

HSCIS HNFILe Payroll Extract December 11, 2015: Format & Validations

The following provides additional detail on the format of the HSCIS Payroll Extract, including column delimitations for each of the fields. It also describes the validation rules which will be applied to the extracts, prior to loading into the HSCIS v2 database. **Major changes are highlighted in yellow.**

Header Record

The payroll extract file must begin with a single Header Record containing the following fields.

Field Number	Field Name	Start	End	Size	Format	Description
H1	Record Type	1	1	1	Alpha	'H'
H2	Corporate Employer Number	2	6	5	Numeric	Employer number of the corporate, legal entity. HEABC Affiliate member - Visit HEABC web site under HSCIS FAQs – http://www.heabc.bc.ca/Page94.aspx Look for answer to question 18: 'Look up your Corporate Employer Number and Legal Name here .' Non-HEABC member - contact Ministry of Health's help desk (HLTH.HSCISsupport@gov.bc.ca).
H3	Legal Name	7	106	100	Alpha-numeric	Name for corporate entity registered at BC Corporate Registry. These numbers are issued upon your registration in HSCIS. HEABC Affiliate member - Visit HEABC web site under HSCIS FAQs – http://www.heabc.bc.ca/Page94.aspx Look for answer to question 18: 'Look up your Corporate Employer Number and Legal Name here .' Non-HEABC member - contact Ministry of Health's help desk (HLTH.HSCISsupport@gov.bc.ca).
H4	Reporting To Date	107	114	8	Date	YYYYMMDD. Enter the payroll ending date for the period closest to the ending date of the Quarter (Q1 = March 31, Q2 = June 30, Q3 = September 30, and Q4 = December 31). The date should be within 22 days (+ or -) from the quarter ending date. The last pay period included in the Q4 submission should agree with the yearend cut off for payroll deductions as dictated by the Canada Revenue Agency (CRA).
H5	Reporting From Date	115	122	8	Date	YYYYMMDD. Enter the starting date of the first pay period of the year. This date should be within 22 days (+ or -) from January 1st (see exception rule in validation).

Header Record Validations

The following conditions will be reported as **fatal messages** and the entire submission will be rejected:

- 1) No header record present in the file.
- 2) Too many header records present in the file.
- 3) Invalid Corporate Employer Number in the header record.
- 4) Invalid Legal Name in the header record.
- 5) Reporting To Date is missing.
- 6) Reporting To Date is not a valid date.
- 7) Reporting To Date is beyond the current date.
- 8) Reporting To Date is before 1900.
- 9) Reporting To Date is out of range. Should be + or - 22 days from March 31, June 30, September 30 or December 31.

- 10) Reporting From Date is missing.
- 11) Reporting From Date is not a valid date.
- 12) Reporting From Date is beyond the current date.
- 13) Reporting From Date is before 1900.
- 14) Reporting From Date is out of range. Should be + or - 22 days from January 1.
(Exception rule: If the membership date is after January 1 of the current year, then this condition will not produce a fatal error).
- 15) Unexpected error when validating the header record. Please contact the Ministry's help desk at
HLTH.HSCISsupport@gov.bc.ca.
- 16) Unexpected error (20005) occurred. Please contact the Ministry's help desk.
- 17) Reporting From Date must be less than Reporting To Date.

Detail Records

Each payroll extract file must contain one or more Detail Records in the following format:

Field Number	Field Name	Start	End	Size	Format	Comments
D1	Record Type	1	1	1	Alpha	"D"
D2	Designated Group	2	2	1	Alpha	Includes executive/excluded, non-union and bargaining unit groups. Bargaining group of employees determined by union affiliation. Visit HEABC web site for code table values. http://www.heabc.bc.ca/Page83.aspx
D3	Union	3	4	2	Alpha-numeric	Name of union of which employee is a member. Employees belonging to multiple unions covered by the same collective agreement should be reported separately. N1 is used for non- union employees, management and excluded staff. Designated group "S" for single agreement includes HEABC employees covered by non-union Employee Association Agreements OR non-HEABC employees covered by other collective agreements. Visit HEABC web site for code table values. http://www.heabc.bc.ca/Page83.aspx
D4	Site Employer Number	5	9	5	Numeric	Site number of the operating facility. Data should be reported at the site level, not corporate level where possible. Employees who worked at multiple sites should be reported separately for each employer site number. HEABC Affiliate member - Visit HEABC web site under HSCIS FAQs -- http://www.heabc.bc.ca/Page94.aspx Look for answer to question 18: 'Look up your Corporate Employer Number and Legal Name here. ' Non-HEABC member - contact Ministry of Health's help desk HLTH.HSCISsupport@gov.bc.ca .
D5	Date of Birth	10	17	8	YYYYMMDD	Date of birth of employee.
D6	Employee Number	18	27	10	Alpha-numeric	Unique number assigned by the employer to the employee. Employees with multiple employee numbers should be reported separately.

