Workplace Equity Information Management System User Guide

Introduction

The Workplace Equity Information Management System (WEIMS) is an online application for employers subject to the:

- Legislated Employment Equity Program (LEEP)
- Federal Contractors Program (FCP)

The system is designed to help employers fulfill their employment equity responsibilities.

The WEIMS user guide[1] explains each part of the system:

- Before Login
- Login
- Main Menu – LEEP Mode
- Main Menu – FCP Mode

It also takes users step-by-step through common employment equity tasks that LEEP employers and/or FCP employers will complete using the system, as well as some ways that WEIMS can be used as an analytical tool. Lastly, the user guide has a section to explain and help users correct Error Codes.

WEIMS users should be aware that the system uses four colour-code icons to communicate with its users:

- a blue information icon to indicate useful information
- an orange notice or warning icon to alert you about something
- a green checkmark icon so you know that a task has been completed correctly
- a red error icon to let you know that there is a problem for you to fix

These icons replace coloured bars across the screen that were used in older versions of the system.

To navigate to a specific section, click the hyperlink from the Table of Contents, which starts on the next page.

[1] Note that screenshots in this user guide may appear slightly different on your browser.

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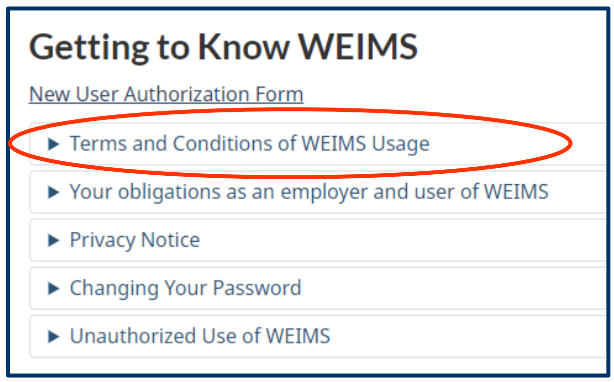
Before Login

Agree to the Terms and Conditions of Use

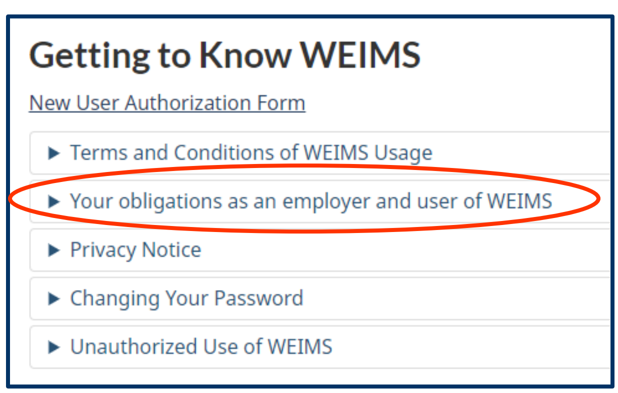
When you click on the 'Login' button, you are agreeing to the WEIMS Terms and Conditions of Use. We recommend that you first read these terms and conditions, which are linked to the Login page under 'Getting to Know WEIMS.'

The terms and conditions include the privacy, security and other legal notices, which may be updated from time to time.



Understand your obligations as a WEIMS user

WEIMS may only be used by employers or their designated representatives to fulfill their organization's employment equity responsibilities. We recommend that you first read what this means in terms of how the system may and may not be used. This information is listed under the 'Your obligations as an employer and user of WEIMS' drop-down menu on the Login page under 'Getting to Know WEIMS.'



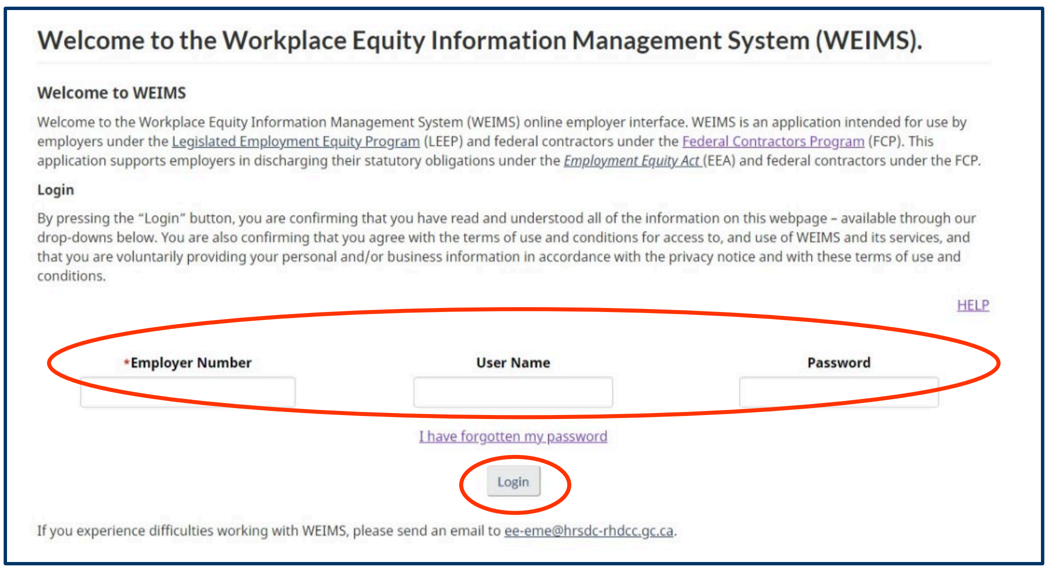
Login

Go to: https://equity.esdc.gc.ca/sgiemt-weims/emp/WeimsMaintLogin.jsp

To log in to WEIMS, insert your:

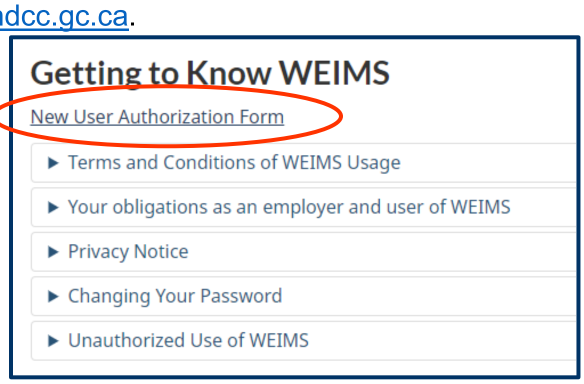
- Employer Number
- User Name
- Password

Then, click the 'Login' button.



Get a user name

To get a user name, fill in the Authorization Form to Access WEIMS that you can download from the WEIMS login screen when you click the 'Authorization Form to Access the Workplace Equity Information Management System' link under 'Getting to Know WEIMS.' Email your completed form to ee-eme@hrsdc-rhdcc.gc.ca.



To fill in the form:

- Check either the LEEP or FCP box
- Insert either your employer number (LEEP) or your agreement number (FCP). If you do not know this number, email ee-eme@hrsdc-rhdcc.gc.ca to get it.

- Insert the full name of the senior official who has authority to send the form on behalf of the employer (typically director level or higher)
- Insert the legal name of the employer
- Insert the full name, title, email and telephone number of the person(s) who will access WEIMS on behalf of your organization (there is space for more than one person)
- Insert the full name, title, email and telephone number of the person with signing authority for the organization
- Ensure the person with signing authority signs and dates the document

Form Name: **Authorization form to Access the Workplace Equity Information Management System (WEIMS)**

WEIMS is an online system that helps employers:

- submit their Legislated Employment Equity Program annual reports
- fulfill their Federal Contractors Program obligations

To access the system:

- complete this form
- manually or digitally sign it, and
- email a copy in Portable Document Format (PDF) to: ee-eme@hrsdc-rhdcc.gc.ca.

Please ensure you read the **Requirements of Use** and **Privacy Notice** before signing.

Identify the program that applies to your organization (check one) and insert either your employer number or your agreement number:	
☐ Legislated Employment Equity Program	Employer Number: ____________
☐ Federal Contractors Program	Agreement Number: ____________

I, ______________________ (full name of senior official), on behalf of ______________________ (legal name of employer),

hereby request access to WEIMS be given to the following person(s):

Person 1:

Full Name:	Email:
Title:	Phone Number:

Person 2:

Full Name:	Email:
Title:	Phone Number:

I, the undersigned, withdraw the access to WEIMS previously given to the following person(s): *(If none, then leave blank.)*

Person 1:

Full Name:	Email:

Person 2:

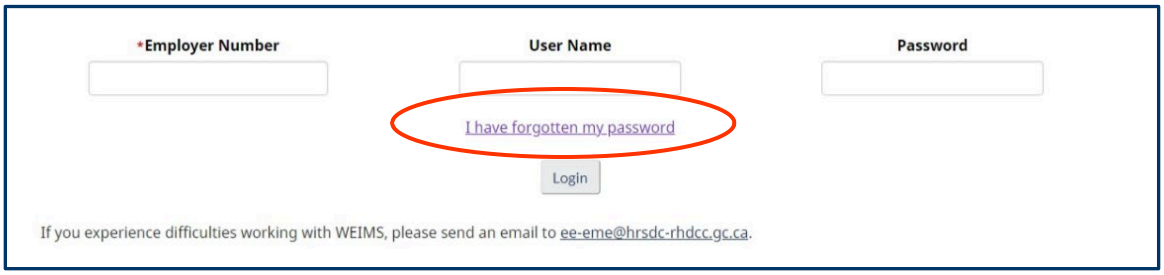
Full Name:	Email:

Person with Signing Authority:

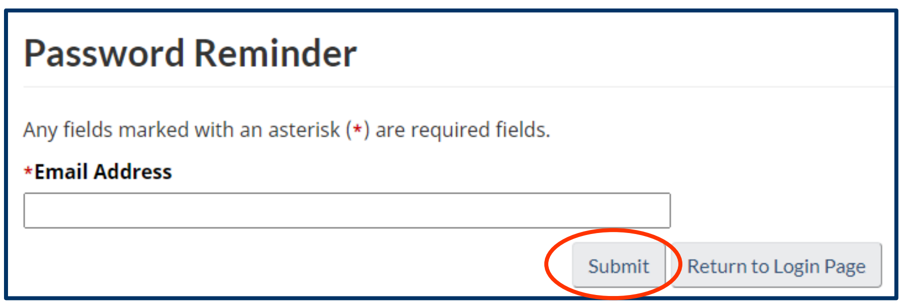
Full Name:	Email:
Title:	Phone Number:
Signature:	Date:

Set a password

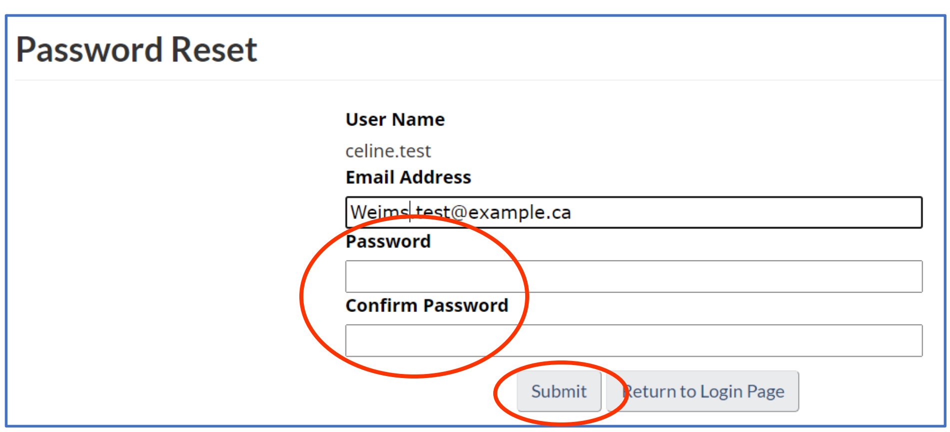
Once you have a user name, set your password by clicking the ‘I have forgotten my password’ link below the Login section.



The ‘Password Reminder’ screen will appear. Insert your email address and click the ‘Submit’ button.



You will get an email from ee-eme@hrsdc-rhdcc.gc.ca with a hyperlink for you to click to be directed to the 'Password Reset' screen shown below.



Insert a password that is between 8 and 20 characters, with at least:

- 1 number
- 1 upper case letter
- 1 lower case letter, and
- 1 of these special characters: @ # $ %

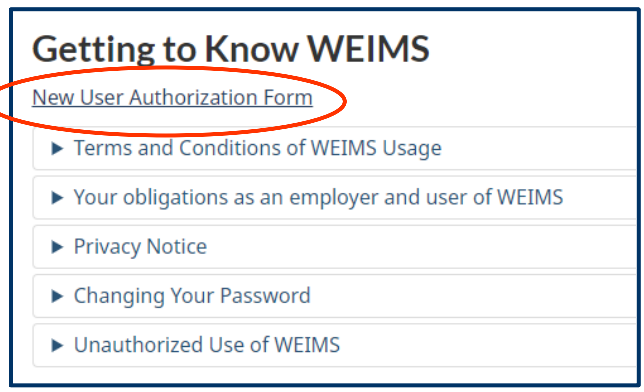
Enter the same password in the ‘Confirm Password’ section. Then, click the ‘Submit’ button to be redirected to the ‘Login’ screen.

Change your password

Follow the same process explained in the 'Set a password' section.

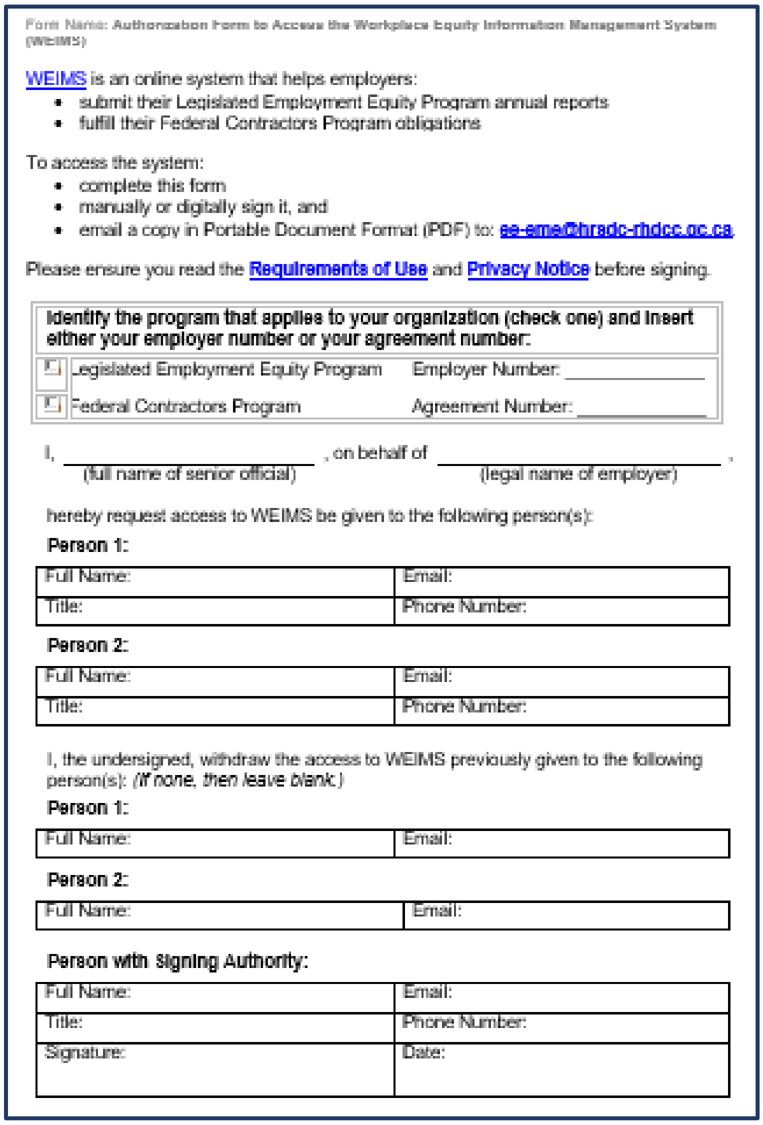
Change or remove persons with access to WEIMS

To change or remove one or more persons who have access to WEIMS on behalf of your organization, fill in the Authorization Form to Access WEIMS that you can download from the WEIMS login screen when you click the 'Authorization Form to Access the Workplace Equity Information Management System' link under 'Getting to Know WEIMS.' Email your completed form to ee-eme@hrsdc-rhdcc.gc.ca.



To fill in the form:

- Check either the LEEP or FCP box
- Insert either your employer number (LEEP) or your agreement number (FCP). If you do not know this number, email ee-eme@hrsdc-rhdcc.gc.ca to get it.
- Insert the full name of the senior official who has authority to send the form on behalf of the employer (typically director level or higher)
- Insert the legal name of the employer
- Insert the full name, title, email and telephone number of the person(s) who will now access WEIMS on behalf of your organization (there is space for more than one person)
- Insert the full name and email of the person(s) who will no longer access WEIMS on behalf of your organization, if applicable (there is space for more than one person)
- Insert the full name, title, email and telephone number of the person with signing authority for the organization
- Ensure the person with signing authority signs and dates the document



Form Name: Authorization Form to Access the Workplace Equity Information Management System (WEIMS)

WEIMS is an online system that helps employers:

- submit their Legislated Employment Equity Program annual reports
- fulfill their Federal Contractors Program obligations

To access the system:

- complete this form
- manually or digitally sign it, and
- email a copy in Portable Document Format (PDF) to: ee-eme@hrsdc-rhdcc.gc.ca

Please ensure you read the **Requirements of Use** and **Privacy Notice** before signing.

Identify the program that applies to your organization (check one) and insert either your employer number or your agreement number:

☐ Legislated Employment Equity Program	Employer Number: ____________
☐ Federal Contractors Program	Agreement Number: ____________

I, ____________________ (full name of senior official), on behalf of ____________________ (legal name of employer),

hereby request access to WEIMS be given to the following person(s):

Person 1:

Full Name:	Email:
Title:	Phone Number:

Person 2:

Full Name:	Email:
Title:	Phone Number:

I, the undersigned, withdraw the access to WEIMS previously given to the following person(s): *(If none, then leave blank.)*

Person 1:

Full Name:	Email:

Person 2:

Full Name:	Email:

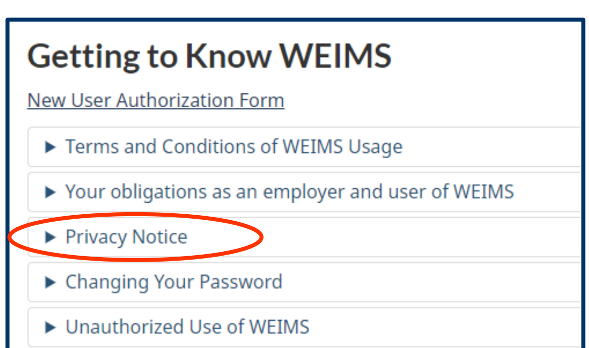
Person with Signing Authority:

Full Name:	Email:
Title:	Phone Number:
Signature:	Date:

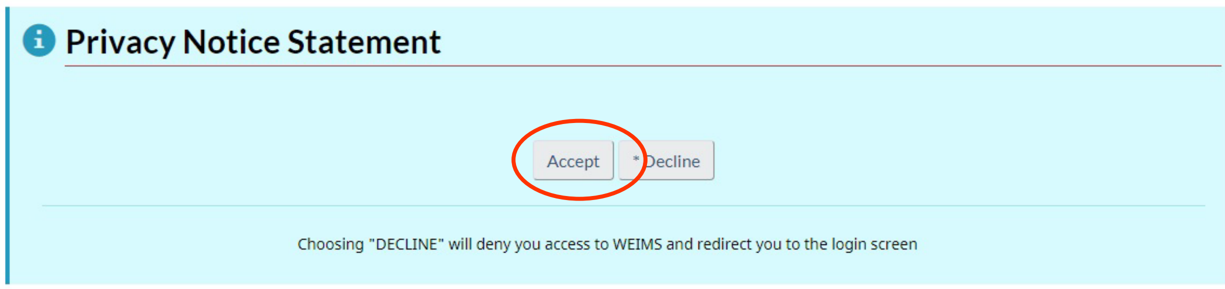
Accept the Privacy Notice

Using WEIMS is voluntary. The information you upload is protected by an industry-standard data security layer and it is only used as authorized by the *Employment Equity Act*.

The WEIMS privacy notice is available under the ‘Getting to Know WEIMS’ section of the Login screen. Read and accept the notice to proceed to use the system.

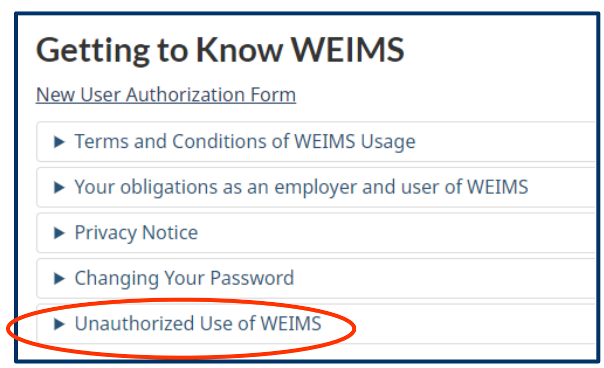


The ‘Privacy Notice Statement: Accept/Decline’ screen appears after your first successful login. Click the ‘Accept’ button to proceed. If you click the ‘Decline’ button, you will not be able to access the system.



No unauthorized use of WEIMS

We are always monitoring to ensure that there are no unauthorized attempts to use WEIMS. A full statement of our work and contact information for you to enquire about your privacy and/or to make a complaint may be found in the ‘Unauthorized Use of WEIMS’ drop-down link in the ‘Getting to Know WEIMS’ section.



Main Menu – LEEP Mode

After successful login and acceptance of the Privacy Notice, the WEIMS Main Menu screen will appear. If you are accessing the system on behalf of a LEEP employer, you will be in LEEP mode. This is indicated at the top of the screen.

Two coloured icons are featured under 'WEIMS Main Menu' heading:

- A blue 'Information' icon to tell you the calendar year for your annual report (which you can change)
- Either an orange 'notice' icon to tell you that your annual report forms have not been submitted (shown below) or a green 'checkmark' icon to tell you that your annual report forms have been submitted for the calendar year listed by the blue icon

The main menu then has three sections:

- Employer
- Employees for [your organization name]
- Forms

Once you have uploaded data into the system, two other sections will be in the Main Menu:

- Analytical Tools
- Workforce Analysis

Employer section

In this section, you can:

- Change the reporting year so you can access past workforce data and variance reports
- Update your employer information

Change the reporting year to see past data and reports

Click the drop-down menu arrow to the reporting year that you want to see. Then, click the 'Change Reporting Year' button.

Update your employer information

Employment and Social Development Canada (Labour Program) creates the initial employer information page, but it is very important for you to keep this information up to date because it is included in Form 1 of your annual report. We also need this information to be able to contact you without delay.

Start by clicking the 'Update your employer information' link in the 'Employer' section.

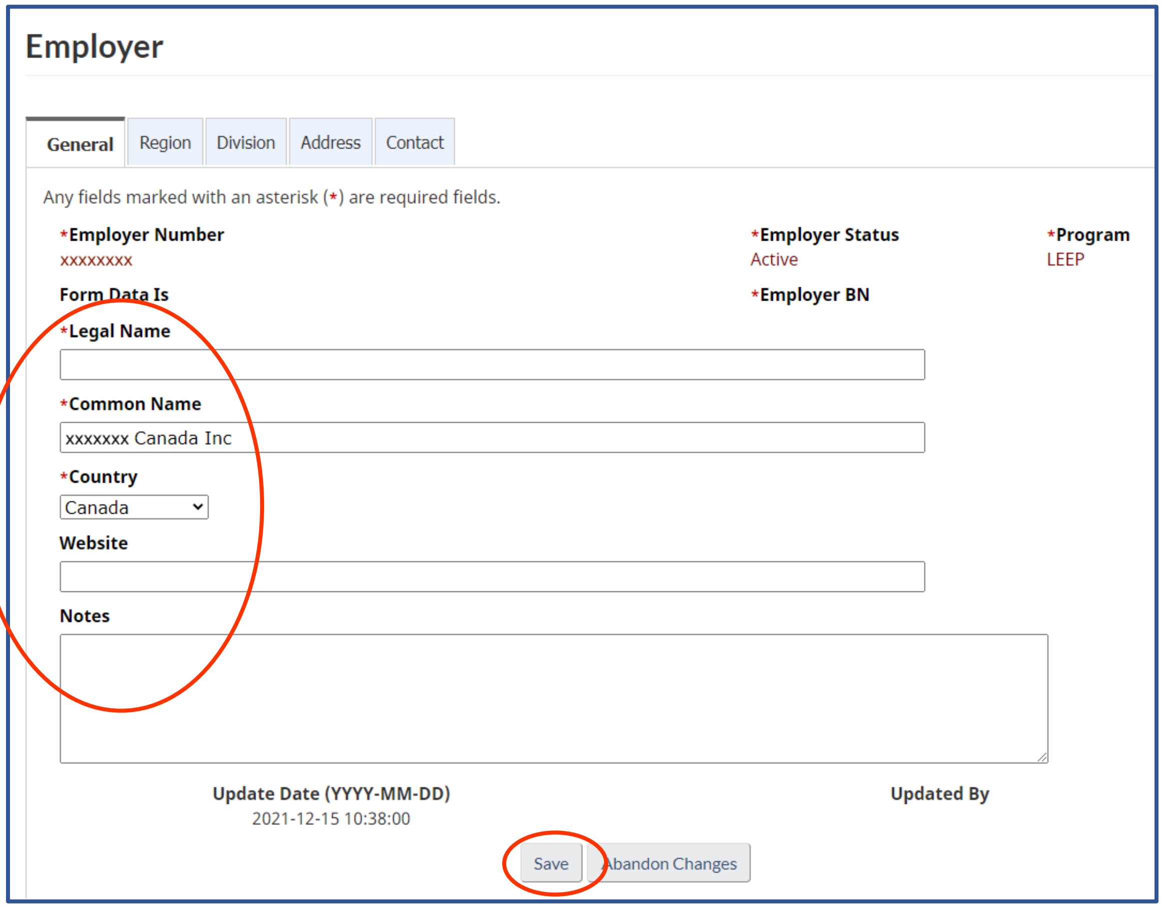
The 'Employer - [Employer name]' screen will appear with five tabbed sections where you can update specific information:

- General
- Region (not required for reporting)
- Division (not required for reporting)
- Address
- Contact

General tab

In the 'General' tab (default open screen), you can update your organization's legal name, common name, country, and website URL. There is also a space for you to insert other information about your organization. Note that a **red asterisk (*)** indicates a mandatory field.

When you have finished updating general information, click the 'Save' button before going to the next tab, if applicable.

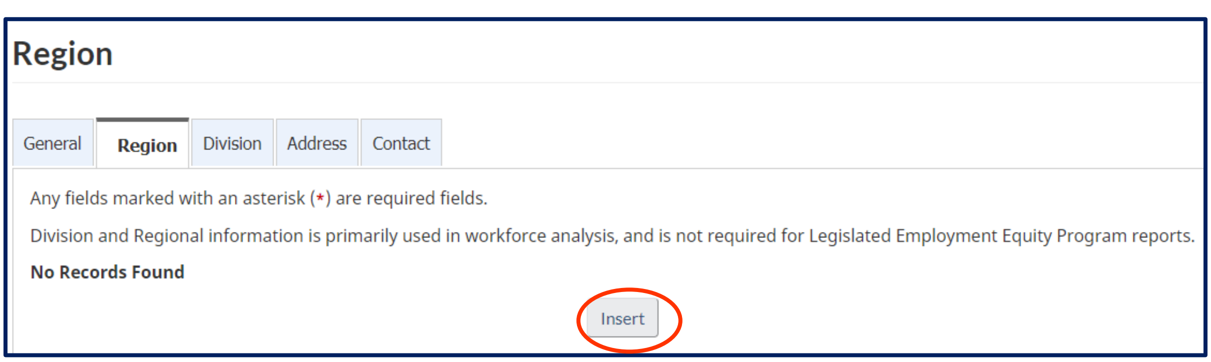


Region and division tabs

Information in the ‘Region’ and ‘Division’ tabs are not required for LEEP reports, but you can insert information in these sections, if desired and useful for your organization’s workforce analysis. However, if you do fill in the region and division tabs, note that your employee.txt file **must then include** two additional columns (one for region and one for division).

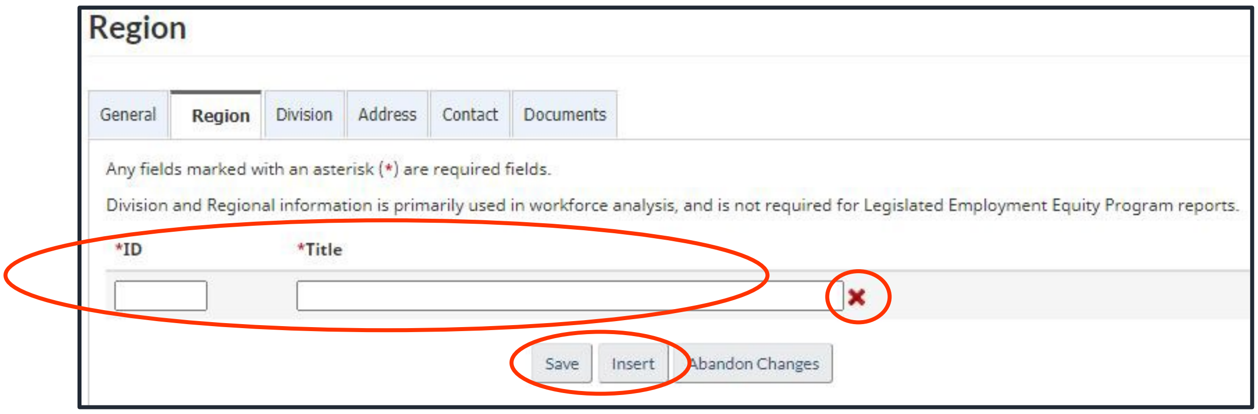
Region tab

Click the ‘Insert’ button to add regional information.



Enter information into the two required fields:

- the 'ID' field may be up to four characters (e.g., MTL, VAN, TOR, NTO1, 123a) and must match the characters inserted in your employee.txt file
- in the 'Title' field, enter a short description of the ID (e.g., Montréal, Vancouver, Toronto, North Toronto region 1, 123 region a)



If you need to add more than one region, click the 'Insert' button.

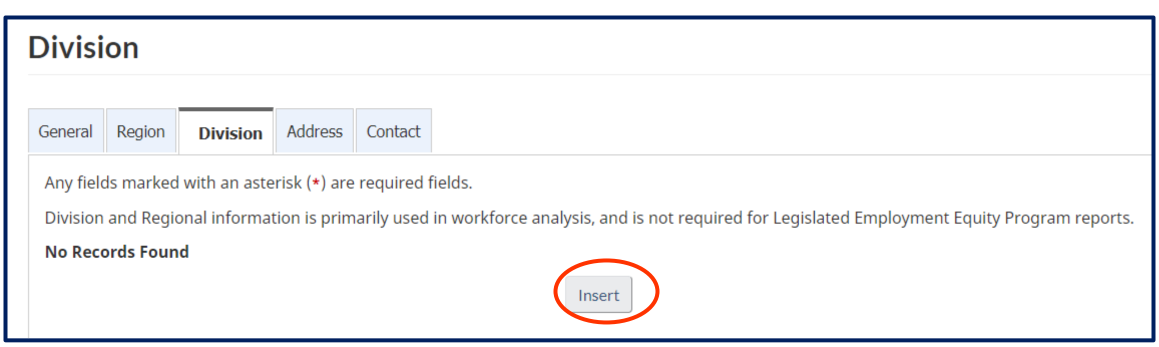
If you need to remove a region:

- click the 'X' for that region
- click the 'OK' button in the message that asks you if you are sure you want to delete this data

When you are finished inserting information, click the 'Save' button before going to the next tab.

