



**CUSTOMER
FOCUS** 2016

JULY 27-29, 2016 - THE PHOENICIAN RESORT & SPA



Canadian Record of Employment (ROE) XML Extract File Guide

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Record of Employment (ROE)

ROE is a form required by Canada Employment Insurance Commission to be issued to an employee upon termination of employment or interruption of earnings.

Interruption of earnings

(EI) A partial or total discontinuity in insurable earnings, either temporary or permanent, that meets the conditions described in the *Employment Insurance Act*, the occurrence of which requires the issuance of a record of employment.

In eCMS we recommend terminations are entered using the ROE Entry Option not Payroll or Human Resource master files. These files will be update from the information entered on the ROE entry detail screen.

Maximum Number of most recent consecutive pay periods used to calculate the employee's total earnings – Electronic ROE

Weekly – 53

Biweekly – 27

Semimonthly -25

Monthly – 13

13 Pay Periods a Year - 14



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Step 1 Enter a Record of Employment

Menu path to access to ROE Entry

Payroll-Can > Entry > Enter Record of Employment

ROE Entry Screens:

- 1) Header Screen - used to enter
 - 1) export contact person information
 - 2) data that will flow into the employee detail screen
- 2) Detail Screen - used to enter ROE's by employee. Many of the fields will be prepopulated with the inputs from the first step (Screen 1), whereas other fields will be populated once an employee number is entered. Press [ENTER] after entering an employee number manually to automatically populate fields.
- 3) Additional Entries Screen - shown for any employee which 'Add'l Entry' was flagged as Y.

On each screen Click OK to confirm, or previous to go back.

When entry is complete on the Detail and if selected the additional Entries Screen(s) clicking OK will return you to the Selection Screen.



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ROE Entry Screen 1 - Header

Record of Employment Entry

PRP422

Co	Div	Final Pay Period	Name of Issuer	Lang Pref	Date of Issuance	Termination	
						Date	Reason
08	035	6/18/2016	Sal Ashek	E	6/18/2016	6/18/2016	A00

Returning	Expected Date of Recall
Y	9/10/2016

Export Information

Contact Person:

First Name

Penny J

Last Name

Chambers

Phone Number

480

4447000

Ext

8595



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ROE Entry Screen 1 – Header Field Definitions

Company / Division - These fields should reflect the Company and Division for whom the Employee works. Accept the Company/Division used at login or click the Division Number prompt to make new selections.

Final Pay Period - Enter the date of the final pay period for the affected Employees

Name of Issuer - Name of individual issuing the ROE

Lang Pref – English (E) or French (F)

Date of Issuance - Date that the ROE is issued

Termination Date - This date will flood the termination dates on the next screen



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ROE Entry Screen 1 – Header Field Definitions

Termination Reason Code - Reason why the employee was terminated. This will populate the fields on the next screen. The following 3 slides have the list of current termination reason codes and descriptions

Returning Y This is a termination
 N These Employees may return. Use this in the case of a layoff

Expected Date of Recall - If the Not Returning field is set to N, enter the date the Employee, or group, might be recalled

Export Information Contact Person - Enter the first and last name, and the Phone Number and extension for the contact person

Click OK to proceed to the to the Screen 2 – Employee Detail



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ROE Entry Screen 1 – Header Field Definitions

Termination Reason Codes – prompt display screens shows new 3 digit codes. These are loaded by the program.

ROE Termination Code Search	
Code	Description
A00	SHORTAGE OF WORK
B00	STRIKE OR LOCKOUT
D00	ILLNESS OR INJURY
E00	QUIT
E03	RETURN TO SCHOOL
F00	PREGNANCY/PARENTAL
G07	RETIREMENT
H00	WORK SHARING
J00	APPRENTICE TRAINING
K00	OTHER
M00	DISMISSAL
N00	LEAVE OF ABSENCE

Search

ROE Termination Code Search	
Code	Description
P00	PARENTAL
Z00	COMPASSIONATE CARE

Search



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ROE Entry Screen – Header Termination Code Definitions

A00-Shortage of Work – used when the employee is laid off

B00-Strike or Lockout – used when an employee is on strike or has been locked out of the work place

E03-Return to School – used when employee is leaving to return to school

D00-Illness or Injury – used when the employee is leaving work temporarily because he or she is ill or injured

E00-Quit – used when employee initiates the separation from employment

F00- Pregnancy/Parental – used when a birth mother is leaving the workplace to take maternity leave

G07-Retirement – used when employee is leaving the workplace because of mandatory retirement or though a Work Force Reduction approved by Service Canada



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ROE Entry Screen 1 – Header Termination Code Definitions

H00-Work Sharing – used when the employee is participating in the Service Canada Work-Sharing Program

J00-Apprentice Training – used when the employee is leaving the workplace temporarily to participate in a government-approved apprenticeship training program

M00-Dismissal – used when the employer initiates the separation from employment for Any reason other than layoff or mandatory retirement

