



**CUSTOMER  
FOCUS** 2016

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# 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  
Y

Expected  
Date of Recall  
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 ABSENSE

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





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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
<input type="text" value="52500"/>	<input type="text" value="6/18/2016"/>	<input type="text" value="60000"/>	<input type="text" value="E00"/> <	<input type="text" value="150000"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <	<input type="text"/>	<input type="text"/>

Comments

Paid Sick/Parental/Compassionate Care

Date	Amount(2)	Period
<input type="text" value="6/18/2016"/>	<input type="text" value="25000"/>	<input type="text" value="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:	<input type="text" value="0"/>	Cash Account:	<input type="text" value="0000.00000.000"/>	Deceased:	<input type="checkbox"/>	
Crew Group:	<input type="text"/>	Cash Company:	<input type="text" value="8"/>	Claim Code:	<input type="text" value="01"/>	
<b>Fixed/Std. Hourly Code</b>		Cash Division:	<input type="text" value="35"/>	Tax Reduction Amount:	<input type="text" value="0.00"/>	
Hours:	<input type="text" value="0.00"/>	Ticket Number:	<input type="text" value="0"/>	Business Suffix:	<input type="text" value="0"/>	
Fixed Hourly Type:	<input type="text" value="0- Not Fixed Hourly"/>	Timecard:	<input checked="" type="checkbox"/>	<b>Termination</b>		
Job Number:	<input type="text"/>	Tips:	<input type="checkbox"/>	Termination Code:	<input type="text" value="1"/> SHORTAGE OF WORK	
Sub Job Number:	<input type="text"/>	Tribal Code:	<input type="text"/>	Termination Date:	<input type="text" value="06/18/2016"/>	
Cost Distribution:	<input type="text" value="."/>	Maintain Skill History:	<input type="checkbox"/>	Termination Reason:	<input type="text"/>	
Cost Type:	<input type="text"/>				Eligible For Rehire:	<input checked="" type="checkbox"/>
Distribution Company:	<input type="text" value="8"/>				Date Last Worked:	<input type="text" value="06/10/2016"/>
Distribution Division:	<input type="text" value="35"/>	NAICS:	<input type="text"/>	<b>Updated from ROE Entry</b>		
		Coverage Type:	<input type="text"/>			



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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"/>
Retirement Code: <input type="text" value="0"/>	
Retirement Date: <input type="text"/>	
Visa Code: <input type="text"/>	
Expiration Code: <input type="text"/>	
	Termination
	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"/>		
Create ROE Export File (1-3) <input type="checkbox"/>		
1 - Do Not Create		
2 - Draft		
3 - Submittal		
Outq/Hold/Save <input type="text"/> <input type="checkbox"/> <input type="checkbox"/>		



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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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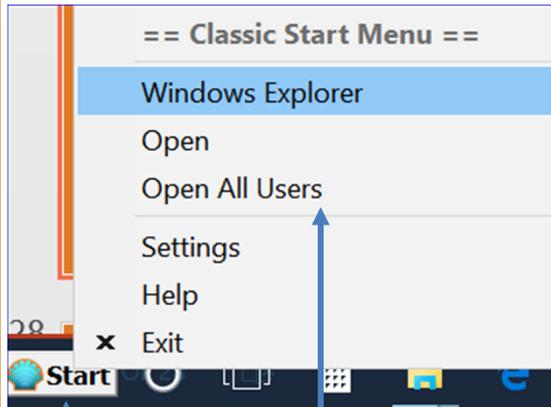
# Print Record of Employment ROE Paper Copy – PRP424

EMPLOYEE INFORMATION			FIRST DAY WORKED:	12	01	10
Tammy S Thomas						
256 Taggart St.			LAST DAY WORKED:	10	06	16
Omemece						
	ON	KOL 2W0	LAST PAY PERIOD:	18	06	16
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						