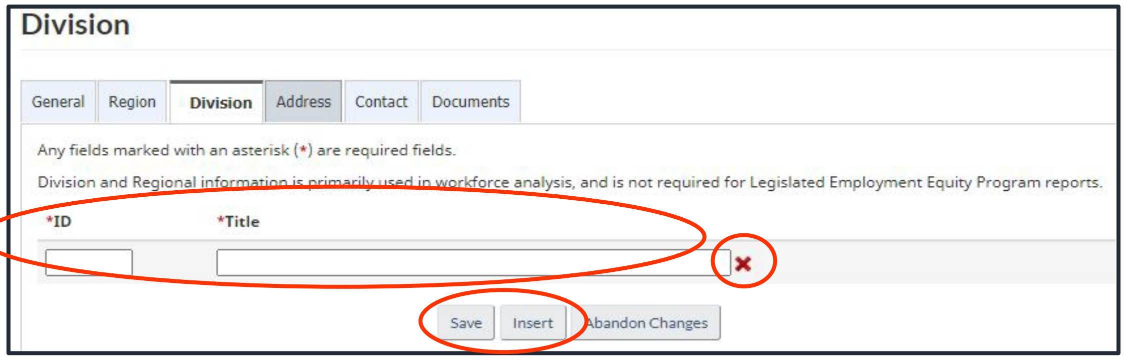
Division tab

Click the 'Insert' button to add divisional information.



Enter information into the two required fields:

- the 'ID' field may be up to four characters (e.g., MTL, VAN, TOR, NTO1, 123a) and must match the characters inserted in your employee.txt file
- in the 'Title' field, enter a short description of the ID (e.g., Montréal, Vancouver, Toronto, North Toronto region 1, 123 region a)



If you need to add more than one division, click the 'Insert' button.

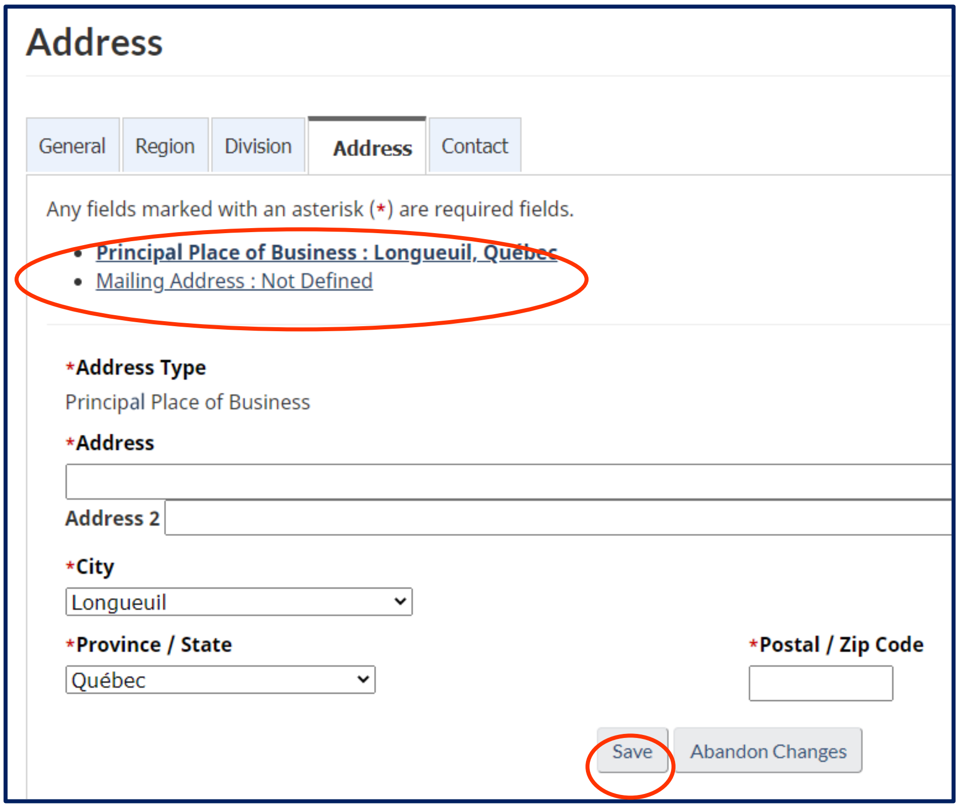
If you need to remove a division:

- click the 'X' for that division
- click the 'OK' button in the message that asks you if you are sure you want to delete this data

When you are finished inserting information, click the 'Save' button before going to the next tab.

Address tab

You can update your organization's principal place of business, as well as its mailing address, while in this tab. Click on the 'Principal Place of Business' link to update this address or the 'Mailing Address' link to update this address. Then, fill in the fields for the address, city, province or state, and postal or zip code. Note that all of these fields are mandatory as indicated by the **red asterisk (*)**. When you are done, click the 'Save' button before going to the next tab.

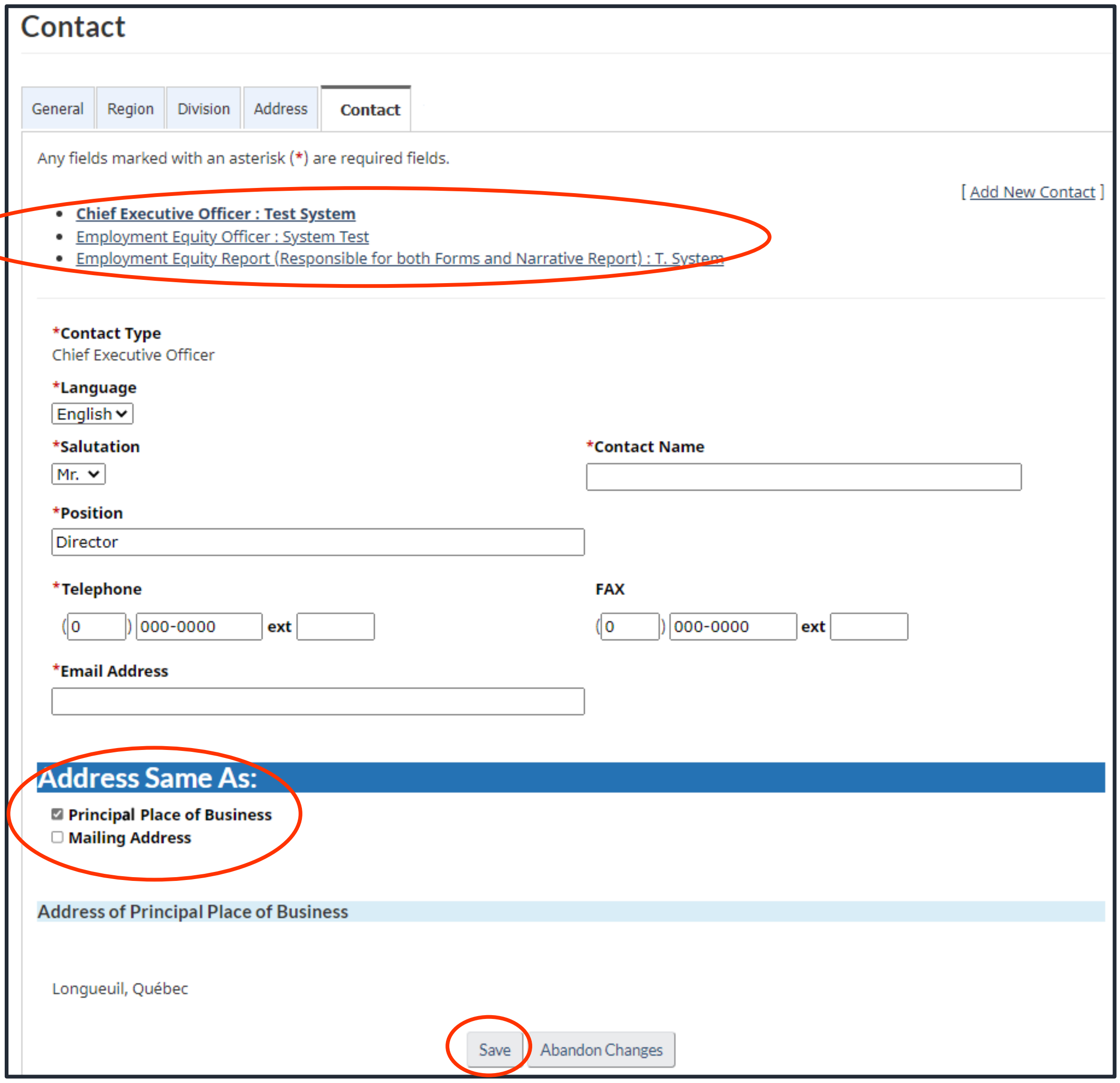


Contact tab

You can update the contact information for your organization's:

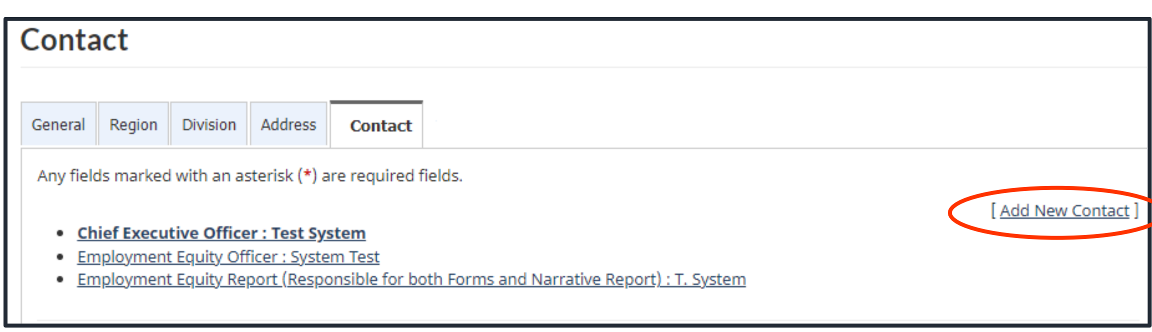
- Chief Executive Officer
- Employment Equity Officer
- Individual responsible for your Annual Report (Forms 1 to 6 and Narrative Report)

Start by clicking the hyperlink of the contact that you wish to update (e.g., Chief Executive Officer), then fill out the required fields indicated by the **red asterisk (*)** and click either 'Principal Place of Business' or 'Mailing Address' before clicking the 'Save' button.



Add new contact

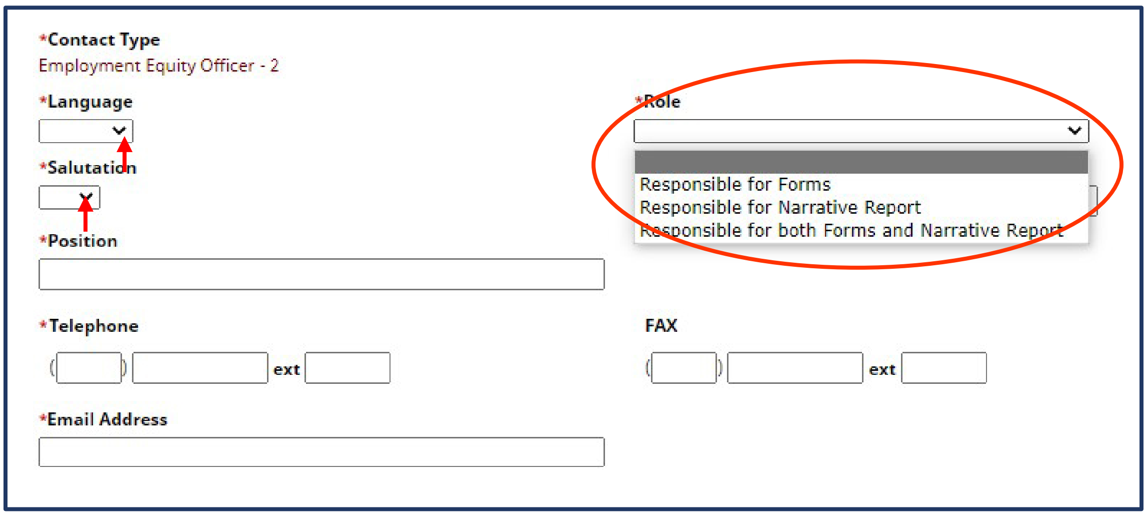
You can add a new contact type to this list, if there are other employees in your organization with employment equity responsibilities. To do so, click the 'Add New Contact' hyperlink at the top right corner of the 'Contact' screen.



The ‘Contact’ screen will appear. It will name the new contact as ‘Employment Equity Officer – 2. Select the person’s preferred language and salutation from the drop-down menus indicated. Then, select the person’s role in your organization from three choices:

- Responsible for forms
- Responsible for your Narrative Report
- Responsible for both Forms and Narrative Report

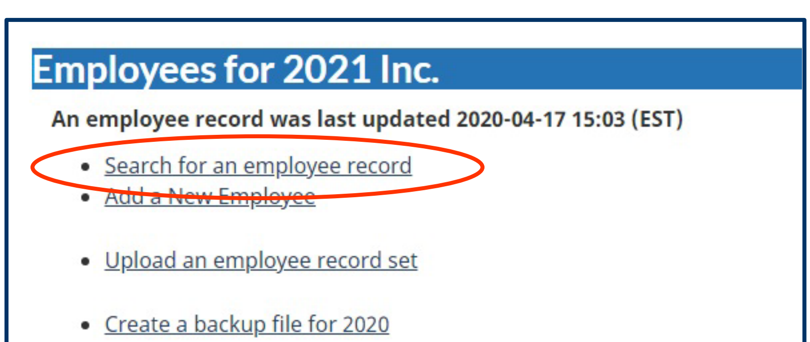
Lastly, fill in the other required fields indicated by the **red asterisk (*)** and click either ‘Principal Place of Business’ or ‘Mailing Address’ before clicking the ‘Save’ button.



Employees for [your organization name]

This section will help you upload or enter the workforce data that is required for your annual report. It is also the section where you can:

- Search for an employee record
- Add a new employee
- Update an employee record
- Upload and import to WEIMS an employee record set
- *Copy active employee records from previous calendar year* Available again in January 2023*
- Create a backup file of the workforce data you uploaded and imported into WEIMS

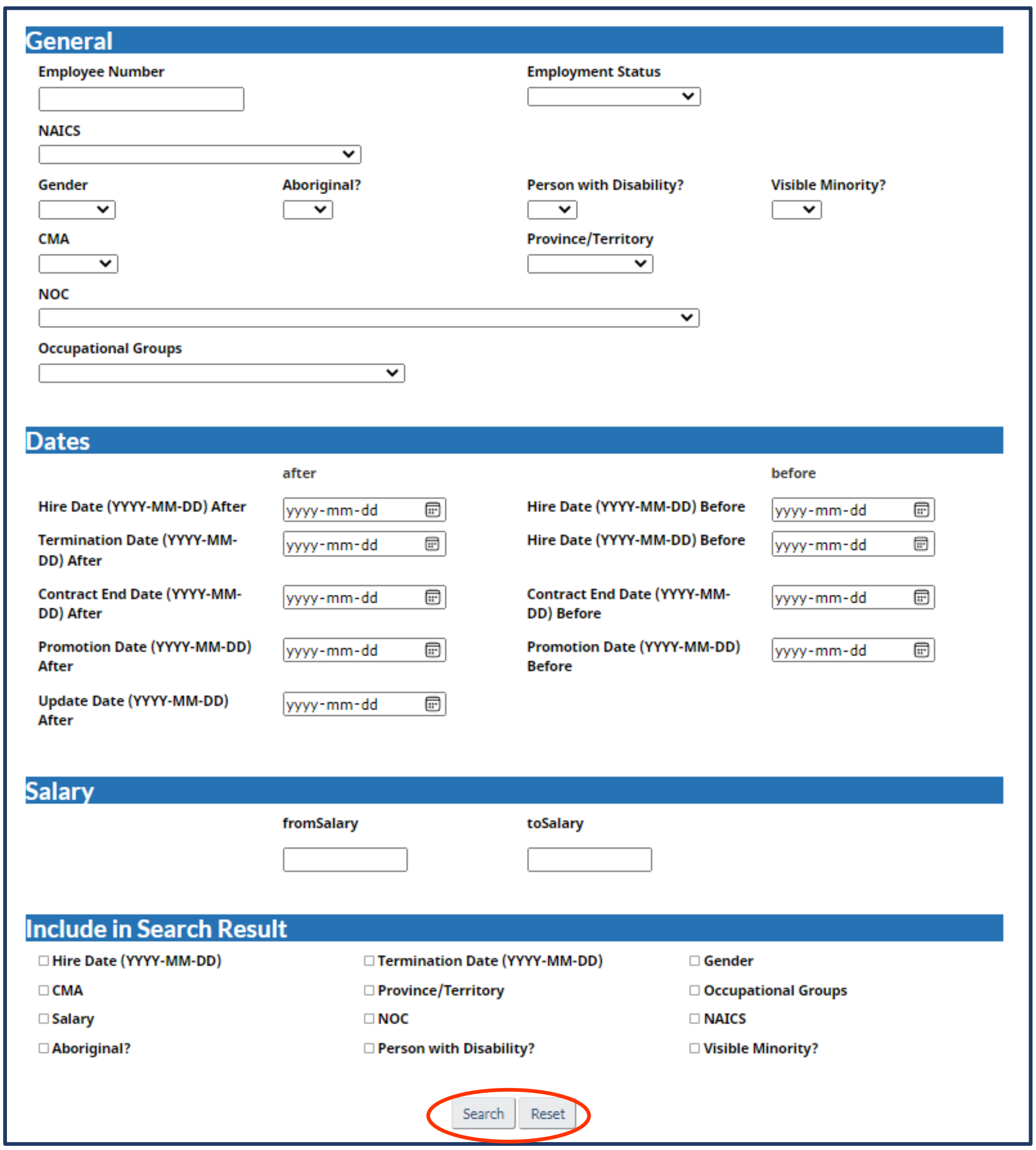


Search for an employee record

Click the ‘Search for an employee record’ hyperlink (shown above) to access your employee database. The ‘Employee Search’ screen will appear. You can then search for an active employee using:

- an employee number, National Occupational Classification code, or other fields in the General section
- hire or termination dates in the Dates section
- salary ranges in the Salary section, and
- combined information by checking applicable boxes in the ‘Include in Search Result’ section

Each section of the screen is shown below.

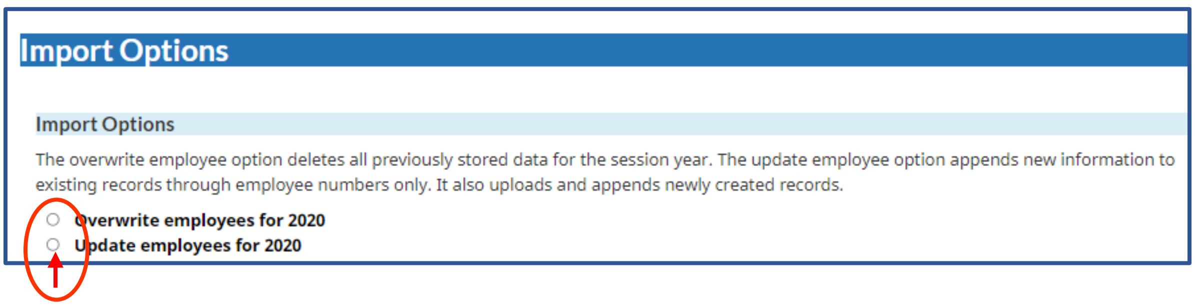


Once you have put in your search criteria, click the 'Search' button at the bottom to retrieve the employee's record.

Click the 'Reset' button to clear the fields and start another search.

Add a new employee

Important Note: *If you do manual employee record updates in WEIMS, remember to select 'Update employees for YYYY' when you are uploading and importing an employee.txt (or promo.txt) file so the system does not override your manual inputs.*



To add a new employee directly into the system, click the 'Add a New Employee' hyperlink to access the 'Employee: General' screen.

There are three tabs in this section:

- General (default open screen)
- At Time of Hiring
- Promotions

General tab

To add a new employee in general, fill in each of the required fields noted by a **red asterisk (*)**:

- Employee number
- Hire date
- Hourly pay rate *(Dependent on your organization's salary scenario)*
- Salary paid over number of weeks and number of hours (three separate fields) *(Dependent on your organization's salary scenario)*

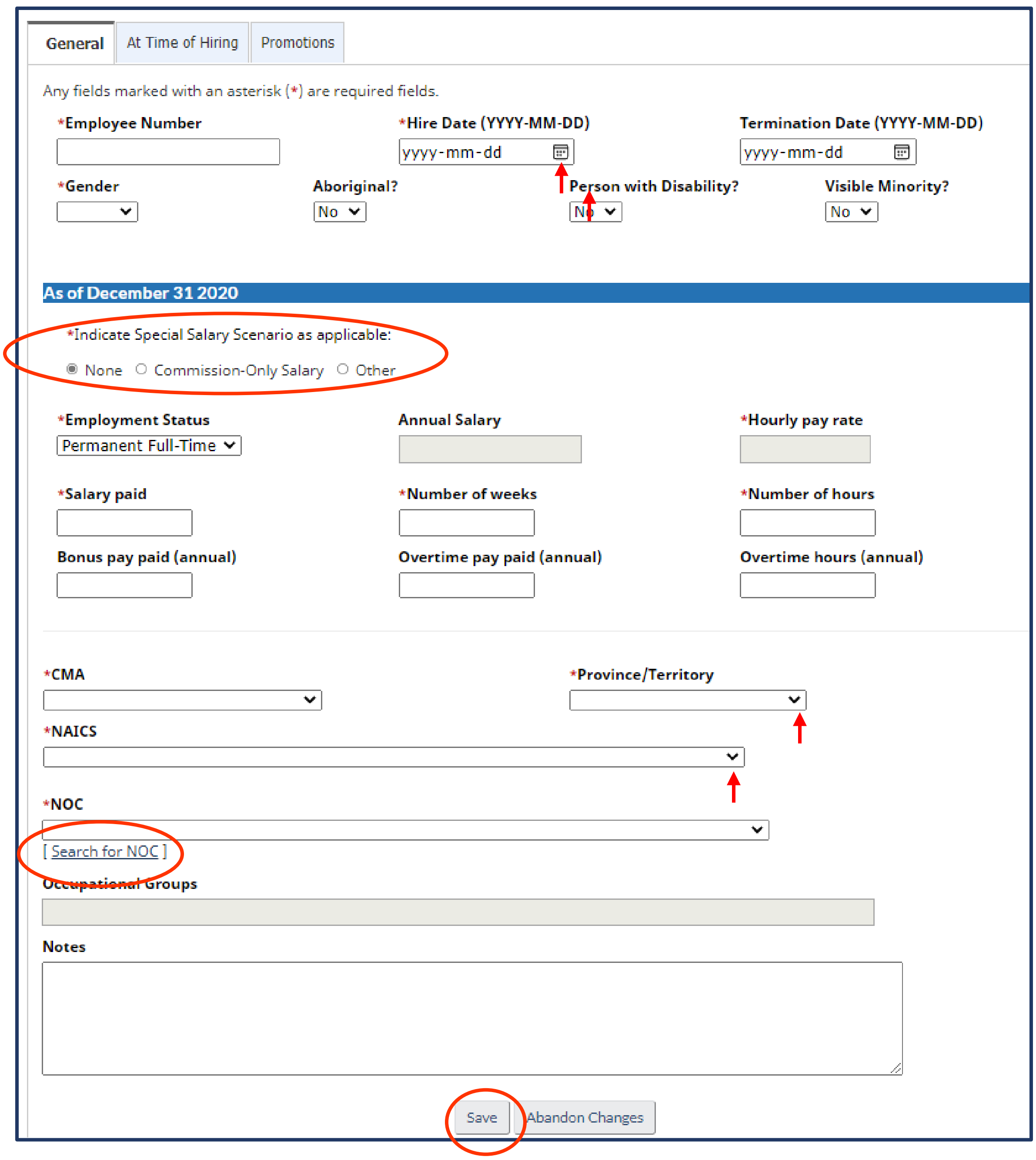
Then, click the drop-down arrow beside each of the following fields to select the applicable information (or use the hyperlink to find the appropriate code):

- Gender (select Male for any non-Female gender)
- Employment Status

- Codes for the Census metropolitan area (CMA) and Province or Territory of the employee's position (not where they may reside or work remotely) (two separate fields)
- First 4-digits of the North American Industry Classification System (NAICS) code
- 4-digit National Occupational Classification (NOC) code (*Note that there is a 'Search for NOC' hyperlink underneath this field)*

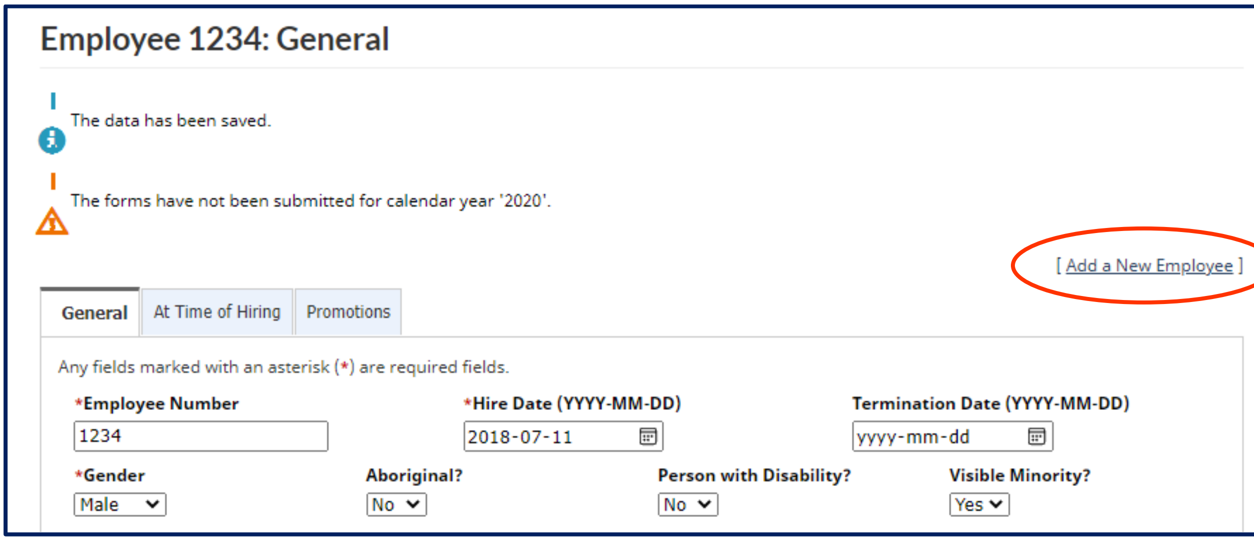
In the salary section, indicate if the employee has a special salary scenario or not, by clicking the applicable circle. Note that the 'annual salary' and 'occupational group' will automatically be generated by the system.

There are other fields that you can fill in about this employee, if known, including a section for you to record some notes.



When you are done inputting the employee information, click the ‘Save’ button.

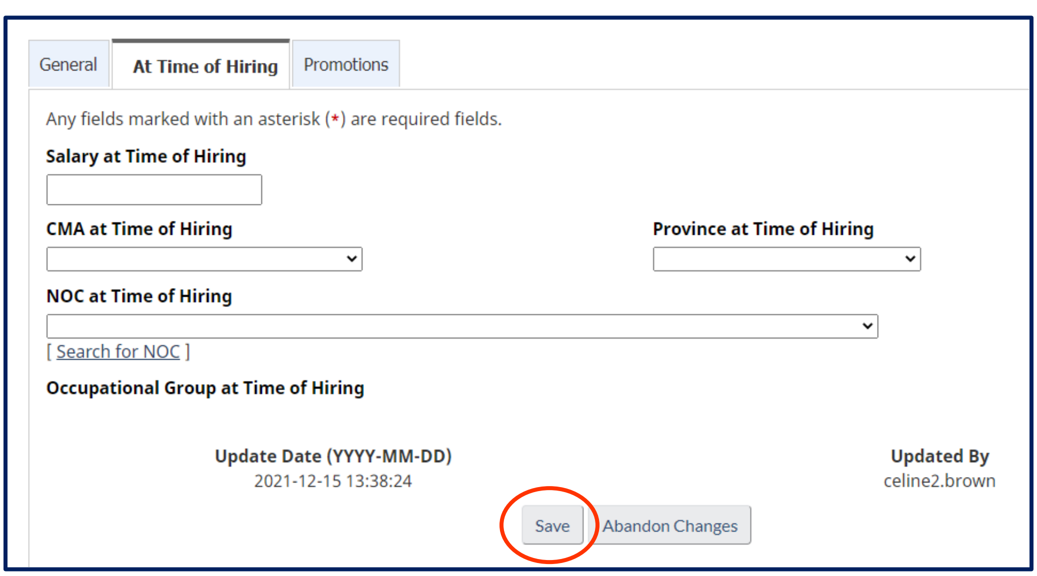
A ‘General’ screen for the newly added employee will appear (as shown below) with the input you inserted. If you wish to add another employee to your records, click the ‘Add a New Employee’ hyperlink on this screen to restart the process.



At Time of Hiring Tab

If you want detailed information about the employee at the time you hired them, click the ‘At the Time of Hiring’ tab to insert and/or choose the drop-down option for:

- Salary at time of hiring
- Code of the Census metropolitan area (CMA) and Province or Territory of the employee’s position (not where they may reside or work remotely) (two fields)
- 4-digit National Occupational Classification (NOC) code (*Note that there is a ‘Search for NOC’ hyperlink underneath this field)*

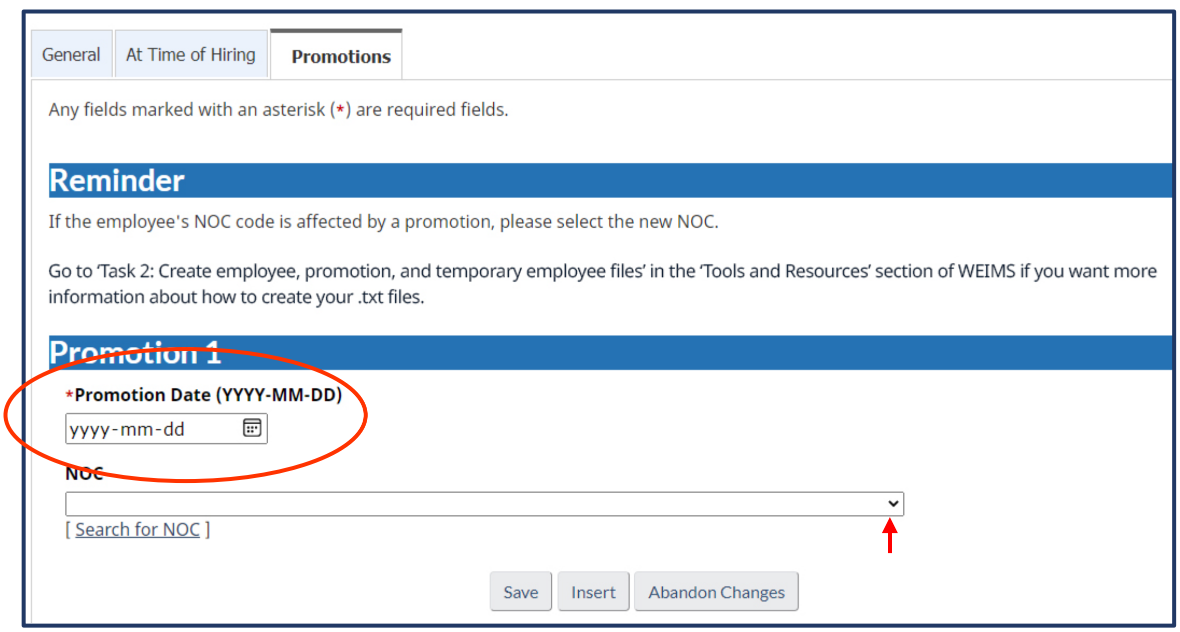


When you are finished filling in/choosing the applicable information, click the ‘Save’ button.