N00-Leave of Absence – used when the employee is leaving the workplace temporarily to take a leave of absence

P00-Parental – used if the employee is leaving the workplace temporarily to take parental or adoption leave

K00-Other – used for a vast majority of reasons that are not covered above

Z00-Compassionate Care – used if the employee is leaving the workplace temporarily to claim compassionate care benefits, or benefits for parents of critically ill children



Record of Employment Entry
PRP422

Final Pay
Period
06/18/2016

Name of Issuer
SAL ASHEK

Lang
Pref
E

Date of
Issuance
06/18/2016

Termination

Date Reason HRDC
06/18/2016 A00 01

Dates

Co	Div	Emp #	Name	First Worked	Last Worked	Terminated	Expected Recall Dt	Rtn	Term Code	Occupation	Add'l Entry
8	35	000000002	Tammy SM Thomas	01/12/2010	06/10/2016	06/18/2016	09/10/2016	Y	A00	WELDER	Y
8	35	000000000				06/18/2016	09/10/2016	Y	A00		N
8	35	000000000				06/18/2016	09/10/2016	Y	A00		N
8	35	000000000				06/18/2016	09/10/2016	Y	A00		N
8	35	000000000				06/18/2016	09/10/2016	Y	A00		N
8	35	000000000				06/18/2016	09/10/2016	Y	A00		N
8	35	000000000				06/18/2016	09/10/2016	Y	A00		N
8	35	000000000				06/18/2016	09/10/2016	Y	A00		N
8	35	000000000				06/18/2016	09/10/2016	Y	A00		N
8	35	000000000				06/18/2016	09/10/2016	Y	A00		N
8	35	000000000				06/18/2016	09/10/2016	Y	A00		N
8	35	000000000				06/18/2016	09/10/2016	Y	A00		N



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ROE Entry Screen 2 – Employee Detail

Employee Detail Screen 2 – used to enter ROE's by employee. Terminations should be entered using the ROE feature rather than using either the maintenance General 2 Tab on the Payroll Employee Master or HR Personal Data screens

Many of the fields will be **prepopulated from the values input on the Header Screen 1**

Other fields will be **updated once an employee number is populated** and [ENTER] is pressed

Employee Name

First Worked Date

Last Worked Date

Occupation

The **header information** at the top of the screen **cannot be changed**

Fields below the header are input fields that may or may not be populated from the prior screen and can be changed if needed



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ROE Entry Screen 2 – Employee Detail Field Definitions

Company / Division– should reflect the Co/Div for whom the employee works Used the Co/Div from login or click the Division Number and prompt to make a new selection

Employee Number – prompt to select the employee

Employee Name – defaults from the Employee Master (PRTMST)

First Worked – indicates the date the employee started and defaults from the Employee Master (PRTMST)

Last Worked – indicates the date the employee worked last and defaults from the Employee Master (PRTMST) General 2 Tab 'Date Last Worked'. This is pulled from the Payroll History File (PRTHST) and is not the Termination Date specified in the Employee Master (PRTMST) and HR Personal Data (HRTEMP) General 2 Tab.

This date can be changed as required and will update the PR Employee Master and HR Personal Data records

Termination Date – defaults from the Screen 1 Termination Date.

This date can be changed as required and will update the PR Employee Master and HR Personal Data records



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ROE Entry Screen 2 – Employee Detail Field Definitions

Expected Recall Dt – If the 'Not Returning' field is set to N, enter the date the employee, or group, might be recalled

Not Rtn - **Y** employee terminated and not expected to returning
 N employee may return (used for layoff)

Term Code – populated from the prior screen but can be overridden when required. When you click **OK**, the reason code in the Employee Master and Personal Data General 2 Tab is updated with the reason code you specify here.

Occupation – description defaults from the Employee Master

Add'l Entry - **Y** additional entry information is required. When you click **OK** you will proceed to the Additional Entry Screen

N no additional entry information is required. When you click **OK** you will be returned to the Header Screen

Click OK to confirm the ROE Entry or proceed to Screen 3 – Additional Entries



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ROE Entry Screen 3 – Additional Entries

Record of Employment Entry						PRP422
Additional Entry						
Co	Div	Emp #	Name		Occupation Description	
08	035	000000002	Tammy SM Thomas		WELDER	
Vacation Pay (2)	Statutory Holiday Pay Date	Amount(2)	Other Monies Code	Amount(2)	Amended Serial Number	
52500	6/18/2016	60000	E00 <	150000		
			<			
			<			
Comments		Enter Additional Comments Here				
Paid Sick/Parental/Compassionate Care						
Date	Amount(2)	Period				
6/18/2016	25000	W				



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ROE Entry Screen 3 – Additional Entries Field Definitions

Additional Entries – used for separation payments. Report all payments or benefits **other than regular pay** that the employer has paid or will pay to the employee because of separation.

