Ministry of Health

HSCIS Data Entry
User Guide

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Preface

Purpose

This document provides information on the use of the HSCIS (Health Sector Compensation Information System) Web Application for submission of regular, required information to the Ministry and HEABC.

Audience

This document is intended primarily for users requiring access to HSCIS Web Application site.

Terms and Conventions

This document uses standard conventions for displaying information.

COURIER	Indicates text that you type.
Times New Roman 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.
New	Indicates a Change in this version of the Manual. (i.e. New field added to system or change in definition).

Contents

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.

Before you get started:

Have you considered submitting a payroll extract through HNFile? The Ministry of Health and HEABC have arranged with several payroll system vendors (Avanti Software, Blaeberry Solutions, Comvida, Eclipsys, GoldCare, ISM, Meditech, NOW Solutions, Ormed, Payworks, Quadrant HR, ADP, and more) to have applications or reports available to extract the HSCIS data required.

Submission Frequency

a) *Org Information*

  ▪ Reviewed Every Reporting Period

b) *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.

c) *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 July 31st	January 1st through June 30th
On or before January 31st	January 1st through December 31st (of previous year)

Support

E-mail Ministry of Health HSCIS Support at **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

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 you attempt to access the site, you will be prompted to select a log in method.

3. 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 session and sigh off the application.

Using the HSCIS Web Application

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 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.)
 and Silvercare West, East and Central are 'Sites', run by the Corporation.)
nd 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.
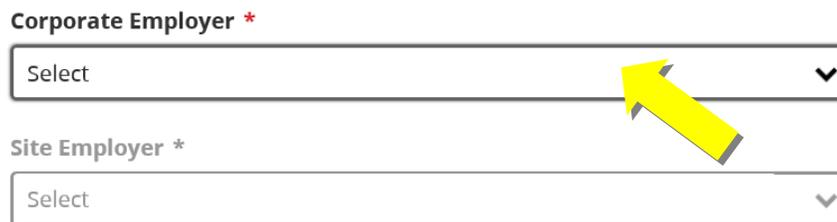
Corporate Employer *

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. 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 1st to March 31st, 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. *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 #.*
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. *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.)*

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.

The '**Create Funding Source'** screen will appear.

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. **Please do not include dollar signs ($), decimal points or commas.**

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.
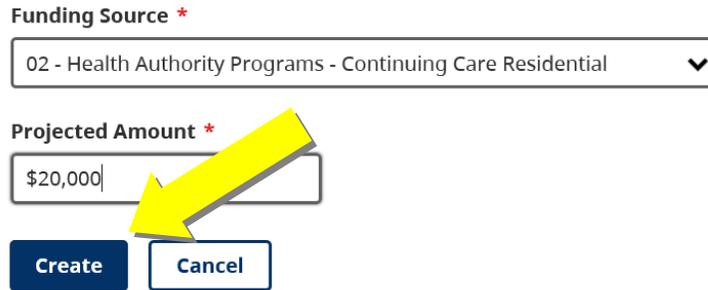
Create Funding Source

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 *

02 - Health Authority Programs - Continuing Care Residential ⌄

Projected Amount *

$20,000

[Update] [Delete] [Cancel]

Payroll Summary Data Submission

a) Enter Payroll Summary Screen

To access the HSCIS Payroll Report click on the '**Payroll'** tab at the top of the screen.

The' **Enter Payroll Summary'** page displays all payroll summaries and the status of each payroll summary:

- A completed and submitted payroll summary (HSCIS Payroll Report) will have a status of '**SUBMITTED**'.
- A payroll summary that is not yet completed and submitted will have a status of '**IN PROGRESS**'.

Click on the line of the specific payroll summary to view the details. **See 4. for further instructions.**

b) Create a new Payroll Summary

To create a new **Payroll Summary,** click on the '**Create'** button.