Promotions Tab

To add promotion data to the employee's record, click the 'Promotions' tab. If this is the employee's first promotion, there will not be a promotion record (as shown below). Click the 'Insert' button.

The following 'Promotion' screen will appear with a 'Reminder' section and a 'Promotion 1' input section. The 'Reminder' section indicates that if the employee's promotion changes their NOC code, you will need to select the new NOC code for this employee.



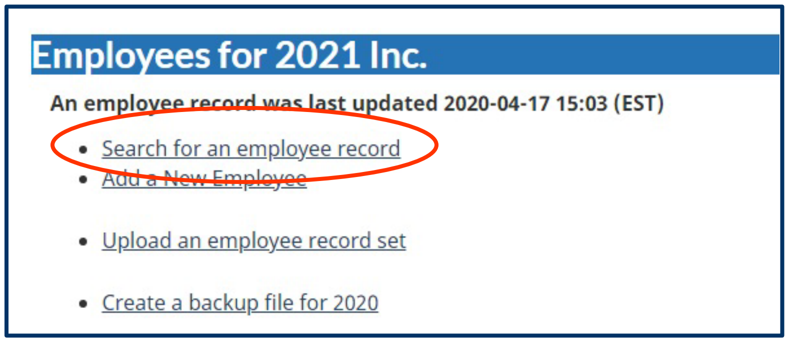
You will also need to annualize or report the actual employee's salary, as explained in the 'Create employee, promotion, and temporary employee files' in the Employment Equity Tasks featured in the 'Tools and Resources' section of WEIMS.

Enter the promotion date in YYYY-MM-DD format. You may also click the calendar to choose the date. Select the new NOC, if necessary. When you are done, click the 'Save' button.

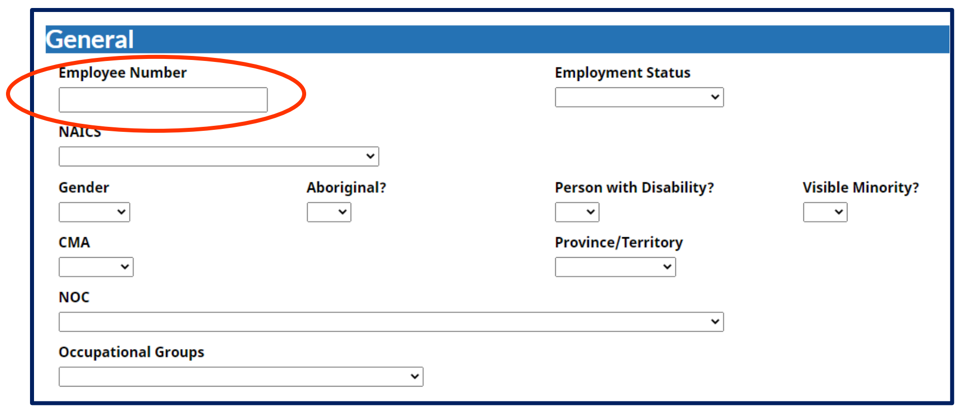
If the employee has had a promotion in the past, their promotion will appear on the screen. To add another promotion, click the 'Insert' button.

Update an employee record

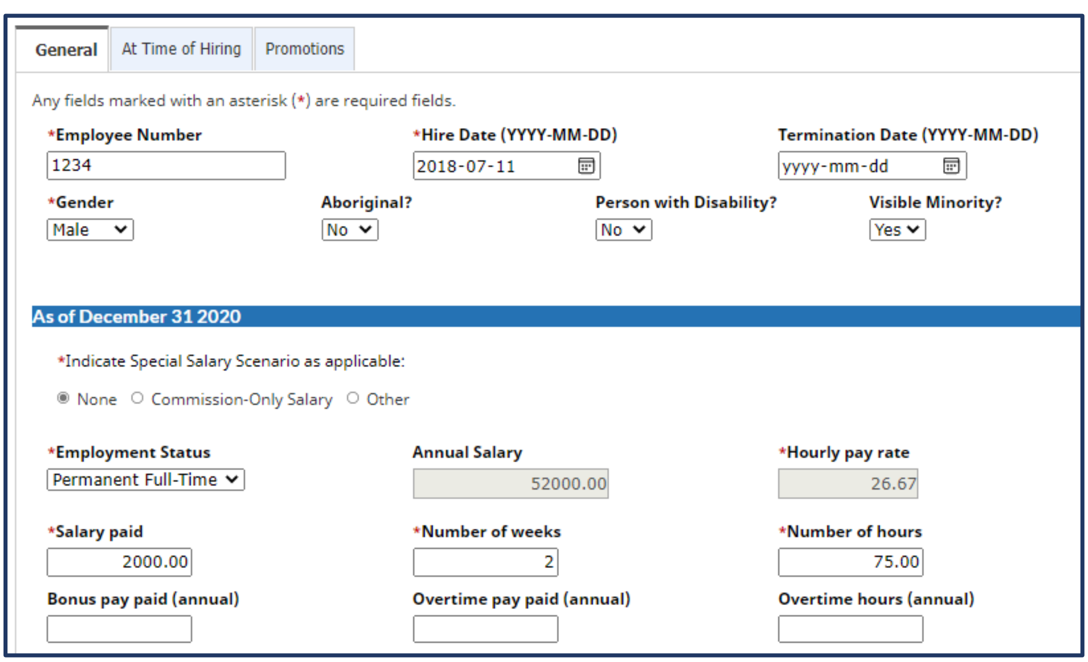
Click the 'Search for an employee record' hyperlink to access your employee database.

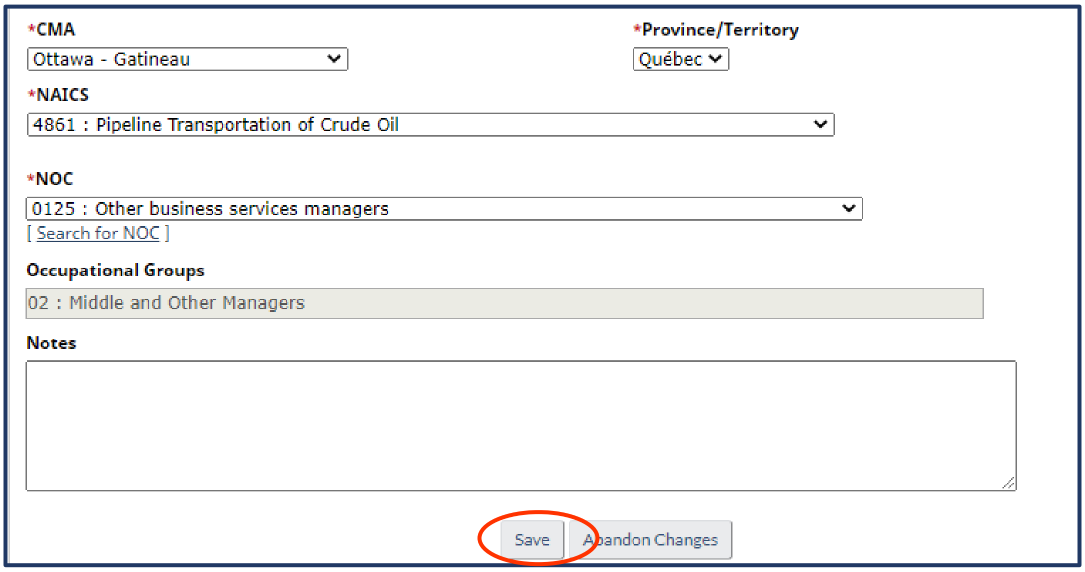


The ‘Employee Search’ screen will appear. Insert the employee number and click the ‘Search’ button at the end of the screen to access their record.



The employee record will look like the ‘Add a new employee’ screen, but the employee data will be filled in. Make the desired changes and click the ‘Save’ button at the bottom of the screen.

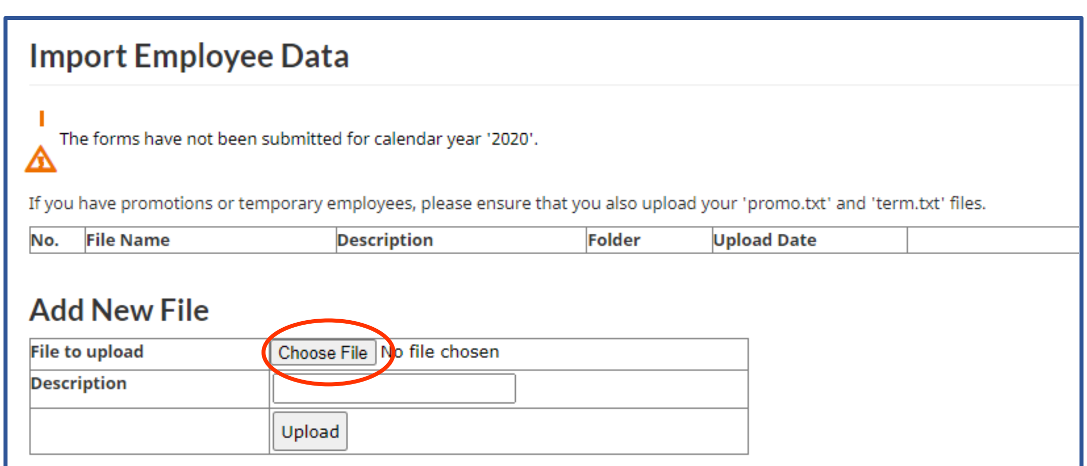




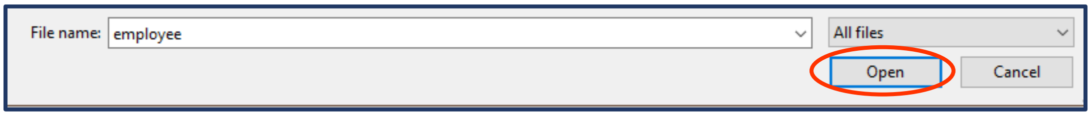
Upload and import to WEIMS an employee record set

Click the ‘Upload an employee record set’ to start the process of uploading and importing your employee.txt, promo.txt and term.txt files into the system.

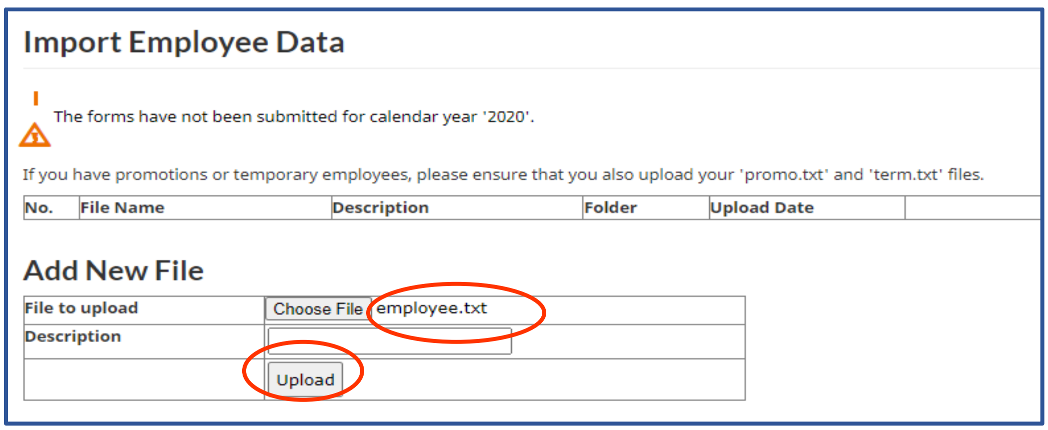
The ‘Import Employee Data’ screen will appear. Under the ‘Add New File’ section, click the ‘Choose File’ button to find the employee.txt file on your computer. (An open window will appear.)



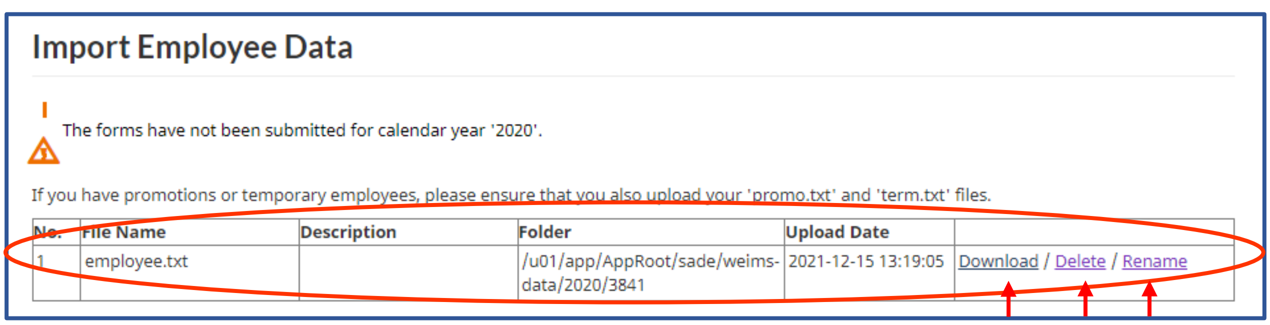
Once you find your employee.txt file, click the ‘Open’ button.



Your employee.txt file will now appear beside the ‘Choose File’ button on the ‘Import Employee Data’ screen.



Click the ‘Upload’ button to upload your file into the ‘Import Employee Data’ window. Your file will automatically be shown near the top of the ‘Import Employee Data’ screen as seen below.

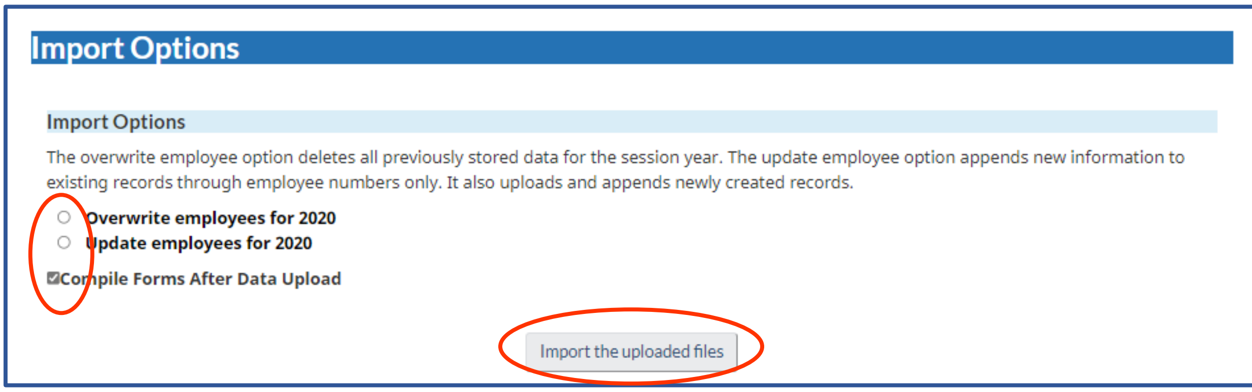


Repeat this process again to upload your promo. txt file and/or your term.txt file.

When your files are all uploaded, you are ready to import them into the system. If you need to delete or rename one of your files that you uploaded, you can do so before starting the ‘Import’ process. For example, if you have a spelling error in the name of the file, you can quickly rename the file by clicking the ‘Rename’ hyperlink.

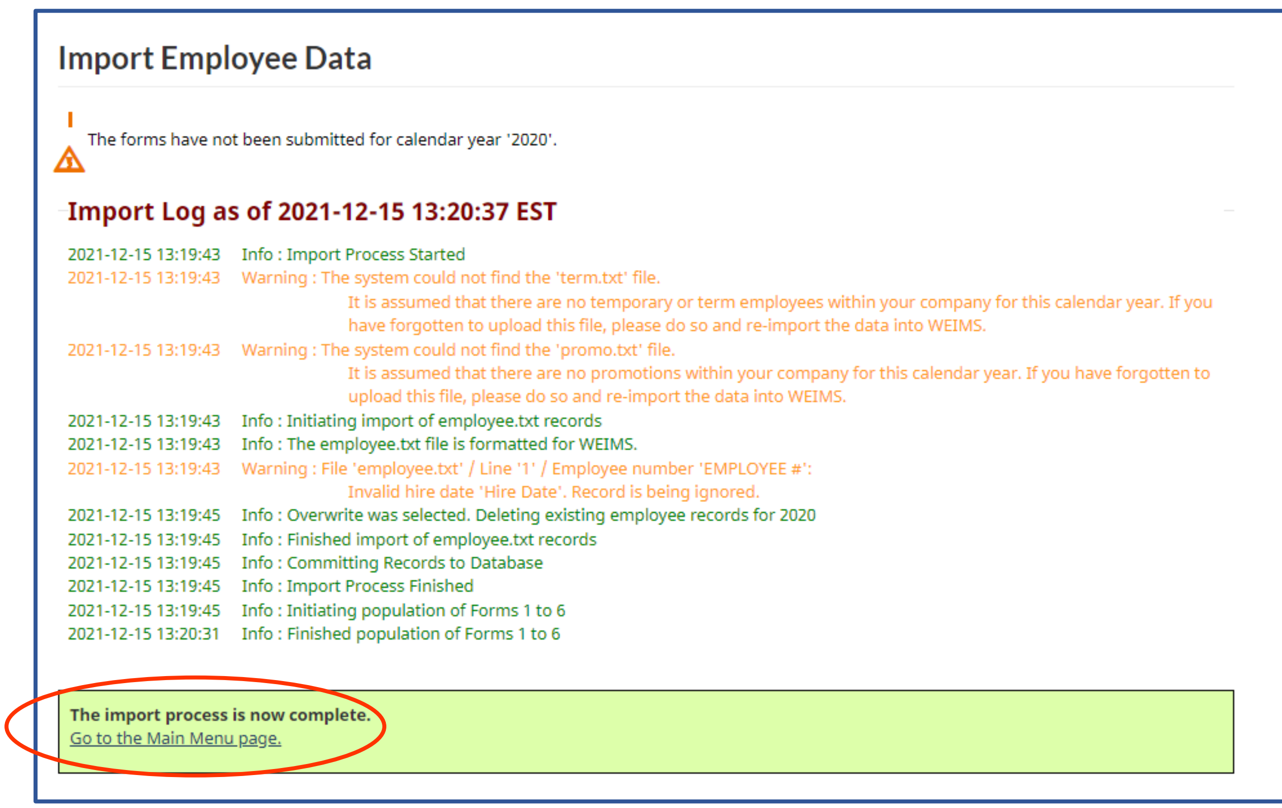
To complete the import process, go to the ‘Import Options’ section of the screen to:

- either click the circle beside ‘Overwrite employees for YYYY’ or ‘update employees for YYYY’
- ensure the circle beside ‘Compile Forms After Data Upload’ has a checkmark in it (this is set by default) and, then,
- click the ‘Import the uploaded files’ button



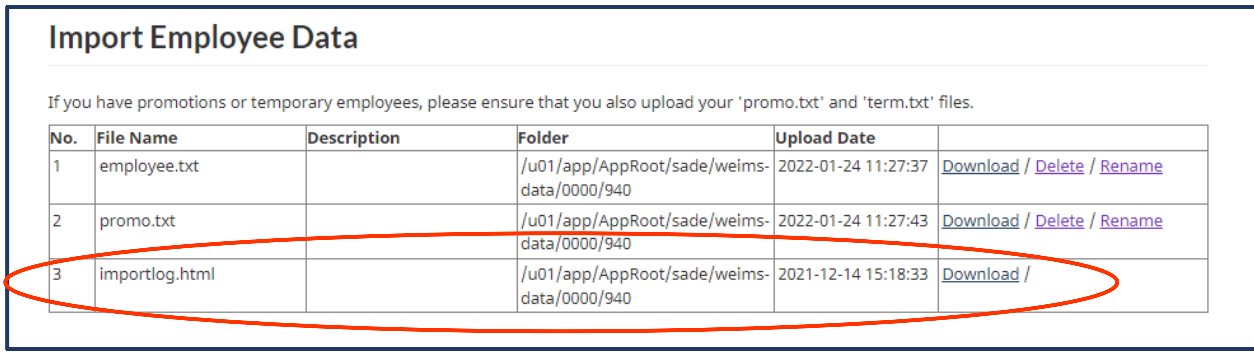
Import Log / Import Notification

To show you that your files have been successfully uploaded into WEIMS, an 'Import Log' screen (shown below) will appear. You will also receive an email to confirm the import which shows the same log information.



Click the 'Go to the Main Menu page' hyperlink to return to the Main Menu.

Note that your 'Import Log' will also appear in the table that has your .txt files, so you can download information from your last upload at any time by clicking the 'Download' hyperlink in the last column of the row.



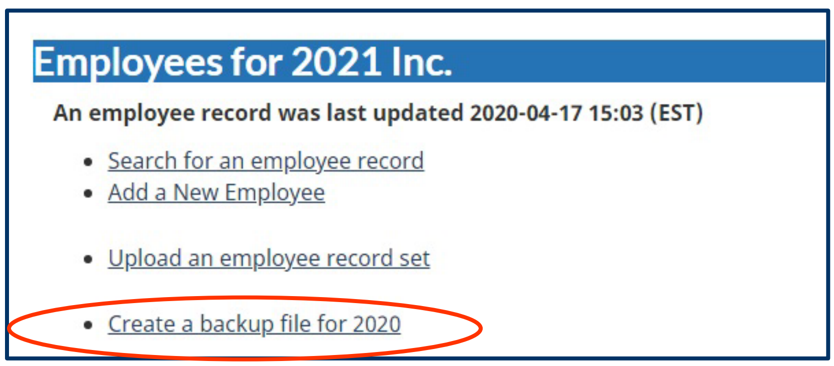
Import Employee Data

If you have promotions or temporary employees, please ensure that you also upload your 'promo.txt' and 'term.txt' files.

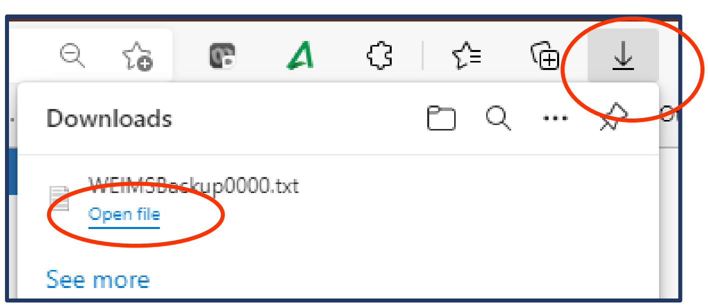
No.	File Name	Description	Folder	Upload Date	
1	employee.txt		/u01/app/AppRoot/sade/weims-data/0000/940	2022-01-24 11:27:37	Download / Delete / Rename
2	promo.txt		/u01/app/AppRoot/sade/weims-data/0000/940	2022-01-24 11:27:43	Download / Delete / Rename
3	importlog.html		/u01/app/AppRoot/sade/weims-data/0000/940	2021-12-14 15:18:33	Download /

Create a backup file of uploaded data

A backup file of the employee data that you uploaded to WEIMS can be downloaded and saved to your computer. To do this, click the ‘Create a backup file for YYYY’ hyperlink under the ‘Employees for [your organization name]’ section of the Main Menu.

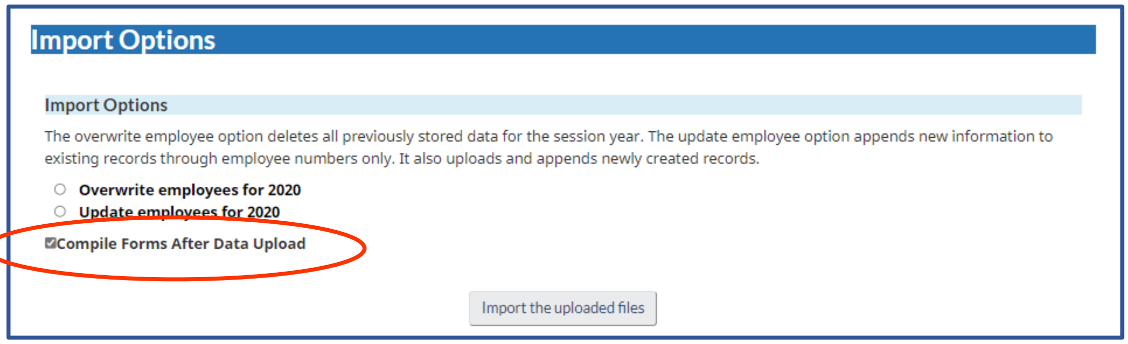


A ‘Downloads’ pop-up window will appear (as shown below). Click the ‘Open file’ hyperlink or the download icon to download your backup file.



Forms

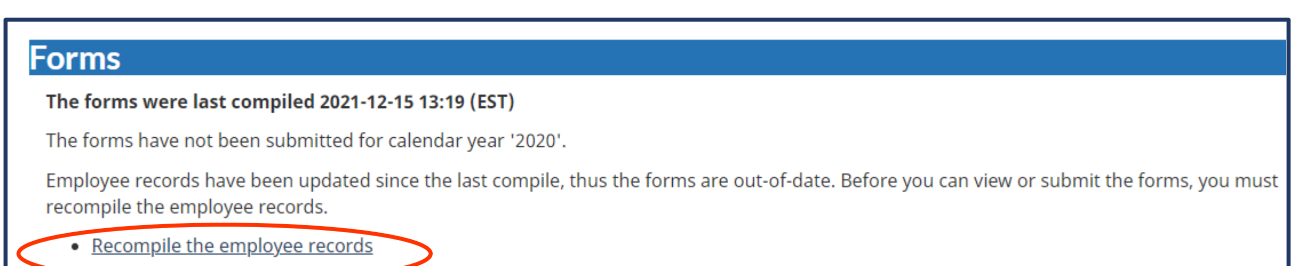
Forms 1 to 6 are compiled by WEIMS when you upload and import employee data to the system (as explained above in the ‘Upload and import to WEIMS an employee record set’ section). This is a default setting of the system as noted by the checkmark in the box by ‘Compile Forms After Data Upload’ on the ‘Import Options’ screen.



A message to tell you when you last compiled your forms will also be in bold in the ‘Main Menu’ under the ‘Forms’ section. In addition, the system will tell you if your forms have (or have not) been submitted for the calendar year.

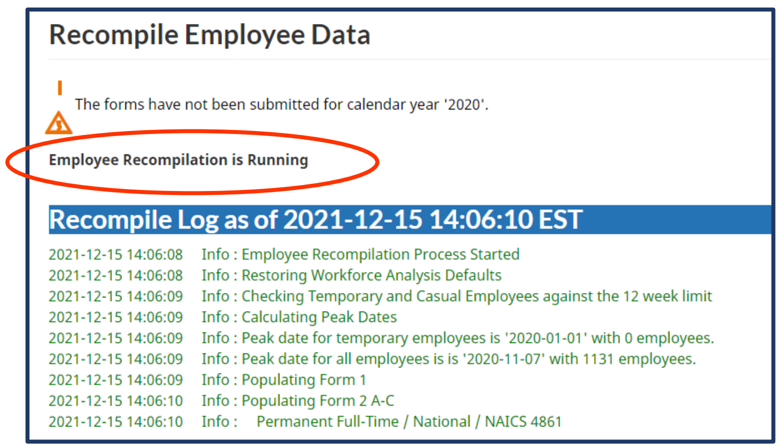
Recompile your forms

If you updated one or more employee records since WEIMS generated Forms 1 to 6, the system must ‘recompile the forms’ before you can review and submit the forms with your annual report. A message will appear under the ‘Forms’ section of the Main Menu to tell you this. Click the ‘Recompile the employee records’ hyperlink to begin the process.

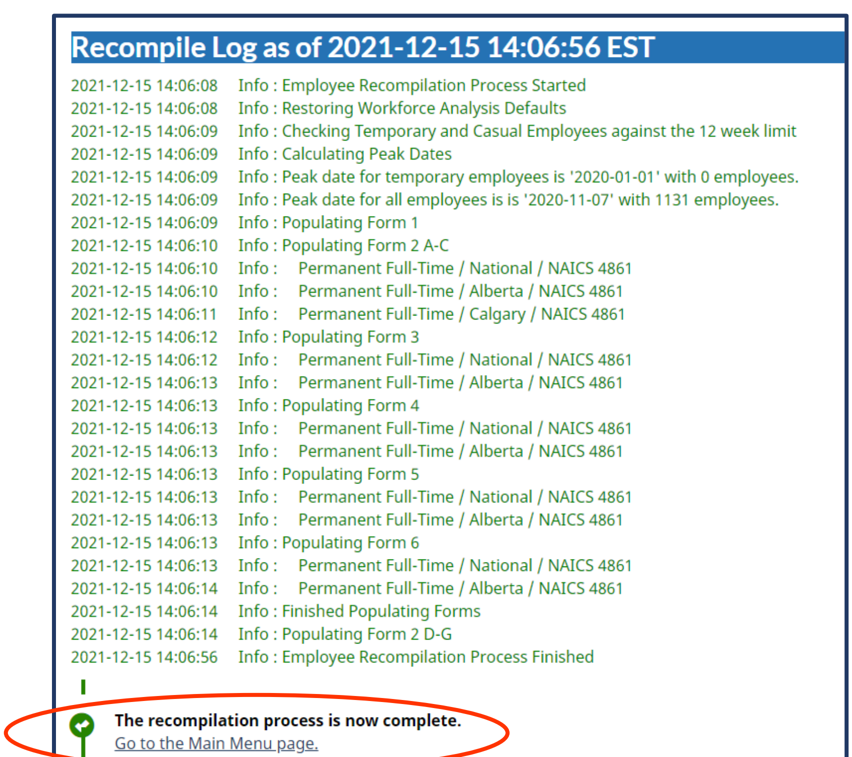


A pop-up will appear to warn you that the recompile will overwrite any previously compiled forms for the calendar year. Click the ‘OK’ button to continue with the recompile or the ‘Cancel’ button if you do not want to proceed.

If you clicked the ‘OK’ button, WEIMS will start recompiling the data as shown by the ‘Employee Recompilation is Running’ message.

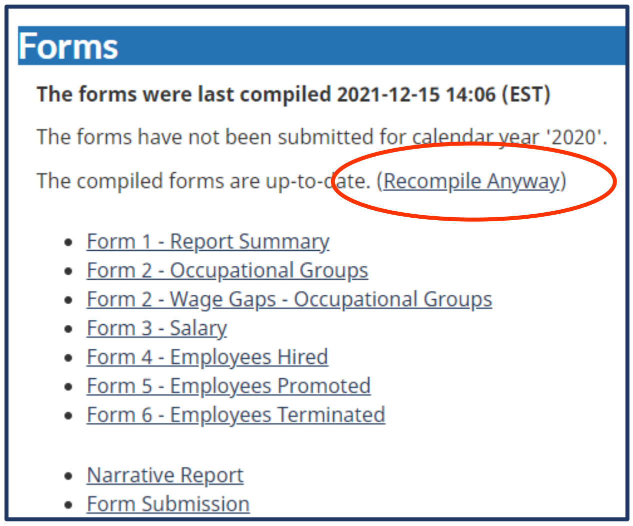


When the recompile is complete, you will be notified at the bottom of the ‘Recompile Log’.



Click the ‘Go to the Main Menu page’ hyperlink to return the ‘Main Menu’ section.

Note that you also have the option to ‘recompile’ your forms even if they are up to date. To do this, click the ‘Recompile Anyway’ hyperlink shown below.



Form 1 – Report Summary

Form 1 is a summary of the employee data that you uploaded and imported into the system. To review it, click the ‘Form 1 – Report Summary’ hyperlink under the ‘Forms’ section of the Main Menu.