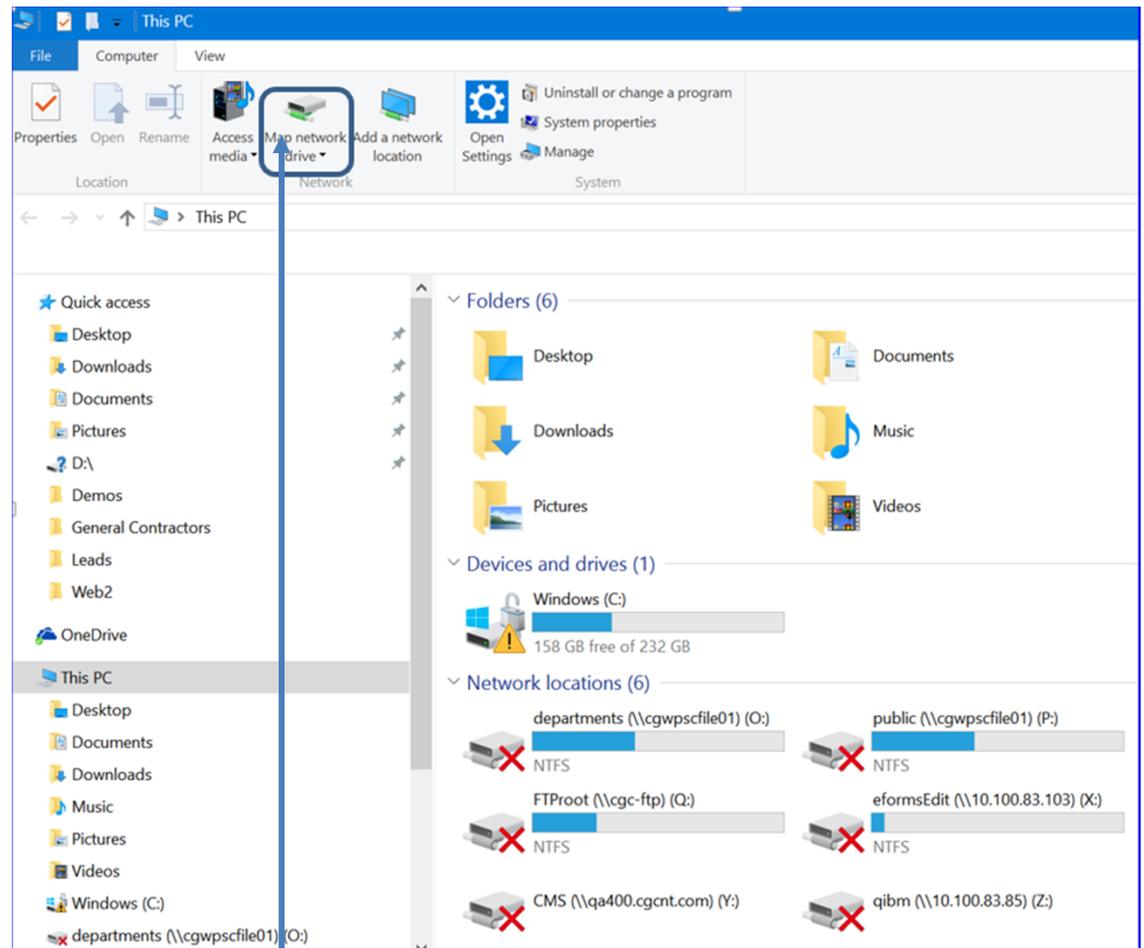


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# Mapping Network Drive for XML Extract



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\qejbsvr

●●●●●●

Remember my credentials

Use another account

OK Cancel

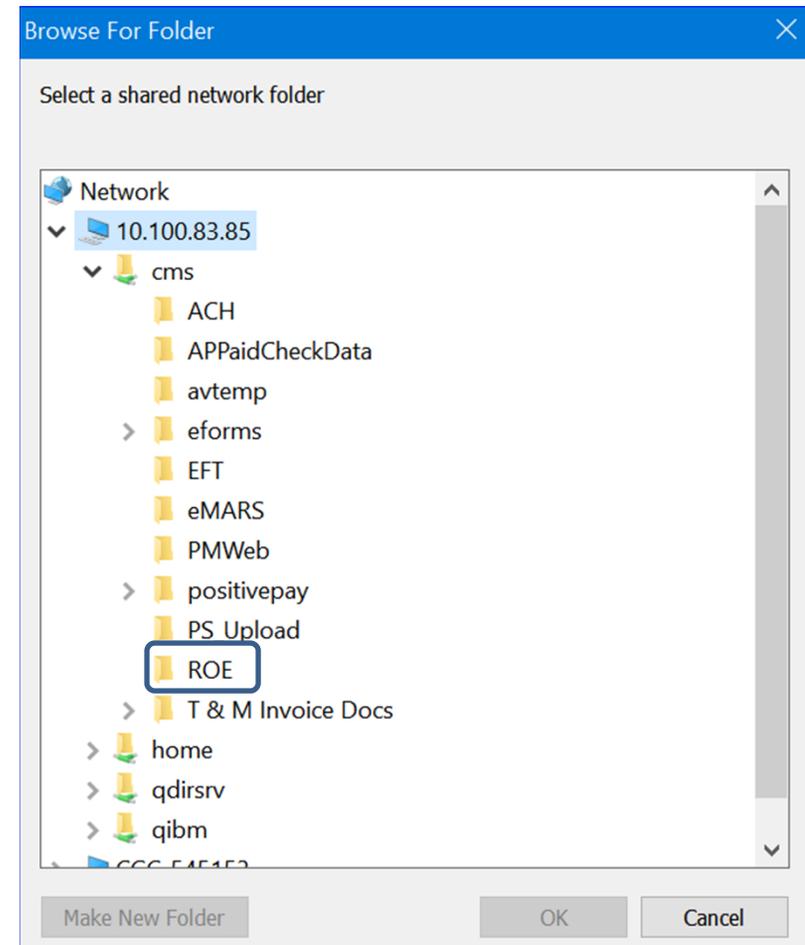
Enter Power 8 Windows Server Credentials