Field Number	Field Name	Start	End	Size	Format	Comments
D7	Employee SIN	28	57	30	Alpha	The employee's 9-digit Social Insurance Number. Recorded with no imbedded blanks; left-justified; and filled with blanks on the right to the end of the field.
D8A	Position FTE (No longer required)	58	61	4	9.99	This information is no longer required. Employers may continue to submit this data if already set up for existing staff, but the Ministry will not be using this field.
D8B	Layered Over Positions – Class Code	62	66	5	Numeric	Where an employee is in a "Layered Over Position" include the classification of the higher position. (Otherwise leave this field blank). Under the Community and Facilities subsector agreements, the wage rate of an employee who provides work direction or supervision to another employee at the same level is layered over the other employee (i.e., placed at a higher classification). If the position is "Layered Over" the employees base classification should be reported in the classification code (D12), but at the higher wage rate (D14).
D8C	Integrated Position	67	67	1	Alpha	Indicate whether this is an integrated position. (e.g., the employee performs duties that cross two or more classification codes and where it is administratively impractical to separately report the employee time worked in each classification code). If the position is an integrated position report "I"; if not, leave blank. The wage rate (D14) and classification code (D12) should reflect the highest rated classification. If the time in each classification can be tracked, the wage rates should be reported separately by classification.
D8D	Original Date of Hire with Current Employer	68	75	8	Date	YYYYMMDD Original date of hire with the current employer or health authority. If an employee was hired as a casual and became a regular employee at a later date with the same employer or health authority, the original date of hire should reflect the hire date as a casual employee. If there is a break in service (e.g., terminated employment), the original date of hire is the date when the employee returned to work. This field should be entered for both regular and casual employees.
D8E	Date of Hire in Current position	76	83	8	Date	YYYYMMDD Date of Hire when an employee moved from one position to another, including the different levels of the same classification. This date should be entered for both regular and casual employees where possible.
D9	Blank	84	88	5	Blanks	Fill with blanks
D10	Gender	89	89	1	Alpha	Gender of the employee. Female (F) or male (M).
D11	Job Title	90	139	50	Alpha	Job title or N/A must be entered. If classification code is unlisted then enter the job title name for the position. If classification is not unlisted, record "N/A" here.

D12	Classification Code	140	144	5	Numeric	Code associated with classification of each position. Some classifications may be "unlisted". If employee was in a "layered over" or "integrated position", please see comments in Layered Over Positions – Class Code (D8B) or Integrated Position (D8C) for reporting instructions. Employees with multiple classification codes should be reported in separate employee records for each code. Visit HEABC web site for code table values. http://www.heabc.bc.ca/Page83.aspx
D13	Increment	145	145	1	Alpha	Increment level for the position occupied by this employee (may be also known as step). Employees with multiple increment values for the same classification during the reporting period should be reported separately. Community = steps 1 to 4, Nurses = steps 1 to 9, Paramedical = 1 to 6, Residents = 1 to 7. Please enter 0 if there are no increment steps (i.e., one wage rate for each classification regardless of experience or seniority). For red circled employees, please enter in "R".
D14	Wage Rate	146	151	6	999.99	Hourly wage rate (\$) paid to the employee at the end of the reporting period. Employees with multiple wage rates for the same classification during the reporting period should be reported separately. If employee was in a "layered over" or "integrated position", please see comments in Layered Over Position – Class Code (D8B) or Integrated Position (D8C) for reporting instructions.
D15	Regular Paid Hours	152	158	7	9999.99	Total YTD straight time (hours) paid to the employee. It includes all regular hours worked plus all regular hours for time off [i.e., paid statutory holidays worked and non-worked (D20), vacation hours used (D17), sick time paid (D38), and all other paid leaves (D40 through D47)]. It does not include any portion of hours paid while on overtime.
D16	Job Status	159	159	1	Alpha	Status of employee (i.e., F = Full Time, P = Part Time, C = Casual). Employees with multiple job statuses should be reported separately by reporting one employee record for each job status.
D17	Vacation Hours Used in the Year	160	166	7	9999.99	Enter the number of vacation hours used in the current year whether from the current entitlement, the previous bank, or any supplemental entitlements. These hours should also be included in Regular Paid Hours. The same hours should also be reported in Vacation Hours Used in the Current Year (D109). Note that lump sum payouts of vacation should continue to be reported in \$ under Retroactive and Lump Sum Payout (D75), not under Vacation Hours Used in the Year (D17).
D18	Vacation Entitlement / Service Date	167	174	8	Date	YYYYMMDD Enter the date that is used for determining a regular employee's vacation entitlement. This will include the former service for employees that have transferred from other Health sector employers. This field should be left blank for Casual employees.

D19	Seniority Start Date	175	182	8	Date	YYYYMMDD Enter the seniority start date if seniority is calculated based on date of regular employment (FT/PT). The seniority start date should reflect the last pay period cut-off date for each submission. The final seniority date for terminated employees should be reported. For non-union and executive/excluded staff, use the Original Date of Hire (D8D). If seniority is based on hours, convert to an equivalent date for each submission in D19. For health authorities and Providence Health Care Society only, if seniority is calculated based on hours, seniority hours should be reported in the Seniority Hours field (D123); if seniority is not calculated based on hours, continue to report an equivalent date for each submission in D19.
D20	Paid Statutory Holidays	183	191	9	999999.99	Total dollar amount of YTD Statutory Holiday Pay for Employees who did not work the statutory holiday. This does not apply to Community Health Workers (reported under Home Support Holiday Lieu Pay (D68) or to casual employees unless they are posted in a regular position.
D21	Pay for Relieving in Higher Rated Position	192	200	9	999999.99	Total YTD dollar amount of premiums paid to this employee for relief in a higher rated position. Entitlements are outlined in the collective agreements.
D22	Premium Pay for Hours worked on Statutory Holidays @1.5	201	209	9	999999.99	Total YTD dollar amount of Premium pay for hours worked on Statutory Holidays @ 1.5. Includes wages paid for working on any of the regular statutory holidays (excluding amounts earned on overtime). Only the premium portion should be reported (i.e., 0.5x).
D23	Premium Pay for Hours worked on Statutory Holidays @2.0	210	218	9	999999.99	Total dollar amount YTD of Premium pay for hours worked on statutory holidays @2.0. Includes the wages paid for working on any statutory holiday (excluding amounts earned on overtime). Only the premium portion should be reported (i.e., 1.0x).
D24	Premium Pay for Hours worked on Statutory Holidays @2.5	219	227	9	999999.99	Total dollar amount YTD of Premium pay for hours worked on statutory holidays @ 2.5. Includes the total wages for working on super statutory holidays (excluding amounts earned on overtime). Only the premium portion should be reported (i.e., 1.5x). Super Statutory holidays may include Good Friday, Labour Day, Christmas Day.
D25	Regular Work Day Overtime @1.5	228	236	9	999999.99	Total dollar amount earned YTD for overtime worked by this employee @1.5. Include the total wage costs of amounts earned, while on overtime, not just the premium portion. (i.e. If employee regularly earns \$20/hr and works 1 hour overtime @1.5, record \$30 here.)