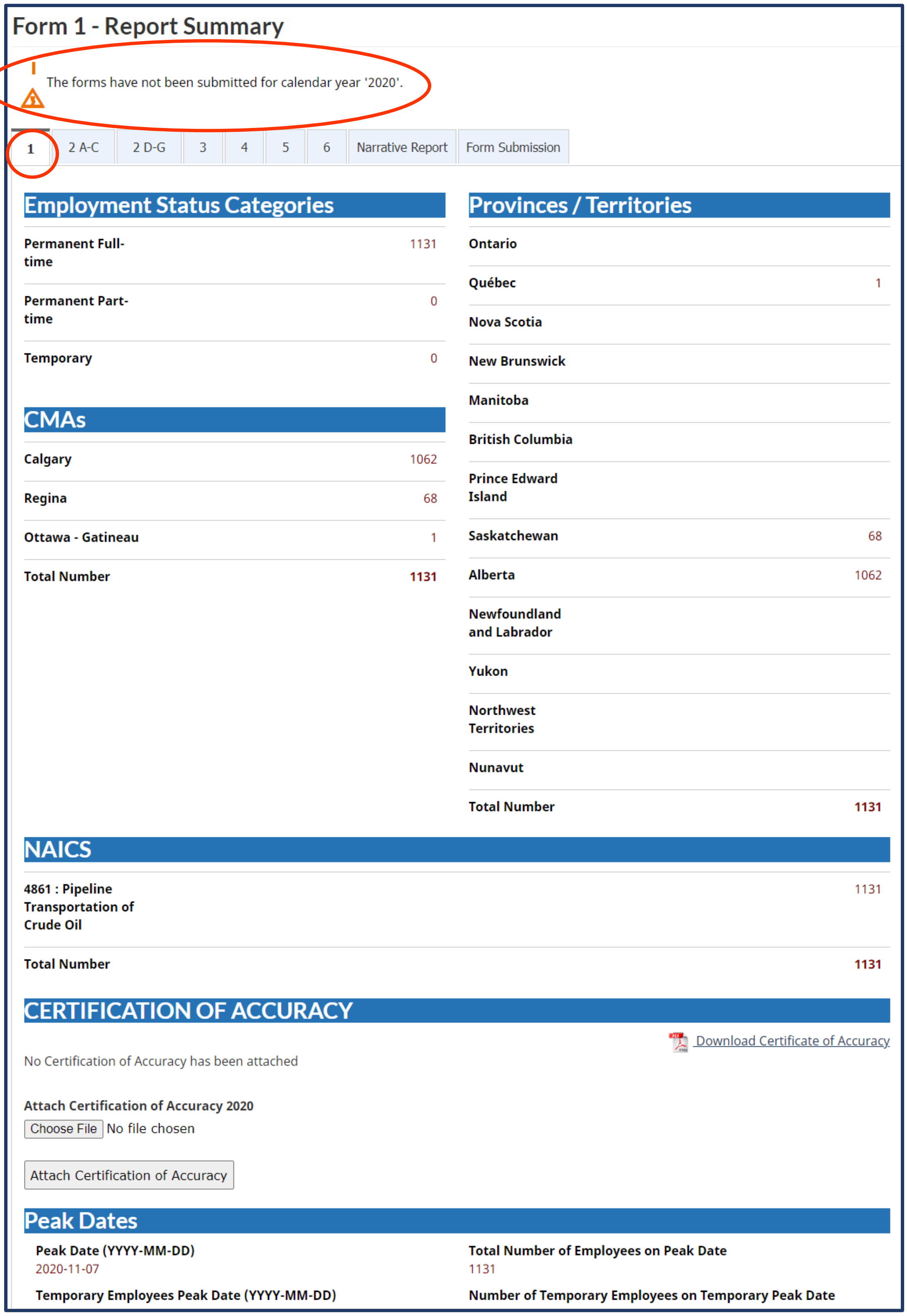
A green checkmark icon will indicate if you have submitted your forms for the calendar year, while an orange ‘warning’ icon will indicate if you have not.

A tabbed menu bar then shows which form you are viewing. Each tab may be clicked to navigate to the forms rather than returning to the ‘Forms’ section of the Main Menu.

The ‘Form 1 – Report Summary’ screen displays your organization’s workforce data by:

- Employee status (as shown under the ‘Employment Status Categories’ section)
- Province/Territory (as shown under the ‘Provinces / Territories’ section)
- Census metropolitan area (as shown under the ‘CMAs’ section)
- North American Industry Classification System (as shown under the ‘NAICS’ section)

There is also a ‘Peak Dates’ section that displays the date that your organization had the highest number of employees, including temporary employees (if applicable).



Form 1 - Report Summary

The forms have not been submitted for calendar year '2020'.

1 | 2 A-C | 2 D-G | 3 | 4 | 5 | 6 | Narrative Report | Form Submission

Employment Status Categories

Permanent Full-time	1131
Permanent Part-time	0
Temporary	0

CMAs

Calgary	1062
Regina	68
Ottawa - Gatineau	1
Total Number	1131

Provinces / Territories

Ontario	
Québec	1
Nova Scotia	
New Brunswick	
Manitoba	
British Columbia	
Prince Edward Island	
Saskatchewan	68
Alberta	1062
Newfoundland and Labrador	
Yukon	
Northwest Territories	
Nunavut	
Total Number	1131

NAICS

4861 : Pipeline Transportation of Crude Oil	1131
Total Number	1131

CERTIFICATION OF ACCURACY

Download Certificate of Accuracy

No Certification of Accuracy has been attached

Attach Certification of Accuracy 2020

Choose File No file chosen

Attach Certification of Accuracy

Peak Dates

Peak Date (YYYY-MM-DD) 2020-11-07	Total Number of Employees on Peak Date 1131
Temporary Employees Peak Date (YYYY-MM-DD)	Number of Temporary Employees on Temporary Peak Date

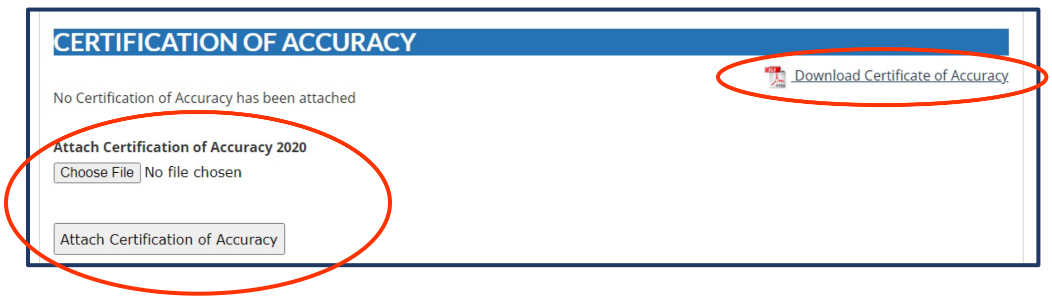
Lastly, there is a ‘Certification of Accuracy’ section for you to upload a signed certificate from an authorized person in your organization indicating that your forms and annual report are accurate. The process to download and upload this form is explained below.

Certificate of Accuracy

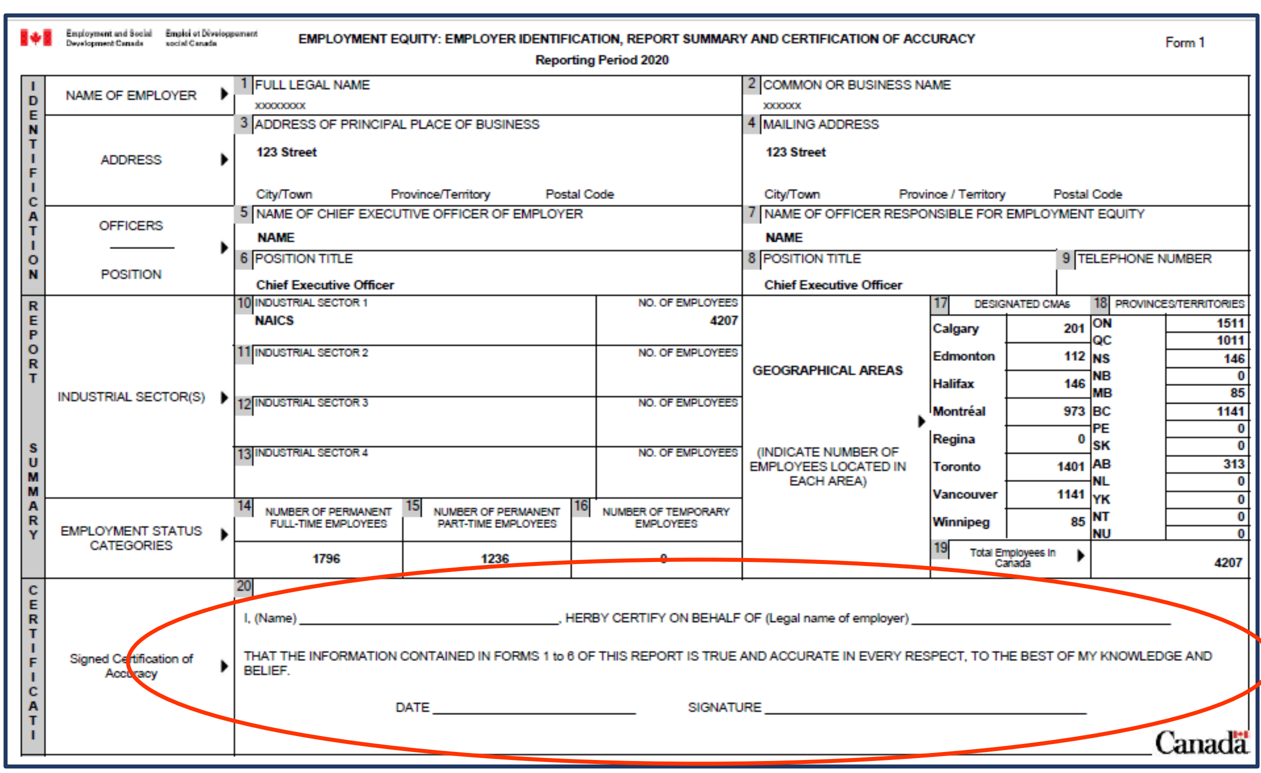
A signing authority for your organization (typically, **director level or higher**) must sign and date a completed ‘Certificate of Accuracy’ form before you submit your annual report. The name of the signing authority and legal name of the organization must also be filled in before submitting the report.

Download Certificate

To download the certificate, go to the ‘Forms’ section of the Main Menu, click the ‘Form 1 – Report Summary’ hyperlink and scroll down to the ‘CERTIFICATE OF ACCURACY’ section.



Click the ‘Download Certificate of Accuracy’ hyperlink in the right corner of this section to download a PDF of the form shown below. Fill in the form, including the name of the signing authority and organization’s legal name in section 20 at the bottom. Please ensure that the signing authority of your organization then signs and dates the form before you save it. Signatures must be either handwritten or digitally signed using an approved electronic or encrypted certificate or stamp of authentication.



Employment and Social Development Canada / Emploi et Développement social Canada

EMPLOYMENT EQUITY: EMPLOYER IDENTIFICATION, REPORT SUMMARY AND CERTIFICATION OF ACCURACY — Form 1

Reporting Period 2020

IDENTIFICATION

NAME OF EMPLOYER — 1 FULL LEGAL NAME: xxxxxxxx — 2 COMMON OR BUSINESS NAME: xxxxxx

ADDRESS — 3 ADDRESS OF PRINCIPAL PLACE OF BUSINESS: 123 Street; City/Town; Province/Territory; Postal Code — 4 MAILING ADDRESS: 123 Street; City/Town; Province / Territory; Postal Code

OFFICERS / POSITION — 5 NAME OF CHIEF EXECUTIVE OFFICER OF EMPLOYER: NAME — 7 NAME OF OFFICER RESPONSIBLE FOR EMPLOYMENT EQUITY: NAME — 6 POSITION TITLE: Chief Executive Officer — 8 POSITION TITLE: Chief Executive Officer — 9 TELEPHONE NUMBER

REPORT SUMMARY

INDUSTRIAL SECTOR(S) — 10 INDUSTRIAL SECTOR 1: NAICS; NO. OF EMPLOYEES: 4207 — 11 INDUSTRIAL SECTOR 2; NO. OF EMPLOYEES — 12 INDUSTRIAL SECTOR 3; NO. OF EMPLOYEES — 13 INDUSTRIAL SECTOR 4; NO. OF EMPLOYEES

GEOGRAPHICAL AREAS (INDICATE NUMBER OF EMPLOYEES LOCATED IN EACH AREA)

17 DESIGNATED CMAs		18 PROVINCES/TERRITORIES	
Calgary	201	ON	1511
Edmonton	112	QC	1011
Halifax	146	NS	146
Montréal	973	NB	0
Regina	0	MB	85
Toronto	1401	BC	1141
Vancouver	1141	PE	0
Winnipeg	85	SK	0
		AB	313
		NL	0
		YK	0
		NT	0
		NU	0
19 Total Employees in Canada			4207

EMPLOYMENT STATUS CATEGORIES

14 NUMBER OF PERMANENT FULL-TIME EMPLOYEES	15 NUMBER OF PERMANENT PART-TIME EMPLOYEES	16 NUMBER OF TEMPORARY EMPLOYEES
1796	1236	0

CERTIFICATION

Signed Certification of Accuracy — 20

I, (Name) ______________________, HERBY CERTIFY ON BEHALF OF (Legal name of employer) ______________________

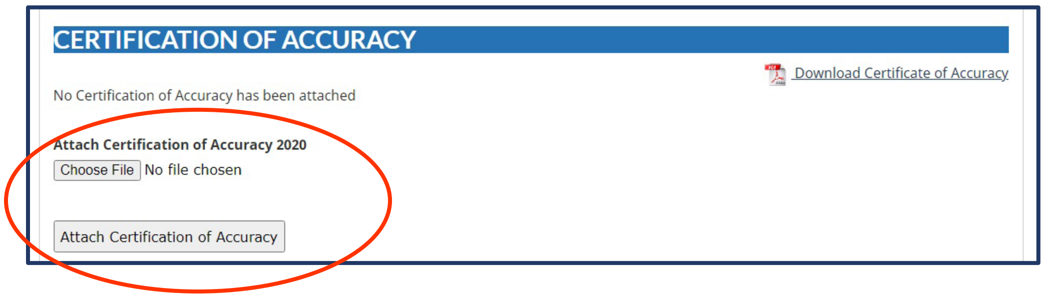
THAT THE INFORMATION CONTAINED IN FORMS 1 to 6 OF THIS REPORT IS TRUE AND ACCURATE IN EVERY RESPECT, TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE ______________ SIGNATURE ______________

Canada

Upload Certificate

Return to the 'Forms' section of the Main Menu, click the 'Form 1 – Report Summary' hyperlink and scroll down to the 'CERTIFICATE OF ACCURACY' section. Click the 'Choose File' button to find the folder where you saved the signed certificate on your computer and click the 'Open' button. The file name will then appear beside the 'Choose File' button. Click the 'Attach Certification of Accuracy' to upload the signed form.



Form 2

There are two 'Form 2' hyperlinks in the 'Forms' section of the Main Menu:

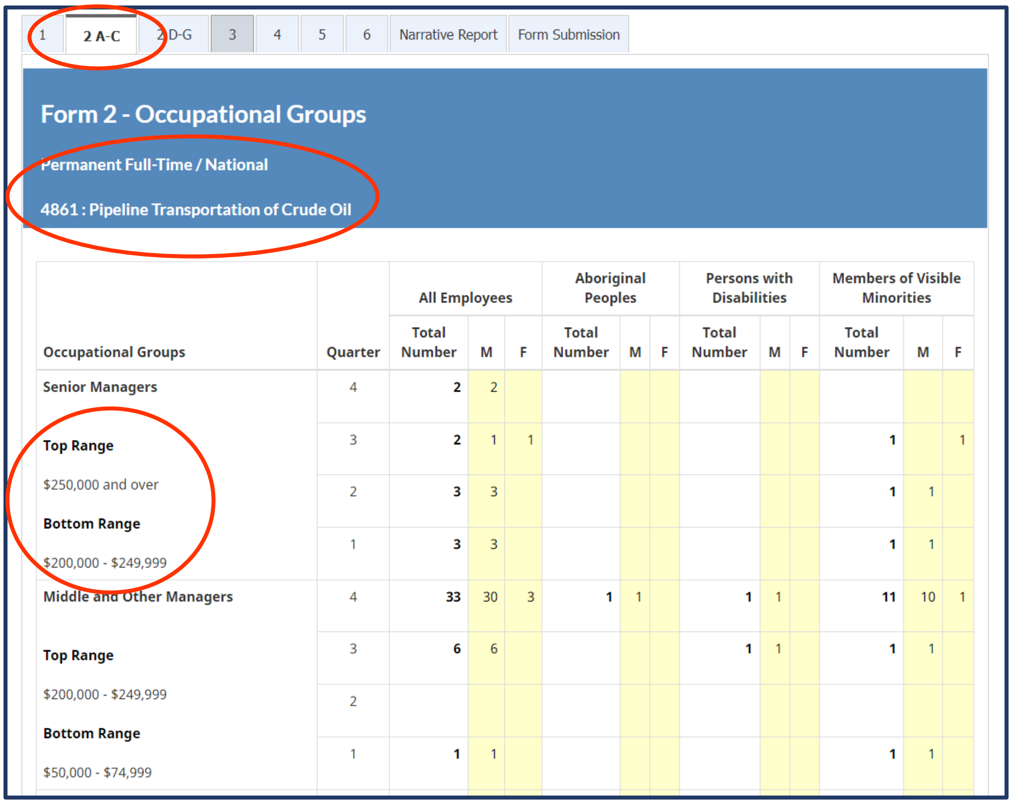
- Form 2 – Occupational Groups (which will show Forms 2A, 2B and 2C)
- Form 2 – Wage Gaps – Occupational Groups (which will show Forms 2D, 2E, 2F and 2G)

Once you click one of these hyperlinks, a tabbed menu bar will show you which form you are viewing. You may click any tab in this menu to navigate to other forms rather than returning to the 'Forms' section of the Main Menu.

The 'Form 2 – Occupational Groups' screen displays your organization's workforce data by:

- Employee status and location of the employee position (shown in the sample screenshot below as 'Permanent full-time / National)
- Employment Equity Occupational Groups (EEOG) that reflect your organization's workforce with Top and Bottom Salary Ranges
  - Total number of employees in each quarter, including from each designated group and by gender

In some cases, the North American Industry Classification System (NAICS) code may also appear (as shown in the example below).



Occupational Groups	Quarter	All Employees Total Number	M	F	Aboriginal Peoples Total Number	M	F	Persons with Disabilities Total Number	M	F	Members of Visible Minorities Total Number	M	F
Senior Managers	4	2	2										
Top Range	3	2	1	1							1		1
$250,000 and over	2	3	3								1	1	
Bottom Range $200,000 - $249,999	1	3	3								1	1	
Middle and Other Managers	4	33	30	3	1	1		1	1		11	10	1
Top Range	3	6	6					1	1		1	1	
$200,000 - $249,999	2												
Bottom Range $50,000 - $74,999	1	1	1								1	1	

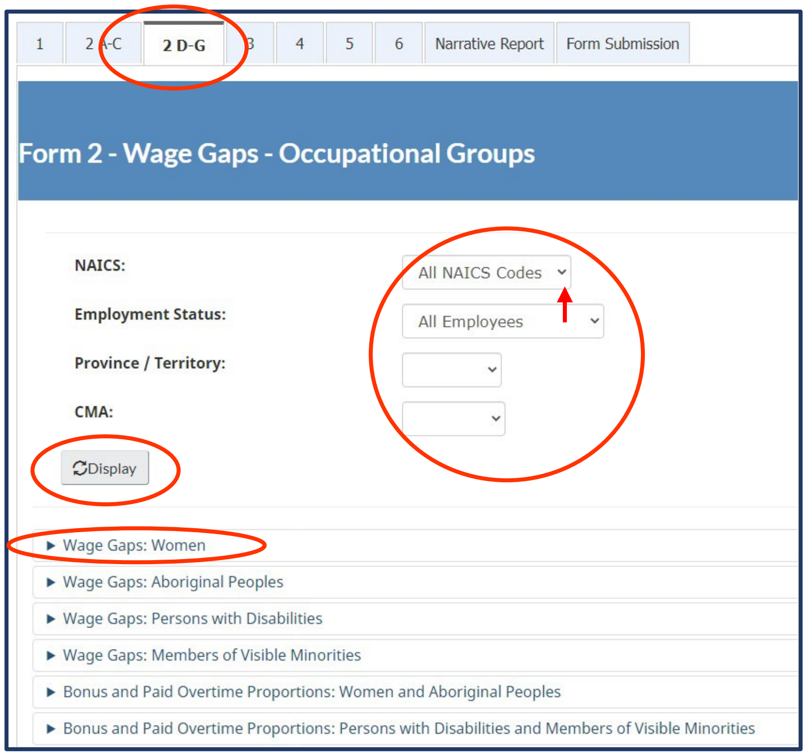
The ‘Form 2 – Wage Gaps – Occupational Groups’ screen displays any wage gaps that your organization may have by:

- NAICS code
- Employment Status
- Location of employment positions
  - Province / Territory
  - Census Metropolitan Area (CMA)

There are many ways that you can display this information (see screen below). For example, you can click on an arrow by the NAICS code (or Employment Status, etc.) to choose a specific code in which to view the wage gaps for:

- Women
- Aboriginal Peoples
- Persons with disabilities
- Members of visible minorities

But note that you **must first click** the ‘Display’ button for data to appear in those drop-down sections.



You can also click on each ‘Wage gap’ or ‘Bonus and Past Overtime Proportions’ drop-down menu to look at the wage gaps and/or bonus and overtime proportions overall. For example, the screenshot sample below shows some of the wage gaps for women overall, as well as within the Senior Manager occupational group.

▼ Wage Gaps: Women

	Wage Gaps	**Women**
Occupational Groups	**Comparison Group**	**Men**
Overall	Mean Wage Gap (%)	5.9
	Median Wage Gap (%)	3.1
	Mean Bonus Pay Gap (%)	N/A
	Median Bonus Pay Gap (%)	N/A
	Mean Overtime Pay Gap (%)	N/A
	Median Overtime Pay Gap (%)	N/A
	Mean Overtime Hours Gap (hours)	N/A
	Median Overtime Hours Gap (hours)	N/A
Senior Managers	Mean Wage Gap (%)	-7.0
	Median Wage Gap (%)	-7.1
	Mean Bonus Pay Gap (%)	N/A
	Median Bonus Pay Gap (%)	N/A
	Mean Overtime Pay Gap (%)	N/A
	Median Overtime Pay Gap (%)	N/A
	Mean Overtime Hours Gap (hours)	N/A
	Median Overtime Hours Gap (hours)	N/A

Form 3 – Salary

Form 3 is a summary of the employee salary data that you uploaded and imported to the system. To review it, click the ‘Form 3 – Salary’ hyperlink under the ‘Forms’ section of the Main Menu.

A tabbed menu bar then shows which form you are viewing. Each tab may be clicked to navigate to the forms rather than returning to the ‘Forms’ section of the Main Menu.

The ‘Form 3 – Salary’ screen displays the number of employees that your organization has at each salary range, including by:

- Male and female
- Aboriginal Peoples (total number and by male and female)
- Persons with disabilities (total number and by male and female)
- Members of visible minorities (total number and by male and female)

1 | 2 A-C | 2 D-G | 3 | 4 | 5 | 6 | Narrative Report | Form Submission

Form 3 - Salary

Permanent Full-Time / National

4861 : Pipeline Transportation of Crude Oil

	All Employees			Aboriginal Peoples			Persons with Disabilities			Members of Visible Minorities		
Salary Ranges	Total Number	M	F	Total Number	M	F	Total Number	M	F	Total Number	M	F
$25,000 - $34,999	1		1									
$35,000 - $49,999	9	1	8				1		1	4		4
$50,000 - $74,999	436	329	107	24	15	9	44	35	9	109	83	26
$75,000 - $99,999	397	290	107	20	16	4	35	23	12	90	70	20
$100,000 - $149,999	238	181	57	12	10	2	25	21	4	66	55	11
$150,000 - $199,999	38	35	3	1	1		2	2		12	11	1
$200,000 - $249,999	11	10	1							3	2	1
$250,000 and over	1	1										
Total Number of Employees	1131	847	284	57	42	15	107	81	26	284	221	63

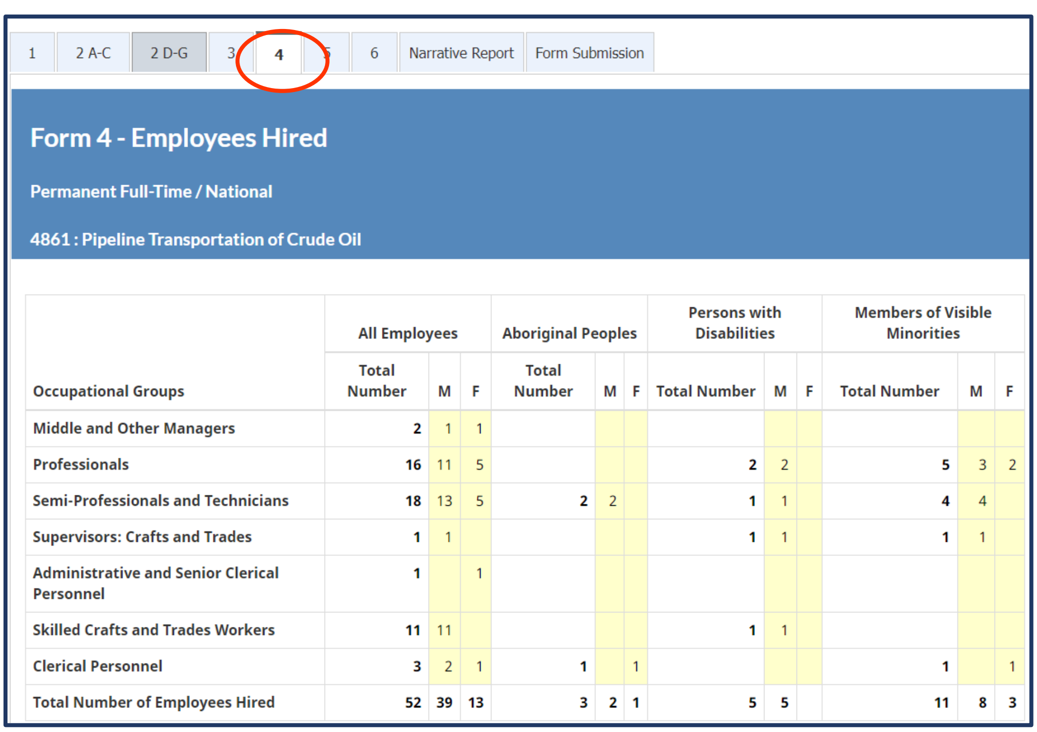
Form 4 – Employees Hired

Form 4 is a summary of the employees that your organization hired in the reporting year. To review it, click the ‘Form 4 – Employees Hired’ hyperlink under the ‘Forms’ section of the Main Menu.

A tabbed menu bar then shows which form you are viewing. Each tab may be clicked to navigate to the forms rather than returning to the ‘Forms’ section of the Main Menu.

The ‘Form 4 – Employees Hired’ screen displays the number of employees that your organization hired over the reporting year by occupational group and by:

- Male and female
- Aboriginal Peoples (total number and by male and female)
- Persons with disabilities (total number and by male and female)
- Members of visible minorities (total number and by male and female)



	All Employees			Aboriginal Peoples			Persons with Disabilities			Members of Visible Minorities		
Occupational Groups	Total Number	M	F	Total Number	M	F	Total Number	M	F	Total Number	M	F
Middle and Other Managers	2	1	1									
Professionals	16	11	5				2	2		5	3	2
Semi-Professionals and Technicians	18	13	5	2	2		1	1		4	4	
Supervisors: Crafts and Trades	1	1					1	1		1	1	
Administrative and Senior Clerical Personnel	1		1									
Skilled Crafts and Trades Workers	11	11					1	1				
Clerical Personnel	3	2	1	1		1				1		1
Total Number of Employees Hired	52	39	13	3	2	1	5	5		11	8	3

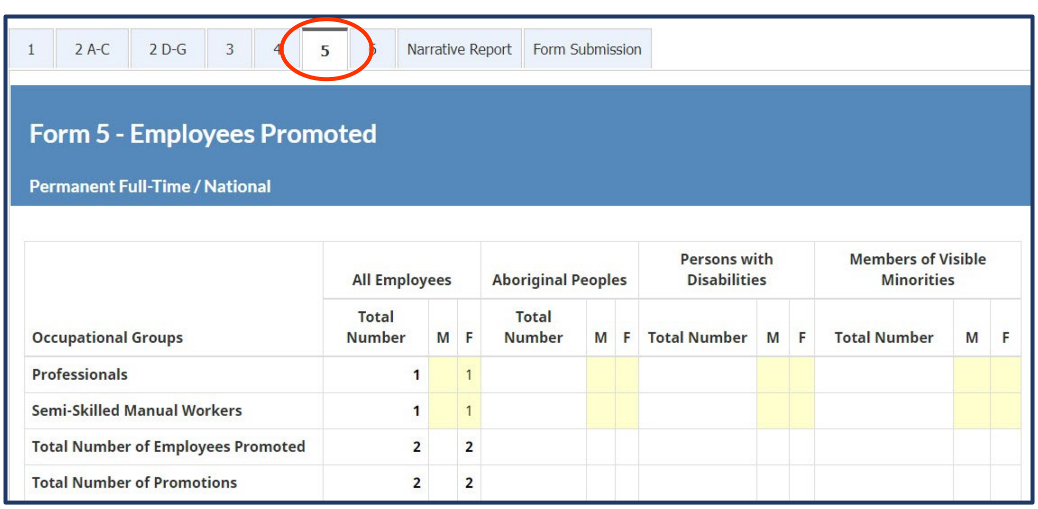
Form 5 – Employees Promoted

Form 5 is a summary of the employees that your organization promoted in the reporting year. To review it, click the 'Form 5 – Employees Promoted' hyperlink under the 'Forms' section of the Main Menu.

A tabbed menu bar then shows which form you are viewing. Each tab may be clicked to navigate to the forms rather than returning to the 'Forms' section of the Main Menu.

The 'Form 5 – Employees Promoted' screen displays the number of employees that your organization promoted over the reporting year by occupational group and by:

- Male and female
- Aboriginal Peoples (total number and by male and female)
- Persons with disabilities (total number and by male and female)
- Members of visible minorities (total number and by male and female)



	All Employees			Aboriginal Peoples			Persons with Disabilities			Members of Visible Minorities		
Occupational Groups	Total Number	M	F	Total Number	M	F	Total Number	M	F	Total Number	M	F
Professionals	1		1									
Semi-Skilled Manual Workers	1		1									
Total Number of Employees Promoted	2		2									
Total Number of Promotions	2		2									

Form 6 – Employees Terminated

Form 6 is a summary of the employees that left your organization in the reporting year. To review it, click the 'Form 6 – Employees Terminated' hyperlink under the 'Forms' section of the Main Menu.

Forms

The forms were last compiled 2021-12-15 14:06 (EST)

The forms have not been submitted for calendar year '2020'.

The compiled forms are up-to-date. (Recompile Anyway)

- Form 1 - Report Summary
- Form 2 - Occupational Groups
- Form 2 - Wage Gaps - Occupational Groups
- Form 3 - Salary
- Form 4 - Employees Hired
- Form 5 - Employees Promoted
- Form 6 - Employees Terminated

A tabbed menu bar then shows which form you are viewing. Each tab may be clicked to navigate to the forms rather than returning to the 'Forms' section of the Main Menu.