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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.](#)

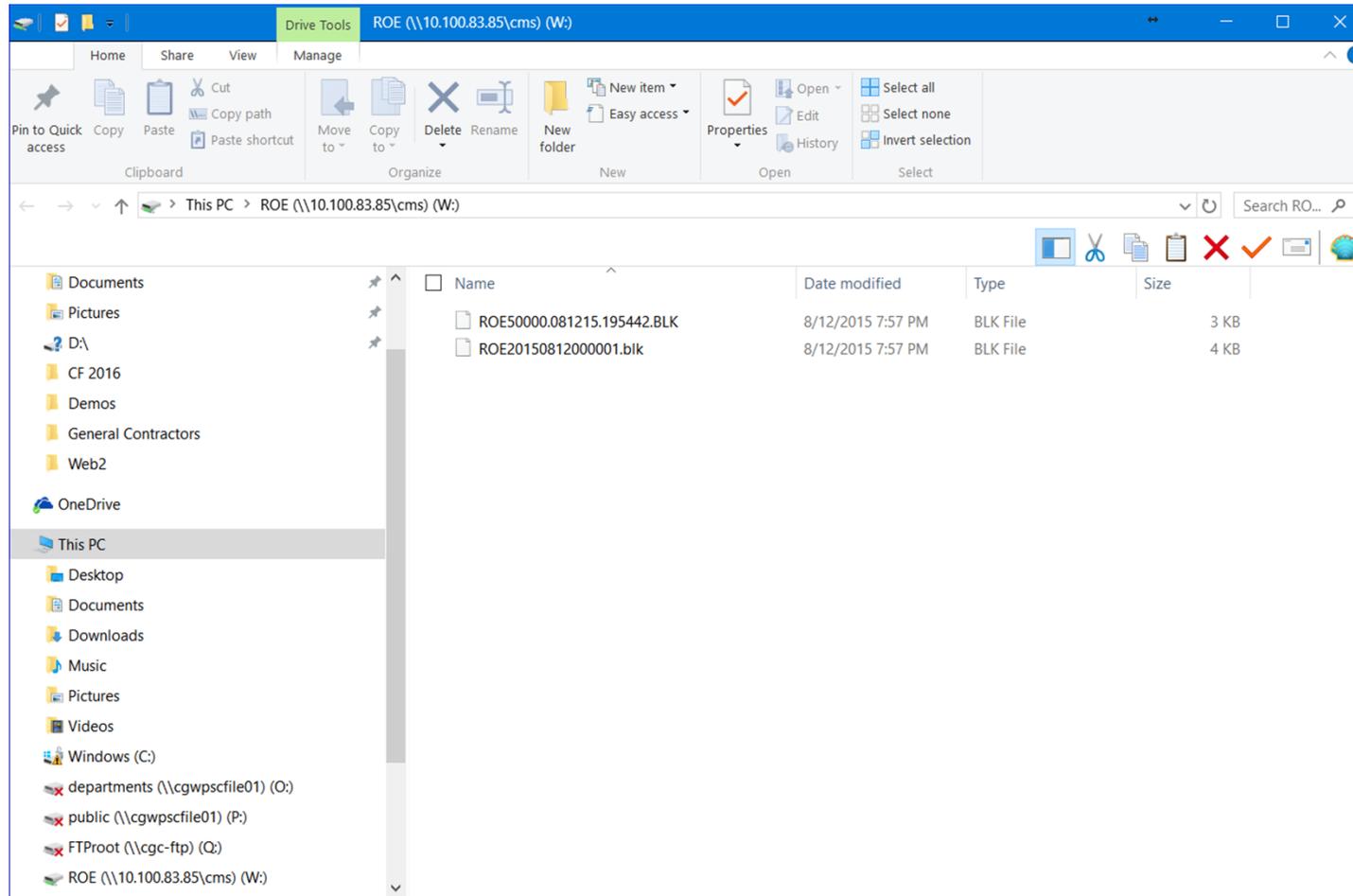
Finish Cancel

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



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# ROE XML Folder



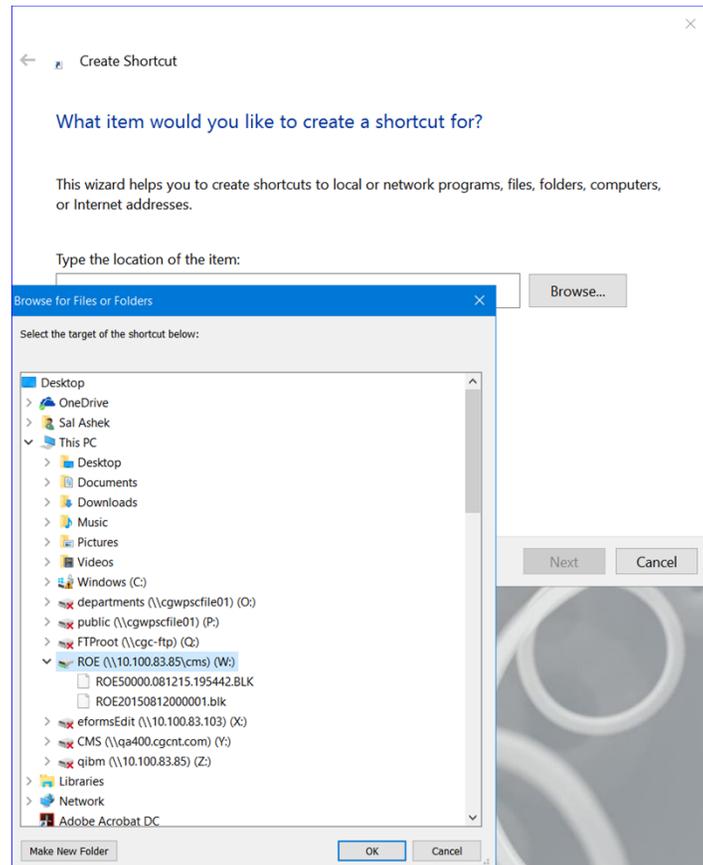
The ROE XML file folder will display with date stamped files generated in eCMS.



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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.