D26	Regular Work Day Overtime @2.0	237	245	9	999999.99	Total dollar amount earned YTD for overtime worked by this employee @ 2.0. Include the total wage costs of amounts earned, while on overtime, not just the premium portion. (I.e. If employee regularly earns \$20/hr and works 1 hour overtime @2.0, record \$40 here.)
D27	Regular Day off Overtime @1.5	246	254	9	999999.99	Total dollar amount earned YTD for regular day off overtime worked by this employee @ 1.5. Include the total wage costs of amounts earned, while on overtime, not just the premium portion.
D28	Regular Day off Overtime @2.0	255	263	9	999999.99	Total dollar amount earned YTD for regular day off overtime worked by this employee @ 2.0. Include the total wage costs of amounts earned, while on overtime, not just the premium portion.
D29	Overtime for Insufficient Notice @1.5	264	272	9	999999.99	Total dollar amount earned YTD @1.5. This applies if the entire shift is paid at the overtime rate due to insufficient notice of a change in the shift schedule. Include the total wage costs of amounts earned at the overtime rate, not just the premium portion. (i.e. If the employee regularly earns \$20/hr and works 1 hour @ 1.5, record \$30 here.)
D30	Overtime for Insufficient Notice @2.0	273	281	9	999999.99	Total dollar amount earned YTD @2.0. This applies if the entire shift is paid at the overtime rate as a result of insufficient notice of a change in the shift schedule. Include the total wage costs of amounts earned at the overtime rate, not just the premium portion. If the employee regularly earns \$20/hr and works 1 hour @ 2.0, record \$40 here. Also include the total dollar amount earned due to insufficient notice of work on a statutory holiday (e.g., 2.25x, 2.5x, 3.0x, 3.75x).
D31	Call-back @1.5	282	290	9	999999.99	Total dollar amount earned YTD for call back overtime hours worked by this employee @1.5. Include the total wage costs of amounts earned, while on overtime, not just the premium portion. (i.e. If the employee regularly earns \$20/hr and works 1 hour overtime for on call back @ 1.5, record \$30 here.)
D32	Call-back @2.0	291	299	9	999999.99	Total dollar amount earned YTD for call back overtime hours worked by this employee @2.0. Include the total wage costs of amounts earned, while on overtime, not just the premium portion. (i.e. If the employee regularly earns \$20/hr and works 1 hour overtime on call back @ 2.0, record \$40 here. Include all overtime paid for call-backs on statutory holidays (e.g., 2.25x, 2.5x, 3.75x, etc.).)
D33	Other Overtime @1.5	300	308	9	999999.99	Total dollar amount of other overtime earned YTD by this employee @1.5 that has not already been captured in any other overtime field. Do not include any wage costs for overtime worked on a statutory holiday, this should be reported in field D34.

D34	Other Overtime @2.0	309	317	9	999999.99	Total dollar amount of other overtime earned YTD by this employee @2.0 that has not already been captured in any other overtime field. Include the full wage costs of all overtime worked on a statutory holiday. (e.g. If an employee earns \$20/hr and works 1 hour of overtime on a statutory holiday, record \$60 here (\$20x2x1.5))
D35	Total Overtime @1.5	318	326	9	999999.99	Total dollar amount of all overtime earned YTD to this employee @1.5. This field should only be completed if a breakdown of overtime is not possible in the above overtime fields. (i.e. If the employee regularly earns \$20/hr and works 1 hour overtime @ 1.5, record \$30 here.)
D36	Total Overtime @2.0	327	335	9	999999.99	Total dollar amount of all overtime earned YTD to this employee @ 2.0. This field should only be completed if a breakdown of overtime is not possible in the above overtime fields. (i.e. If the employee regularly earns \$20/hr and works 1 hour overtime @ 2.0, record \$40 here.) Include all overtime paid on statutory holidays (e.g., 2.25x, 2.5x, 3.75x, etc.).
D37	Sick Leave Bank	336	344	9	999999.99	Total number of sick leave hours remaining for this employee accumulated for all years (not just the amount for the current year). If an employee has more than one record reported, prorate the sick leave bank, based on the Regular Paid Hours of each position.
D38	Sick Leave Paid	345	353	9	999999.99	Total YTD dollar amount paid for sick leave used by this employee. Include sick leave credits used to top up LTD benefits.
D39	Sick Leave Cash Payout	354	362	9	999999.99	Total YTD dollar amount of cash payout of unused sick leave credits that was paid to this employee.
D40	Special Leave	363	371	9	999999.99	Total YTD dollar amount of special leave that was paid out to employee.
D41	Compassionate Leave	372	380	9	999999.99	Total YTD dollar amount of compassionate/ bereavement leave that was paid out to this employee. Additional compassionate/bereavement paid leaves provided under the special leave provision should be reported in Special Leave (D40).
D42	Jury Duty	381	389	9	999999.99	Total YTD dollar amount paid to this employee for jury duty or court appearance.
D43	Employer Paid Union Business	390	398	9	999999.99	Total YTD dollar amount paid to this employee while away on union business. Do not include any amounts reimbursed by the union.
D44	Education Leave	399	407	9	999999.99	Total YTD dollar amount of education leave that was paid out to this employee. Includes orientation time while not directly performing job duties.
D45	Time Off in Lieu (Banked OT & CTO)	408	416	9	999999.99	Total YTD dollar amount of paid time off in lieu of receiving overtime pay for this employee.
D46	All Other Paid Leaves	417	425	9	999999.99	Total YTD dollar amount of other paid leaves not already captured for this employee.
D47	Paid Leave while on WCB	426	434	9	999999.99	Total dollar amount paid to employee YTD (top up portion only) who was away from work on WCB leave and qualified for WCB coverage.