The 'Form 6 – Employees Terminated' screen displays the number of employees that stopped working for your organization over the reporting year by occupational group and by:

- Male and female
- Aboriginal Peoples (total number and by male and female)
- Persons with disabilities (total number and by male and female)
- Members of visible minorities (total number and by male and female)

1 | 2 A-C | 2 D-G | 3 | 4 | 5 | 6 | Narrative Report | Form Submission

Form 6 - Employees Terminated

Permanent Full-Time / National

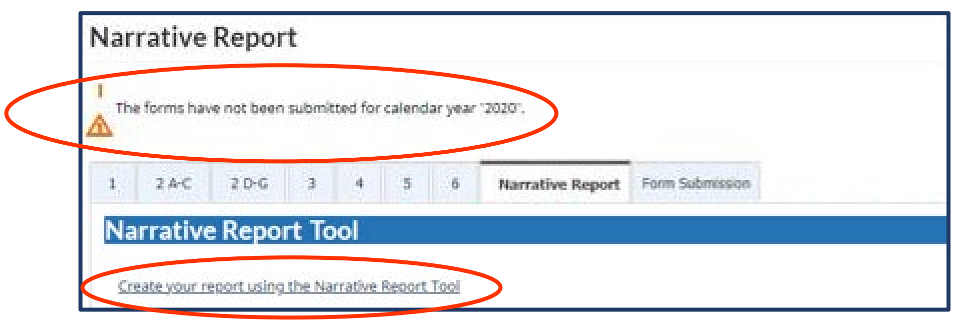
	All Employees			Aboriginal Peoples			Persons with Disabilities			Members of Visible Minorities		
Occupational Groups	Total Number	M	F	Total Number	M	F	Total Number	M	F	Total Number	M	F
Supervisors	1	1								1	1	
Supervisors: Crafts and Trades	1	1										
Semi-Skilled Manual Workers	2	2								2	2	
Total Number of Employees Terminated	4	4								3	3	

Narrative Report

A narrative report must be completed as part of your organization's annual Employment Equity report. WEIMS has an online Narrative Report Tool to help you complete this form when you are logged in to the system. You may also upload your report if you prepared a PDF using the Narrative Report form available through the Service Canada forms catalogue.

To fill in the Narrative Report Tool while in WEIMS, start by clicking the 'Narrative Report' hyperlink under the 'Forms' section of the Main Menu.

A tabbed menu bar will indicate that you are on the 'Narrative Report Tool' screen. A green checkmark icon will indicate if you have submitted your forms for the calendar year, while an orange warning icon will indicate if you have not.



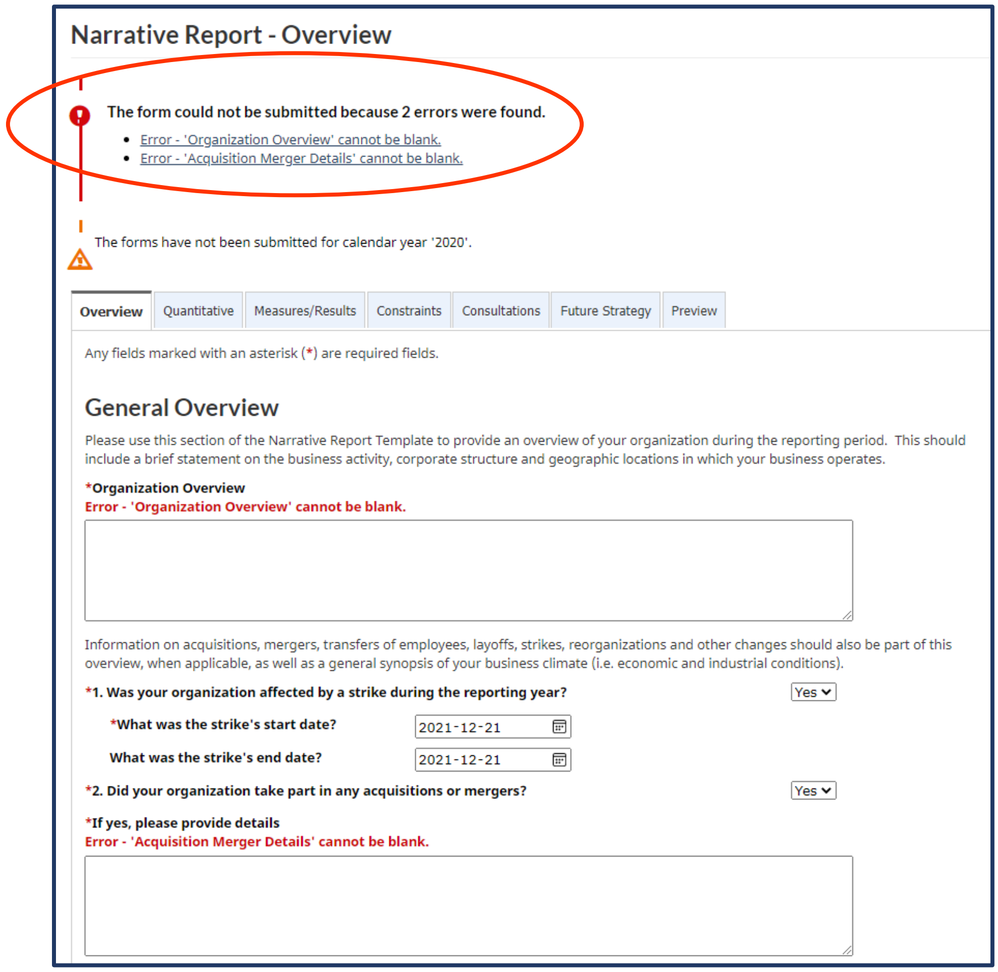
Use the Narrative Report Tool

Click the 'Create your report using the Narrative Report Tool' hyperlink under the 'Narrative Report Tool' subsection of the 'Narrative Report' screen.

The tool has a tabbed menu (shown below) so you can fill in required information in six areas and a 'Preview' tab which allows you to review your report before finalizing it:

1. Overview of your organization
2. Quantitative information
3. Qualitative measures and results
4. Constraints
5. Consultations with employee representatives
6. Future strategy

Note that you cannot move to the next section or tab until all of the required fields marked with a **red asterisk (*)** have been filled in and you have clicked the 'Save' button at the bottom of screen. **If you miss a required field**, an error message will be generated (as shown below).



General Overview

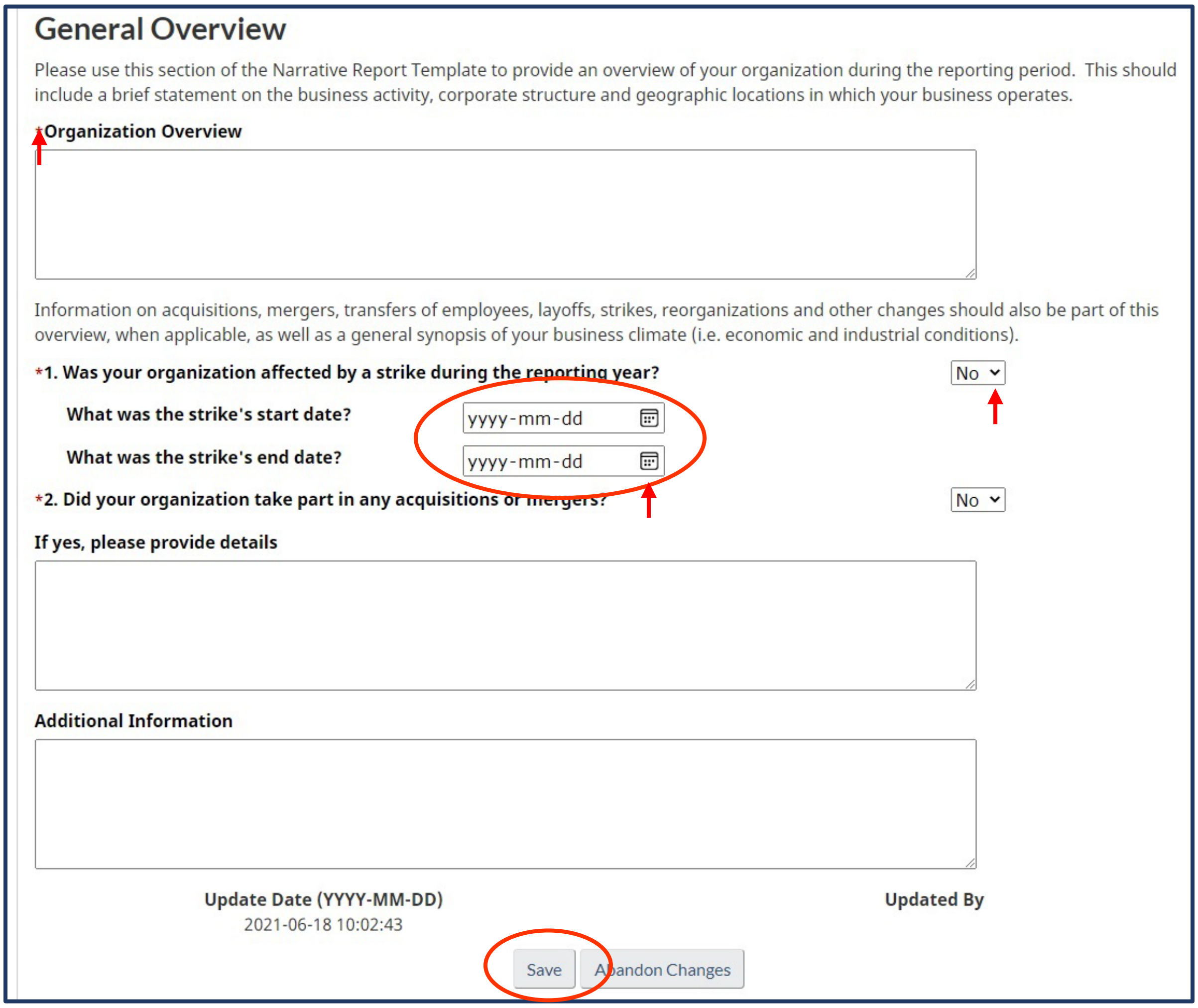
A **red asterisk (*)** indicates the fields that you must fill in and/or answer:

- General overview of your organization (e.g., brief statement of the business activity, corporate structure and/or geographic locations of operations)
- Whether your organization was affected by a strike during the reporting year
- Whether your organization took part in an acquisition or merger during the reporting year

The screen has room for you to provide additional or other information, if needed.

Note that there are drop-down arrows for you to select ‘yes’ or ‘no’ and a calendar for you to select a start and end date of any strike.

When you are finished filling in information, click the ‘Save’ button before clicking the next tab in the menu bar to move to the next section.



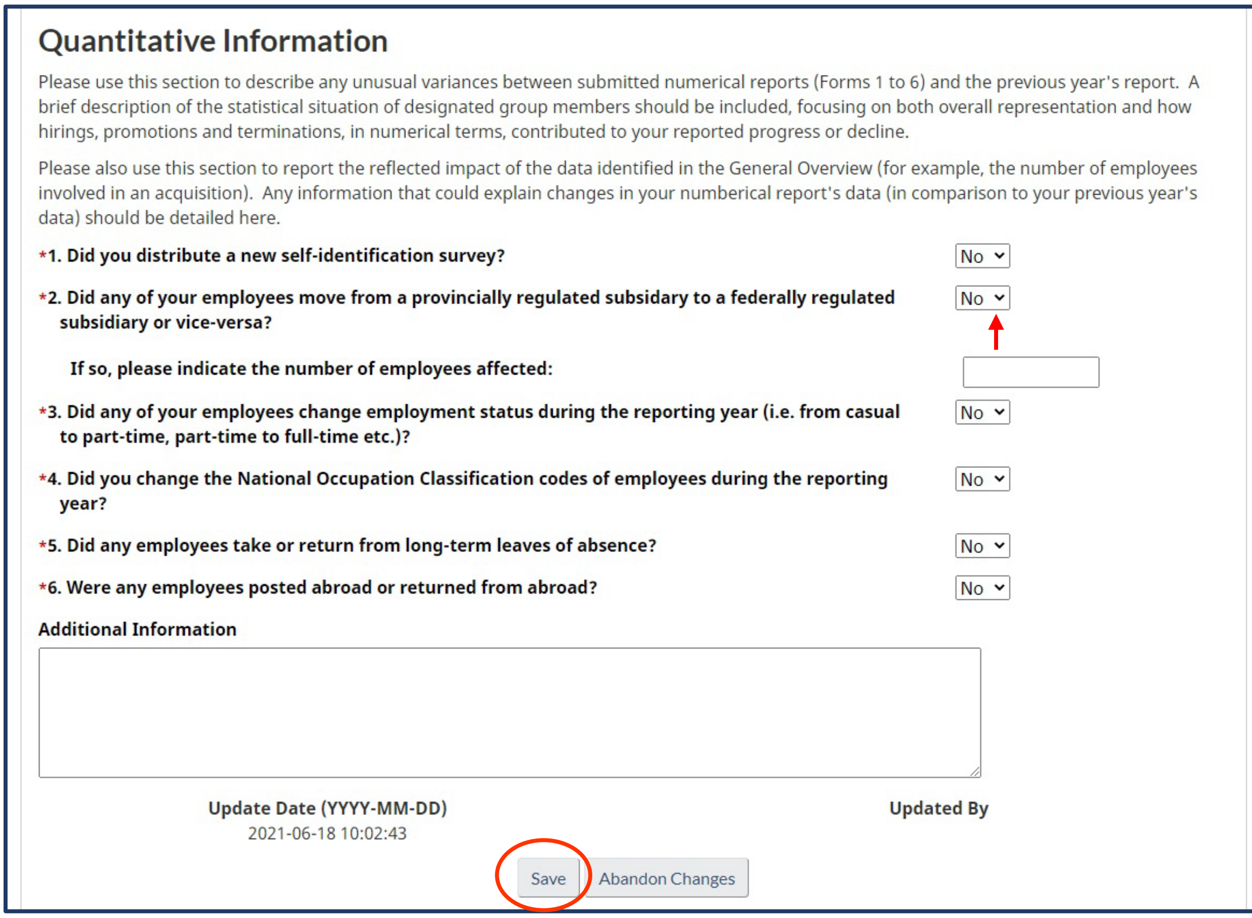
Quantitative Information

The quantitative information part of your narrative report will help you describe any unusual variances between the employee data that your organization submitted this year and last year. This includes any correlation between a strike and/or acquisition or merger that you indicated in the 'General Overview' screen.

A **red asterisk (*)** indicates the six questions that you must answer by clicking the drop-down arrow to choose 'yes' or 'no'. If you answered 'yes' to question 2, fill in the number of employees affected in the field indicated.

The screen has room for you to provide additional information, if needed.

When you are finished this part of the report, click the 'Save' button before clicking the menu bar to move to the next section.



Quantitative Information

Please use this section to describe any unusual variances between submitted numerical reports (Forms 1 to 6) and the previous year's report. A brief description of the statistical situation of designated group members should be included, focusing on both overall representation and how hirings, promotions and terminations, in numerical terms, contributed to your reported progress or decline.

Please also use this section to report the reflected impact of the data identified in the General Overview (for example, the number of employees involved in an acquisition). Any information that could explain changes in your numerical report's data (in comparison to your previous year's data) should be detailed here.

***1. Did you distribute a new self-identification survey?** No

***2. Did any of your employees move from a provincially regulated subsidary to a federally regulated subsidiary or vice-versa?** No

If so, please indicate the number of employees affected:

***3. Did any of your employees change employment status during the reporting year (i.e. from casual to part-time, part-time to full-time etc.)?** No

***4. Did you change the National Occupation Classification codes of employees during the reporting year?** No

***5. Did any employees take or return from long-term leaves of absence?** No

***6. Were any employees posted abroad or returned from abroad?** No

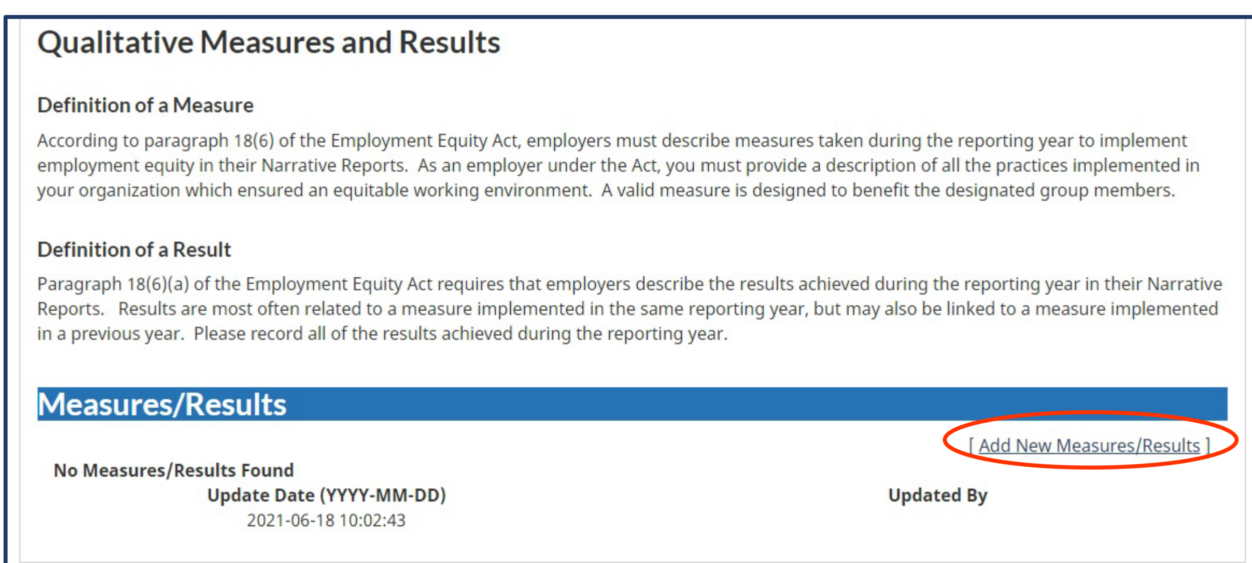
Additional Information

Update Date (YYYY-MM-DD) 2021-06-18 10:02:43 **Updated By**

Save | Abandon Changes

Qualitative Measures and Results

The qualitative measures and results part of your narrative report will help you describe the measures your organization has taken during the reporting year to implement employment equity, as well as the results achieved during the reporting year from these (and previous year's) measures. To do this, start by clicking the 'Add New Measures/Results' hyperlink.



Qualitative Measures and Results

Definition of a Measure

According to paragraph 18(6) of the Employment Equity Act, employers must describe measures taken during the reporting year to implement employment equity in their Narrative Reports. As an employer under the Act, you must provide a description of all the practices implemented in your organization which ensured an equitable working environment. A valid measure is designed to benefit the designated group members.

Definition of a Result

Paragraph 18(6)(a) of the Employment Equity Act requires that employers describe the results achieved during the reporting year in their Narrative Reports. Results are most often related to a measure implemented in the same reporting year, but may also be linked to a measure implemented in a previous year. Please record all of the results achieved during the reporting year.

Measures/Results

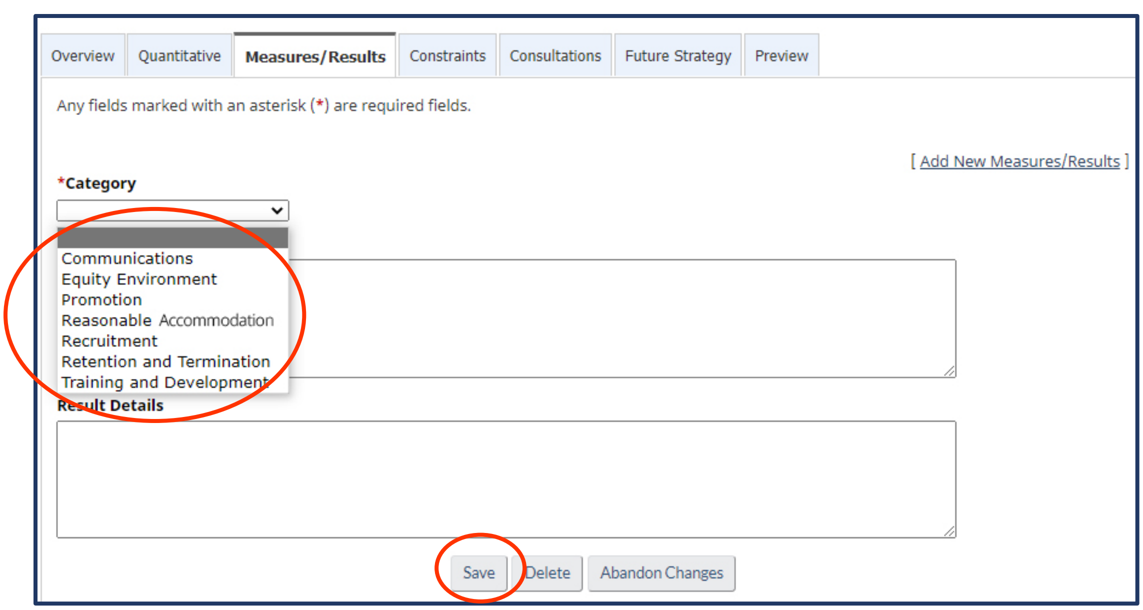
[Add New Measures/Results]

No Measures/Results Found

Update Date (YYYY-MM-DD) 2021-06-18 10:02:43 **Updated By**

A new screen will appear. Select the type of measure taken from the 'Category' drop-down menu by clicking the drop-down arrow shown below. Then, describe the measure and any results achieved in the fields provided. When you are done, click the 'Save' button.

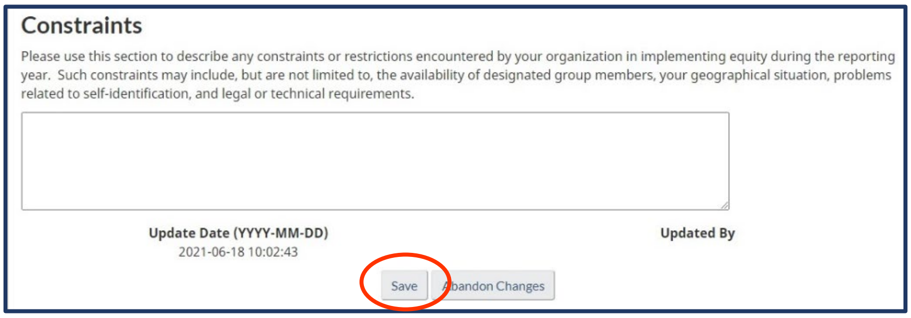
Repeat the process to add other measures and results for each one of the x categories on which you want to report.



When you are finished, all of the measures and results that you entered will be listed by category on the 'Qualitative Measures and Results' screen under the 'Measures/Results' section (as shown below). Remember to click the 'Save' button before clicking the menu bar to move to the next section.

Constraints

The constraints part of your narrative report will help you describe any difficulties that your organization had implementing employment equity. When you are finished this part of the report, click the ‘Save’ button before clicking the menu bar to move to the next section.

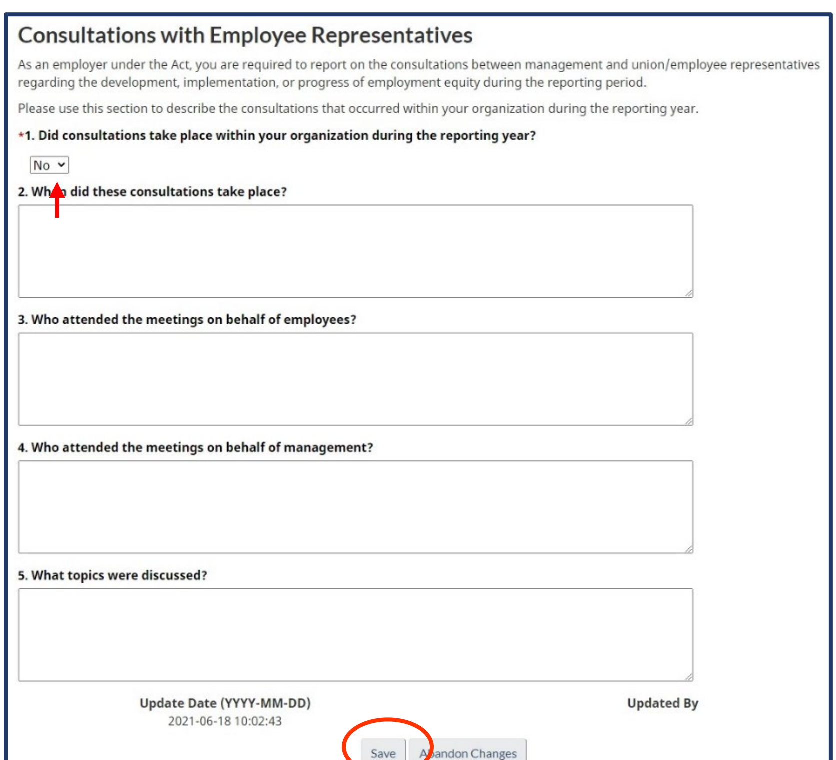


Consultations with employee representatives

The ‘Consultations with employee representatives’ part of your narrative report is an opportunity for you to describe in detail any consultations you held with your employee’s representatives during the reporting year, including:

- If and when consultations took place
- Who attended the consultations on behalf of your organization’s employees and its management
- What specific employment equity related topics were discussed

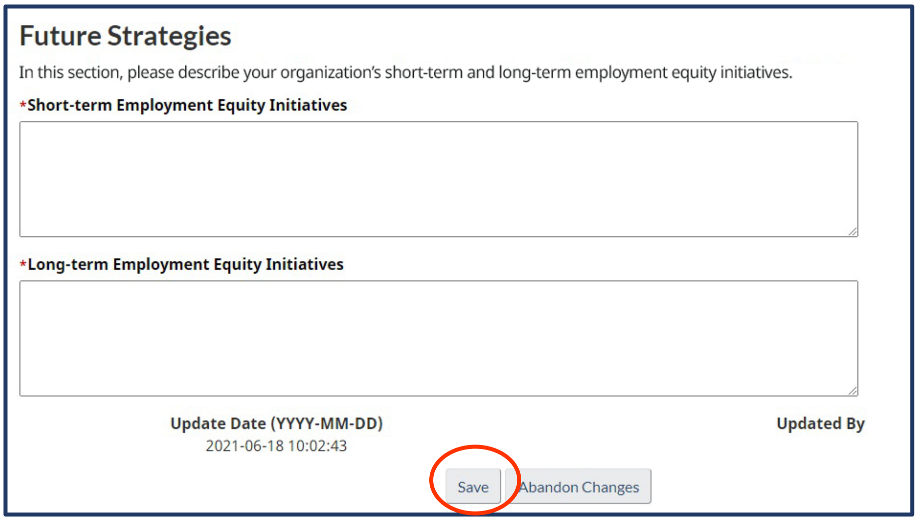
You must answer question 1, by choosing either ‘yes’ or ‘no’ from the drop-down arrow. Note that if you choose ‘yes,’ you must also fill in the other fields. When you are finished this part of the report, click the ‘Save’ button before clicking the menu bar to move to the next section.



Future Strategies

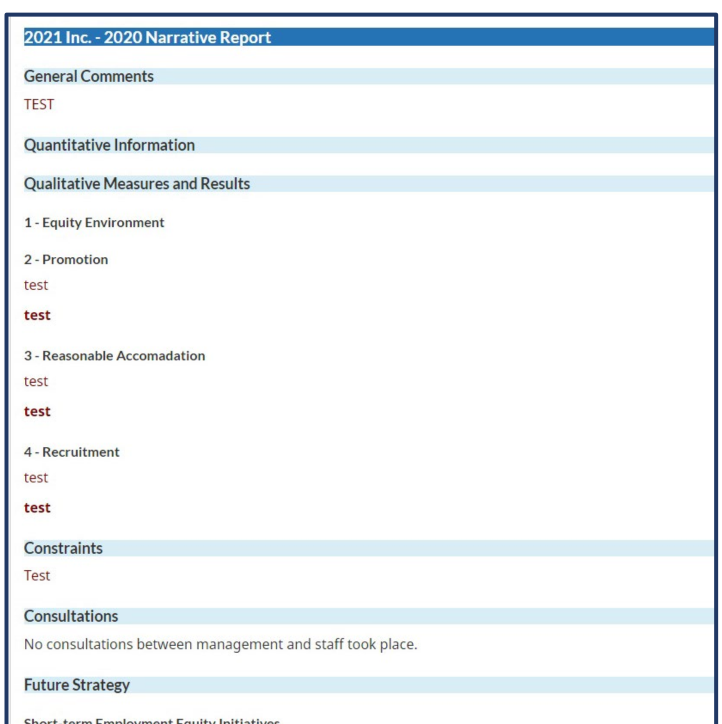
In the ‘Future Strategies’ part of your narrative report, describe your organization’s short- and long-term employment equity initiatives. The **red asterisk (*)** indicates the two required fields for you to fill out.

When you are finished this part of the report, click the ‘Save’ button before clicking the menu bar to move to the next section.



Preview your narrative report

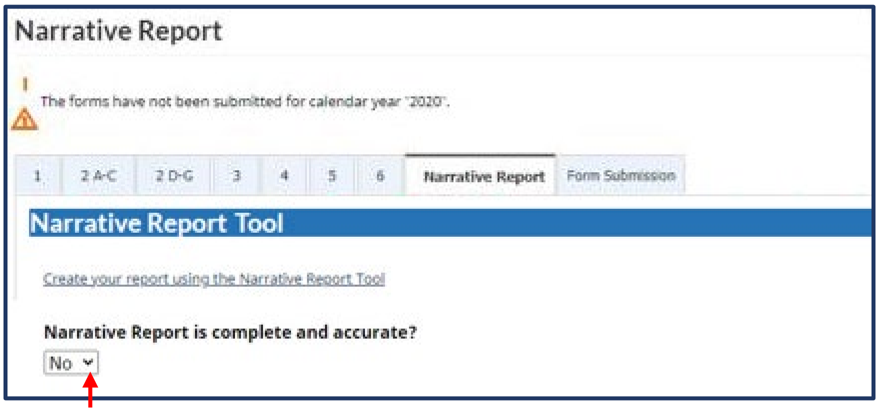
Before finalizing your narrative report, you can click the ‘Preview’ tab on the menu bar to see what you have completed in the other tabbed sections. A sample screen is shown below. If necessary, return to one of the tabbed sections to change or add any other information.



Finalize, change or delete your narrative report (Tool)

To finalize your organization's narrative report after using the WEIMS tool, select 'yes' from the drop-down arrow under the 'Narrative Report is complete and accurate?' question.

If you need to update any part of your narrative report, click the 'Update your report using the Narrative Report Tool' hyperlink. You can also click the 'Delete' hyperlink to delete your report.



Upload narrative report form

If an employer cannot use the WEIMS Narrative Report Tool, they can upload a PDF of the Narrative Report form (available from the Service Canada forms catalogue) into the system. To do so:

- Select the language that your report is in (English or French)
- Click the 'Choose File' button to find the folder where you saved the PDF of this form on your computer and click the 'Open' button. The file name will then appear beside the 'Choose File' button.
- Click the 'Attach' button to upload the document to WEIMS.