Enter Payroll Summary

CORP EMPLOYER #	SITE EMPLOYER #
9999	9999
9999	9999
9999	9999

Create

For the **Create Payroll Summary** screen, the fields are filled in as follows:

Field	Content
Corporate Employer #	From the dropdown list, select the Corporation for which you are providing information. Once selected, the legal name of the Corporation will appear to the right. Note: Only entries from the dropdown list may be selected. The options available are based on the registration information provided.
Site Employer #	Once a Corporate ID is selected, the Site ID dropdown list will be populated with all Sites available within that Corporation. Select the one you are reporting for from the list.
Reporting From	This is the start date for the reporting period. Its format is: YYYY = year (i.e. 2023) MM = 2-digit number for the month (Jan = 01, Dec = 12) DD = 2-digit day of the month. So, January 1, 2021, would be 20210101. The Reporting From date must always be with twenty two (22) days of January 1st. (i.e.: between December 10th and January 23rd). The only exception is when you are a new HSCIS employer, in which case you put the date in which you were requested to report for.
Reporting To	The end date for the period being reported, in the same format as the Reporting From date. This will be the last date within the reporting period, covered by your payroll. It must be within twenty-two (22) days before or after the end of the period. (Between December 9th and January 22nd for December 31st and between June 8th and July 22nd for June 30th.) Note: For the final submission, the Reporting To date should agree with the year-end cut off for payroll deductions as dictated by the Canada Revenue Agency (CRA). It cannot be greater than December 31st.

Once you have completed this information, select the **Validate** button.

If the **Reporting From** and **Reporting To** dates correspond to a reporting period that has already been submitted for the **Corp Employer #** and **Site Employer #,** the system will alert you to this with a warning message.

You can view the summary of the payroll summary that was already entered, print an **Export Summary** for that period, and/or click '**Close**' to return to the Enter Payroll Summary page.

If the **Reporting From** and **Reporting To** dates correspond to a reporting period that has not been submitted for the **Corp Employer #** and **Site Employer #,** then you will move forward with creating a new payroll summary.

Scroll down the page to view the **Designated Groups** and **Employees** summary tables.

Reporting From

2020 01 01 📅

Organization Status

Non-Profit Society

Reporting To

2020 12 31 📅

[Validate] [Cancel]

DESIGNATED GROUPS

DESIGNATED GROUP

No records found.

[Create]

EMPLOYEES

Employee Number 🔍

EMPLOYEE NUMBER	DESIGNATED GROUP	CLASSIFICATI
No records found.		

[Create]

[Submit Payroll Summary] [Export Summary] [Delete] [Close]

c) *Employee Payroll Data*

To start entering **Employee** information, click on the **Create** button in the Employees summary table.

Next, the **Create Employee Data** screen will be displayed. Enter an **Employee Number** and click the '**Find**' button.

If the **Employee Number** entered has already been entered in a previous HSCIS Payroll Report for the Corp # and Site #, some of the data for the employee record will be automatically populated (such as SIN, Designated Group Code, Date of Birth, etc.).

Please Note: **Due to privacy concerns, the Employee SIN is not visible after it is entered.**

If the **Employee Number** is new for the Corp # and Site #, all the fields will be blank and able to have data entered.

A separate copy of the **Employees** record must be completed for each employee who worked during the reporting period. The following table lists the information being requested and a brief description of the content required for each field.

Field	Content

Designated Group Code	Designated Group Code – Select the code from the dropdown list that describes the group to which the employee belongs, determined by union affiliation. If an employee is fulfilling multiple roles that would place them in different Designated Groups, a separate **Employees** screen should be completed for each designated group they belong to. https://www.heabc.bc.ca/public/hscis/pdf/HSCIS_codetables.pdf
Union Code	Select the code from the dropdown list for the Union to which the employee belongs. Non-union employees should be reported with a Union Code of N1.

Date of Birth	This is the employee's birth date, in the format YYYYMMDD where:
	   YYYY is the year (e.g. 1956)
	   MM is the month (01 for January, 11 for November)
	   DD is the day.
	
	The date supplied here must be after 19000101 (January 1, 1900) and cannot be equal to or after the current date)

Employee Number	A unique identifier for your employee. **Do not use employee names.**
Employee SIN	Fill in the Employee's Social Insurance Number, in the format 999999999. (Please note: this information will be encrypted once data is validated and prior to uploading to the database.)
Gender	Select (M) for male, (F) for female, (X) for Undeclared or (U) if Unknown or Undisclosed
Job Title	Fill in the title associated with the employee's job if the classification code is 'unlisted'.
Class Code	Select the job classification code from the dropdown list provided. https://www.heabc.bc.ca/public/hscis/pdf/HSCIS_Class_Codes.pdf

Increment	Select the increment level for the position occupied by the employee (it may also be known as a 'step') The allowed values are:
	
	  0 for single rate.
	  1 thru 6 for designated groups: C (Community), F (Facilities), R (Residents) and P (Paramedicals).
	