Vacation Pay – vacation payable to the employee

Statutory Holiday Pay – enter the date and amount of statutory holiday pay payable to employee

Other Monies Code and Amount– enter the appropriate code and value for other payments or benefits other than vacation or statutory holiday pay. Codes and their description are listed on the following 4 slides

Comments – specific details about exceptional circumstances you would like to communicate to Service Canada to help clarify the information on the ROE

Amended Serial Number – used if you are issuing an amended ROE to change or correct information you provided on an original ROE

Paid Sick/Parental/Compassionate Care – insurable sick leave, maternity, parental compassionate care or parents of critical ill children leave payments. Enter Date, Amount and Period (D = Day, W = Week)



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ROE Entry Screen 3 – Additional Entries Other Monies Codes

Other Monies Code— prompt display screens shows new 3 digit codes. These are loaded by the program

ROE Other Monies Code Search	
Code	Description
B05	Bonus (Holiday)
B06	Bonus (Production/Incentive)
B07	Bonus (Event)
B08	Bonus (Staying/Contract complete/End of season)
B09	Bonus (Separation or retirement)
B10	Bonus (Closure)
B11	Bonus (Other)
E00	Severance pay
G00	Gratuities
H00	Honorariums
I00	Sick leave credits
J00	Retroactive pay adjustment

Search

ROE Other Monies Code Search	
Code	Description
O00	Other
Q00	Profit sharing
R00	Retiring allowance/Retirement leave credits
S00	Settlement pay
T00	Payout of banked overtime
U12	SUB Maternity/Compassionate Care/Critically Ill Children
U13	SUB Layoff
U14	SUB Illness
U15	SUB Training
Y00	Pay in Lieu of Notice

Search



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ROE Entry Screen 3 – Additional Entries Other Monies Code Definitions

B05 Bonus (Holiday) – recognize certain holidays such as Christmas

B06 Bonus (Production/Incentive) – workers meet or exceed specified level

B07 Bonus (Event) – on the occasion of certain events such as anniversary

B08 Bonus (Staying/Contact Complete/End of Season) – Works agree to and actually work for full term or certain amounts of work

B09 Bonus (Separation or Retirement) – when employment ends to recognize long years of service

B10 Bonus (Closure) – part of a closure agreement

E00 Severance Pay – recognition for years of service paid to compensate for the loss of employment



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ROE Entry Screen 3 – Additional Entries Other Monies Code Definitions

G00 Gratuities – payments paid to certain service-sector workers in addition to their salary

H00 Honorariums – given for services for which fees are not legally or traditionally required

I00 Sick Leave Credits – form of compensation for all or a portion of unused sick leave

J00 Retroactive Pay Adjustment - payment for retroactive pay adjustment

O00 Other – when insurable money does not fit under any other type of payment or benefit

Q00 Profit Sharing – share of profit paid

R00 Retiring Allowance/Retirement Leave Credits – forms of severance pay



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ROE Entry Screen 3 – Additional Entries Other Monies Code Definitions

S00 Settlement Pay – settle an outstanding issue

T00 Payout of Banked Overtime – payment for banked overtime

U12 SUB Maternity/Compassionate Care/Critically Ill Children – to supplement EI benefits during periods of listed leave

U13 SUB Layoff – supplement EI benefits during period of temporary stoppage of work due to layoff

U14 SUB Illness – supplement EI benefits during period temporary stoppage of work due to illness

U15 SUB Training – supplement EI benefits during period of temporary stoppage of work due to training

Y00 Pay in Lieu of Notice - unable to provide sufficient notification of a layoff or separation

Click OK to confirm, or previous to go back



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ROE Entry – File Information

File PRTROE - created when you enter the Record of Employment

Employee's Payroll Master (PRTMST) and HR Personal Data (HRTEMP) General 2 Tab – updated with the termination information enter in the ROE (see slides 1 and 2 below)

Note: the Termination Reason code is not updated



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Payroll Master – General 2 Tab Termination Information

Payroll	Employee Maintenance	Mode: Update	PRP20203	PRPM08 - 10
Employee Number: 2				
General	General 2	Contacts	Pay Rates	
Crew Number:	0	Cash Account:	0000.00000.000	
Crew Group:		Cash Company:	8	
Fixed/Std. Hourly Code		Cash Division:	35	
Hours:	0.00	Ticket Number:	0	
Fixed Hourly Type:	0- Not Fixed Hourly	Timecard:	<input checked="" type="checkbox"/>	
Job Number:		Tips:	<input type="checkbox"/>	
Sub Job Number:		Tribal Code:		
Cost Distribution:	.	Maintain Skill History:	<input type="checkbox"/>	
Cost Type:				
Distribution Company:	8	NAICS:		
Distribution Division:	35	Coverage Type:		
Deceased:	<input type="checkbox"/>	Termination		
Claim Code:	01	Termination Code:	1 SHORTAGE OF WORK	
Tax Reduction Amount:	0.00	Termination Date:	06/18/2016	
Business Suffix:	0	Termination Reason:		
		Eligible For Rehire:	<input checked="" type="checkbox"/>	
		Date Last Worked:	06/10/2016	
Updated from ROE Entry				