D48	On-call Meal Periods	435	443	9	999999.99	Total YTD dollar amount paid to this employee for being designated to be available for work during a meal period. Overtime paid for meal periods should be reported under Other Overtime @1.5 or @2.0 (D33 or D34).
D49	Shift Premiums – Evenings	444	452	9	999999.99	Total YTD dollar amount of Evening shift premiums paid to this employee. Include afternoon shift premiums.
D50	Shift Premiums – Nights	453	461	9	999999.99	Total YTD dollar amount of Night shift premiums paid to this employee.
D51	Shift Premiums – Weekends	462	470	9	999999.99	Total YTD dollar amount of Weekend shift premiums paid to this employee.
D52	On-call Differentials (Primary Rate)	471	479	9	999999.99	Total YTD dollar amount of on-call differential or standby premium paid to this employee, at the primary rate. If there is a second on-call/standby premium rate, enter this in On-Call Differentials (Second earnings rate) (D79).
D53	Qualification Differentials	480	488	9	999999.99	Total YTD dollar amount of qualification differential paid to this employee. Qualification differential is a premium paid to an employee with specific qualifications related to the performance of their work (such as Master's Degree in nursing or Trades Qualification).
D54	Responsibility Pay/Special Allowance	489	497	9	999999.99	Total dollar amount of premium paid to an employee YTD who was designated in charge of a ward, unit, department or worksite.
D55	Travel Allowance	498	506	9	999999.99	Total YTD dollar amount of travel allowance paid to this employee. This includes mileage reimbursement for using their own vehicle for work, the \$50 monthly car allowance paid to Community Nurses, and other travel related expenses such as bridge tolls, parking and cab fares. Travel related meal expenses should be reported under Meal Allowances (D58).
D56	Uniform Allowance	507	515	9	999999.99	Total YTD dollar amount of uniform/clothing allowance paid to this employee.
D57	Isolation Allowance	516	524	9	999999.99	Total YTD dollar amount of isolation allowance paid to this employee for working in an isolated northern and/or remote community.
D58	Meal Allowance	525	533	9	999999.99	Total YTD dollar amount of meal allowance paid to this employee. Include the Community and Facilities subsector overtime meal allowances.
D59	Severance Allowance Paid	534	542	9	999999.99	Total YTD dollar amount of severance/retirement allowance paid to this employee.
D60	Maternity/ Parental Leave SEB Plan	543	551	9	999999.99	Total YTD dollar amount of maternity/ parental leave paid to this employee (i.e., EI benefits top-up). SEB=supplementary employment benefits.
D61	Other Premiums/Allowances	552	560	9	999999.99	Total YTD dollar amount of other allowances, not already captured, paid to this employee. Do not record CTO payouts here, use D45. Do not include any lump sum or payouts in this field. See field "Retroactive and lump sum payout" D75.

D62	Superannuation (Employer Cost)	561	569	9	999999.99	Total YTD dollar amount employer contributed to the Municipal Pension Plan or Public Service Pension Plan on behalf of this employee. If employee works in more than one position or site, provide prorated amounts (i.e. Employee earns \$200 in one position and \$100 in another position, employer contribution is \$21. Record \$14 for \$200 position and \$7 for \$100 position). Only include the Employer's cost.
D63	Pension Plan/RRSP (Employer Cost)	570	578	9	999999.99	Total YTD dollar amount employer paid to a pension plan/RRSP for this employee. If employee works in more than one position or site, provide prorated benefits. Only include the Employer's cost.
D64	CPP (Employer Cost)	579	587	9	999999.99	Total YTD dollar amount employer paid to CPP for this employee. If employee works in more than one position or site, provide prorated benefits. Only include the Employer's cost.
D65	EI (Employer Cost)	588	596	9	999999.99	Total YTD dollar amount employer paid to EI for this employee. If employee works in more than one position or site, provide prorated benefits. Only include the Employer's cost and the EI rebate (i.e., 5/12 of the savings from the premium reduction returned to employees).
D66	WCB (Employer Cost)	597	605	9	999999.99	Total YTD dollar amount employer paid to WorkSafeBC to cover the cost of workplace insurance for this employee. If employee works in more than one position or site, provide prorated benefits.
D67	Casual Statutory Holiday/Vacation Pay	606	614	9	999999.99	Total dollar amount paid to casual employee in lieu of scheduled vacations and statutory holidays. Do not include the earnings of Part-time employees.
D68	Home Support Holiday Lieu Pay	615	623	9	999999.99	Total dollar amount paid to regular Community Health Workers in lieu of statutory holidays. Do not include in this field the earnings of employees who are not Community Health Workers.
D69	MSP (Employer Cost)	624	632	9	999999.99	Total YTD dollar cost of employer paid MSP premiums for this employee. For employees that work in more than one position and the employer is unable to record the correct contribution for each position, then this entitlement should be recorded against the earnings of the primary position. Only include the Employer's cost.
D70	Dental (Employer Cost)	633	641	9	999999.99	Total YTD dollar cost of employer paid Dental premiums for this employee. For employees that work in more than one position, and the employer is unable to record the correct contribution for each position, then this entitlement should be recorded against the earnings of the primary position. Only include the Employer's cost.