	  1 thru 9 for designated groups: N (Nurses), B (Bargaining Unit Equivalents), E (Executive/Management) and S (Single Agreements).
	
	  R for all red-circled employees.

Wage Rate	This is the hourly wage rate (in dollars and cents) paid to the employee at the end of the reporting period. Note: This number cannot be less than $6.00 nor greater than $100.00 unless the Designated Group Code is E (Executive).

Regular Paid Hours	This is the total straight time (in hours) paid to the employee Year-to-Date. It includes all regular hours worked, plus all regular hours for time off (statutory holidays – worked and non-worked, vacation, sick days, and other paid leaves). It does *not* include hours paid while on overtime. This value must be greater than zero (0) and must be less than 3000.
Job Status	Select the code from the dropdown list that describes the current status of the employee in this position.
Vacation Hours (YTD)	Enter the number of vacation hours used in the current year by this employee whether from the current entitlement, the previous bank, or any supplemental entitlements. These hours should also be included in Regular Paid Hours. Note that lump sum payouts of vacation should continue to be reported in Designated Group Summary under Retroactive and lump sum payout and not in this field.
Original Date of Hire	This is the date, in YYYYMMDD format, on which the employee was hired into this position on a regular basis. Leave this blank if the Job Status is C (Casual). This date must be provided if the Job Status is F (Full Time) or P (Part Time).
Seniority Start Date	This is the date, in YYYYMMDD format, at which the employee started accumulating 'seniority' within your organization. In most cases, this will be the same as the Original Date of Hire.
Termination Code	Select the code from the dropdown list that best describes the reason for Termination.
Termination Date	This is the date, in YYYYMMDD format, on which the employee was terminated from the organization.
Integrated Position	Indicate whether this is an integrated position. (e.g. the employee performs duties that cross two or more classification codes). If the position is an integrated position report "I", if not, leave blank.
Layered-Over Position – Class Code	Where an employee is acting in a Layered over position include the classification of the higher position. (Otherwise leave this field blank). If the position is "Layered –over" also note that the employee should be reported in at their correct classification code, but at the wage rate should be at the higher level. Note: In some cases, there is no higher classification applicable to the position. In these cases, enter the employee's normal classification code in the Layered Over Position field as well, but enter the higher applicable pay rate in the wage rate field.

Complete all the required fields to reflect the current reporting period.

Next, scroll to the bottom of the window to **save** the employee data record by clicking the '**Create**' or '**Create & Go To Next**' button.

Once you have completed entering all the **Employees** records, review them in the **Employees** summary table to ensure the data is correct.

If you need to make updates to any employee records (update a data field or delete the record), click on the specific line in the **Employees** summary table.

The **Update Employee Data** window will appear, allowing you to update the fields. When you are finished, **save** the employee record by clicking the '**Update**' or '**Update & Go to next**' button.

You can also delete the specific employee record from this report by clicking the '**Delete'** button.

Once all the employee records have been entered, the **Designated Groups** summary records need to be completed. **See 3. d) for further instructions.**

d) *Designated Groups Summary*

The **Designated Groups Summary** represents the total amounts paid to **all employees** within the Designated Group.

A separate **Designated Group Summary** is completed for each different Designated Group present in your organization.

For example, if you have 2 employees who belong to code group 'E' (Executives) and 10 employees who belong to code group 'N' (Nurses), then you would fill out two *Designated Group Summaries*. The first would represent the total of the amounts paid to the two 'E' employees; and the second would describe the total amounts paid to all of the ten 'N's.

The functionality to accept the industry averages has now been added to the system. Should you choose to have the Industry Averages applied to your file, the only actual amounts that you are required to enter on the **Designated Group Summary**, are **Sick Leave Banks (hrs.), Sick Leave $ paid, and Sick Leave cash payouts**. These three amounts are required to conduct the annual sick and severance review.