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HR Personal Data – General 2 Tab Termination Information

I9 Status	Vacation
Received: <input type="text"/>	Eligibility Date: <input type="text"/>
Date Received: <input type="text"/>	Hours Accrued: <input type="text" value="0.00"/>
Expiration Date: <input type="text"/>	Hours Carried Over: <input type="text" value="0.00"/>
Citizenship Status Code: <input type="text" value="0"/>	Hours Used: <input type="text" value="0.00"/>

E-Verify	Sick
Verify Date: <input type="text"/>	Eligibility Date: <input type="text"/>
Case Number: <input type="text"/>	Hours Accrued: <input type="text" value="0.00"/>
Case Resolution: <input type="text"/>	Hours Carried Over: <input type="text" value="0.00"/>
	Hours Used: <input type="text" value="0.00"/>

Disability	Other
Code: <input type="text" value="0"/>	Holiday Eligibility Date: <input type="text"/>
Level: <input type="text"/>	Dependents eligible for Benefits: <input type="checkbox"/>
Date of Disability: <input type="text"/>	Dependent Eligibility Date: <input type="text"/>

Termination
Retirement Code: <input type="text" value="0"/>
Retirement Date: <input type="text"/>
Visa Code: <input type="text"/>
Expiration Code: <input type="text"/>
Termination Code: <input type="text" value="1"/> SHORTAGE OF WORK
Termination Date: <input type="text" value="06/18/2016"/>
Termination Reason: <input type="text"/>
Last Day Worked: <input type="text" value="06/10/2016"/>
Eligible For Rehire: <input checked="" type="checkbox"/>

Updated from
ROE Entry



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Step 2

Print Record of Employment

Menu path to access to Print Record of Employment

Payroll-Can > Entry > Print Record of Employment

Selection Screen

08 035 Canadian	Record of Employment Selection	PRP425
-----------------	--------------------------------	--------

Preliminary Print (Y/N)	<input type="checkbox"/> Y
Create ROE Export File (1-3)	<input type="checkbox"/> 1
1 - Do Not Create	
2 - Draft	
3 - Submittal	
Outq/Hold/Save	<input type="text"/> N N



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Print Record of Employment Selection Options

Preliminary Print (Y/N) – Default = **Y** / Create ROE Export File = **1** – use if for report only
Creates Spool File Output Only

Preliminary Print (Y/N) – Default = **Y** / Create XML ROE Web Payroll Extract File = **2** – creates a Create XML ROE Web Payroll Extract File Draft
Creates Spool File Output
Creates PRTREE File Record

Preliminary Print (Y/N) – Default = **N** / Create XML ROE Web Payroll Extract File = **2 or 3** – creates a Web ROE XML Submission
Creates Spool File Output in Final Format
Creates PRTREE File Record FINAL

Note: The next time option “Print ROE” is Run Preliminary = Y, Type = 1, File PRTREE is cleared!

“Print ROE” Preliminary = Y, Type = 2 or 3, either overlays data previously populated in file PRTREE or puts new data in PRTREE file that had been cleared.



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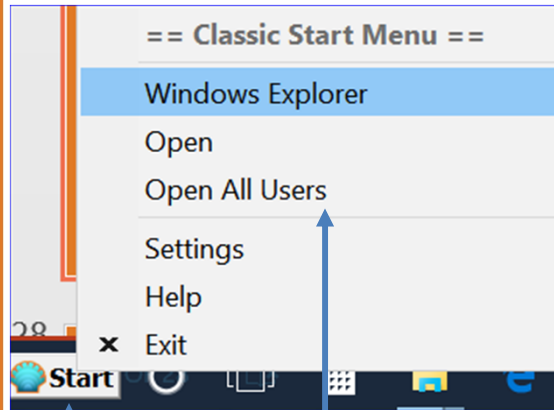
Print Record of Employment ROE Paper Copy – PRP424

EMPLOYEE INFORMATION			FIRST DAY WORKED: 12 01 10		
Tammy S Thomas					
256 Taggart St.			LAST DAY WORKED: 10 06 16		
Omeme			LAST PAY PERIOD: 18 06 16		
ON KOL 2W0					
WELDER			X		
TOTAL INS HOURS: 1414 66			Total Ins Hours - calculated using the last 27 periods		
TOTAL INS AMOUNT: 18672 75			919 919 9199		
INS AMT INS AMT INS AMT			Total INS Amount – calculated using the last 14 periods		
NIL 4256.25 1075.00			525.00		
1225.00 1075.00 1037.50					
1075.00 1187.50 1075.00					
2350.00 1075.00 2166.50					
1075.00 1037.50 1075.00					
1037.50 1075.00 1037.50					
1075.00 1037.50 1075.00					
2143.75 2512.50 2256.25					
1950.00					
ENTER ADDITIONAL COMMENTS HERE					