Next Cancel

- 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.

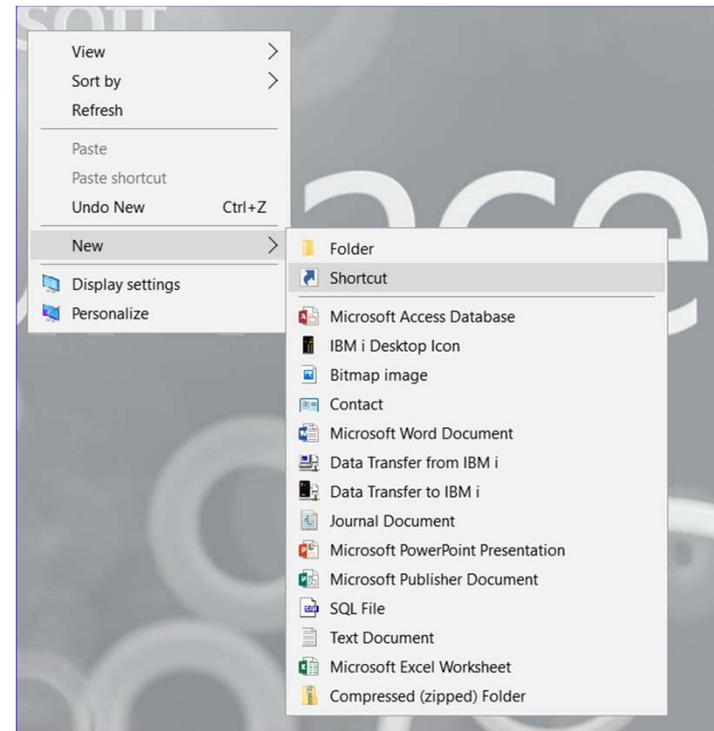
Fin



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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

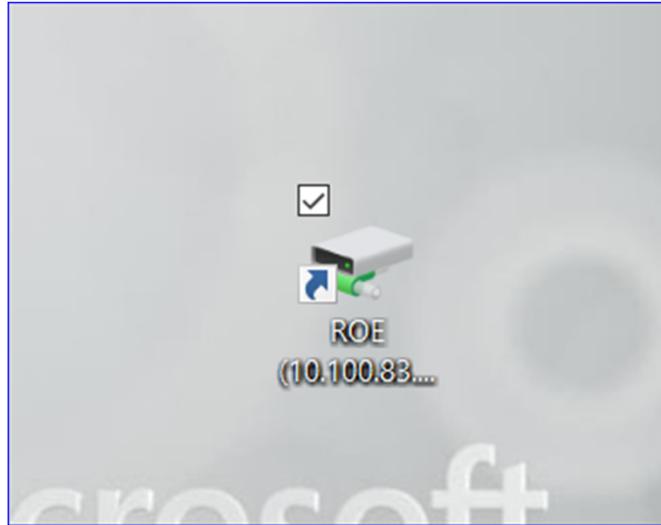




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# Desktop Shortcut

- Shortcut is now available to retrieve ROE XML files:







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# Questions