To create a **Designated Group Summary**, click the '**Create**' button **Designated Groups** summary table.
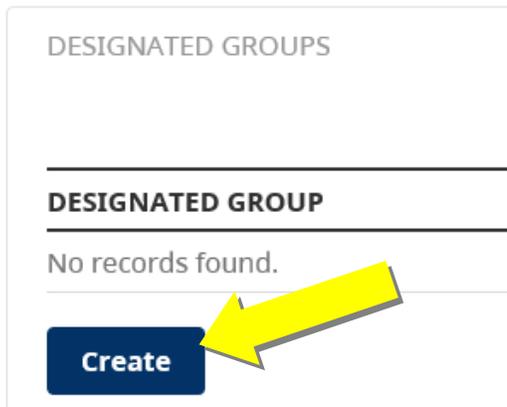
The **Create Designated Group Data** window will appear, allowing the appropriate **Designated Group** to be selected by clicking the drop-down menu.

Create Designated Group Data

Designated Group *   **Paid Statutory Holidays** *   **Pay for Relief in Higher Position** *

Select ⌄ $0.00 $0.00

> OVERTIME

> LEAVE

> ALLOWANCE

> PAY

Create   **Cancel**

Once a specific **Designated Group** has been selected, complete the fields with the appropriate amounts.

⌚ *Note:* **You may leave the default of $0.00 if the field is not applicable.**

To complete the **Overtime**, **Leave**, **Allowance** and **Pay** fields, click on the specific line to expand the category to view and complete the fields.

Create Designated Group Data

Designated Group *   **Paid Statutory Holidays** *   **Pay for Relief in Higher Position** *

E - Executive/Excluded ⌄ $0.00 $0.00

> OVERTIME

> LEAVE

> ALLOWANCE

> PAY

Create   **Cancel**

The fields in the **Create Designated Group Data** screen are completed as follows:

Field	Content
Designated Group	From the drop-down list, select the code that describes the group to which the employees belong, determined by union affiliation.

Paid Statutory Holidays	Total YTD dollar amount of Statutory Holiday Pay for all Regular employees in the designated group who did not work on the statutory holiday. This does not apply to Community Part-time and Regular Home Support Workers.
Pay for Relief in Higher Position	Total YTD dollar amount of premiums paid for relief in a higher rated position for all employees in the designated group.
Premium Pay for Stats.	Total YTD dollar amount of premium pay for hours worked on statutory holidays, for all the employees in the designated group (including the total wages paid to all Facilities, Nurse, Paramedical or Resident employees for working on any of the 8 regular statutory holidays, but excluding amounts earned on overtime.
	This field is broken down further into three categories – premiums paid at 1.5 times the current salary, 2 times the current salary and 2.5 times the current salary. Fill in the appropriate amounts under each of the columns.
Regular Work OT	Regular Work Day Overtime – Total YTD dollar amount paid for overtime worked, for all employees in the designated group, including the total wage costs of amounts earned while on overtime – not just the premium portion.
	This field is broken down further into two categories – amounts paid at 1.5 times the current salary, and 2 times the current salary. Fill in the appropriate amounts under each of the columns.
Regular Day Off OT	Total YTD dollar amount paid for regular day off overtime worked for all employees in the designated group. Include the total wage costs of amounts earned while on overtime – not just the premium portion.
	This field is broken down further into two categories – amounts paid at 1.5 times the current salary, and 2 times the current salary. Fill in the appropriate amounts under each of the columns.
OT for Insufficient Notice	Total YTD dollar amount for overtime, due to insufficient notice, for all employees in the designated group. Include the total wage costs of amounts earned while on overtime – not just the premium portion.
	This field is broken down further into two categories – amount paid at 1.5 times the current salary, and 2 times the current salary. Fill in the appropriate amounts under each of the columns.
Call Back	Total YTD dollar amount paid for call back overtime hours worked for all employees in the designated group. Include the total wage costs of amounts earned while on overtime – not just the premium portion.
	This field is broken down further into two categories – amount paid at 1.5 times the current salary, and 2 times the current salary. Fill in the appropriate amounts under each of the columns
Other Overtime	Total YTD dollar amount of other overtime paid for all employees in the designated group, which has not been captured in any other overtime field (including CTO payout). Also include the full wage costs of overtime worked on a statutory holiday.
	This field is broken down further into two categories – amount paid at 1.5 times the current salary, and 2 times the current salary. Fill in the appropriate amounts under each of the columns