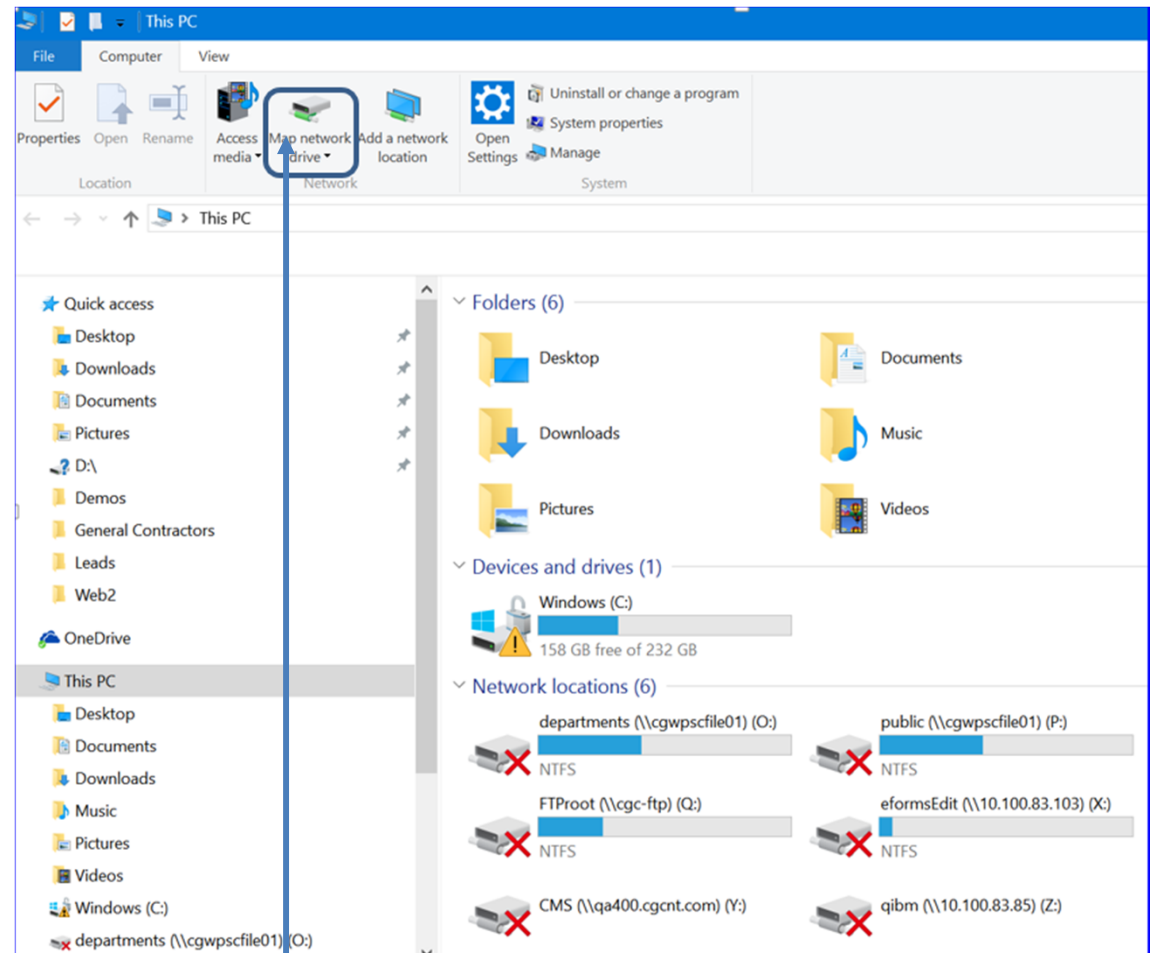


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Mapping Network Drive for XML Extract



1. Right click on Start Menu
2. Select Windows Explorer



3. Click on Map network drive option at the top of screen.



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Mapping Network Drive

Map Network Drive

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive: W: ▼

Folder: \\10.100.83.85\ ▼ Browse...

Example: \\server\share

☐ Reconnect at sign-in

☒ Connect using different credentials

[Connect to a Web site that you can use to store your documents and pictures.](#)

Finish Cancel

1. Accept the letter assigned to the drive or chose a different one.
2. Enter the Power 8 IP address in the format specified.
3. Select Connect using different credentials than Windows credential