Forms Submission

You are ready to submit your annual report, once you have:

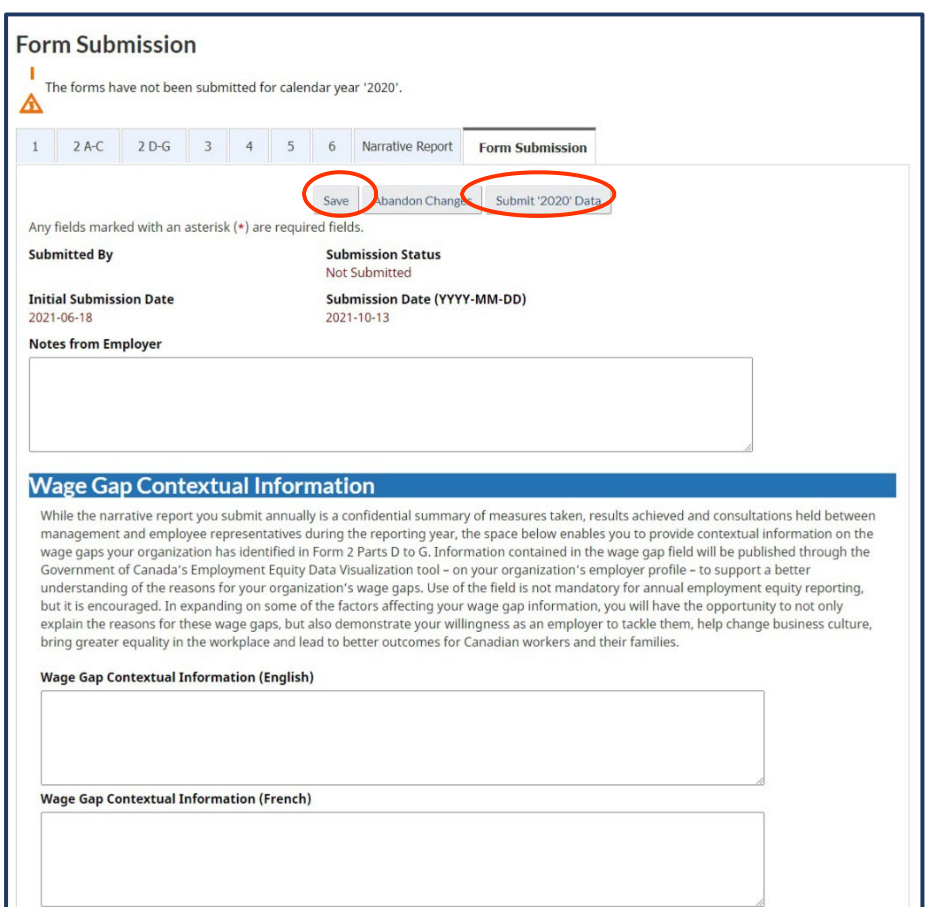
- Reviewed Forms 1 to 6
- Uploaded your Certificate of Accuracy, and
- Completed your Narrative Report
- Confirmed that the information you are about to submit is accurate

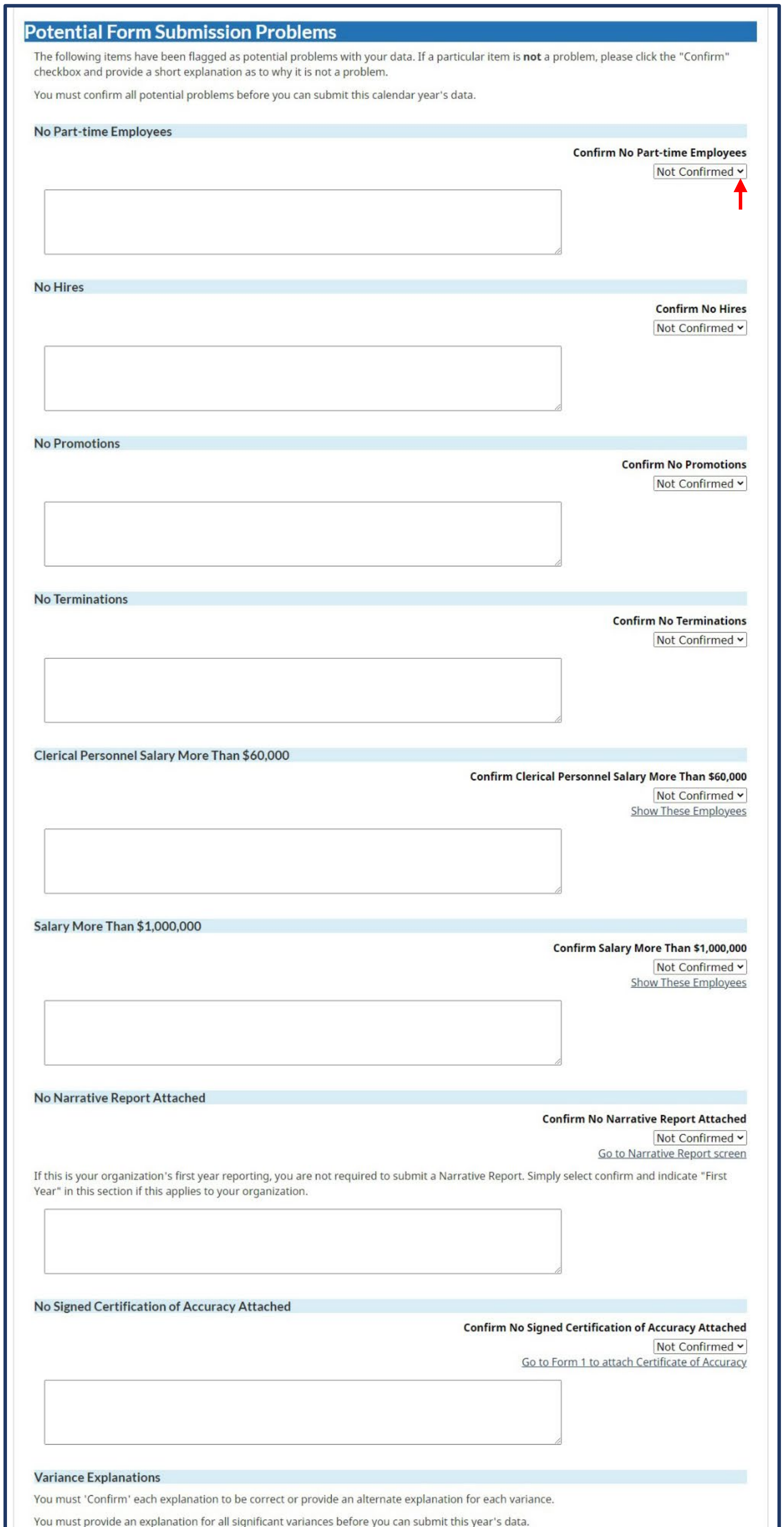
To complete the confirmations and submit your report, click the 'Form Submission' hyperlink from the 'Forms' section of the Main Menu.

The ‘Form Submission’ screen will appear with the sections for employers to complete and/or confirm information as accurate:

- Any notes related to this year’s report
- Wage gap contextual information (to explain more about your organization’s wage gaps)
- Potential form submission problems for you to confirm are not issues
- Address and officer confirmation
- Name and title of the person who signed the Certificate of Accuracy

Once you have completed this section, click the ‘Save’ button. Next, click the ‘Submit ‘YYYY’ Data’ button. Note that these buttons are at the top and the bottom of this screen.





Potential Form Submission Problems

The following items have been flagged as potential problems with your data. If a particular item is **not** a problem, please click the "Confirm" checkbox and provide a short explanation as to why it is not a problem.

You must confirm all potential problems before you can submit this calendar year's data.

No Part-time Employees

Confirm No Part-time Employees

Not Confirmed

No Hires

Confirm No Hires

Not Confirmed

No Promotions

Confirm No Promotions

Not Confirmed

No Terminations

Confirm No Terminations

Not Confirmed

Clerical Personnel Salary More Than $60,000

Confirm Clerical Personnel Salary More Than $60,000

Not Confirmed

Show These Employees

Salary More Than $1,000,000

Confirm Salary More Than $1,000,000

Not Confirmed

Show These Employees

No Narrative Report Attached

Confirm No Narrative Report Attached

Not Confirmed

Go to Narrative Report screen

If this is your organization's first year reporting, you are not required to submit a Narrative Report. Simply select confirm and indicate "First Year" in this section if this applies to your organization.

No Signed Certification of Accuracy Attached

Confirm No Signed Certification of Accuracy Attached

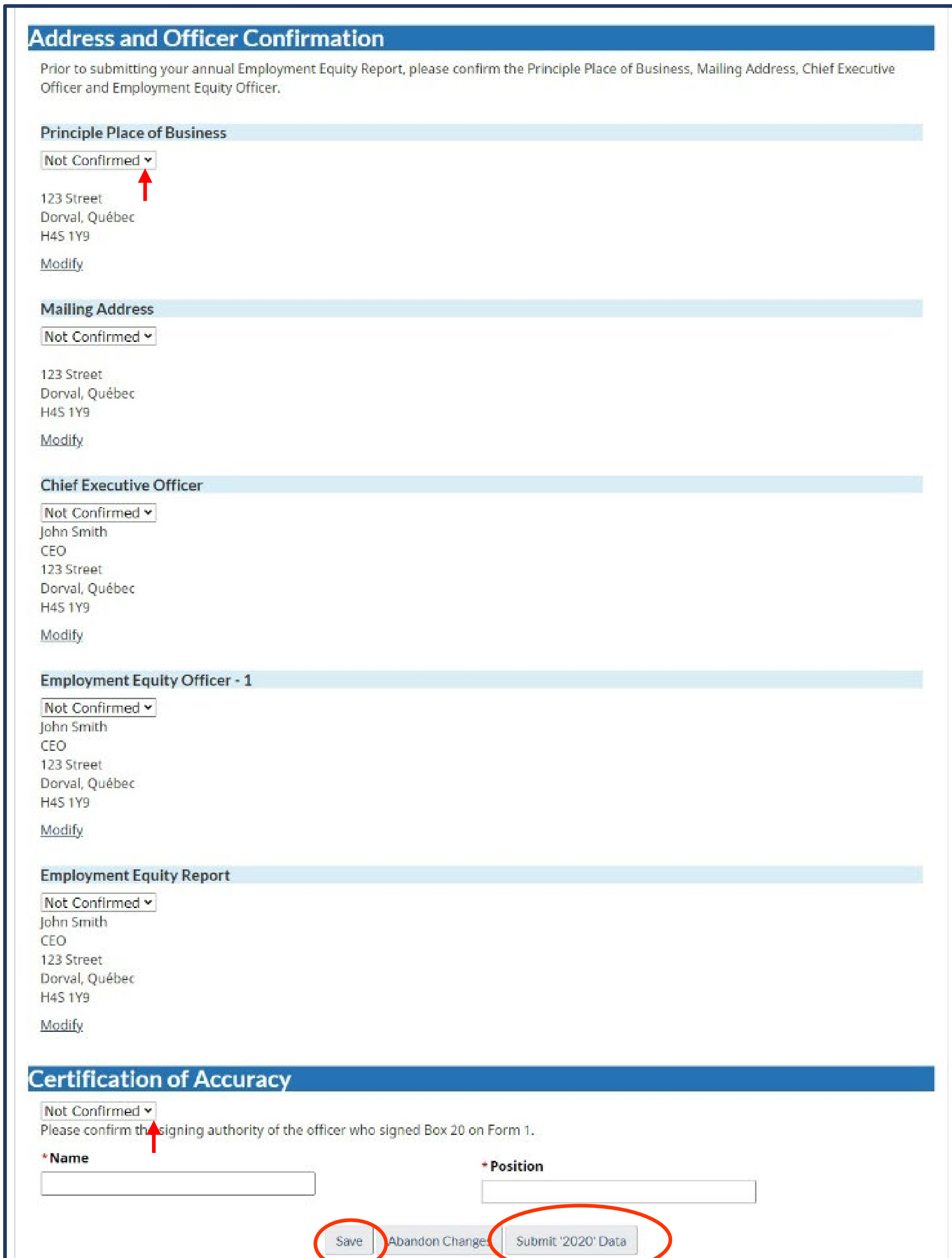
Not Confirmed

Go to Form 1 to attach Certificate of Accuracy

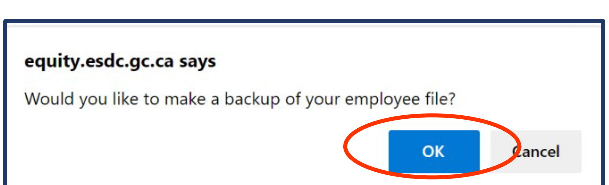
Variance Explanations

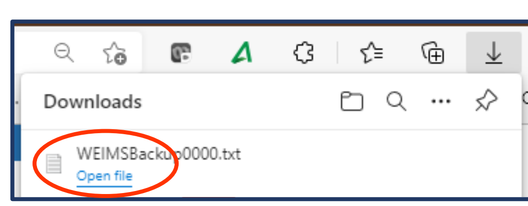
You must 'Confirm' each explanation to be correct or provide an alternate explanation for each variance.

You must provide an explanation for all significant variances before you can submit this year's data.

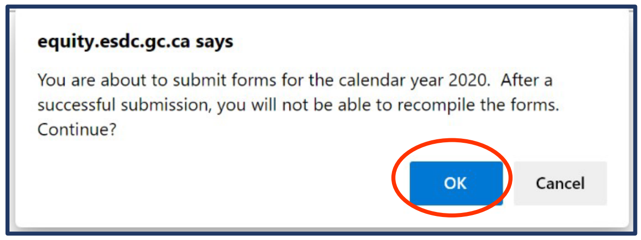


When you click the 'Submit 'YYYY' Data' button, a pop-up will appear to ask if you would like a back-up of your employee file. If you click the 'OK' button, the download screen will also appear

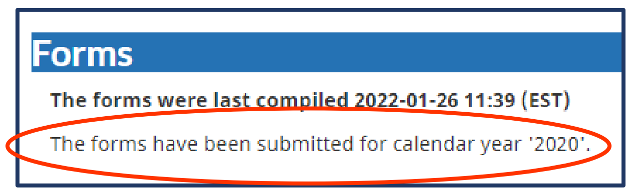




A second pop-up will also appear whether you click the ‘OK’ or the ‘Cancel’ button (as shown below) to ask you to confirm that your report is ready to be submitted. Click the ‘OK’ button to continue or the ‘Cancel’ button if you are not ready to submit your forms.



Once you click the ‘OK’ button, you will be redirected to the Main Menu of WEIMS. The ‘Forms’ section will also indicate that you have submitted your forms.



Analytical Tools

You can use the system to determine any variances your organization may have in the quantitative portion of your annual employment equity report between the last two consecutive reporting years by occupational group, bottom line or salary.

Then, scroll to the ‘Analytical Tools’ section on the Main Menu to run a report by:

- occupational group
- bottom line, or
- salary **available again in January 2023*

Variance report by occupational group

This report compares data from your current Form 2 (occupational groups) with the data in your previous Form 2. It will take into account any hires and terminations that occurred in the current reporting year to show the movement in and movement out of your employees by occupational group between the two consecutive years.

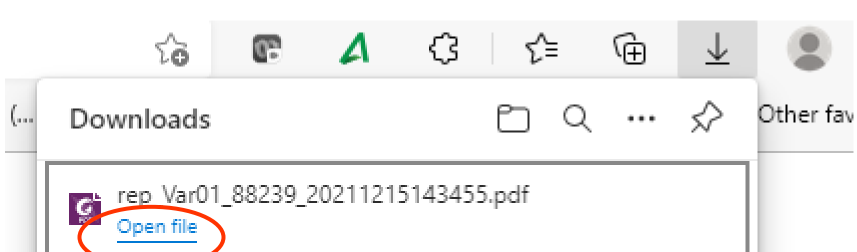
To get this variance report, click the ‘Year to Year Occupational Group’ hyperlink in the ‘Variance Reports’ sub-section under the ‘Analytical Tools’ section of the Main Menu.

The ‘Variance Report – Year to Year Occupational Group’ screen will appear. It will display the two years that you are comparing:

- the current year, and
- the previous year

Click the ‘Run Report’ button to run the variance report.

When the report is ready, a ‘Downloads’ pop-up window will appear for you to download and/or open the file. Click the ‘Open file’ hyperlink to open the report.



An example of the report is shown below. It displays the workforce changes in the occupational groups between two consecutive reporting years and highlights any significant variances in the movement in and/or movement out of employees **in red**. It will also take into account any hires and terminations that occurred in the current reporting year.

The report will show variances for your permanent full-time employees and, if applicable, for your permanent part-time employees (two pages in total).

Employment and Social Development Canada   Emploi et Développement social Canada

Workplace Equity Information Management System - Test

Variance Report - Year to Year Occupational Group

Reporting Period 2020 - Permanent Full-Time

Occupational Groups	Current Form 2	Current Form 4 (Hires)	Current Form 6 (Terminations)	Adjusted Form 2 (CF2 - CF4 + CF6)	Previous Form 2	Change (Adjust - Prev F2)	% Change Form 2 (Change / Prev. F2)
Overall	0	0	0	0	0	0	-
Senior Managers	10	0	0	10	0	10	-
Middle and Other Managers	40	2	0	38	0	38	-
Professionals	403	16	0	387	0	387	-
Semi-Professionals and Technicians	301	18	0	283	0	283	-
Supervisors	0	0	0	0	0	0	-
Supervisors: Crafts and Trades	21	1	0	20	0	20	-
Administrative and Senior Clerical Personnel	23	1	0	22	0	22	-
Skilled Sales and Service Personnel	0	0	0	0	0	0	-
Skilled Crafts and Trades Workers	228	11	0	217	0	217	-
Clerical Personnel	105	3	0	102	0	102	-
Intermediate Sales and Service Personnel	0	0	0	0	0	0	-
Semi-Skilled Manual Workers	0	0	0	0	0	0	-
Other Sales and Service Personnel	0	0	0	0	0	0	-
Other Manual Workers	0	0	0	0	0	0	-

Significant Variances:

1) If 'Change' is greater than or equal to +-10 and '% Change F2' is greater than or equal to +-15%;
2) If 'Change' is greater than or equal to +-1000;
3) If 'Change' is greater than or equal to +-10 and 'Previous F2' is equal to 0

Year-to-year occupational group variance explanations

To get a variance report by occupational group for your organization that includes potential explanations for the variances (e.g., the NOC code for 18 employees changed in the current year, so the occupational group in which these employees now appear is different than the previous year), click the 'Year to Year Occupational Group Variance Explanations' hyperlink in the 'Variance Reports' sub-section under the 'Analytical Tools' section of the Main Menu.

Analytical Tools

Variance Reports

- Year to Year Occupational Group
- Year to Year Occupational Group Variance Explanations
- Year to Year Bottom Line
- Year to Year Bottom Line Variance Explanations
- Data Verification
- Significant Variances

The 'Variance Report – Year to Year Occupational Group Variance Explanations' screen will appear. It will display the two years that you are comparing:

- the current year, and

- the previous year

Click the ‘Send Report by Email’ button to get the variance explanations report via email. Note that you could press the ‘Run Report’ to try to run the report, but bigger reports may not be completed. That is why the * indicates that the email option is preferred.

An example of a ‘Variance Report – Year to Year Occupational Group Variance Explanations’ report is shown below. It breaks down information from the ‘Year to Year Occupational Group’ variance report and lists potential explanations for variances based on employee movements between occupational groups. It also includes the changes overall and by occupational group, as well as two columns to show:

- Movements In (i.e., more employees are showing in the occupational group this year compared to last year without a reason to explain why)
- Movements Out (i.e., fewer employees are showing in the occupational group this year compared to last year without a reason to explain why

Employment and Social Development Canada / Emploi et Développement social Canada

Workplace Equity Information Management System - Test

Variance Report - Year to Year Occupational Group Variance Explanations

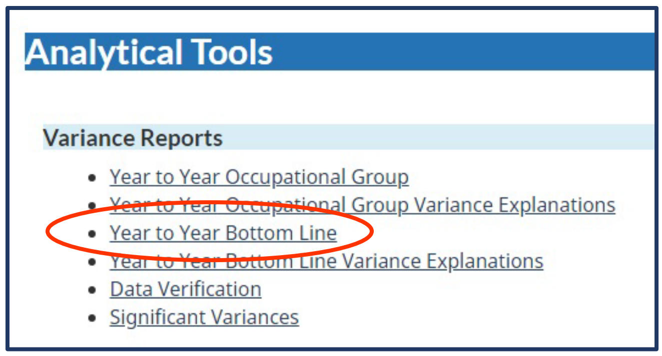
Reporting Period 2020 - Permanent Full-Time

Occupational Groups	Change (Adjust - Prev F2)	% Change Form 2 (Change / Prev. F2)	Movements In	Movements Out
Overall	0	-	No movements in	No movements out
Senior Managers	10	-	10 employee(s) appeared for no reason	No movements out
Middle and Other Managers	38	-	38 employee(s) appeared for no reason	No movements out
Professionals	387	-	387 employee(s) appeared for no reason	No movements out
Semi-Professionals and Technicians	283	-	283 employee(s) appeared for no reason	No movements out
Supervisors	0	-	No movements in	No movements out
Supervisors: Crafts and Trades	20	-	20 employee(s) appeared for no reason	No movements out
Administrative and Senior Clerical Personnel	22	-	22 employee(s) appeared for no reason	No movements out

Variance report bottom line

This report compares data from your current Form 2 (occupational groups) with the data in your previous Form 2. It will take into account any hires and terminations that occurred in the current reporting year to show the movement in and movement out of your employees by designated group and gender between the two consecutive years.

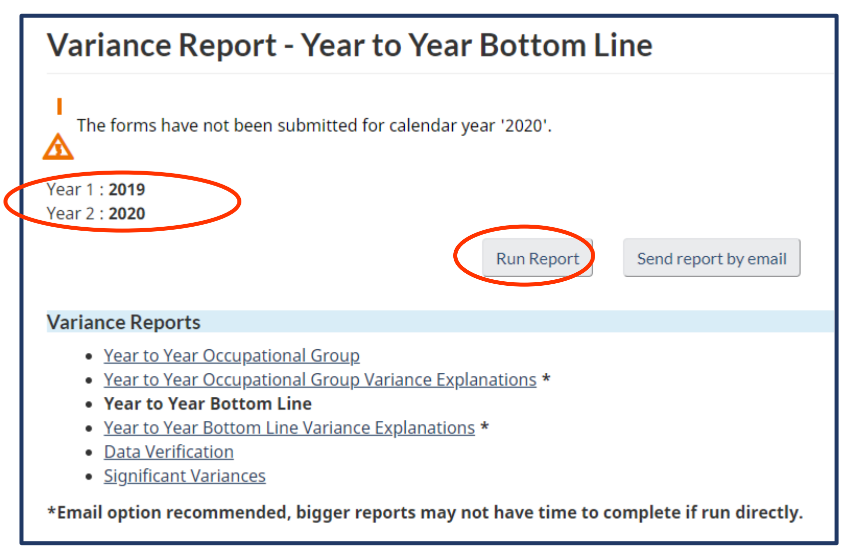
To get this report, click the ‘Year to Year Bottom Line’ hyperlink in the ‘Variance Reports’ sub-section under the ‘Analytical Tools’ section of the Main Menu.



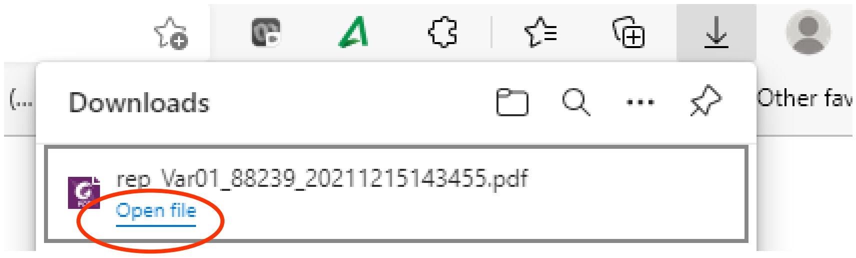
The ‘Variance Report – Year to Year Bottom Line’ screen will appear. It will display the two years that you are comparing:

- the current year, and
- the previous year

Click the ‘Run Report’ button to run the variance report.



When the report is ready, a ‘Downloads’ pop-up window will appear for you to download and/or open the file. Click the ‘Open file’ hyperlink to open the report.



An example of the report is shown below. It displays employee changes that occurred between two consecutive reporting years, by gender and designated group, and identifies significant variances **in red**. The report also takes into account any hires and terminations that occurred in the current reporting year.

The report will show variances for your permanent full-time employees and, if applicable, for your permanent part-time employees (two pages in total).

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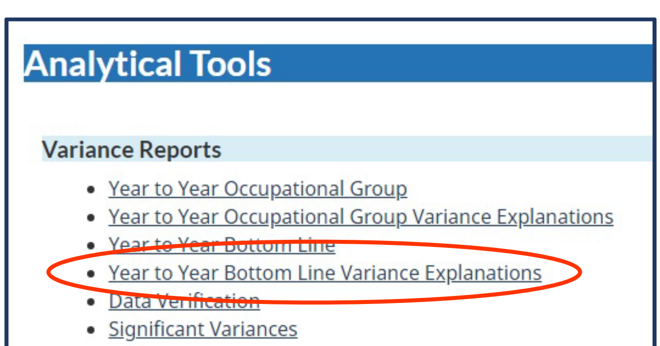
Workplace Equity Information Management System - Test
Variance Report - Year to Year Bottom Line
Reporting Period 2020 - Permanent Full-Time

Designated Group / Sex	Current Form 2	Current Form 4 (Hires)	Current Form 6 (Terminations)	Adjusted Form 2 (CF2 - CF4 + CF6)	Previous Form 2	Change (Adjust - Prev F2)	% Change Form 2 (Change / Prev. F2)
All Employees (Men and Women)	1133	54	0	1079	0	1079	-
All Employees (Men)	849	41	0	808	0	808	-
All Employees (Women)	284	13	0	271	0	271	-
Aboriginal (Men and Women)	57	3	0	54	0	54	-
Aboriginal (Men)	42	2	0	40	0	40	-
Aboriginal (Women)	15	1	0	14	0	14	-
Persons with Disabilities (Men and Women)	107	5	0	102	0	102	-
Persons with Disabilities (Men)	81	5	0	76	0	76	-
Persons with Disabilities (Women)	26	0	0	26	0	26	-
Visible Minority (Men and Women)	285	12	0	273	0	273	-
Visible Minority (Men)	222	9	0	213	0	213	-
Visible Minority (Women)	63	3	0	60	0	60	-

Year-to-year bottom line variance explanations

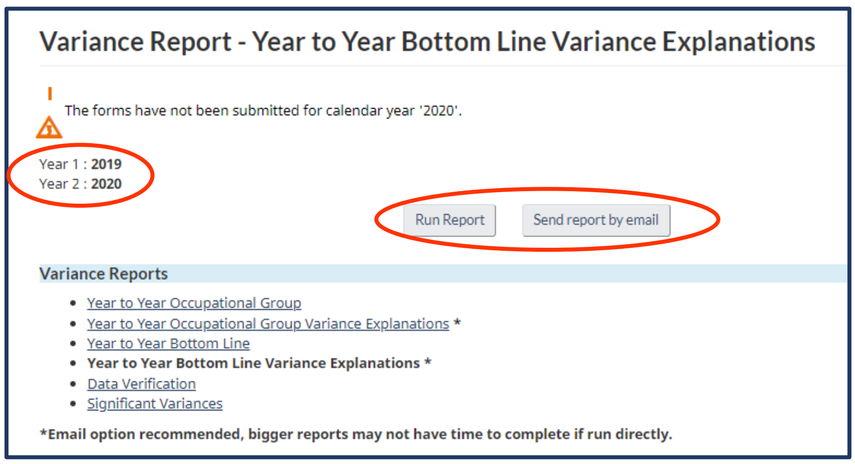
To get a variance report by bottom line for your organization that includes potential explanations for the variances (e.g., there are 7 women who disappeared for no reason OR there were 11 changes in the self-identification survey data for visible minority (Men)), click the ‘Year to Year Bottom Line Variance Explanations’ hyperlink in the ‘Variance Reports’ sub-section under the ‘Analytical Tools’ section of the Main Menu.



The ‘Variance Report – Year to Year Bottom Line Variance Explanations’ screen will appear. It will display the two years that you are comparing:

- the current year, and
- the previous year

Click the ‘Send Report by Email’ button to get the variance explanations report via email. Note that you could press the ‘Run Report’ to try to run the report, but bigger reports may not be completed. That is why the * indicates that the email option is preferred.



An example of a ‘Variance Report – Year to Year Bottom Line Variance Explanations’ report is shown below. It breaks down information from the ‘Year to Year Bottom Line’ variance report and lists potential explanations for variances based on employee movement, employment status and, at times, changes in the self-identification survey by designated group and gender. It includes the change overall and by designated group (by male and by female), as well as two columns to show:

- Movements In (i.e., more employees are showing in the occupational group this year compared to last year without a reason to explain why)
- Movements Out (i.e., fewer employees are showing in the occupational group this year compared to last year without a reason to explain why)

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Workplace Equity Information Management System - Test

Variance Report - Year to Year Bottom Line Variance Explanations

Reporting Period 2021 - Permanent Full-Time

Designated Group / Sex	Change (Adjust - Prev F2)	% Change Form 2 (Change / Prev. F2)	Movements In	Movements Out
All Employees (Men)	-55	-6.5%	No movements in	21 employee(s) disappeared for no reason
All Employees (Women)	29	10.2%	No movements in	5 employee(s) disappeared for no reason
Aboriginal (Men)	-2	-4.8%	4 change(s) in self-identification survey	4 employee(s) disappeared for no reason
Aboriginal (Women)	10	66.7%	8 change(s) in self-identification survey	No movements out
Persons with Disabilities (Men)	-1	-1.2%	6 change(s) in self-identification survey	2 change(s) in self-identification survey 1 employee(s) disappeared for no reason
Persons with Disabilities (Women)	15	57.7%	11 change(s) in self-identification survey	No movements out
Visible Minority (Men)	-16	-7.3%	4 change(s) in self-identification survey	3 change(s) in self-identification survey 8 employee(s) disappeared for no reason
Visible Minority (Women)	14	22.2%	8 change(s) in self-identification survey	1 change(s) in self-identification survey 2 employee(s) disappeared for no reason

Data verification

The data verification report allows you to verify employee movements from year to year using the employee number that you entered in column A of your employee.txt file. The report identifies changes to employee records and missing employee information. You can also use the report to verify errors in employee records and provide an explanation in the Narrative Report.

To generate this report, click the 'Data Verification' hyperlink in the 'Variance Reports' sub-section under the 'Analytical Tools' section of the Main Menu.

