



**HEABC**  
Health Employers  
Association of BC

# HNFile for HSCIS Guide

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2020-10-13	Kenneth Cable	6.1	Added new screen shots and adjusted text to align with the updated Data Entry part of the HSCIS application.
2024-06-06	Merin Pearce	7.0	Added new screenshots and adjusted the text to align with the updated BCeID log in credentials and new HSCIS application interface.

# Preface

<b>Purpose</b>	This document provides information and procedures for coordination and system administrative support to users for the HSCIS Web Application.
<b>Audience</b>	This document is intended primarily for users requiring access to HNFile for HSCIS (Health Sector Compensation Information System).
<b>Terms and conventions</b>	This document uses standard conventions for displaying information.

**COURIER** Indicates text that you type.

**ARIAL BOLD** Indicates a label that appears on a screen (for example, a field name or push-button label).

*Italics* Indicates variable text that you type when entering a command or a citation to another document.

**Bold** Use this style for emphasis.



Indicates a note to give you additional information or to emphasize a particular procedure.



Indicates a warning or alert. To avoid making an error, you need to pay particular attention to the information contained in these alerts.



Indicates a useful tip or shortcut, which you can use to save time and keystrokes.

# Contents

**CONTENTS..... 4**

**INTRODUCTION..... 5**

    SUBMISSION FREQUENCY ..... 5

*Org Information* ..... 5

*Funding Sources Report* ..... 5

*Payroll Summary Data Submission* ..... 5

    SUPPORT ..... 5

**ACCESSING THE WEB PAGE..... 6**

    THE HSCIS HOME PAGE ..... 6

**HSCIS REPORTING..... 7**

    PAYROLL ..... 7

*Using the Submit Payroll Extract Screen* ..... 8

*Using the HSCIS – Payroll Extract Reports Table* ..... 8

    ORG INFO ..... 9

    FUNDING SOURCES REPORT ..... 10

**UNDERSTANDING SECURE ACCESS..... 14**

*BCeID Login Credentials* ..... 14

*Secure Access* ..... 14

**REGULAR MAINTENANCE ..... 14**

*HSCIS Access or User Changes* ..... 14

**SUPPORT ..... 14**

# Introduction

Welcome to HSCIS on the web! This document provides a description of how to make use of the HSCIS secure data entry site (<https://hscis.hlth.gov.bc.ca/>) for submission of Payroll Summary data; viewing our records of your organizational information; and for submission of Funding Sources data.

The Health Sector Information System (HSCIS) web application facilitates the collection and data storage of all publicly funded health care. HSCIS data is the critical source for compensation budgeting, forecasting, funding, contract negotiations, strategic planning, workforce, and labour planning activities.

## Submission Frequency

### *Org Information*

- Reviewed Every Reporting Period

### *Funding Sources Report*

- Annually, by July 31st. If there are significant changes in the sources or amount of funding you receive during the year, you may ‘re-submit’ this report at any time.

### *Payroll Summary Data Submission*

- Payroll Data Submissions must be made semi-annually within the calendar year, and each submission provides *accumulated totals* from the beginning of the year.