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Mapping Network Drive

Windows Security


Enter network credentials

Enter your credentials to connect to: 10.100.83.85

CGCNT\qejsvr



☒ Remember my credentials

 Use another account

OK Cancel

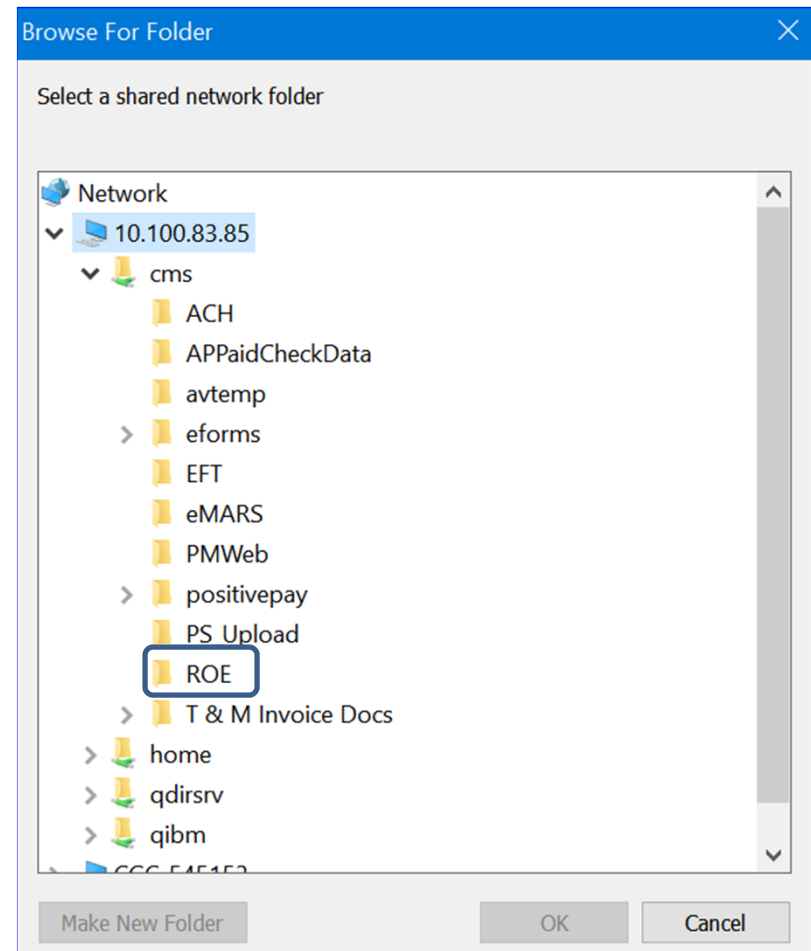
Enter Power 8 Windows Server Credentials



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Mapping Network Drive

1. Enter Power 8 Windows Credentials.
2. Drill down on eCMS IP Address.
3. Drill down on cms
4. Select ROE





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Mapping Network Drive

Map Network Drive

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive: W: ▼

Folder: \\10.100.83.85\\cms\\ROE ▼ Browse...

Example: \\server\\share

☐ Reconnect at sign-in

☒ Connect using different credentials

[Connect to a Web site that you can use to store your documents and pictures.](#)