D71	Extended Health (Employer Cost)	642	650	9	999999.99	Total YTD dollar cost of employer paid Extended Health premiums for this employee. For employees that work in more than one position, and the employer is unable to record the correct contribution for each position, then this entitlement should be recorded against the earnings of the primary position. Only include the Employer's cost.
D72	Group Life/AD&D (Employer Cost)	651	659	9	999999.99	Total YTD dollar cost of employer paid Group Life/ADD premiums for this employee. For employees that work in more than one position, and the employer is unable to record the correct contribution for each position, then this entitlement should be recorded against the earnings of the primary position. Only include the Employer's cost.
D73	Long Term Disability (Employer Cost)	660	668	9	999999.99	Total YTD dollar cost of employer paid LTD premiums for this employee. For employees that work in more than one position, and the employer is unable to record the correct contribution for each position, then this entitlement should be recorded against the earnings of the primary position. Only include the Employer's cost.
D74	Employee Termination Date	669	676	8	Date	YYYYMMDD Termination date of employee from the organization. Employees with different termination dates should be reported separately.
D75	Retroactive and Lump Sum Payout	677	685	9	999999.99	Total dollar amount paid YTD for payouts including retroactive lump sum, vacation, statutory holiday, flex leave and management leave payouts. Do not record CTO payouts here.
D76	Super Shift Premium	686	694	9	999999.99	Only Nurses are eligible for this premium under the Nurses Provincial Collective Agreement. Total dollar amount paid YTD of Super Shift Premium for hours worked between 2330 Friday and 0730 Saturday and between 2330 Saturday and 0730 Sunday.
D77	Termination Code	695	695	1	Alpha	Reason that employee was terminated from the organization. Visit HEABC web site for table of code values (http://www.heabc.bc.ca/Page83.aspx).
D78	Difficult-to-Fill Unit Premium	696	704	9	999999.99	Total dollar amount paid YTD for positions in Difficult-to-Fill Units (applies to the Nurses Collective Agreement).
D79	On-Call Differentials (Second earnings rate)	705	713	9	999999.99	Total dollar amount paid YTD for On-Call Differentials at a second earnings rate (e.g., for Nurses after the first 72 hours per month).
D80	Telephone Consultation Pay	714	722	9	999999.99	Total dollar amount paid YTD for Telephone Consultation Pay (applies primarily to the Health Science Professionals Collective Agreement).
D81	Live-In Pay	723	731	9	999999.99	Total dollar amount paid YTD for time worked on a "Live-In" shift. (This applies primarily to Community sub-sector positions.) Continue to report the hours under Regular Paid Hours.
D82	Overnight Pay	732	740	9	999999.99	Total dollar amount paid YTD for time worked on an "Overnight" shift. (This applies primarily to Community sub-sector positions.) Continue to report the hours under Regular Paid Hours.

The following fields are required to be completed by Health Authorities and Hospital Societies.

Field Number	Field Name	Start	End	Size	Format	Comments
MIS1	MIS Functional Centre Account	741	752	12	Alpha	MIS Functional Centre Code. This is a 9-digit code. Entry should be digits only, left justified, with blanks appended on the right to fill the field, as required.
MIS2	MIS Secondary Statistical Account	753	764	12	Alpha	MIS Secondary Statistical Account Code. This is a 7-digit code. Entry should be digits only, left justified, with blanks appended on the right to fill the field, as required.
MIS3	HAMIS Mapping Code	765	769	5	Alpha	This is actually a 3-digit code, used by the employer to link HSCIS data to HAMIS submissions. Entry should be digits only, left justified, with blanks appended on the right to fill the field, as required.

The following fields are required to be completed by Health Authorities and Providence Health Care Society.

Field Number	Field Name	Start	End	Size	Format	Comments
D83	Paid Statutory Holidays - Hours	770	776	7	9999.99	Total YTD hours of Statutory Holiday Pay for Employees who did not work the statutory holiday. This does not apply to Community Health Workers or to casual employees unless they are posted in a regular position.
D84	Premium Pay for Hours worked on Statutory Holidays @1.5 (Hours)	777	783	7	9999.99	Total YTD hours of Premium pay for hours worked on Statutory Holidays @ 1.5. Includes total hours paid for working on any of the regular statutory holidays (excluding overtime hours).
D85	Premium Pay for Hours worked on Statutory Holidays @2.0 (Hours)	784	790	7	9999.99	Total YTD Hours of Premium pay for hours worked on statutory holidays @2.0. Includes the total hours paid for working on any of the statutory holidays (excluding overtime hours).
D86	Premium Pay for Hours worked on Statutory Holidays @2.5 (Hours)	791	797	7	9999.99	Total YTD Hours of Premium pay for hours worked on statutory holidays @ 2.5. Includes the hours paid for working on the super statutory holidays (excluding overtime hours). Super Statutory Holidays may include Good Friday, Labour Day, and Christmas Day.
D87	Regular Work Day Overtime @1.5 (Hours)	798	804	7	9999.99	Total hours paid YTD for overtime worked by this employee @1.5.
D88	Regular Work Day Overtime @2.0 (Hours)	805	811	7	9999.99	Total hours paid YTD for overtime worked by this employee @ 2.0.