Analytical Tools

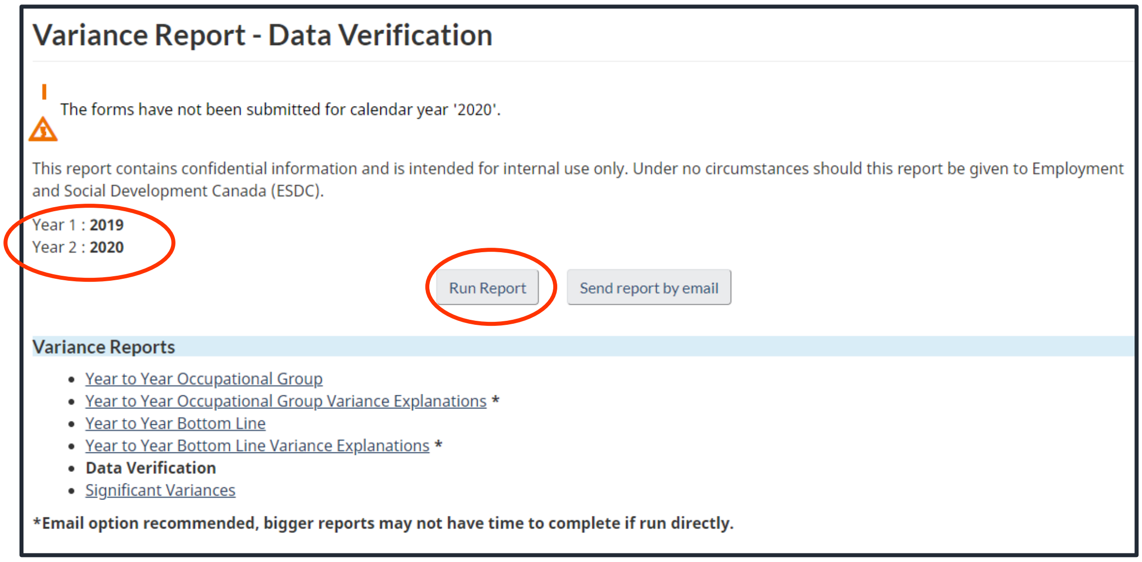
Variance Reports

- Year to Year Occupational Group
- Year to Year Occupational Group Variance Explanations
- Year to Year Bottom Line
- Year to Year Bottom Line Variance Explanations
- Data Verification
- Significant Variances

The 'Data Verification screen will appear. It will display the two years that you are comparing:

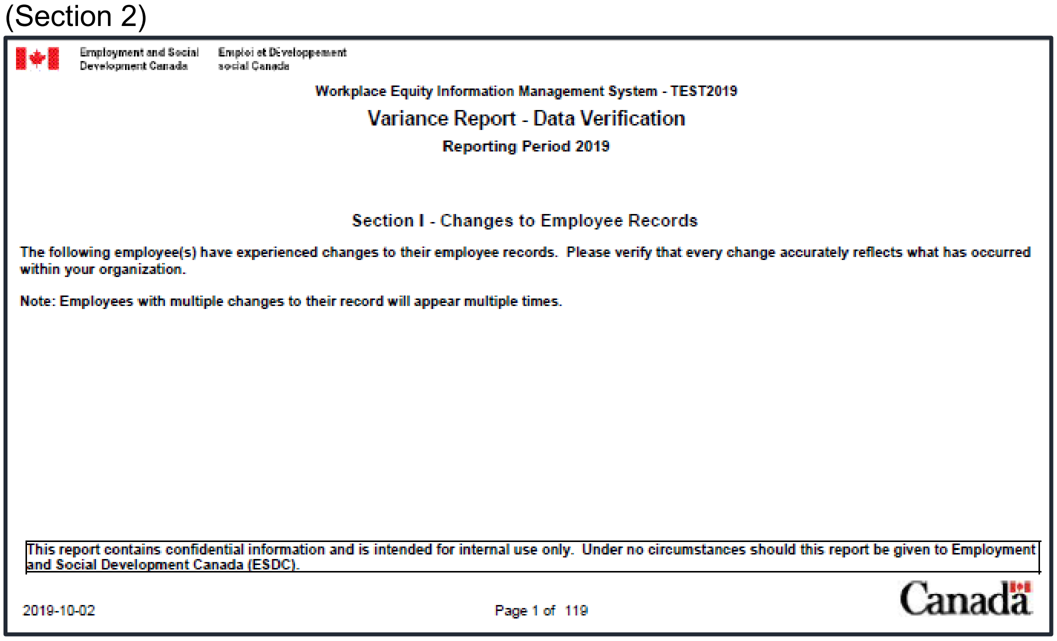
- the current year, and
- the previous year

Click the 'Run Report' button to get the data verification report.



The format of 'Variance Report – Data Verification' report is shown below. It will display information on:

- employees who have experienced changes to their employee records (Section 1)
- employees who were not present in last year's or this year's report without a reason (Section 2)


Employment and Social Development Canada
Emploi et Développement social Canada

Workplace Equity Information Management System - TEST2019

Variance Report - Data Verification

Reporting Period 2019

Section I - Changes to Employee Records

The following employee(s) have experienced changes to their employee records. Please verify that every change accurately reflects what has occurred within your organization.

Note: Employees with multiple changes to their record will appear multiple times.

This report contains confidential information and is intended for internal use only. Under no circumstances should this report be given to Employment and Social Development Canada (ESDC).

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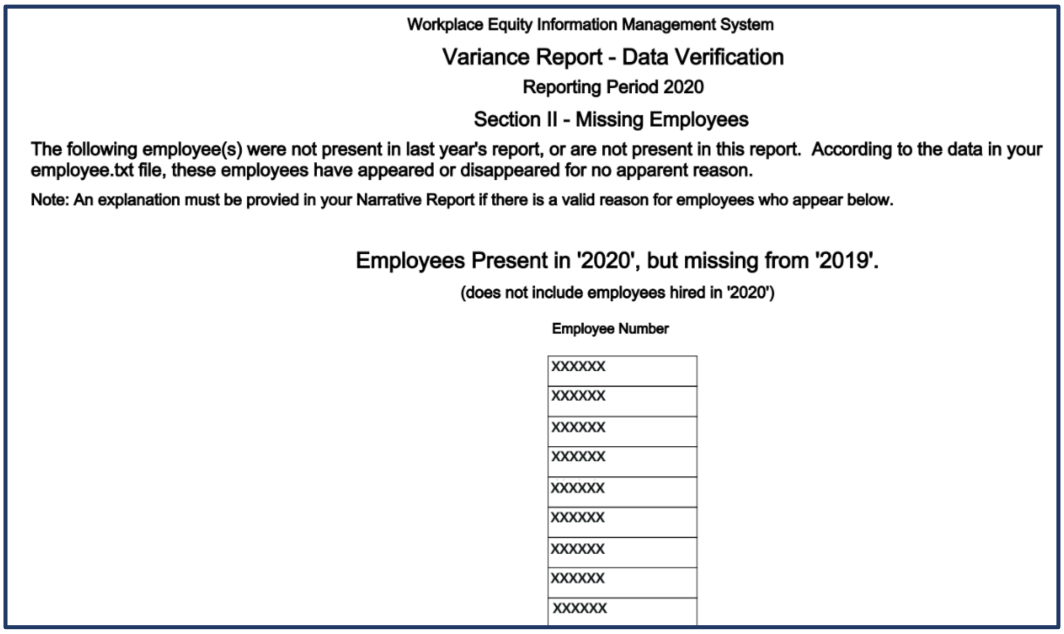
Canada


Workplace Equity Information Management System

Variance Report - Data Verification

Reporting Period 2020

Section II - Missing Employees

The following employee(s) were not present in last year's report, or are not present in this report. According to the data in your employee.txt file, these employees have appeared or disappeared for no apparent reason.

Note: An explanation must be provied in your Narrative Report if there is a valid reason for employees who appear below.

Employees Present in '2020', but missing from '2019'.

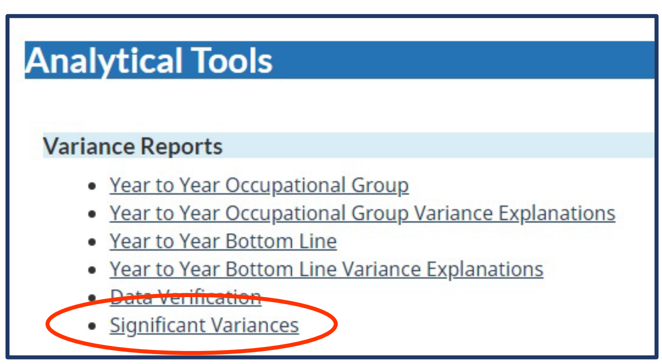
(does not include employees hired in '2020')

Employee Number
XXXXXX
XXXXXX
XXXXXX
XXXXXX
XXXXXX
XXXXXX
XXXXXX
XXXXXX
XXXXXX

Data on these forms are confidential and can only be viewed by the employer. Under no circumstances should your Data Verification report be given to Employment and Social Development Canada.

Significant variances

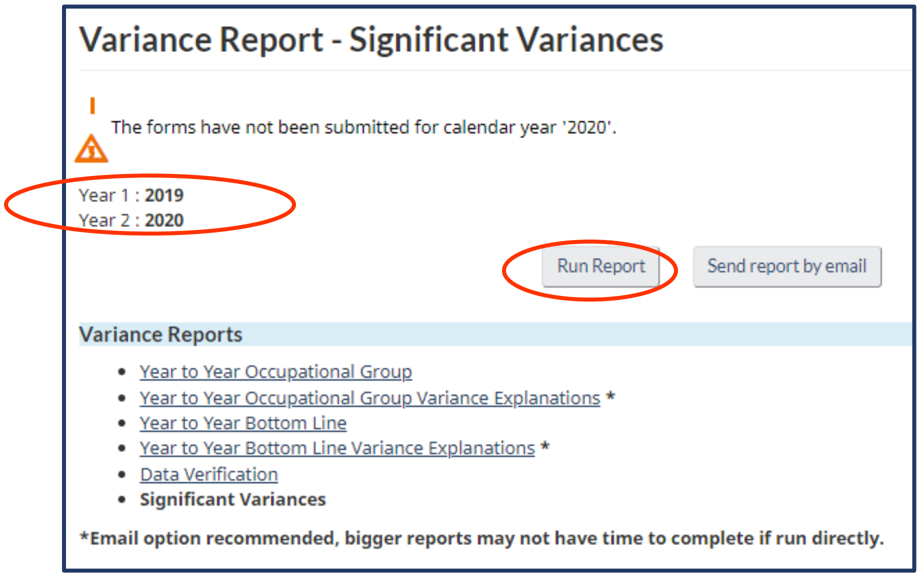
To see if your organization has significant variances in the employee data submitted in the current year compared to last year, click the 'Significant Variances' hyperlink in the 'Variance Reports' sub-section under the 'Analytical Tools' section of the Main Menu.



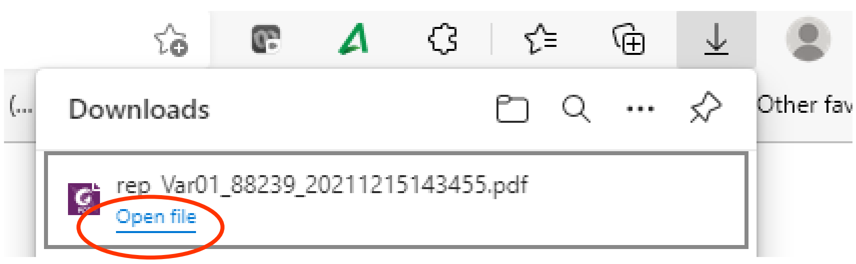
The 'Significant Variances' screen will appear. It will display the two reporting years that you are comparing:

- the current year, and
- the previous year

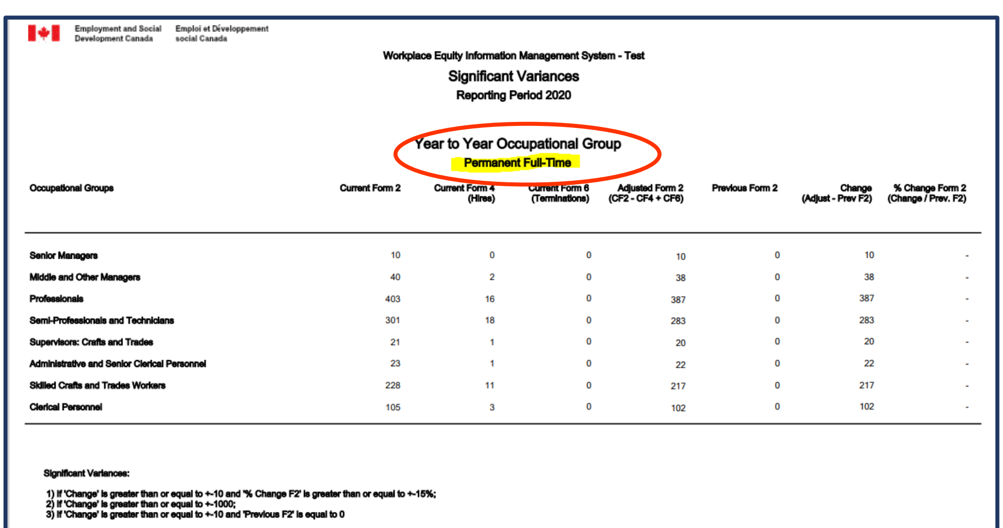
Click the 'Run Report' button to run the variance report.



When the report is ready, a ‘Downloads’ pop-up window will appear for you to download and/or open the file. Click the ‘Open file’ hyperlink to open the report.



If your organization has significant variances, your report will show where they are by occupational group, bottom line, and salary for your permanent full-time employees and for your permanent part-time employees (six pages in total). Examples of the report for occupational groups are shown below.



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Workplace Equity Information Management System - Test

Significant Variances

Reporting Period 2020

Year to Year Occupational Group

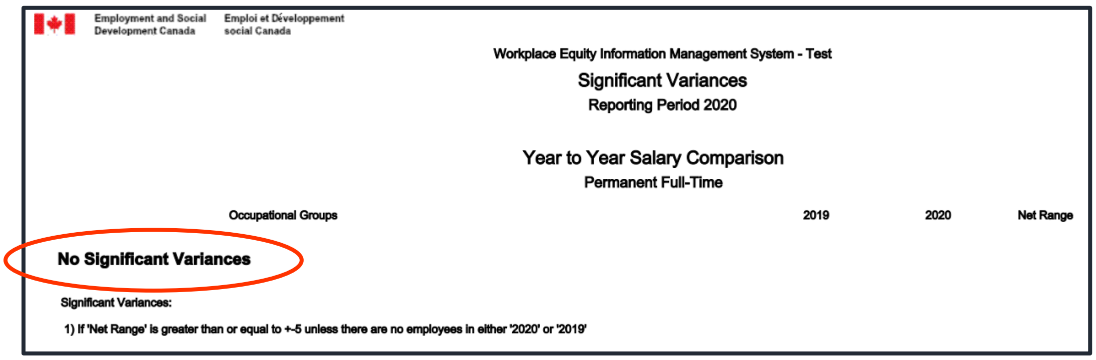
Permanent Full-Time

Occupational Groups	Current Form 2	Current Form 4 (Hires)	Current Form 6 (Terminations)	Adjusted Form 2 (CF2 - CF4 + CF6)	Previous Form 2	Change (Adjust - Prev F2)	% Change Form 2 (Change / Prev. F2)
Senior Managers	10	0	0	10	0	10	-
Middle and Other Managers	40	2	0	38	0	38	-
Professionals	403	16	0	387	0	387	-
Semi-Professionals and Technicians	301	18	0	283	0	283	-
Supervisors: Crafts and Trades	21	1	0	20	0	20	-
Administrative and Senior Clerical Personnel	23	1	0	22	0	22	-
Skilled Crafts and Trades Workers	228	11	0	217	0	217	-
Clerical Personnel	105	3	0	102	0	102	-

Significant Variances:

1) If 'Change' is greater than or equal to +-10 and '% Change F2' is greater than or equal to +-15%;
2) If 'Change' is greater than or equal to +-1000;
3) If 'Change' is greater than or equal to +-10 and 'Previous F2' is equal to 0

If there are no significant variances, your report will look like the example shown below.

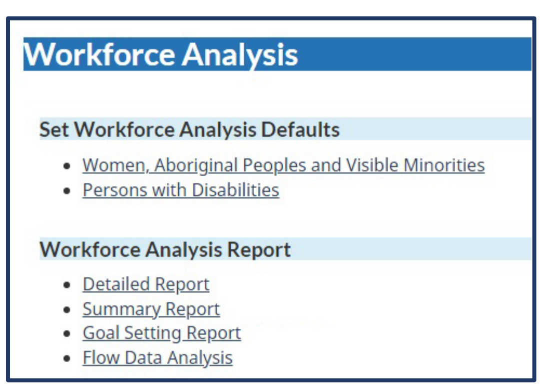


Workforce Analysis

The ‘Workforce Analysis’ section of WEIMS can help your organization:

- Analyze its workforce data
- Do a flow data analysis
- Do a clustering analysis
- Set employment equity goals

This is also the section of the system where you can change or restore the workforce analysis default values to make your workforce analysis report more accurate. Note that this change must be made in WEIMS **before** you generate your report.



Change workforce analysis defaults

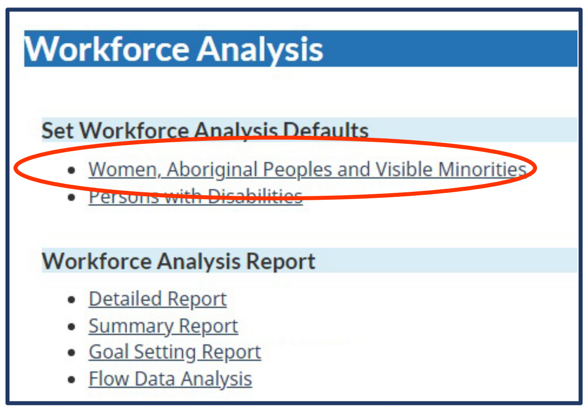
You can change the workforce analysis default values for all four of the designated groups, but the process is set for either:

- Women, Aboriginal Peoples and members of visible minorities, or
- Persons with disabilities

Note that FCP employers who wish to change the default values must first obtain approval from the Labour Program before using this data for their compliance assessments.

Change workforce analysis default values for women, Aboriginal Peoples and members of visible minorities

To change the default values for women, Aboriginal Peoples or members of visible minorities, click the ‘Women, Aboriginal Peoples and Visible Minorities’ hyperlink in the ‘Set Workforce Analysis Defaults’ sub-section under the ‘Workforce Analysis’ section of the Main Menu.



The ‘Set Workforce Analysis Defaults – Women, Aboriginal Peoples and Visible Minorities’ screen will appear. The default values for occupational group and recruitment area will be shown.

To change one or more default occupational group value, click the drop-down menu arrow in the occupational group row that you wish to change, which is underneath the ‘Perform analysis by’ text to select either:

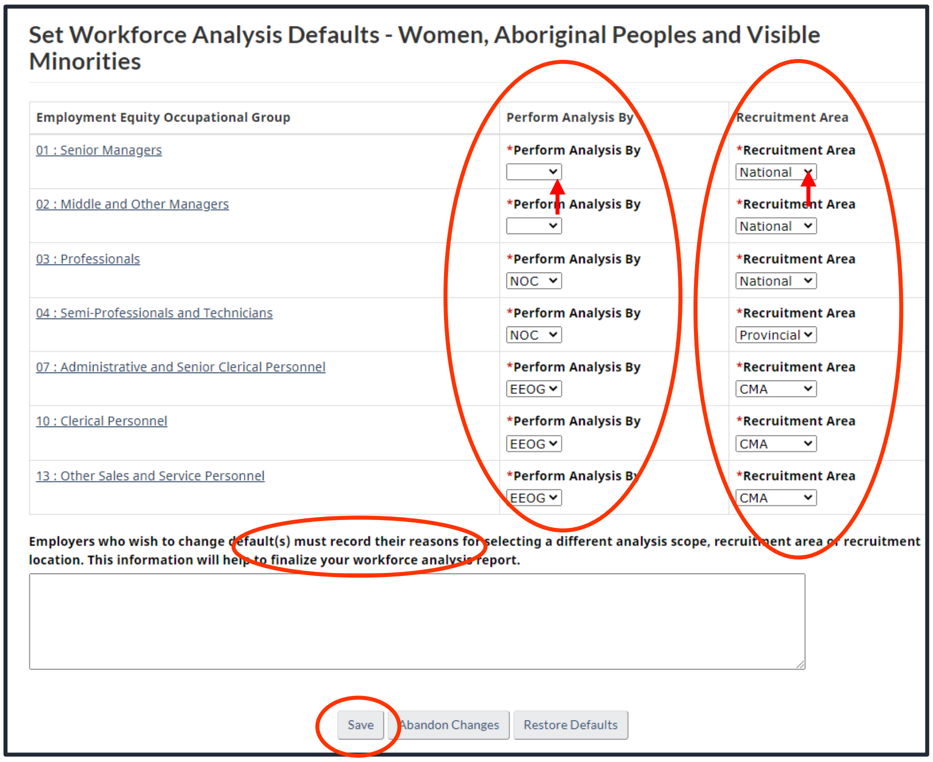
- National Occupational Classification (NOC), or
- Employment Equity Occupational Grouping (EEOG)

To change one or more default recruitment area value, click the drop-down menu arrow in the recruitment area row that you wish to change, which is underneath the ‘Recruitment Area’ text to select:

- National
- Provincial (which includes territorial)
- Census metropolitan area (CMA)

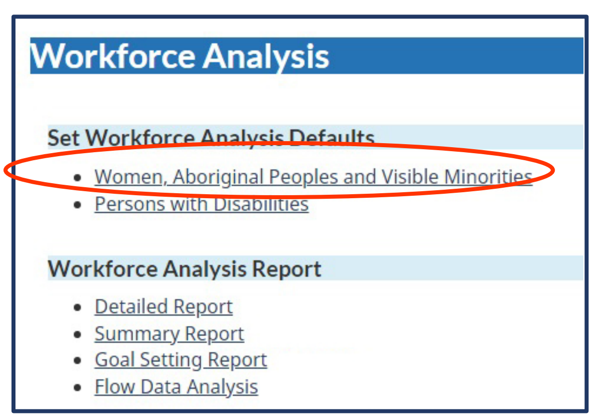
Next, fill in the reason(s) why you need to change the default values.

Click the ‘Save’ button when you are finished.

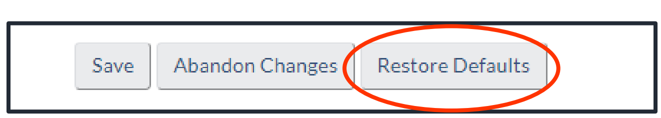


Restore workforce analysis default values for women, Aboriginal Peoples or members of visible minorities

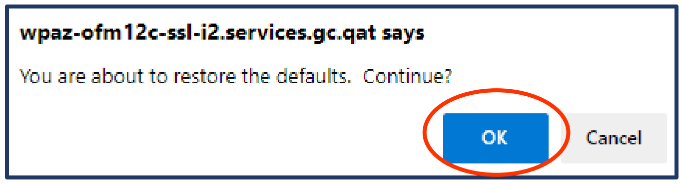
To restore the default values for women, Aboriginal Peoples or members of visible minorities, click the ‘Women, Aboriginal Peoples and Visible Minorities’ hyperlink in the ‘Set Workforce Analysis Defaults’ sub-section under the ‘Workforce Analysis’ section of the Main Menu.



The ‘Set Workforce Analysis Defaults – Women, Aboriginal Peoples and Visible Minorities’ screen will appear. The values for occupational group and recruitment area that you changed will be shown. Click the ‘Restore Defaults’ button at the bottom of the screen to reset the default values in the system.

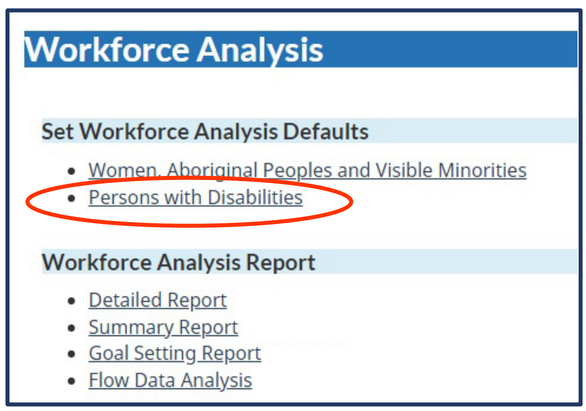


A second pop-up will appear to confirm that you are about to restore the default settings. If you click the 'OK' button, your settings will be restored to default values in the system.



Change workforce analysis default values for persons with disabilities

To change the default values for persons with disabilities, click the 'Persons with Disabilities' hyperlink in the 'Set Workforce Analysis Defaults' sub-section under the 'Workforce Analysis' section of the Main Menu.



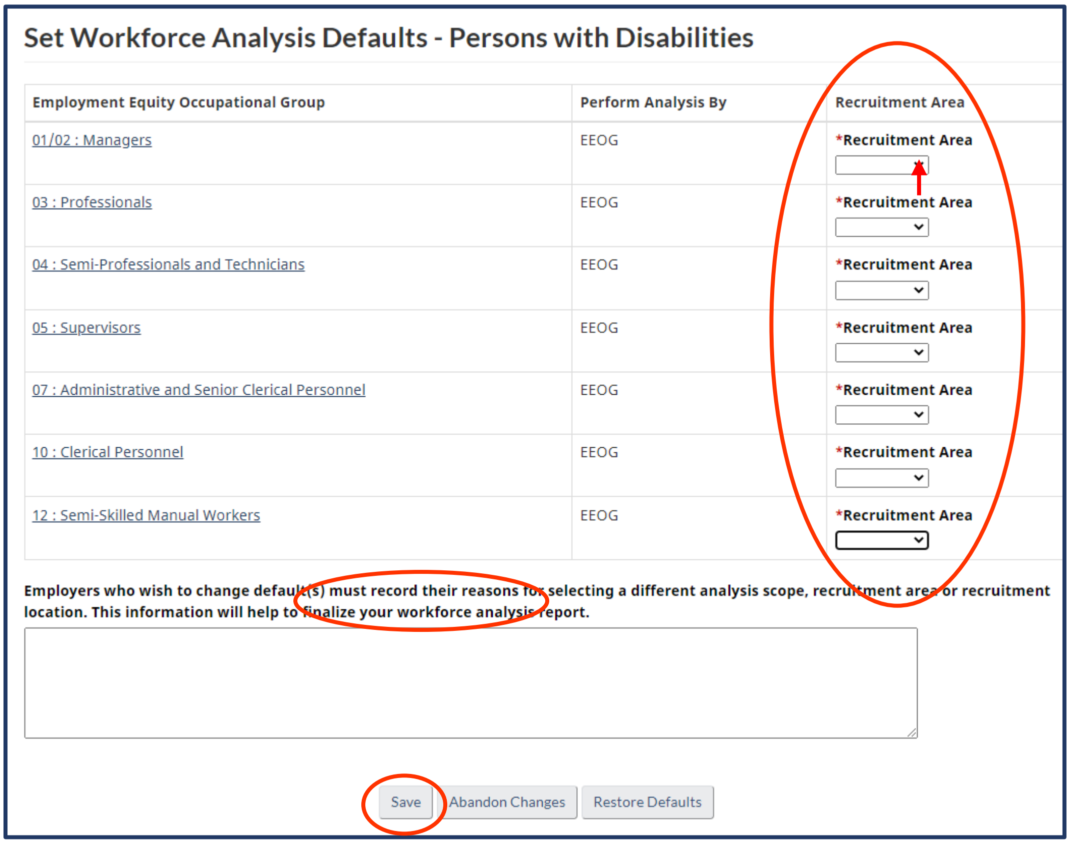
The 'Set Workforce Analysis Defaults – Persons with Disabilities' screen will appear. The default values for the recruitment area will be shown.

To change one or more default recruitment area value, click the drop-down menu arrow in the recruitment area row that you wish to change, which is underneath the 'Recruitment Area' text to select:

- National
- Provincial (which includes territorial)

Next, fill in the reason(s) why you need to change the default values.

Click the 'Save' button when you are finished.

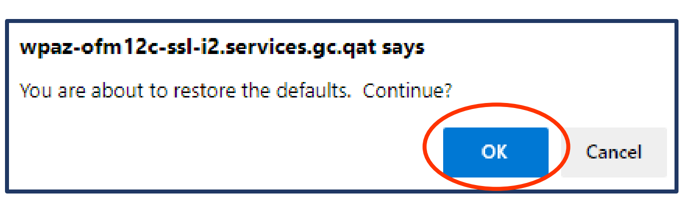


Restore workforce analysis default values for persons with disabilities

To restore the default values for persons with disabilities, click the 'Persons with Disabilities hyperlink in the 'Set Workforce Analysis Defaults' sub-section under the 'Workforce Analysis' section of the Main Menu.

The 'Set Workforce Analysis Defaults – Persons with Disabilities' screen will appear. The values for occupational group and recruitment area that you changed will be shown. Click the 'Restore Defaults' button at the bottom of the screen to reset the default values in the system.

A pop-up will appear to confirm that you are about to restore the default settings. If you click the 'OK' button, your settings will be restored to default values in the system.



Generate a workforce analysis report

You can use WEIMS to generate two workforce analysis reports for your organization:

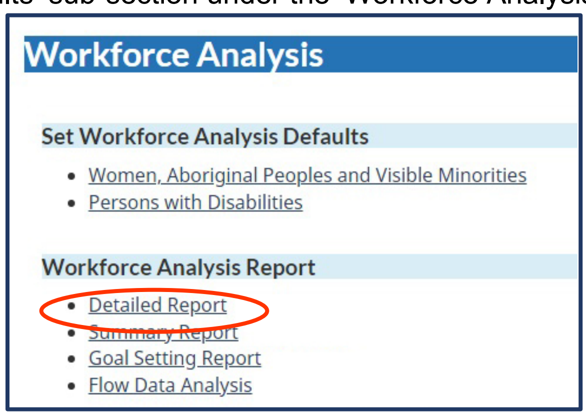
- A detailed report, which shows in red any representation gaps of the designated groups in your organization (one page for each group) and the default recruitment areas
- A summary report, which shows in red any representation gaps of the designated groups in your organization (one page for each group)

Generate a workforce analysis detailed report

The detailed report has eight columns to show:

- The occupational groups applicable to your organization
- All of your employees in each occupational group
- Representation % of each designated group within your organization
- Availability % of each designated group within the Canadian workforce
- Any representation gaps in red
- National Occupational Classification codes associated with each occupational group
- Internal locations based on Census Metropolitan Area
- Recruitment areas

To generate a workforce analysis detailed report, click the 'Detailed Report' hyperlink in the 'Set Workforce Analysis Defaults' sub-section under the 'Workforce Analysis' section of the Main Menu.

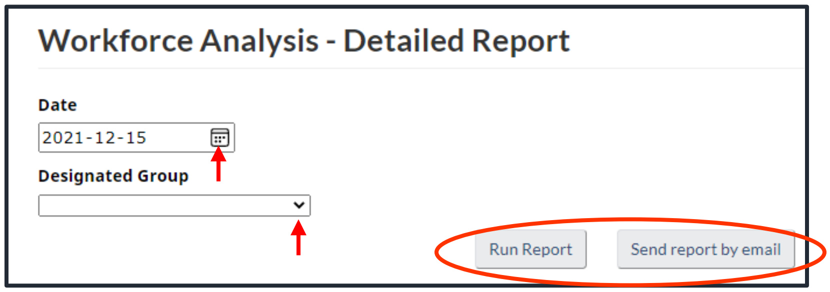


The 'Workforce Analysis – Detailed Report' screen will appear. Click the drop-down arrow in the 'Designated Group' field to select the designated group that you want featured in the detailed report:

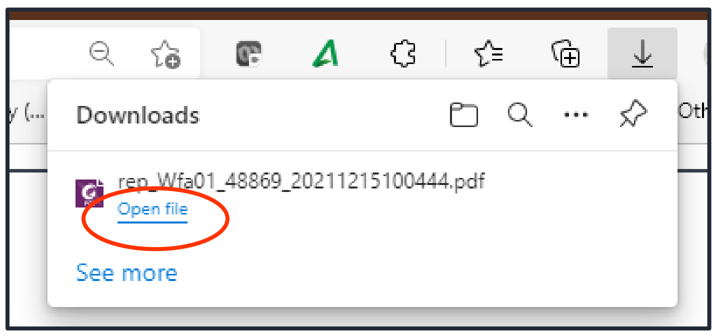
- All designated groups
- Women
- Aboriginal Peoples
- Members of visible minorities
- Persons with disabilities

Ensure that the date that appears in the 'Date' field is the date on which you want the report to be run. You can change the date if you want the detailed report to run with the employee records that you submitted on a different date. To do this, click the calendar icon and choose the preferred date.