Total Overtime	Total YTD dollar amount of all overtime paid for all employees within the designated group. This field should only be filled out if a breakdown of overtime is not possible in the above OT fields. **DO NOT COMPLETE THIS FIELD IF YOU HAVE VALUES ALREADY IN THE OT FIELDS ABOVE.** This field is broken down further into two categories – amount paid at 1.5 times the current salary, and 2 times the current salary. Fill in the appropriate amounts under each of the columns
Sick Leave Bank	Total number of sick leave **hours** accumulated for all employees in the designated group for all years – not just the amount in the current year.
Sick Leave Paid	Total YTD dollar amount paid for sick leave used by all employees in the designated group.
Sick Leave Cash Payout	Total YTD dollar amount of sick leave cash that was paid out for all employees in the designated group.
Special Leave	Total YTD dollar amount of special leave that was paid out for all employees in the designated group.
Compassionate Leave	Total YTD dollar amount of compassionate leave that was paid out for all employees in the designated group.
Jury Duty	Total YTD dollar amount paid to all employees in the designated group for Jury Duty
Employer Paid Union Business	Total YTD dollar amount paid for all employees in the designated group while away on union business.
Education Leave	Total YTD dollar amount of education leave that was paid out for all employees in the designated group.
Time Off in Lieu (CTO)	Total YTD dollar amount of paid time off in lieu of receiving overtime pay, for all employees in the designated group.
All other Paid Leaves	Total YTD dollar amount of other paid leave (not already captured in the fields above) for all employees in the designated group.
Paid While on WCB	Total YTD dollar amount paid (top up portion only) for all employees in the designated group who were away from work on WCB leave and qualified for WCB coverage.
On Call Meal	Total YTD dollar amount paid for on-call meal hours worked by all employees within the designated group.
Shift Prem. (Evening)	Total YTD dollar amount of Evening Shift premiums paid to all employees within the designated group.
Shift Prem (Night)	Total YTD dollar amount of Night Shift premiums paid to all employees within the designated group.
Shift Prem (Weekend)	Total YTD dollar amount of Weekend Shift premiums paid to all employees within the designated group.
On-call Differentials **(Primary Rate)**	Total dollar amount of on-call differential paid to this employee YTD, **as the primary rate. If there is a second rate (e.g. Nurses and Paramedicals after 72 hours, enter this in On Call Differentials Second Earning Rate)**
Qualification Differential	Total dollar amount of qualification differential paid to this employee YTD. Qualification differential is a premium paid to an employee who holds specialized training (such as Master Degree in nursing **or Trades Qualification**).
Resp. Pay/Spec. Allowance	Responsibility Pay / Special Allowance – Total YTD dollar amount paid to all employees within the designated group who received a premium for extra responsibilities or special allowances.
Travel Allowance	Total YTD dollar amount of travel allowance paid to all employees within the designated group. Travel allowance is paid to an employee who is required to use their own vehicle for their work. **This will include the $50 monthly payment made to Community Nurse positions.**