D89	Regular Day off Overtime @1.5 (Hours)	812	818	7	9999.99	Total hours paid YTD for regular day off overtime worked by this employee @ 1.5.
D90	Regular Day off Overtime @2.0 (Hours)	819	825	7	9999.99	Total hours paid YTD for regular day off overtime worked by this employee @ 2.0.
D91	Overtime for Insufficient Notice @1.5 (Hours)	826	832	7	9999.99	Total hours paid YTD @1.5. This applies if the entire shift is paid at the overtime rate due to insufficient notice of a change in the shift schedule.
D92	Overtime for Insufficient Notice @2.0 (Hours)	833	839	7	9999.99	Total hours paid YTD @2.0. This applies if the entire shift is paid at the overtime rate due to insufficient notice of a change in the shift schedule. Also include the total hours resulting from insufficient notice to work on a statutory holiday (e.g., @ 2.25x, 2.5x, 3.75x, etc.).
D93	Call-back @1.5 (Hours)	840	846	7	9999.99	Total hours paid YTD for call back overtime hours worked by this employee @1.5.
D94	Call-back @2.0 (Hours)	847	853	7	9999.99	Total hours paid YTD for call back overtime hours worked by this employee @2.0. Include call back overtime hours worked on statutory holidays (e.g., @ 2.25x, 2.5x, 3.75x, etc.).
D95	Other overtime @1.5 (Hours)	854	860	7	9999.99	Total hours of other overtime paid YTD to this employee @1.5 that has not already been captured in any other overtime field.
D96	Other overtime @2.0 (Hours)	861	867	7	9999.99	Total hours of other overtime paid YTD to this employee @ 2.0 that has not already been captured in any other overtime field. Include all overtime hours worked on statutory holidays (e.g., @ 2.25x, 2.5x, 3.75x, etc.).
D97	Total Overtime @1.5 (Hours)	868	874	7	9999.99	Total hours of all overtime paid YTD to this employee @1.5. This field should only be completed if a breakdown of overtime is not possible in the above overtime fields.
D98	Total Overtime @2.0	875	881	7	9999.99	Total hours of all overtime paid YTD to this employee @ 2.0. This field should only be completed if a breakdown of overtime is not possible in the above overtime fields. Include all overtime hours worked on statutory holidays (e.g., @ 2.25x, 2.5x, 3.75x, etc.).
D99	Sick Leave Paid (Hours)	882	888	7	9999.99	Total hours paid YTD for sick leave used by this employee. Include sick leave credits used to top up LTD benefits. These hours should also be included in Regular Paid Hours (D15).
D100	Special Leave (Hours)	889	895	7	9999.99	Total hours of special leave that was paid out to this employee YTD. Include any additional compassionate/bereavement paid leave hours provided under the Special Leave provision. These hours should also be included in Regular Paid Hours (D15).
D101	Compassionate Leave (Hours)	896	902	7	9999.99	Total YTD hours of compassionate/bereavement leave that was paid out to this employee. These hours should also be included in Regular Paid Hours (D15).
D102	Jury Duty (Hours)	903	909	7	9999.99	Total YTD hours paid to this employee for jury duty or court appearance. These hours should also be included in Regular Paid Hours (D15).

D103	Employer Paid Union Business (Hours)	910	916	7	9999.99	Total hours paid to this employee YTD while away on union business. Do not include union leaves where the costs are reimbursed by the union. These hours should also be included in Regular Paid Hours (D15).
D104	Education Leave (Hours)	917	923	7	9999.99	Total YTD hours of education leave that was paid out to this employee. Includes orientation time while not directly performing job duties. These hours should also be included in Regular Paid Hours (D15).
D105	Time Off in Lieu – Banked Time and CTO (Hours)	924	930	7	9999.99	Total YTD hours of paid time off in lieu of receiving overtime pay for this employee. These hours should also be included in Regular Paid Hours (D15).
D106	All Other Paid Leaves (Hours)	931	937	7	9999.99	Total YTD hours of other paid leaves not already captured for this employee. These hours should also be included in Regular Paid Hours (D15).
D107	Paid Leave while on WCB (Hours)	938	944	7	9999.99	Total YTD hours paid to an employee who was away from work on WCB leave and qualified for WCB coverage. These hours should also be included in Regular Paid Hours (D15).
D108	Vacation Bank Balance (Hours)	945	951	7	9999.99	Enter the vacation bank hours accumulated and remaining from prior years. Do not include any portion of the current year's entitlement.
D109	Vacation Hours Used in the Current Year	952	958	7	9999.99	Enter the number of vacation hours used in the current year whether from the current entitlement, the previous bank, or any supplemental entitlements. These hours should also be included in Vacation hours used in the year (D17) and Regular Paid Hours (D15).
D110	MSP (Contributions at Single Rate) (Employer Cost)	959	967	9	999999.99	Total YTD dollar cost of employer paid MSP premiums for this employee (at the Single Rate). For employees that work in more than one position and the employer is unable to record the correct contribution for each position, then this entitlement should be recorded against the earnings of the primary position. Only include the Employer's cost.
D111	MSP (Contributions at Married Rate) (Employer Cost)	968	976	9	999999.99	Total YTD dollar cost of employer paid MSP premiums for this employee (at the Married Rate). For employees that work in more than one position and the employer is unable to record the correct contribution for each position, then this entitlement should be recorded against the earnings of the primary position. Only include the Employer's cost.
D112	MSP (Contributions at Family Rate) (Employer Cost)	977	985	9	999999.99	Total YTD dollar cost of employer paid MSP premiums for this employee (at the Family Rate). For employees that work in more than one position and the employer is unable to record the correct contribution for each position, then this entitlement should be recorded against the earnings of the primary position. Only include the Employer's cost.