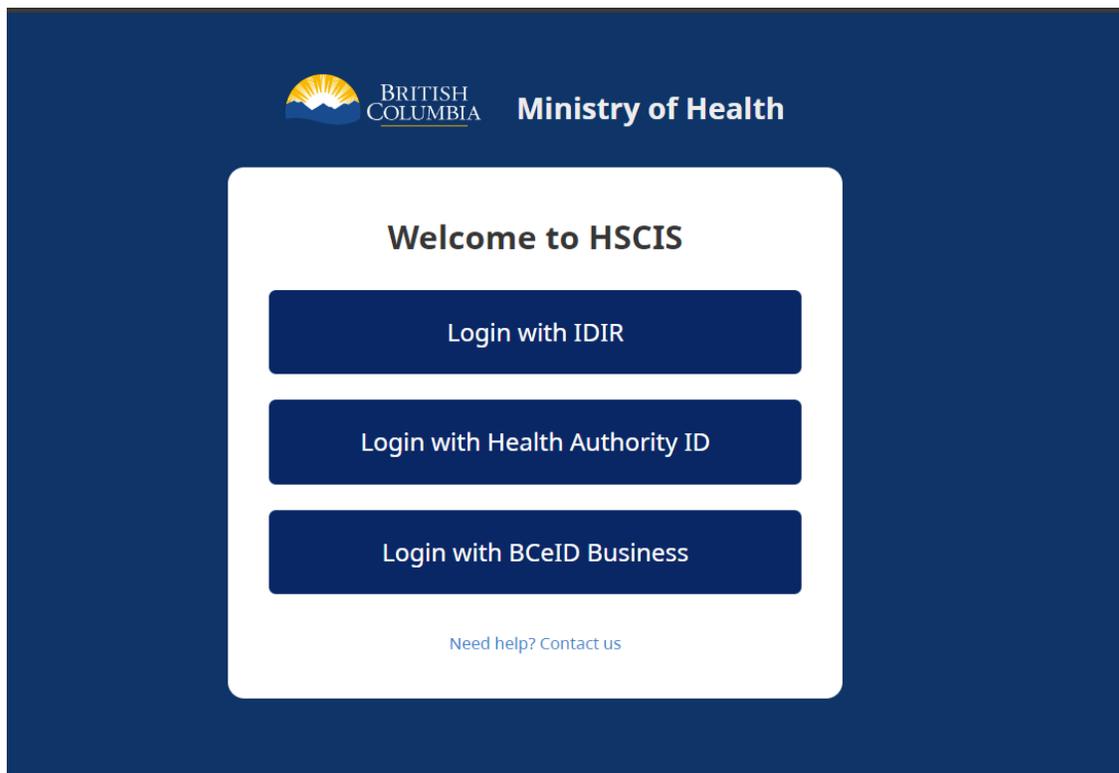
Payroll Data Submission Date	Content
On or before April 30 <sup>st</sup>	January 1 <sup>st</sup> through March 31 <sup>h</sup>
On or before July 31 <sup>st</sup>	January 1 <sup>st</sup> through June 30 <sup>th</sup>
On or before October 31 <sup>st</sup>	January 1 <sup>st</sup> through September 30 <sup>th</sup>
On or before January 31 <sup>st</sup>	January 1 <sup>st</sup> through December 31 <sup>st</sup> (of previous year)

## Support

E-mail Ministry of Health HSCIS Support at [HLTH.HscisSupport@gov.bc.ca](mailto:HLTH.HscisSupport@gov.bc.ca) with your Corporate Employer Number and Legal Name in the subject line (i.e. Corp #1234 Smith Ltd.) and details in the body of the message

# Accessing the Web Page

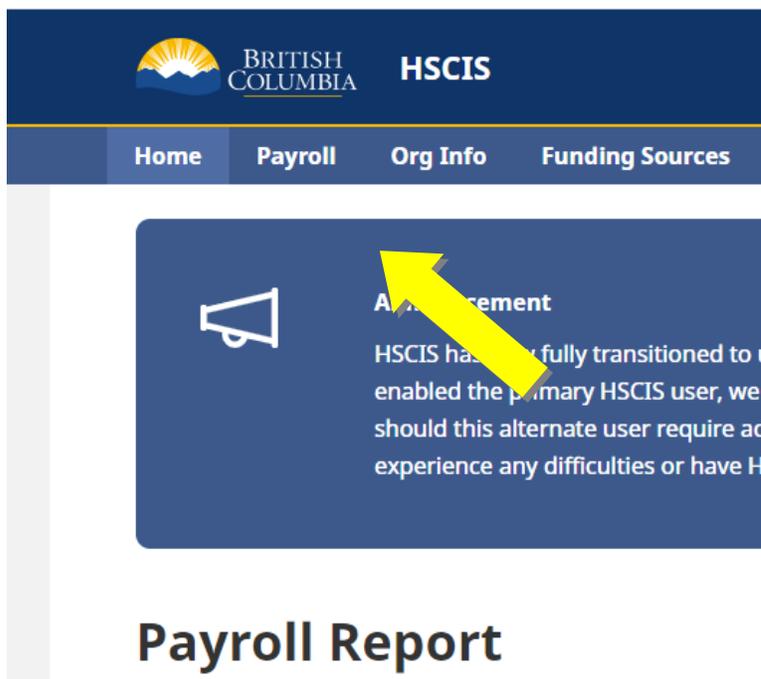
The URL for the web site is <https://hscis.hlth.gov.bc.ca/>



