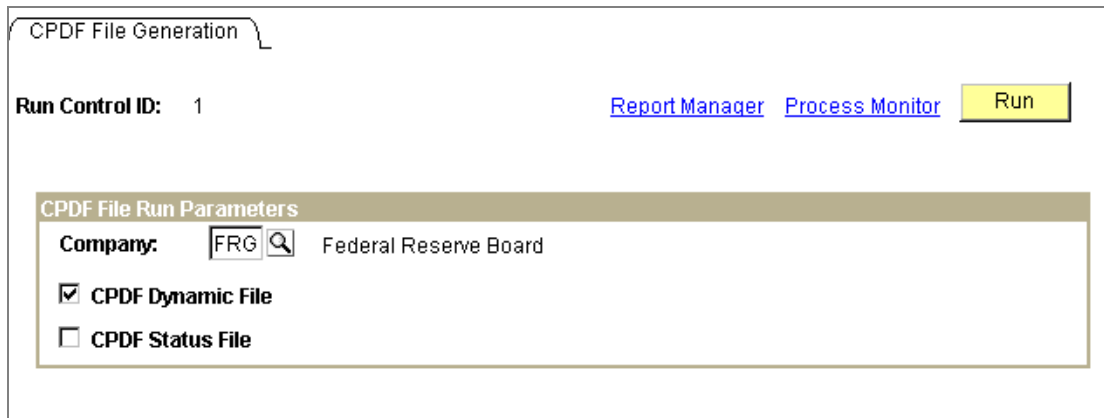
Generating the Central Personnel Data File (CPDF) Dynamic Table enables you to run the CPDF Edits Process against the table, and to generate the CPDF Dynamic Submission. You must generate the CPDF Dynamic Table in order to continue processing the CPDF dynamic edits.

Note. 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.

As Of Date	Select to define 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	Enter the starting date that the program should select personnel actions that were last worked on or modified. This field is based on the tracking date from the personnel action.
End Date	Enter the ending date that the program should select personnel actions that were last worked on or modified. This field is based on the tracking date from the personnel action.
Work-in-Progress Status	Select any Work in Progress (WIP) status for reporting on the CPDF Dynamic Table. For a CPDF submission, select either Completed or Corrected .

Processing the CPDF Dynamic/Status File

Access the CPDF File Generation page.



CPDF File Generation

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

CPDF File Run Parameters

Company: FRG Federal Reserve Board

☒ CPDF Dynamic File

☐ CPDF Status File

CPDF File Generation page

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. If the process notes that field defaults are necessary, it uses the CPDF field default table to supply the values.

You must have already entered agency parameters before using this page.

CPDF Dynamic File and CPDF Status File Select one or both of these fields to generate the correct submission file.

Processing the CPDF Organizational Component Table File

Access the CPDF Organizational Component File page.



CPDF Org. Comp. File

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

Language: English

Request Parameters

Company: FRG Federal Reserve Board

As Of Date: 01/01/1999

CPDF Organizational Component File page

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.

You must have already set up Agency and Language parameters before using this page.

As Of Date Select so that the file contains organizational components that are effective for a given date.

Processing the CPDF Status Table

Access the CPDF Status Table page.

CPDF Status Table page

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.

Note. This process deletes any existing data in the CPDF Status Table before adding any new records. If your organization finds it necessary to retain and save existing CPDF Status Table data, you must back up the table before running this process.

As Of Date Select to restrict your selection to those employees active on that date.

Updating CPDF Edits

When you receive OPM updates to the CPDF Edit Manual, you must maintain the edits in your system.

(USF) Submitting Parent Locator Information

Government agencies are required by law to send a biweekly and quarterly file containing data on new hires to the Federal Parent Locator Service, a part of the Social Security Administration. The Federal Parent Locator Service uses the data to track and enforce child support payments.

To submit parent locator information:
--

1. Create an interface file using the New Hire Reporting run control page.
2. Send the file to the Social Security Administration.
3. You will receive that file back from the Social Security Administration.
4. Process the file received from the Social Security Administration using the New Hire Error Reporting run control page. The report created by this process lists errors that were sent previously so that they can be corrected for the next time you send the file.
5. At any point in the process you can use the New Hire Reporting Stats inquiry page to view statistics about the new hire data exports.

(USF) Page Used to View New Hire Data Export Statistics

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
New Hire Reporting Stats	GVT_NH_CONTROL	Monitor Workplace, Report Regulations (USF), Inquire, New Hire Reporting Stats	Use to display statistical information about new hire data exports generated by the New Hire Reporting report.

CHAPTER 9

(GBR) (US) (USF) Meeting Disability Regulatory Requirements

This chapter provides an overview of disability requirements for the United Kingdom and the United States. This chapter tells you how to meet the requirements for:

- The Disability and Discrimination Act of 1995 for the UK.
- The Americans with Disabilities Act.

(GBR) Meeting Disability and Discrimination Act Data Regulatory Requirements

The Disability and Discrimination Act of 1995 makes it unlawful for any United Kingdom employer to discriminate against individuals based on their disability in relation to recruitment, promotion, training, benefits, terms and conditions of employment, and dismissal. It 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 such as 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 using this component, set up codes in the following tables:

- Accommodation Type Table
- Diagnosis Table
- Job Task Table
- Job Code Task Table

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.