D113	Dental (Contributions at Single Rate) (Employer Cost)	986	994	9	999999.99	Total YTD dollar cost of employer paid Dental premiums for this employee (at the Single Rate). For employees that work in more than one position, and the employer is unable to record the correct contribution for each position, then this entitlement should be recorded against the earnings of the primary position. Only include the Employer's cost.
D114	Dental (Contributions at Married Rate) (Employer Cost)	995	1003	9	999999.99	Total YTD dollar cost of employer paid Dental premiums for this employee (at the Married Rate). For employees that work in more than one position, and the employer is unable to easily record the correct contribution for each position, then this entitlement should be recorded against the earnings of the primary position. Only include the Employer's cost.
D115	Dental (Contributions at Family Rate) (Employer Cost)	1004	1012	9	999999.99	Total YTD dollar cost of employer paid Dental premiums for this employee (at the Family Rate). For employees that work in more than one position, and the employer is unable to record the correct contribution for each position, then this entitlement should be recorded against the earnings of the primary position. Only include the Employer's cost.
D116	Extended Health (Contributions at Single Rate) (Employer Cost)	1013	1021	9	999999.99	Total YTD dollar cost of employer paid Extended Health premiums for this employee (at the Single Rate). For employees that work in more than one position, and the employer is unable to record the correct contribution for each position, then this entitlement should be recorded against the earnings of the primary position. Only include the Employer's cost.
D117	Extended Health (Contributions at the Married Rate) (Employer Cost) This field is not applicable to agencies participating in the Health Benefit Trust (HBT)	1022	1030	9	999999.99	Total YTD dollar cost of employer paid Extended Health premiums for this employee (at the Married Rate). For employees that work in more than one position, and the employer is unable to record the correct contribution for each position, then this entitlement should be recorded against the earnings of the primary position. Only include the Employer's cost.
D118	Extended Health (Contributions at the Family Rate) (Employer Cost)	1031	1039	9	999999.99	Total YTD dollar cost of employer paid Extended Health premiums for this employee (at the Family Rate). For employees that work in more than one position, and the employer is unable to record the correct contribution for each position, then this entitlement should be recorded against the earnings of the primary position. Only include the Employer's cost.
D119	Employee Status	1040	1041	2	Alpha	Include the employee's Active, Leave, or Termination status, per the Status Code Table. Visit HEABC web site for code table values. http://www.heabc.bc.ca/Page83.aspx
D120	Employee Status Date	1042	1049	8	Date	YYYYMMDD Enter the date that the employee status changed to the current code (If the status code is A, leave this field blank).

D121	Health Sector Code	1050	1054	5	Alpha-numeric	Enter codes for the corresponding Sector code. Visit HEABC web site for code table values. http://www.heabc.bc.ca/Page83.aspx
D122	Unpaid Sick Leave	1055	1061	7	9999.99	Enter all unpaid sick leave hours used by this employee YTD. (Excludes casual staff).
D123	Seniority Hours	1062	1070	9	999999.99	Enter the total cumulative seniority hours if seniority is calculated by hours. Seniority hours should reflect the total hours as per the last pay period cutoff date for each submission. The final seniority balance for terminated employees should be reported. If seniority is measured by the date of regular employment, do not convert the date into equivalent hours. Seniority date should be reported in the Seniority Start Date (D19) field.
D124	Salary Range Executive/ Excluded	1071	1072	2	Numeric	Salary Range for Designated Group "E" only as set out in the Compensation Reference Plan (CRP) for executive, management and excluded positions. All HEABC member organizations are required to use the CRP to establish compensation levels. Salary Range = 0 to 21. Please enter "0" for employees that have not yet been placed on a reference salary range.

Detail Record Validations

The following condition will be reported as a warning message:

- 1) Employee termination date is beyond the current date

A fatal message will be generated and the entire submission rejected if the following fields have no value, are in the wrong format or are not valid code or not numeric:

Field Number	Field Name	Field Number	Field Name	Field Number	Field Name
D1	Record Type	D2	Designated Group	D3	Union Code
D4	Site Employer Number	D5	Date of Birth	D6	Employee Number
D7	Employee SIN	D10	Gender	D12	Classification Code
D13	Increment	D14	Wage Rate	D15	Regular Paid Hours
D16	Job Status	D17	Vacation Hours Used	D19	Seniority Start Date
D20	Paid Statutory Holidays	D21	Pay for Relieving in Higher Rated Position	D22	Premium Pay for Hours Worked on Statutory Holidays @ 1.5
D23	Premium Pay for Hours Worked on Statutory Holidays @ 2.0	D24	Premium Pay for Hours Worked on Statutory Holidays at 2.5	D25	Regular Work Day Overtime @ 1.5
D26	Regular Work Day Overtime @ 2.0	D27	Regular Day off Overtime @ 1.5	D28	Regular Day off Overtime @ 2.0
D29	Overtime for Insufficient Notice @ 1.5	D30	Overtime for Insufficient Notice @ 2.0	D31	Call-back @ 1.5
D32	Call-back @ 2.0	D33	Other Overtime @ 1.5	D34	Other Overtime @ 2.0
D35	Total Overtime @ 1.5	D36	Total Overtime @ 2.0	D37	Sick Leave Bank
D39	Sick Leave Cash Payout	D40	Special Leave	D41	Compassionate Leave
D42	Jury Duty	D43	Employer Paid Union Business	D44	Education Leave