1. To get to the site, open your browser and type <https://hscis.hlth.gov.bc.ca/> in the Address field. The first time you access this site, we suggest that you add it as a bookmark to your list of favourite sites for easy access the next time that you log on.
2. When presented with the ‘**Welcome to HSCIS**’ screen you will be prompted to select a log in method. Click ‘**Login with BCeID Business**’ to log in with your Business BCeID credentials.
4. At the login screen, type in your Business BCeID Username, Password (that you created to gain secure access to online government services), and click on ‘**Sign In**’.

## The HSCIS Home Page

The tabs and buttons on the Home Page the screen identify the options that are available to you.



The following options are available:

- **Home** – takes you to the Home page.
- **Payroll** – takes you to the submission page to submit reports and view past reports.
- **Org Info** – takes you to the page displaying the organization information as recorded in HSCIS.
- **Funding Sources** – takes you to the funding source page to declare and update funding sources.
- **Sign Out** – will close the session and sign off from the application.

## HSCIS Reporting

### Payroll

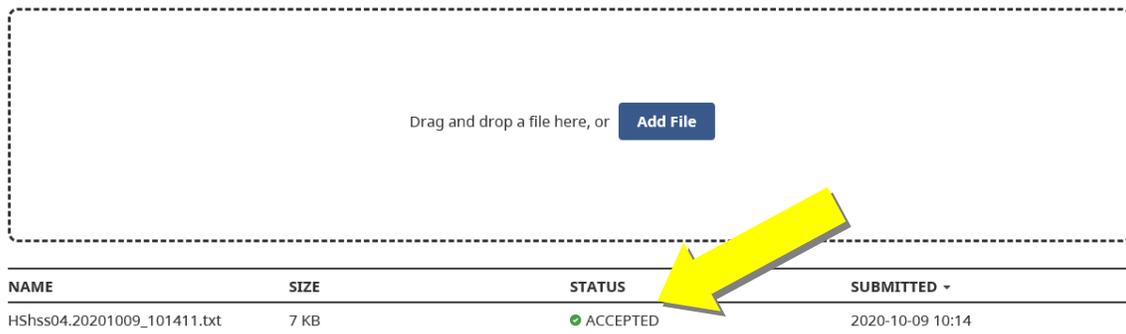
The **HSCIS Payroll** screen is used to submit payroll extracts to the HSCIS application for validation. To proceed click on '**Payroll**' at the top left corner of the screen.



**Using the Submit Payroll Extract Screen**

Before selecting your file to submit, please use the drop-down boxes to select the appropriate account, year, and quarter of the extract. HSCIS will only accept payroll extracts that are a flat text ascii file (.txt). Please change the file type to .txt or contact your payroll provider to have them supply a .txt extract file.

1. In the Add File area directly beneath the ‘Quarter’ drop down menu, drag and drop a file, or click “**Add File**” to select the file. It is recommended that you use consistent file names with a unique descriptor to help you differentiate files for validation purposes.
2. If the file was submitted properly, the file will appear in the table directly below the Add File area with a Status of “ACCEPTED”.



3. After the report file has been accepted, a Validation Report will be available for download in the “Payroll Extract Reports” section at the bottom of the web page.

Validation Reports are generated once per hour on weekdays from 8:00 am to 4:00 pm PST. Please check back later to see the report when it becomes available. If you have not received your Validation Report within 2 business days of having submitted a file, please e-mail Ministry of Health HSCIS Support at [HLTH.HscisSupport@gov.bc.ca](mailto:HLTH.HscisSupport@gov.bc.ca) with your Corporate Employer Number and Legal Name in the subject line (i.e. Corp #1234 Smith Ltd.) and details in the body of the message.

**Using the HSCIS – Payroll Extract Reports Table**

PAYROLL EXTRACT REPORTS		
<input type="checkbox"/> CREATED ▾	NAME	SIZE
<input type="checkbox"/> 2020-10-09 11:01	2020Oct09_110010_11715.pdf	26 KB
<input type="checkbox"/> 2020-10-08 08:02	2020Oct08_080007_10751.pdf	299 KB
<input type="checkbox"/> 2020-10-07 07:52	2020Oct07_075149_22404.pdf	263 KB

[Download](#) [Delete](#)

After adding a file, a list of Validation Report files will be displayed in the table for downloading. There may be more than one file for a day (e.g., if two files were submitted in one day, there will be two Validation Reports produced during the hourly processing). HNFile automatically date and time stamps the uploaded files and Validation Reports to differentiate them.