See Also

Pages Used to Manage Accommodation Data

(USA) Meeting the Americans With Disabilities Act Regulatory Requirements

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.

Before you track accommodation requests made by employees and applicants, set up data in the Accommodation Type Table, the Job Task Table, the Job Code Task Table, and the Diagnosis Table.

Once you create accommodation types and essential job functions, linked job functions with job codes, and created diagnosis codes, use the Accommodation Data pages to track requests that employees and applicants make for disability accommodations. Complete the pages in the order that they appear here.

Pages Used to Manage Accommodation Data

Page Name	Object Name	Navigation	Usage
Accommodation Request	ACCOMM_REQUEST	Administer Workforce, Administer Workforce (GBL), Use, Disability, Accommodation Request	Enter accommodation requests an employee or applicant makes of your organization. You can also enter diagnosis codes for employee disabilities.
Accommodation Option	ACCOMM_OPTION	Monitor Workplace, Report Regulations (UK), Use, Accommodation Data, Accommodation Option	Enter the options that the organization or the person with a disability is considering in order to resolve each accommodation request.

Page Name	Object Name	Navigation	Usage
Accommodation Job Task	ACCOMM_JOB_TASK	Monitor Workplace, Report Regulations (UK), Use, Accommodation Data, Accommodation Job Task	Enter the job tasks that you are accommodating, classified by job code and, where necessary, by location. If you create essential job tasks in the Job Code Task Table, you can enter multiple job tasks for each accommodation.

Accommodation Request Page Alternate Navigations

Administer Workforce, Administer Workforce (USF), Use2, Disability Use, Accommodation 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

Accommodation Option Page Alternate Navigations

Monitor Workplace, Report Regulations (US), Use, Accommodation Data, Accommodation Option

Monitor Workplace, Report Regulations (USF), Use, Accommodation Data, Accommodation Option

Accommodation Job Task Page Alternate Navigations

Monitor Workplace, Report Regulations (US), Use, Accommodation Data, Accommodation Job Task

Monitor Workplace, Report Regulations (USF), Use, Accommodation Data, Accommodation Job Task

Entering Accommodation Requests

Access the Accommodation Request page.

Accommodation Request		Accommodation Option		Accommodation Job Task	
Jones, Susan		Employee		ID: K0G001	
Request Details View All First 1 of 1 Last					
*Accommodation ID:	11	*Date of Request:	08/22/2000		
Business Unit:	GBIBU	Global Business Institute BU			
Department:	KU001	Human Resources			
Job Code:	KU013	Financial Analyst			
Location Code:	KUCA00	California Location			
Comment:					
*Responsible ID:					
☒ Pending ☐ Accepted ☐ Undue Hardship		*Request Status Date: 08/22/2000			
Disability Find View All First 1 of 1 Last					
*Regulatory Region	USA	Diagnosis Code			
1					

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, which you can override.
Date of Request	Enter the date of request for the accommodation.
Comment	Enter comments applicable to the request.
Responsible ID	Select the employee Responsible ID.
Request Status Date	Enter the request status date.
Regulatory Region	Select from the list of Regulatory Region page prompt values.
Diagnosis Codes	Select any that apply. You create Diagnosis codes in the Diagnosis Table.

Entering Accommodation Options

Access the Accommodation Option page.

Accommodation Request		Accommodation Option		Accommodation Job Task	
Jones, Susan		Employee		ID: K0G001	
Option Details View All First 1 of 1 Last					
Accommodation ID:	1	Date of Request:	08/22/2000		
Business Unit:	GBIBU	Global Business Institute BU			
Department:	KU001	Human Resources			
Job Code:	KU013	Financial Analyst			
Location Code:	KUCA00	California Location			
Accommodations/Alternatives View All First 1 of 1 Last					
*Option ID:	1	☐ Employer Suggested Option	*Currency Code:	USD	
*Type:		Cost:	0.00		
Description					
*Accommodation Status: Consider					
*Status Date: 08/22/2000					

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.
	To enter more accommodation options or alternatives, add new data rows by clicking the Insert Row toolbar button.
Employer Suggested Option	Indicate if the information that 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 you did not define multiple currencies in the Installation Table, the Currency Code field doesn't appear.
Cost	Enter the estimated cost of the option.
Accommodation Status	Select from the list of valid values.

Entering Accommodated Job Tasks

Access the Accommodation Job Task page

Accommodation Request		Accommodation Option		Accommodation Job Task	
Jones, Susan		Employee		ID: K0G001	
Job Details View All First 1 of 1 Last					
Accommodation ID:	1	Date of Request:	08/22/2000		
Business Unit:	GBIBU	Global Business Institute BU			
Department:	KU001	Human Resources			
Job Code:	KU013	Financial Analyst			
Location Code:	KUCA00	California Location			
Job Task Accommodated View All First 1 of 1 Last					
Business Unit:	GBIBU	Global Business Institute BU			
Job Code	KU013	Financial Analyst			
Location					
Job Task					

Accommodation Job Task page

Job Task Accommodated

Business Unit

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

Job Code

Select a job code that you are accommodating. Create these codes in the Job Code Table - Job Code Profile Page.

Location and Job Task

Select a location and job task for the request that you are accommodating. You create these codes in the Location Table - Location Address Page and the Job Task Table Page.

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