Field Number	Field Name	Field Number	Field Name	Field Number	Field Name
D45	Time Off in Lieu (Banked OT & CTO)	D46	All Other Paid Leaves	D47	Paid Leave while on WCB
D48	On-call Meal Periods	D49	Shift Premiums – Evenings	D50	Shift Premiums – Nights
D51	Shift Premiums – Weekends	D52	On-call Differentials	D53	Qualification Differentials
D54	Responsibility Pay/Special Allowance	D55	Travel Allowance	D56	Uniform Allowance
D57	Isolation Allowance	D58	Meal Allowance	D59	Severance Allowance Paid
D60	Maternity/Parental Leave SEB Plan	D61	Other Premiums/Allowances	D62	Superannuation
D63	Pension Plan/RRSP	D64	CPP	D65	EI
D66	WCB	D67	Casual Statutory Holiday/Vacation Pay	D68	Home Support Holiday Lieu Pay
D69	MSP	D70	Dental	D71	Extended Health
D72	Group Life/AD&D	D73	Long Term Disability	D75	Retroactive and Lump Sum Payout
D76	Super Shift Premium	D77	Termination Code	D78	Difficult-to-Fill Unit Premium
D79	On-Call Differentials (Second earnings rate)	D80	Telephone Consultation Pay	D81	Line-In Pay
D82	Overnight Pay	MIS1	MIS Functional Centre Account	MIS2	MIS Secondary Statistical Account

The following conditions will also be reported as fatal messages:

- 1) No detail records are present in the file. D1
- 2) Site Employer Number is missing, inactive or is not a valid number (Not found in the Membership table). Please resubmit file with correct site employer number. D4
- 3) Date of Birth is before 1900. D5
- 4) Date of Birth is beyond the current date. D5
- 5) Job Title is missing. D11
 - Job title or N/A must be entered. If classification code is unlisted then enter the job title name for the position.
 - If classification code is listed, then enter "N/A" for job title name.
- 6) Invalid combination of Classification Code and Designated Group code. D12 and D2
- 7) Increment value must be 0-9 or R. D13
- 8) Increment value is invalid D13
 - If increment is equal to 7, 8 or 9 and designated group is not equal N (nurses), B (BUE), E (Excluded/Management) or S (Single agreement), value is invalid.
- 9) Invalid Wage Rate for a non-executive designated group. D14
 - If Wage Rate is greater than \$100 per hour and designated group is not equal to Executive, then wage rate is invalid.
- 10) Wage Rate is invalid D14
 - If less than \$6.00 per hour.
- 11) Regular Paid Hours cannot be greater than 3000. D15
- 12) Original date of hire is missing. D8D
 - If job status is equal to F or P, then original date of hire must be entered.
- 13) Original Date of Hire is before 1900 or beyond current date. D8D
- 14) Seniority Start Date is beyond the current date or before 1900. D19
- 15) When Total Overtime @ 1.5 is entered, then all other overtime fields @ 1.5 should be zero. D35
- 16) When Total Overtime @ 2.0 is entered, then all other overtime fields @ 2.0 should be zero. D36
- 17) CPP should not be larger than \$2,500. D64
- 18) EI should not be larger than \$2,000. D65
- 19) Employee Termination Date is missing. D74
 - If termination code entered. D77
- 20) Employee Termination date is not a valid date or is before 1900. D74
- 21) Super Shift Premium is invalid. D76
 - If designated group is equal to C, F or P then Super Shift Premium must not be greater than \$0.00
- 22) Termination Code is missing D77
 - If termination date is entered.
- 23) Unexpected error when validating the detail records. Please contact the Ministry's help desk.
- 24) Unexpected error (20006) occurred. Please contact the Ministry's help desk.
- 25) Employee Termination Date cannot be less than Seniority Start Date if Seniority Date entered. D74 and D19
- 26) Seniority Start Date or Seniority Hours is missing. One of these fields must be completed but not both. D19 and D123
- 27) Salary Range Executive/Excluded is missing for employees with a Designated Group code "E". D124
- 28) Salary Range Executive/Excluded is reported for employees with a Designated Group code that is not "E". D124
- 29) Salary Range Executive/Excluded is not numeric or has the wrong format; values are required to be a number from 0 to 21. D124

Trailer Record

The payroll extract must end with a single Trailer Record containing the following fields:

Field Name	Start	End	Size	Format	Comments
Record Type	1	1	1	Alpha	'T'
Extract Date	2	9	8	Date	YYYYMMDD.
Detail Count	10	17	8	Numeric	Number of detail records in file.

Trailer Record Validations

The following conditions will be reported as fatal messages and the entire submission rejected:

- 1) No trailer record present in the file.
- 2) Detail count is missing.
- 3) Invalid detail count.
- 4) Count in trailer record not equal to the count of detail records.
 - These checks are done to ensure that the data received matches the data sent.
- 5) Extract Date is missing.
- 6) Extract Date is beyond the current date.
- 7) Extract Date is not a valid date.
- 8) Extract Date is before 1900.
- 9) Unexpected error when validating the trailer record. Please contact the Ministry's help desk.
- 10) Unexpected error (20007) occurred. Please contact the Ministry's help desk.

The following condition will be reported as a warning message and the file will be processed:

- 1) Too many trailer records present in the file.
 - Only the first trailer record is validated. Subsequent records will be ignored.

Unknown Record Types

Any unknown record types will be reported as a warning message and the record ignored. Data records should start with 'H','D', or 'T'.

For Further Assistance Available

<http://www.heabc.bc.ca/>

Ministry of Health - HLTH.HSCISsupport@gov.bc.ca