1. To access the Validation Report, check the box next to the file name, and then click the “Download” button. You can check the box next to “Created” in the header and then click the “Download” button to download all reports available. You will be asked if you want to open the file or download it to your computer.
2. If you chose to open the file, it will be displayed using Adobe Acrobat reader or any other PDF viewing application.
3. To delete a file (or files), click on the check box next to the file (or files) you want to delete. To deselect a file, click again on the check box. To deselect all files, click on the box next to “Created” until all boxes are unchecked. When you are satisfied with your selection of files to delete, click on the ‘Delete’ button.
4. Please read the Validation Report to see if there are any errors preventing the successful submission of the HSCIS report. If there are no errors preventing submission, then you have successfully submitted the HSCIS report.
5. If there are errors preventing successful submission, please read them carefully and make the necessary changes to the report to fix the errors, and then resubmit.
6. If the Validation Report indicates a problem that you are not able to resolve, please e-mail Ministry of Health HSCIS Support at [HLTH.HscisSupport@gov.bc.ca](mailto:HLTH.HscisSupport@gov.bc.ca) with your Corporate Employer Number and Legal Name in the subject line (i.e. Corp #1234 Smith Ltd.), and attached copy of the Validation Report and error details in the body of the message.

**Please Note:** As an added security measure, these Validation Report files will be available via the Web for 3 weeks only – please ensure that you retrieve the validation reports on a regular basis.

## Org Info

In HSCIS, the term ‘Corporate’ refers to the legal, organizational body that is registered with the Companies Registry. A ‘Site’ refers to one or many facilities or locations that may be run by the ‘Corporate’ body in the provision of services.

(E.g. “Silvercare, Inc.” runs three care facilities named “Silvercare East”, “Silvercare West” and “Silvercare Central”. In HSCIS, Silvercare, Inc. is the ‘Corporate’ body, where most of our correspondence is sent, and Silvercare West, East and Central are ‘Sites’, run by the Corporation.)



To view the information for a Corporate Employer select it from the Corporate Employer drop down menu.

Once a Corporate Employer is selected, the corresponding Site Employers will be selectable from the Site Employer drop down menu.

**Corporate Employer \***

Select

**Site Employer \***

Select

If you are permitted to access multiple corporations and are not sure of the Corporate ID for a specific one, refer to HEABC’s listing on their web site at <https://www.heabc.bc.ca/public/hscis/pdf/MembersbyCorpIDSEN.pdf>. Or, this information is available by request by e-mailing the Ministry of Health HSCIS Support at [HLTH.HscisSupport@gov.bc.ca](mailto:HLTH.HscisSupport@gov.bc.ca). Be sure to include the Legal Name in the subject line (i.e. Smith Ltd.) and details in the body of the message.

Select each combination of Corporate Employer and Site Employer from the drop-down menus to ensure all the contact information is correct.

Selecting the ‘Home’ button will return you to the HSCIS Home Page screen.

## Funding Sources Report

In this report, you identify all monies you receive from *all sources* for the current fiscal year. Fiscal years for the Ministry run from April 1<sup>st</sup> to March 31<sup>st</sup>, and so are identified as 2023/2024 2024/2025, etc. Each line (after the Fiscal Year) represents a single source of funding.

- To access the Funding Sources Report, click on the ‘Funding Sources’ tab of the Home Page.