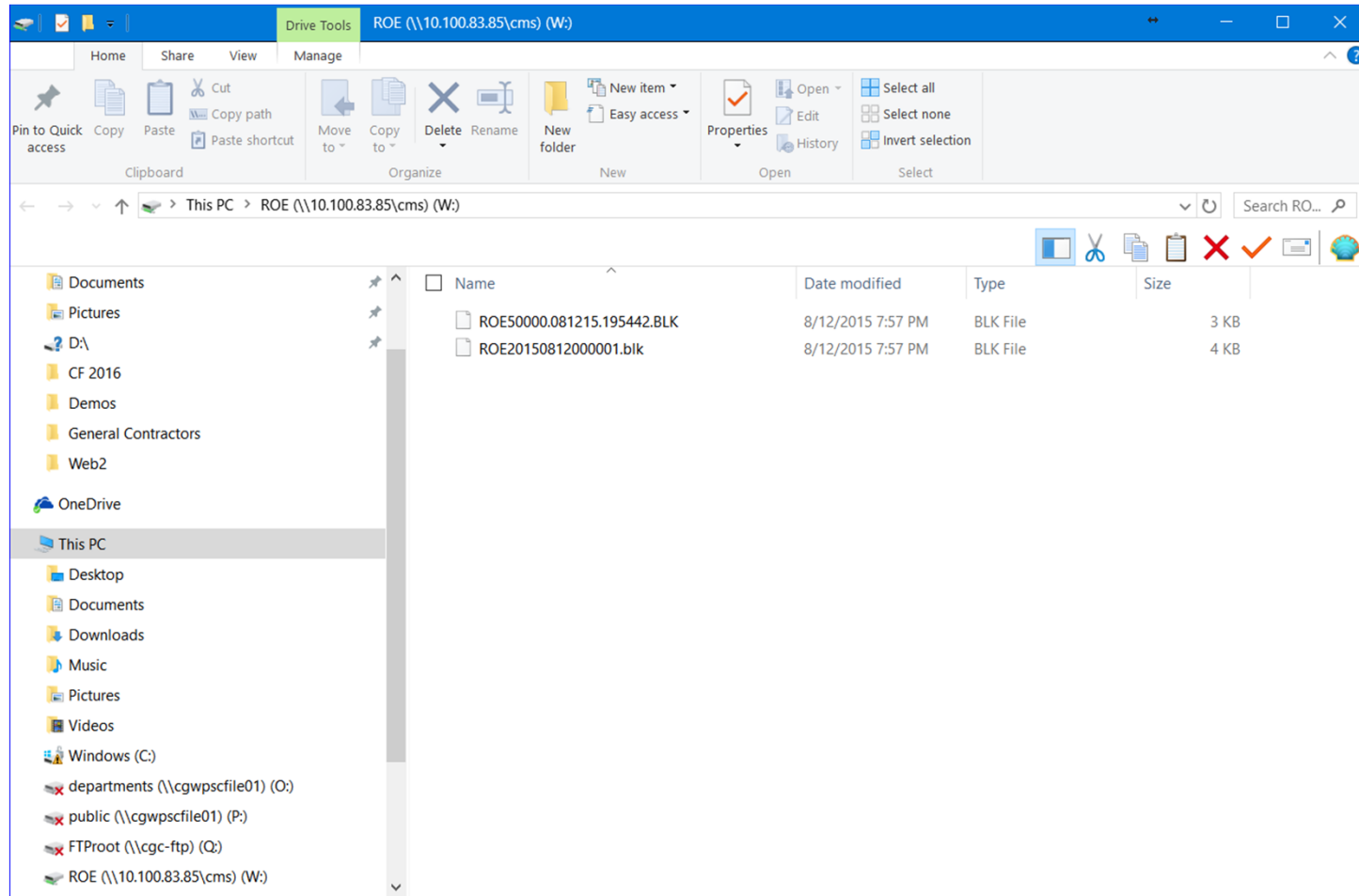
Finish Cancel

Click Finish to complete the setup for Mapping a network drive for ROE



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ROE XML Folder



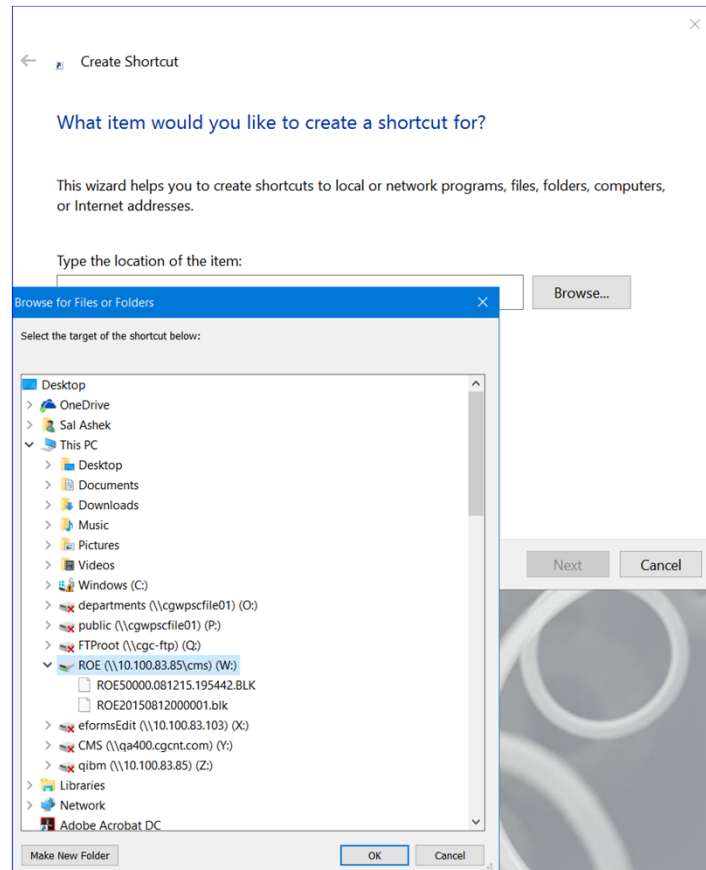
The ROE XML file folder will display with date stamped files generated in eCMS.



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Mapping Network Drive

- Click on Browse and drill down to the ROE file
- Click OK





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Desktop Shortcut

- Click Next

What item would you like to create a shortcut for?

This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item:

Click Next to continue.

- Accept the shortcut name or rename
- Click Finish

What would you like to name the shortcut?