Uniform Allowance	Total YTD dollar amount of uniform allowance paid to all employees within the designated group.
Isolation Allowance	Total YTD dollar amount of isolation allowance paid to all employees within the designated group.
Meal Allowance	Total YTD dollar amount of meal allowance paid to all employees within the designated group.
Severance Allowance Paid	Total YTD dollar amount of severance allowance paid to all employees within the designated group.
Mat./Pat. Leave	Total YTD dollar amount of maternity/paternity leave paid to all employees within the designated group.
Other Premiums / Allowances	Total YTD dollar amount of allowances **NOT ALREADY CAPTURED**, for all employees within the designated group. Do not record Compensating Time Off (CTO) payments or lump sum payouts in this field.
Superannuation	Total YTD dollar amount contributed by the employer to a Superannuation Plan on behalf of all the employees in the designated group.
MSP	Total YTD dollar cost of MSP premiums paid by the employer for all employees in the designated group.
Pension/RRSP	Total YTD dollar amount paid by the employer to a pension plan or RRSP, on behalf of all the employees in the designated group.
CPP	Total YTD dollar amount paid by the employer to CPP (Canada Pension Plan) for all employees in the designated group.
EI	Total YTD dollar amount paid by the employer to EI (Employment Insurance) for all employees in the designated group.
WCB	Total YTD dollar amount paid to WCB (Workers Compensation Board) by the employer for the employees in the designated group.
Casual Stat. Vac. Pay	Casual Statutory Holiday / Vacation Pay – Total YTD dollar amount paid to all **casual** employees in the designated group, in lieu of scheduled vacations and statutory holidays.
Home Supp. Hol. Pay	Home Support Holiday Lieu Pay – Total YTD dollar amount paid to **regular part-time** employees and **regular home support workers in the designated group** in lieu of statutory holidays.
Dental	Total YTD dollar cost of employer-paid dental premiums for all employees in the designated group.
Extended Health	Total YTD dollar cost of employer-paid extended health premiums for all employees in the designated group.
Group Life/ADD	Total YTD dollar cost of employer-paid premiums for Group Life/ADD coverage for all employees in the designated group.
Long Term Disability	Total YTD dollar cost of employer-paid LTD premiums for all employees in the designated group.
Retro/Lump Sum Payout	Retroactive and Lump Sum Payout – Total YTD dollar amount paid to employees in the designated group for retroactive lump sum payments, other lump sum payments, and payouts (including vacation, statutory holiday, flex leave and management leave payouts). Do not record CTO (Compensating Time Off) payouts here.
Super Shift Premium	Total YTD dollar amount paid for all employees in designated groups entitled to super-shift premiums. Such an employee is eligible for the Super Shift Premium for each hour worked between 2330 Friday and 0730 Saturday, and for each hour worked between 2330 Saturday and 0730 Sunday. **Note: Designated Groups F (Facilities), C (Communities), and P (Paramedicals) must have 0.00 in this field.**
Difficult-to-Fill Unit Premium	Total dollar amount paid YTD for positions in Difficult-to-Fill Units (applies primarily the Nurses Collective Agreement)

On-Call Differentials (Second earnings rate)	Total dollar amount paid YTD for On-Call Differentials at that second earnings rate (e.g.. for Nurses and Paramedical agreement after the first 72 hours per month)
Telephone Consultation Pay	Total dollar amount paid YTD for Telephone Consultation Pay (applies primarily to the Paramedical Collective Agreement).
Live-In Pay	Total dollar amount paid YTD for time worked on a "Live-In" shift. (This applies primarily to Community sub-sector positions.) Please continue to report the hours under Regular Paid Hours.
Overnight Pay	Total dollar amount paid YTD for time worked on an "Overnight" shift. (This applies primarily to Community sub-sector positions.) Please continue to report the hours under Regular Paid Hours.

Once you have completed this **Designated Group Data**, scroll to the bottom of the screen and click the '**Create**' button to **save** the information to the report.

For every **Designated Group Data** record entered there must be at least one **Employee** record entered for that specific Designated Group (and vice versa).

For example, if there is a **Designated Group** Data record for **E – Executive/Excluded** then there must also be at least one **Employee** record with a Designated Group of **E – Executive/Excluded** (and vice versa).

Once you have entered all the **Designated Groups** records, review them in the **Designated Groups** summary table to ensure the data is correct.

If you need to make updates to any **Designated Group** records (update a data field or delete the record), click on the specific line in the **Designated Groups** summary table.


The **Update Designated Group Data** window will appear, allowing you to update the fields. When you are finished, **save** the designated group record by clicking the '**Update**' or '**Update & Go to next**' button.