- For the ‘Enter Funding Sources’ screen, the fields are filled in as follows:

Field	Content
-------	---------

Corp Employer #	From the dropdown list, select the Corporation for which you are providing information. Note: Only entries from the dropdown list may be selected. The options available are based on the registration information provided.
Site Employer #	Once a Corp Employer # is selected, the Site Employer # dropdown list will be populated with all Sites available within that Corporation. Select the one you are reporting for from the list.  <i>Note: In HSCIS, a Site Employer # that is the same as the Corp Employer # identifies the information related to the Corporation as a whole. Thus, if you wish to report Funding Sources for the entire corporation (rather than site by site), select the Site Employer # that is equal to the Corp Employer #.</i>
Fiscal Year	From the dropdown list, select the Ministry fiscal year for which you are reporting your funding sources (i.e. 2023/2024, 2024/2025, etc.).  After the Fiscal Year has been selected, the rest of the screen will be populated with the information from our database. You may make changes as required.  <i>Note: The database stores this as a single 'snapshot' for each fiscal year. So, if there are changes, all entries (including ones unchanged, must be included on this screen.)</i>

**Step 1:** Select the appropriate Corporate Employer Number (Corp Employer #), Site Employer Number, and Fiscal Year from the dropdown menus, and then click the ‘Create’ button.

Enter Funding Sources

---

**Corp Employer # \***

▼

**Site Employer # \***

▼

**Fiscal Year \***

▼

---

PROJECTED AMOUNT	FUNDING SOURCES
No records found.	

Create

The ‘Create Funding Source’ screen will appear.

## Create Funding Source

Funding Source \*

Select

Projected Amount \*

\$0.00

Create Cancel

For the **Create Funding Source** screen, the fields are as follows:

Field	Content
Funding Source	Use the list of values in the drop-down to select the type of funding body. If the source is not shown in one of the selections, use 'Miscellaneous funding'.
Projected Amount	Fill in the amount of money you are expecting during the fiscal year period. Enter dollar amounts only, no cents. <b>Please do not include dollar signs (\$), decimal points or commas.</b>

**Step 2:** Select each Funding Source for your organization from the drop-down menu and enter the Projected Amount of funding for the fiscal year. Click the **'Create'** button to save it to the report.

## Create Funding Source

Funding Source \*

02 - Health Authority Programs - Continuing Care Residential

Projected Amount \*

\$20,000

Create Cancel



**Please Note:** The Funding Sources Report is **saved** every time the **Create** button is selected in the Create Funding Source screen.

Repeat **Step 1** and **Step 2** listed above until all the Funding Sources and Projected Amounts for your organization are on the Funding Sources Report for the specific fiscal year.

Once the information on the Funding Sources Report is complete, you can press the **Home** button to return to the Main Menu or close the website and the report will be **saved**.



**Please Note:** The Projected Amounts and Funding Sources can be edited and deleted at any time after they are created. The Funding Sources Report is meant to be updated as new information becomes available.

**To update or delete a line entry** in the Funding Sources Report, click on the specific line:

PROJECTED AMOUNT	FUNDING SOURCES
\$12,854.00	Health Authority Progra
\$20,000.00	Health Authority Progra



Next, an Update Funding Source window will appear, allowing you to select a different **Funding Source** and/or change the **Projected Amount**.

Selecting the **Update** button will update the line entry.

Selecting the **Delete** button will delete the line entry.

## Update Funding Source

Funding Source \*

Projected Amount \*

# Understanding Secure Access

## *BCeID Login Credentials*

The HSCIS application utilizes BCeID's to provide a secure and convenient log in credentials to access secure online government services. It uses secure technology and policies to enable authorized access to information.

## *Secure Access*

Business BCeID log in credentials are private and should not be shared. Please keep your account and password private and protected. To register an organization, create a Business BCeID, and learn more visit <https://www.bceid.ca/>.

# Regular Maintenance

The Access Administrator keeps the access records current, deletes inactive users, and reviews permissions.

## *HSCIS Access or User Changes*

To register a new organization or make changes to the Signing Authority and/or Access Administrator, please fill out the Health Sector Compensation Information System Registration Agreement form: <https://connect.health.gov.bc.ca/hlth-7190-health-sector-compensation-information-system-hscis-registration-agreement>

To update the HSCIS Users, please fill out the Health Sector Compensation Information System User Information Update from: <https://connect.health.gov.bc.ca/hlth-7191-health-sector-compensation-information-system-hscis-user-information-update>

# Support

E-mail Ministry of Health HSCIS Support at [HLTH.HscisSupport@gov.bc.ca](mailto:HLTH.HscisSupport@gov.bc.ca) with your Corporate Employer Number and Legal Name in the subject line (i.e. Corp #1234 Smith Ltd.) and details in the body of the message.