

STEP-BY-STEP GUIDE

to Annual Legislative Employment Equity Program (LEEP) Reporting



BEFORE YOU BEGIN

- ✓ Employers reporting for the first time should review the [Onboarding Guide for LEEP Employers](#)
- ✓ Confirm your organization's access to the [Workplace Equity Information Management System \(WEIMS\)](#) and update your organization's contact information, as needed.
 - To be granted access to your organization's WEIMS account, complete and submit the [Authorization Form to Access WEIMS](#)
 - For additional instructions, refer to the [WEIMS User Guide \(pages 7 to 12\)](#)
- ✓ Confirm the Program Advisor assigned to your organization
 - If unsure, request confirmation by email at ee-eme@servicecanada.gc.ca

Please note that the legislated reporting deadline is June 1. Submissions received after that date may be subject to monetary penalties.

PREPARING TO SUBMIT

RESOURCES

1

Collect your workforce data

Using a self-identification questionnaire, collect and maintain up-to-date information about your workforce. **Note: Employers reporting for the first time are only required to report employee data by gender.**

- [Task 1: Collect workforce Data](#)
- [Collection of Workforce Information, IPG-111](#)
- [Self-identification questionnaire template](#)

2

Create or update your (.txt) files

In Excel, prepare workforce data spreadsheets that will be uploaded to WEIMS. Save spreadsheets as text tab delimited (.txt) files. Files **must** be named as follows:

- ✓ employee
- ✓ promo (if applicable)
- ✓ term (if applicable)

- [Task 2: Create employee, promotion and temporary employee files](#)
- [Definitions and interpretations for reporting salary, IPG-106](#)
- [Reporting Salary, IPG-107](#)
- [Technical webinar on the new salary reporting requirements](#)

3

Analyze your workforce data

Once workforce data is collected and (.txt) files are created, upload your files into WEIMS. Forms 1 to 6 are automatically generated by WEIMS once the import process is complete.

- ✓ Upload data into WEIMS
- ✓ Address and correct all errors identified during the import process
- ✓ Download and review reports
 - Workforce Analysis Summary Report
 - Workforce Analysis Detailed Report (optional)
 - Flow Data Analysis (optional)
 - Clustering analysis (optional)

- [Task 3: Analyze your workforce data](#)
- [WEIMS User Guide \(pages 27 to 33\)](#) – upload and import files
- [Workforce Analysis, IPG-112](#)
- [WEIMS User Guide \(pages 69 to 77\)](#) – download and review reports

4

Review forms 1 to 6, prepare your Narrative Report and explain Significant Variances (S.V.)

Review Forms 1 to 6 and provide explanations, on the Form Submission tab, for all significant variances identified in the variance reports.

- ✓ Review Forms 1 to 6
- ✓ Complete Narrative Report in WEIMS*
- ✓ Provide explanation(s) for significant variance(s) on Form Submission tab**
- ✓ Prepare Pay Gap Contextual Information input under the Form Submission tab (optional)

*Not required by employers who are reporting for the first time.

**Employers reporting for the first time will not have previous year's data to make comparisons.

- [Employer Workshop on How to Interpret your Form 2, Parts D-G](#)
- [Task 7: Review Forms 1 to 6](#)
- [Task 8: Prepare your narrative report](#)
- [WEIMS User Guide \(pages 33 to 50\)](#)

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Sign and upload Form 1: Certification of Accuracy

The Certification of Accuracy found on reporting Form 1 must be signed by a senior officer of the organization (typically director-level or higher).

- [WEIMS User Guide \(pages 33 to 36\)](#)



ONGOING AND NON-REPORTING Legislative Employment Equity Program (LEEP) OBLIGATIONS



ONGOING OBLIGATIONS TO SUPPORT ANNUAL LEEP REPORTING

Communicate and consult

Regularly communicating and consulting with your employees, management, employee representatives and bargaining agents will help them understand the importance of employment equity and become involved in your organization's employment equity activities. It will also reinforce the commitment and accountability of your organization and senior management to achieving employment equity.

Record keeping requirements

It's important to keep electronic and/or hard-copy records of your organization's employment equity activities throughout the process so you can demonstrate compliance with regulatory requirements during an audit.

Employers must establish and maintain employment equity records on their workforce, their employment equity plan and its implementation.

RESOURCES

- [Ongoing task: Meet your communication, consultation and record keeping requirements](#)
- [Communication, Consultation, Collaboration, IPG-115](#)

- [Ongoing task: Meet your communication, consultation and record keeping requirements](#)
- [Records, IPG-116](#)

NON-REPORTING LEEP OBLIGATIONS

Review employment systems

Under the *Employment Equity Act (the Act)* employers must review their employment systems, policies, and practices to identify any barriers to employment or advancement experienced by members of the four designated groups.

Create Employment Equity Plan

Under the Act, employers are required to create, implement, and sustain an employment equity plan to remove barriers preventing designated groups from being well represented in your workplace and to bring in measures to correct under-representation.

RESOURCES

- [Employment Systems Review, IPG-113](#)
- [Task 4: Review your employment systems](#)
- [Taking action on your employment equity data](#)
- [How to improve Workplace Equity](#)

- [Task 5: Create, implement, and sustain an employment equity plan](#)
- [Employment Equity Plan, IPG-114](#)
- [Employment Equity Plan Tables \(template\)](#)



QUESTIONS?

Reach out to your organization's designated employment equity Program Advisor within the Labour Program.

For all employment equity related questions, send an email to ee-eme@servicecanada.gc.ca