Type a name for this shortcut:

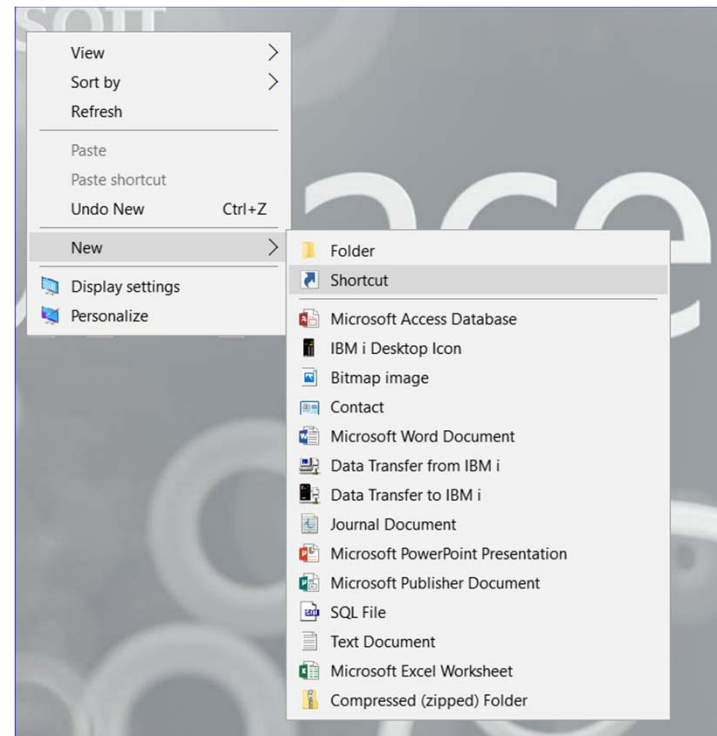
Click Finish to create the shortcut.



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Desktop Shortcut

- A shortcut can be created on the desktop for quick access to the ROE folder:
 - Right click on desktop.
 - Select Short Cut
 - Browse to the new ROE folder in the newly created network drive

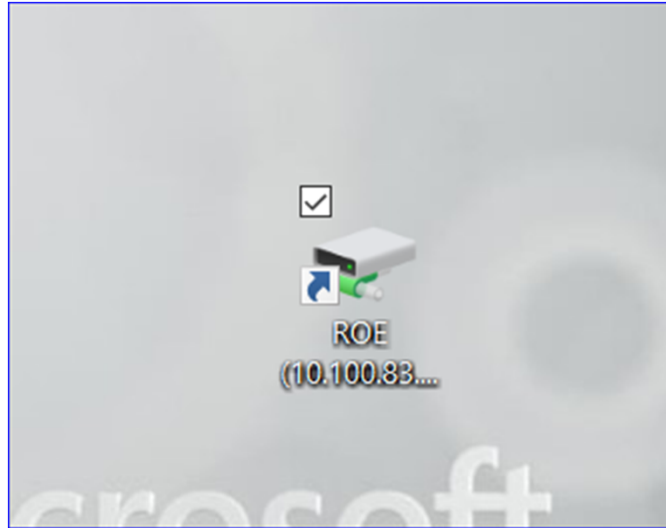




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Desktop Shortcut

- Shortcut is now available to retrieve ROE XML files:





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ROE XML Extract File

```
<?xml version="1.0" encoding="UTF-8"?>
<ROEHEADER FileVersion="W-2.0" SoftwareVendor="Computer Guidance Corporation" ProductName="ecNS" ProductVersion="4.0">
<ROE PrintingLanguage="E" Issue="D">
<B2></B2>
<B3>08 035 54654</B3>
<B5>13670 0713</B5>
<B6>W</B6>
<B8>623789455</B8>
<B9>
<FN>dsfg</FN>
<MN></MN>
<LN>fgbf</LN>
<A1></A1>
<A2></A2>
<A3>CAN</A3>
<PC>999999999</PC>
</B9>
<B10>2016-04-26</B10>
<B11>2016-06-13</B11>
<B12>2016-06-13</B12>
<B13></B13>
<B14>
<CD>UK</CD>
<DT></DT>
</B14>
<B15A>1</B15A>
<B15C>
<PP nbr="1">
<AMT>0.00</AMT>
```

```
</ROE>
<ROE PrintingLanguage="E" Issue="D">
<B2></B2>
<B3>08 035 00002</B3>
<B5>13670 0713</B5>
<B6>S</B6>
<B8>0000000002</B8>
<B9>
<FN>Tammy</FN>
<MN>S</MN>
<LN>Thomas</LN>
<A1>256 Taggart St.</A1>
<A2>Omemee</A2>
<A3>ON CAN K0L 2W0</A3>
<PC>K0L 2W0</PC>
</B9>
<B10>2010-01-12</B10>
<B11>2016-06-10</B11>
<B12>2016-06-18</B12>
<B13>WELDER</B13>
<B14>
<CD>Y</CD>
<DT></DT>
</B14>
<B15A>1415</B15A>
<B15C>
<PP nbr="1">
<AMT>0.00</AMT>
</PP>
<PP nbr="2">
<AMT>4256.25</AMT>
</PP>
<PP nbr="3">
<AMT>1075.00</AMT>
</PP>
<PP nbr="4">
<AMT>1225.00</AMT>
</PP>
<PP nbr="5">
<AMT>1075.00</AMT>
</PP>
<PP nbr="6">
<AMT>1037.50</AMT>
</PP>
<PP nbr="7">
```



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Questions