You can also delete the specific designated group record from this report by clicking the **Delete** button.

e) *Submit Payroll Summary*

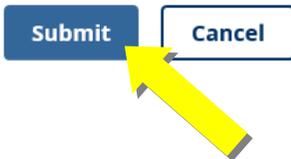When you are finished entering the payroll data for the specific **Corp Employer #** and **Site Employer #** for the period, **scroll to the bottom of the screen** and you can click the '**Export Summary**' button to **view** the summary of the payroll report.

| Submit Payroll Summary | Export Summary | Delete | Close |
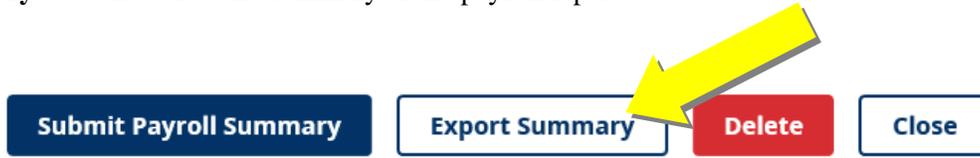
Once you have reviewed the **Export Summary** to ensure it is correct, click the '**Back to Payroll Summary**' button to return to the previous screen.

← **Back to Payroll Summary**

Export Summary

Date
Sep. 24, 2021

Corp Employer
9999 Test Record

EMPLOYEE PAYROLL SUMMARY SUBMITTED

EMPLOYEE # ▲	DESIGNATED GROUP CODE	CLASS
1	E	1000
12345	A	11614
222	A	11603

Designated Group Summary Submitted

OVERTIME

Once you have determined that the payroll data for the specific **Corp Employer #** and **Site Employer #** for the period is correct, **scroll to the bottom of the screen** and click the '**Submit Payroll Summary**' button to submit the report to the Ministry of Health.

The **Submit Payroll Summary** verification screen will appear. Click the '**Submit**' button to submit the report to the Ministry of Health.

If the Payroll Summary was submitted without errors, the confirmation message will appear stating "*The Payroll Summary was successfully submitted to the Ministry of Health*". The submitted Payroll Summary will be in the Enter Payroll Summary table with a Status of **SUBMITTED**.

If you are submitting Payroll Data for multiple Corps and Sites – Please follow this process again by returning to **step 3** in this document. This should be repeated for each **Corp Employer #** and **Site Employer #** to be reported for the period.

Should you experience problems or require assistance when using the HSCIS application, please e-mail 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.

1. *Managing the Enter Payroll Summary table*

The **Enter Payroll Summary** table displays all the submitted and not submitted payroll summaries for an organization.

If a payroll summary (payroll report) has been submitted, it will have a **Status** of "**SUBMITTED**".
If a payroll summary (payroll report) has not been submitted, it will have a **Status** of "**IN PROGRESS**".

To **view** a **Submitted** payroll summary, click on the specific line in the Enter Payroll summary table. A **Submitted** payroll summary cannot be edited or deleted. If you need assistance with editing or deleting, please e-mail HLTH.HscisSupport@gov.bc.ca.

The **Designated Groups** and **Employees** for the submitted payroll summary will be displayed. You can view the details of each by clicking on the specific line in the Designated Groups or Employees tables.

Click the **Export Summary** button at the bottom of the screen to view the Export Summary.

To print a copy or save a pdf of the Export Summary, click the '**Print'** button on the top right-hand side of the screen. To return to the Payroll Summary, click the '**Back to Payroll Summary'** button.
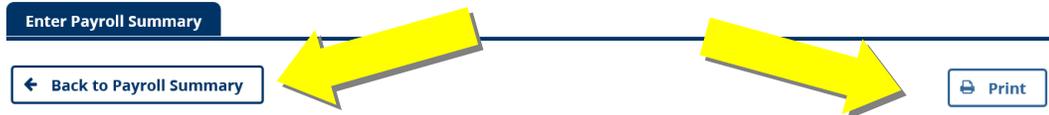
To return to the **Enter Payroll Summary** table, click the '**Close**' button at the bottom of the Payroll Summary screen.

To view and edit an **In Progress** payroll summary, click on the specific line in the Enter Payroll Summary table.

REPORTING FROM	REPORTING TO	MODIFIED ▼	STATUS
2020-01-01	2020-12-31	2021-09-23 15:40	IN PROGRESS
2007-01-01	2007-06-30	2021-09-23 09:59	SUBMITTED
2006-01-01	2006-12-31	2005-09-20 08:52	SUBMITTED

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** 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.