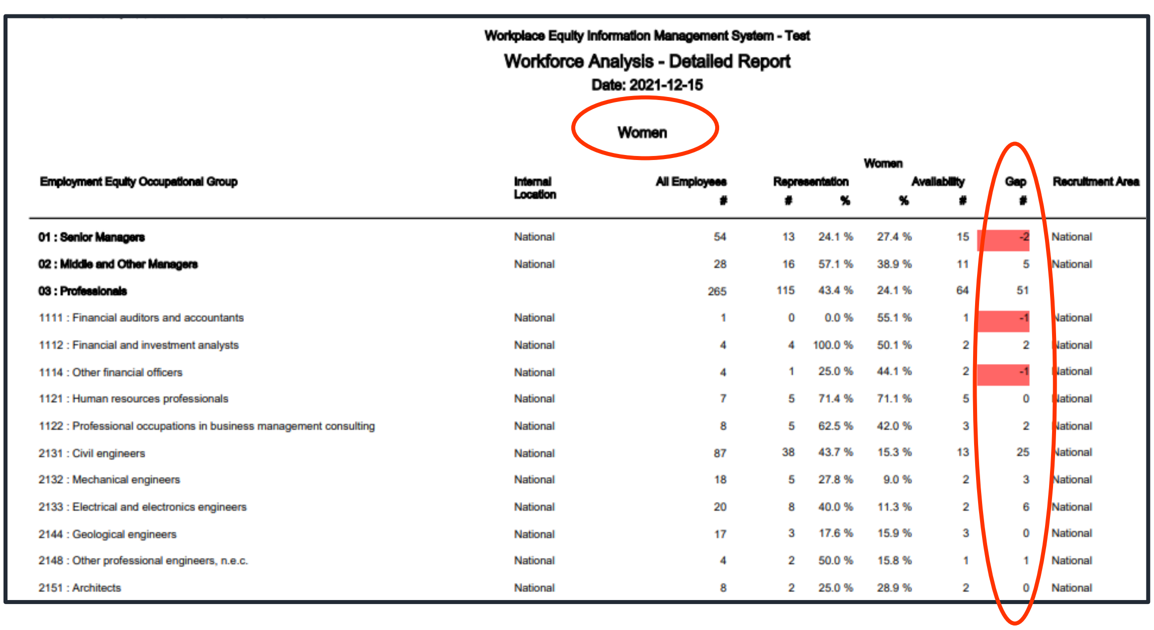
When you are ready to generate the detailed report, click the 'Run Report' button. You can also click the 'Send report by email' if you prefer to have the report sent to you via email.



When the report is ready, a ‘Downloads’ pop-up window will appear for you to download and/or open the file. Click the ‘Open file’ hyperlink to open the report.



An example of a detailed report that shows the representation of women in an organization is shown below. The ‘Gap’ column shows in red the Employment Equity Occupational Groups and/or National Occupational Classification codes where the organization’s employees are under-represented by women.



Workplace Equity Information Management System - Test

Workforce Analysis - Detailed Report

Date: 2021-12-15

Women

Employment Equity Occupational Group	Internal Location	All Employees #	Women Representation #	Women Representation %	Women Availability %	Women Availability #	Gap #	Recruitment Area
01 : Senior Managers	National	54	13	24.1 %	27.4 %	15	-2	National
02 : Middle and Other Managers	National	28	16	57.1 %	38.9 %	11	5	National
03 : Professionals		265	115	43.4 %	24.1 %	64	51	
1111 : Financial auditors and accountants	National	1	0	0.0 %	55.1 %	1	-1	National
1112 : Financial and investment analysts	National	4	4	100.0 %	50.1 %	2	2	National
1114 : Other financial officers	National	4	1	25.0 %	44.1 %	2	-1	National
1121 : Human resources professionals	National	7	5	71.4 %	71.1 %	5	0	National
1122 : Professional occupations in business management consulting	National	8	5	62.5 %	42.0 %	3	2	National
2131 : Civil engineers	National	87	38	43.7 %	15.3 %	13	25	National
2132 : Mechanical engineers	National	18	5	27.8 %	9.0 %	2	3	National
2133 : Electrical and electronics engineers	National	20	8	40.0 %	11.3 %	2	6	National
2144 : Geological engineers	National	17	3	17.6 %	15.9 %	3	0	National
2148 : Other professional engineers, n.e.c.	National	4	2	50.0 %	15.8 %	1	1	National
2151 : Architects	National	8	2	25.0 %	28.9 %	2	0	National

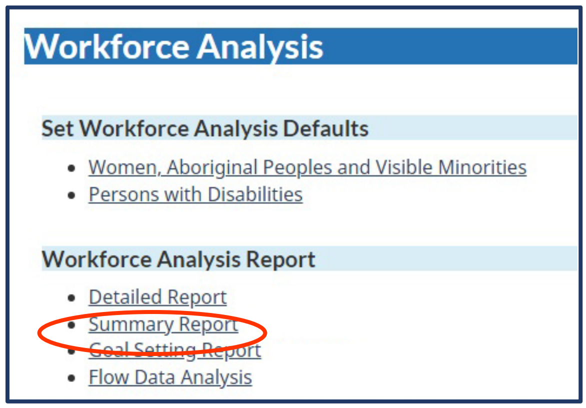
Generate a workforce analysis summary report

The summary report has five columns to show:

- The occupational groups applicable to your organization

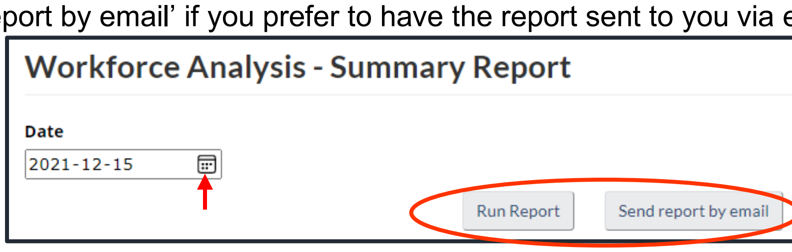
- All of your employees in each occupational group
- Representation % of each designated group within your organization
- Availability % of each designated group within the Canadian workforce
- Any representation gaps in red

To generate a workforce analysis summary report, click the ‘Summary Report’ hyperlink in the ‘Set Workforce Analysis Defaults’ sub-section under the ‘Workforce Analysis’ section of the Main Menu.

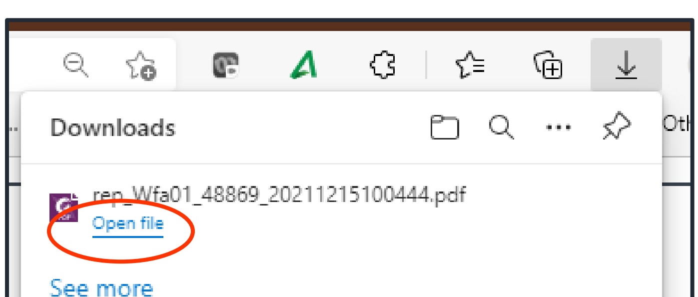


The ‘Workforce Analysis – Summary Report’ screen will appear. Ensure that the date that appears in the ‘Date’ field is the date on which you want the report to be run. You can change the date if you want the summary report to run with the employee records that you submitted on a different date. To do this, click the calendar icon and choose the preferred date.

When you are ready to generate the summary report, click the ‘Run Report’ button. You can also click the ‘Send report by email’ if you prefer to have the report sent to you via email.



When the report is ready, a ‘Downloads’ pop-up window will appear for you to download and/or open the file. Click the ‘Open file’ hyperlink to open the report.



An example of one page in a summary report that shows the representation of women in an organization is shown below. The ‘Gap’ column shows in red the occupational groups where the organization’s employees are under-represented by women. The summary report will include a page on each designated group, as well as two pages at the end to show the default recruitment areas.

Workplace Equity Information Management System - Test

Workforce Analysis - Summary Report

Date: 2021-12-15

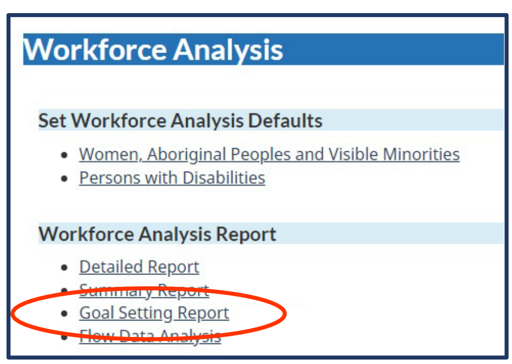
Women

Employment Equity Occupational Group	All Employees	Women Representation		Women Availability		Gap
	#	#	%	%	#	#
01 : Senior Managers	54	13	24.1 %	27.4 %	15	-2
02 : Middle and Other Managers	28	16	57.1 %	38.9 %	11	5
03 : Professionals	265	115	43.4 %	24.1 %	64	51
04 : Semi-Professionals and Technicians	22	6	27.3 %	15.9 %	3	3
07 : Administrative and Senior Clerical Personnel	13	12	92.3 %	80.3 %	10	2
10 : Clerical Personnel	1	0	0.0 %	65.2 %	1	-1
13 : Other Sales and Service Personnel	2	1	50.0 %	55.5 %	1	0
Total Number	385	163	42.3 %	27.3 %	105	58

Total may not equal sum of components due to rounding.

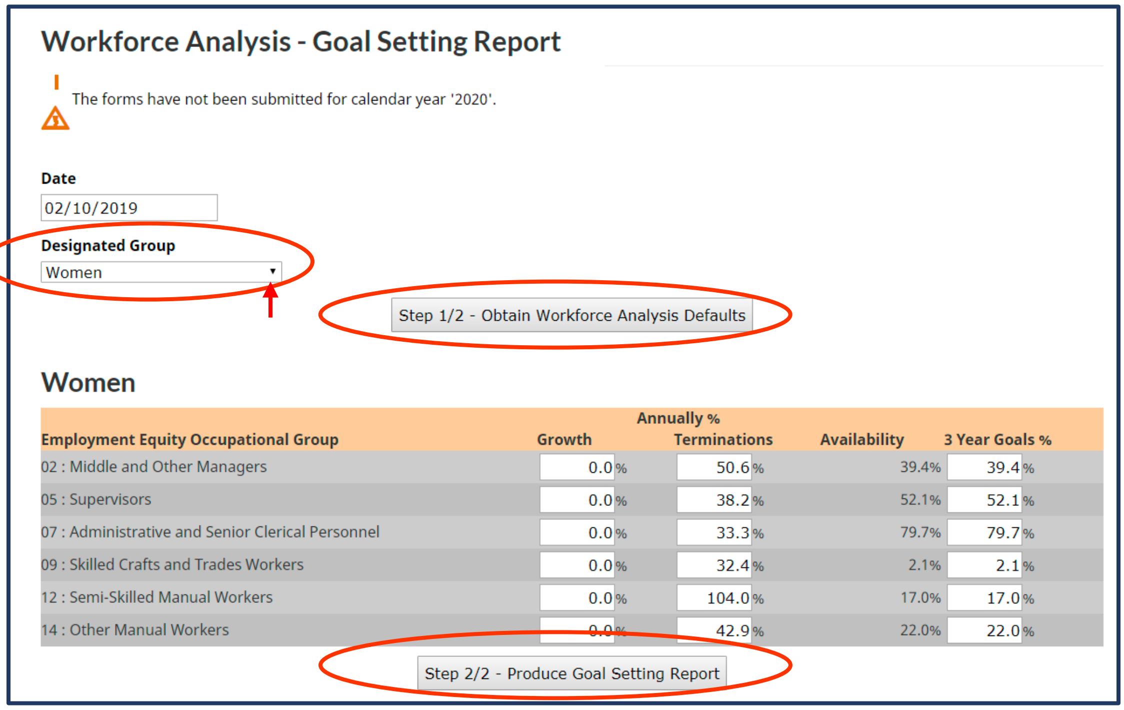
Goal-setting tool and report

To help set employment equity goals for one or more of the four designated groups, click the ‘Goal-setting Report’ hyperlink in the ‘Workforce Analysis Report’ sub-section of the ‘Workforce Analysis’ section under the Main Menu.

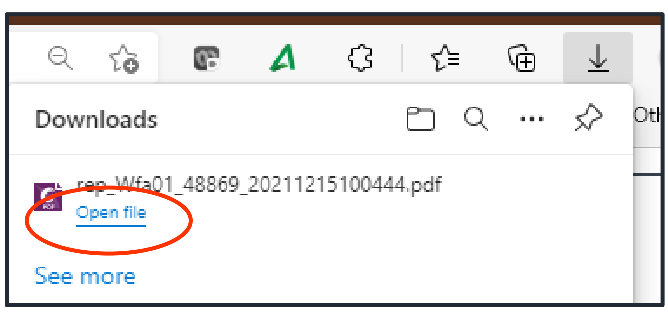


The ‘Workforce Analysis – Goal Setting Report’ screen will appear.

Select the designated group from the drop-down menu by clicking the arrow, then click the ‘Step 1/2 – Obtain Workforce Analysis Defaults’ button so the system can generate three-year goals for your organization based on default availability percentages. In the example shown below, women were selected from the drop-down menu.



Click the ‘Step 2/2 – Produce Goal Setting Report’ button to open or save a PDF copy of this report, when the ‘Downloads’ pop-up appears.

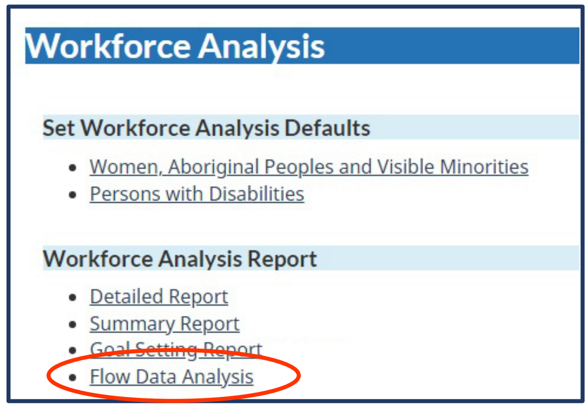


Flow data analysis report

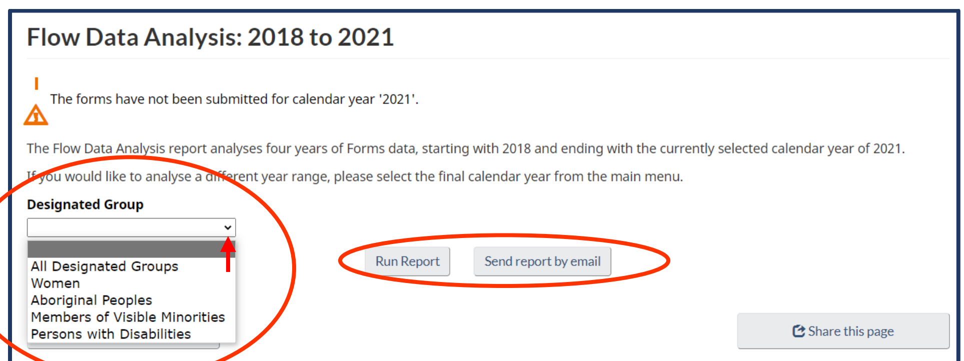
A flow data analysis enables you to look at the hires, promotions and terminations in your organization by occupational group to compare the

- percentage of hires of designated group members with external availability
- percentage of promotions of designated group members with internal representation
- percentage of terminations of designated group members with internal representation

To do a flow data analysis, click the ‘Flow data analysis report’ hyperlink in the ‘Workforce Analysis Report’ sub-section of the ‘Workforce Analysis’ section under the Main Menu. Note that you need **at least four consecutive years of workforce data** to be in the system to be able to do a flow data analysis.



The ‘Flow Data Analysis: YYYY to YYYY’ screen will appear. Click the drop-down arrow in the ‘Designated Group’ field to choose the type of analysis run that you want. Then, click the ‘Run Report’ button to generate the report. You can also click the ‘Send report by email’ if you prefer to have the report emailed to you.



An example of the report run for ‘Women’ is shown below over three pages (hires, promotions and terminations).

Employment and Social Development Canada | Emploi et Développement social Canada

Workplace Equity Information Management System - Test

Flow Data Analysis

2018 to 2021

Table 1 - Women / EMPLOYEES HIRED

Employment Equity Occupational Group	All Hires 2019 - 2021	Women: Hires 2019 - 2021		Women: Availability 2021		Women: Gap
	#	#	%	%	#	#
0 : Overall	0	0	0.0 %	0.0 %	0	0
01 : Senior Managers	1	0	0.0 %	27.4 %	0	0
02 : Middle and Other Managers	6	1	16.7 %	38.9 %	2	-1
03 : Professionals	31	11	35.5 %	26.6 %	8	3
04 : Semi-Professionals and Technicians	27	6	22.2 %	20.7 %	6	0
05 : Supervisors	0	0	0.0 %	0.0 %	0	0
06 : Supervisors: Crafts and Trades	2	0	0.0 %	8.2 %	0	0
07 : Administrative and Senior Clerical Personnel	1	1	100.0 %	80.5 %	1	0
08 : Skilled Sales and Service Personnel	0	0	0.0 %	0.0 %	0	0
09 : Skilled Crafts and Trades Workers	20	3	15.0 %	3.5 %	1	2
10 : Clerical Personnel	6	3	50.0 %	70.2 %	4	-1
11 : Intermediate Sales and Service Personnel	0	0	0.0 %	0.0 %	0	0
12 : Semi-Skilled Manual Workers	0	0	0.0 %	0.0 %	0	0
13 : Other Sales and Service Personnel	0	0	0.0 %	0.0 %	0	0
14 : Other Manual Workers	0	0	0.0 %	0.0 %	0	0
Total Number	94	25	26.6 %	0.0 %	22	3

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Workplace Equity Information Management System - Test

Flow Data Analysis

2018 to 2021

Table 2 - Women / EMPLOYEES PROMOTED

Employment Equity Occupational Group	All Promotions 2019 - 2021	Women: Promotions 2019 - 2021		Women: Representation 2018		Women: Gap
	#	#	%	%	#	#
0 : Overall	0	0	0.0 %	0.0 %	0	0
01 : Senior Managers	0	0	0.0 %	0.0 %	0	0
02 : Middle and Other Managers	0	0	0.0 %	6.5 %	0	0
03 : Professionals	0	0	0.0 %	34.5 %	0	0
04 : Semi-Professionals and Technicians	0	0	0.0 %	25.2 %	0	0
05 : Supervisors	0	0	0.0 %	0.0 %	0	0
06 : Supervisors: Crafts and Trades	0	0	0.0 %	30.0 %	0	0
07 : Administrative and Senior Clerical Personnel	0	0	0.0 %	100.0 %	0	0
08 : Skilled Sales and Service Personnel	0	0	0.0 %	0.0 %	0	0
09 : Skilled Crafts and Trades Workers	0	0	0.0 %	21.8 %	0	0
10 : Clerical Personnel	0	0	0.0 %	26.3 %	0	0
11 : Intermediate Sales and Service Personnel	0	0	0.0 %	0.0 %	0	0
12 : Semi-Skilled Manual Workers	0	0	0.0 %	0.0 %	0	0
13 : Other Sales and Service Personnel	0	0	0.0 %	0.0 %	0	0
14 : Other Manual Workers	0	0	0.0 %	0.0 %	0	0
Total Number	0	0		28.6 %	0	0

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Workplace Equity Information Management System - Test

Flow Data Analysis

2018 to 2021

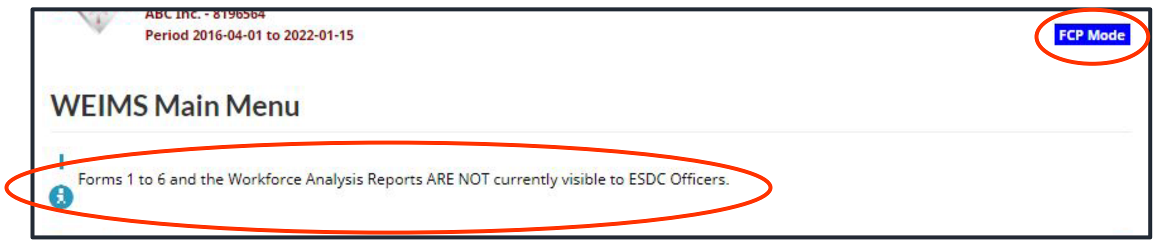
Table 3 - Women / EMPLOYEES TERMINATED

Employment Equity Occupational Group	All Terminations 2019 - 2021	Women: Terminations 2019 - 2021		Women: Representation 2018		Women: Gap
	#	#	%	%	#	#
0 : Overall	0	0	0.0 %	0.0 %	0	0
01 : Senior Managers	0	0	0.0 %	0.0 %	0	0
02 : Middle and Other Managers	0	0	0.0 %	6.5 %	0	0
03 : Professionals	0	0	0.0 %	34.5 %	0	0
04 : Semi-Professionals and Technicians	0	0	0.0 %	25.2 %	0	0
05 : Supervisors	0	0	0.0 %	0.0 %	0	0
06 : Supervisors: Crafts and Trades	0	0	0.0 %	30.0 %	0	0
07 : Administrative and Senior Clerical Personnel	0	0	0.0 %	100.0 %	0	0
08 : Skilled Sales and Service Personnel	0	0	0.0 %	0.0 %	0	0
09 : Skilled Crafts and Trades Workers	0	0	0.0 %	21.8 %	0	0
10 : Clerical Personnel	0	0	0.0 %	26.3 %	0	0
11 : Intermediate Sales and Service Personnel	0	0	0.0 %	0.0 %	0	0
12 : Semi-Skilled Manual Workers	0	0	0.0 %	0.0 %	0	0
13 : Other Sales and Service Personnel	0	0	0.0 %	0.0 %	0	0
14 : Other Manual Workers	0	0	0.0 %	0.0 %	0	0
Total Number	0	0		28.6 %	0	0

Main Menu – FCP Mode

After successful login and acceptance of the Privacy Notice, the WEIMS Main Menu screen will appear. If you are accessing the system on behalf of a FCP employer, you will be in FCP mode. This is indicated at the top of the screen.

A blue 'Information' icon will indicate at the top of the screen whether your forms and workforce analysis reports are visible to Employment and Social Development Canada (ESDC) officers.



The main menu then has five sections:

- Employer
- Employees for [your organization name]
- Forms
- Agreement to Implement Employment Equity
- Contracting

Once you have uploaded data into the system, two other sections will be in the Main Menu:

- Analytical Tools
- Workforce Analysis

Employer section

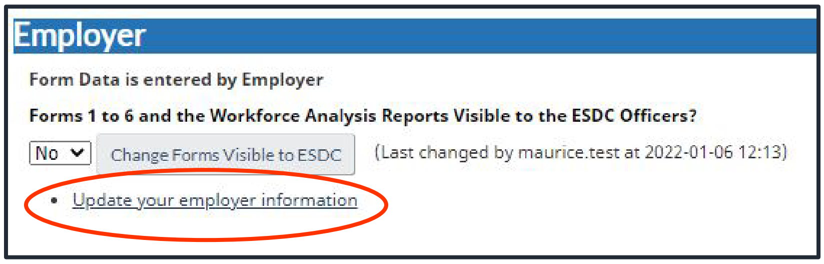
In this section, you can:

- Update your employer (organization) information
- Permit ESDC employees to view your forms
- Remove your permission for ESDC employees to view your forms

Update your employer information

Employment and Social Development Canada (Labour Program) creates the initial employer information page for your organization, but it is very important for you to keep this information up to date so we are able to contact you.

Start by clicking the 'Update your employer information' link in the 'Employer' section.



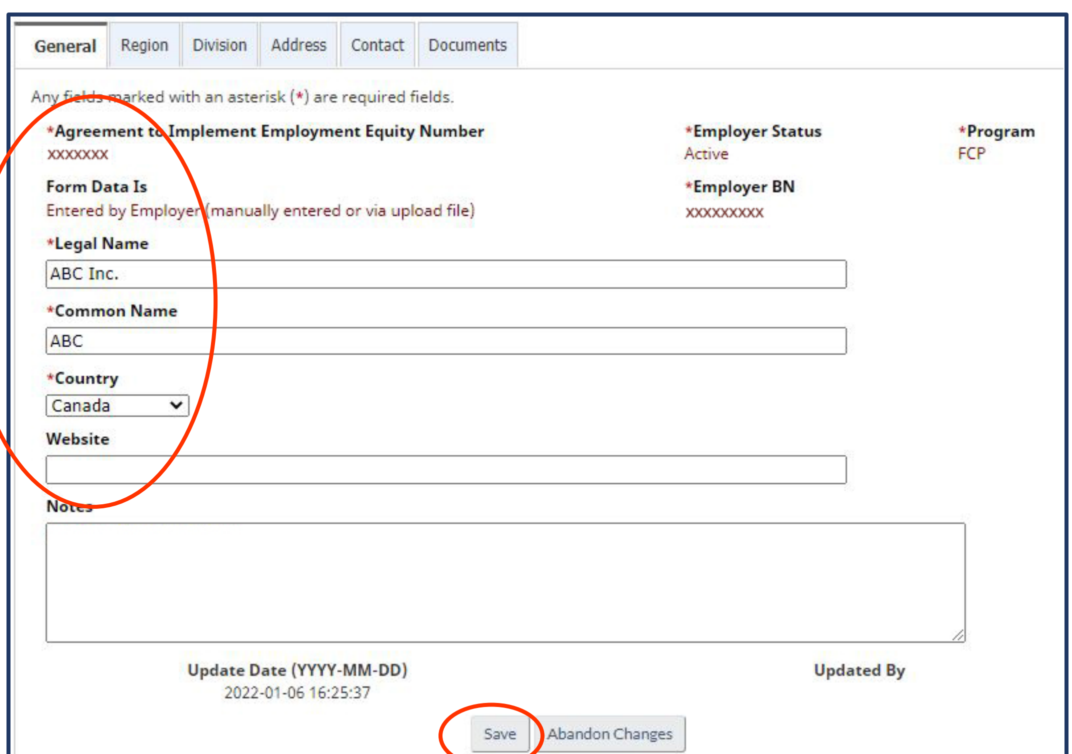
The 'Update your employer information' screen will appear with five tabbed sections where you can update specific information:

- General
- Regional (not required for reporting)
- Division (not required for reporting)
- Address
- Contact
- Documents

General tab

In the 'General' tab (default open screen), you can update your organization's legal name, common name, country, and website URL. There is also a space for you to insert other information about your organization. Note that a **red asterisk (*)** indicates a mandatory field.

When you have finished updating general information, click the 'Save' button before going to the next tab, if applicable.

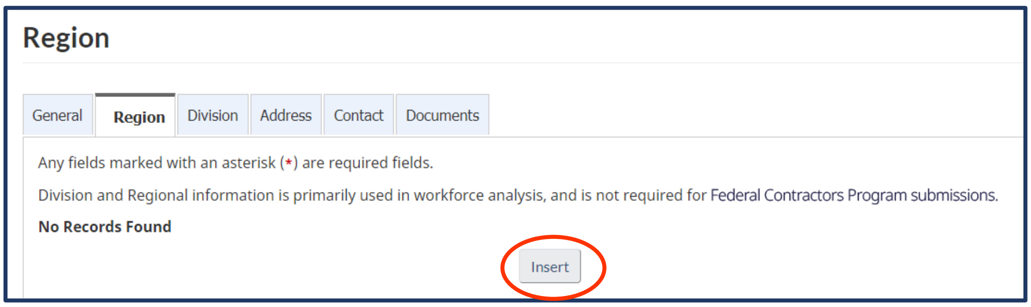


Region and division tabs

Information in the ‘Region’ and ‘Division’ tabs are not required for FCP compliance assessments, but you can insert information, if desired and useful for your organization’s workforce analysis. However, if you do fill in the region and division tabs, note that your employee.txt file **must then include** two additional columns (one for region and one for division).

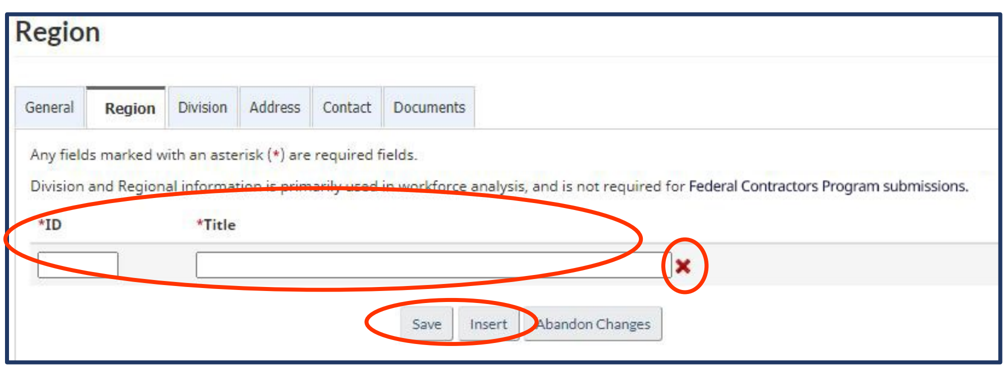
Region tab

Click the ‘Insert’ button to add regional information.



Enter information into the two required fields:

- the ‘ID’ field may be up to four characters (e.g., MTL, VAN, TOR, NTO1, 123a) and must match the characters inserted in your employee.txt file
- in the ‘Title’ field, enter a short description of the ID (e.g., Montréal, Vancouver, Toronto, North Toronto region 1, 123 region a)



If you need to add more than one region, click the ‘Insert’ button.

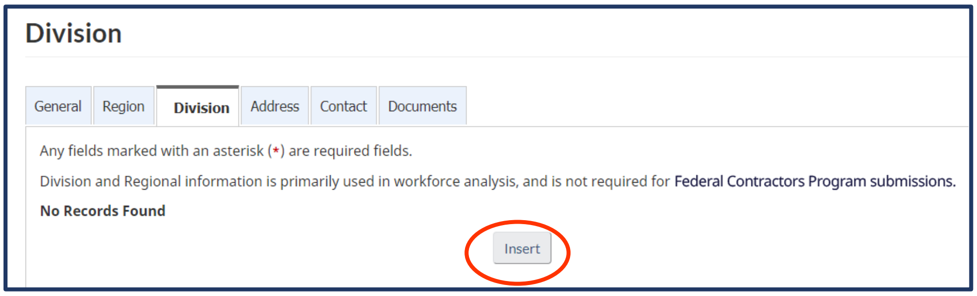
If you need to remove a region:

- click the ‘X’ for that region
- click the ‘OK’ button in the message that asks you if you are sure you want to delete this data

When you are finished inserting information, click the ‘Save’ button before going to the next

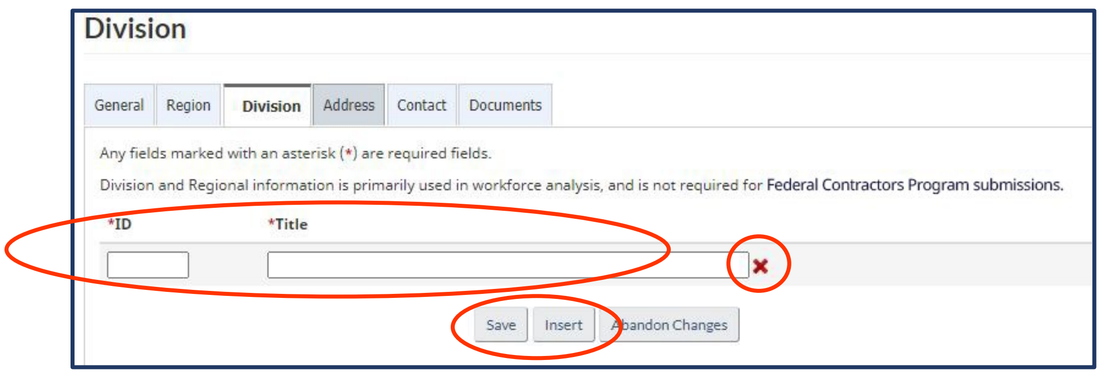
Division tab

Click the ‘Insert’ button to add divisional information.



Enter information into the two required fields:

- the ‘ID’ field may be up to four characters (e.g., MTL, VAN, TOR, NTO1, 123a) and must match the characters inserted in your employee.txt file
- in the ‘Title’ field, enter a short description of the ID (e.g., Montréal, Vancouver, Toronto, North Toronto region 1, 123 region a)



If you need to add more than one division, click the ‘Insert’ button.

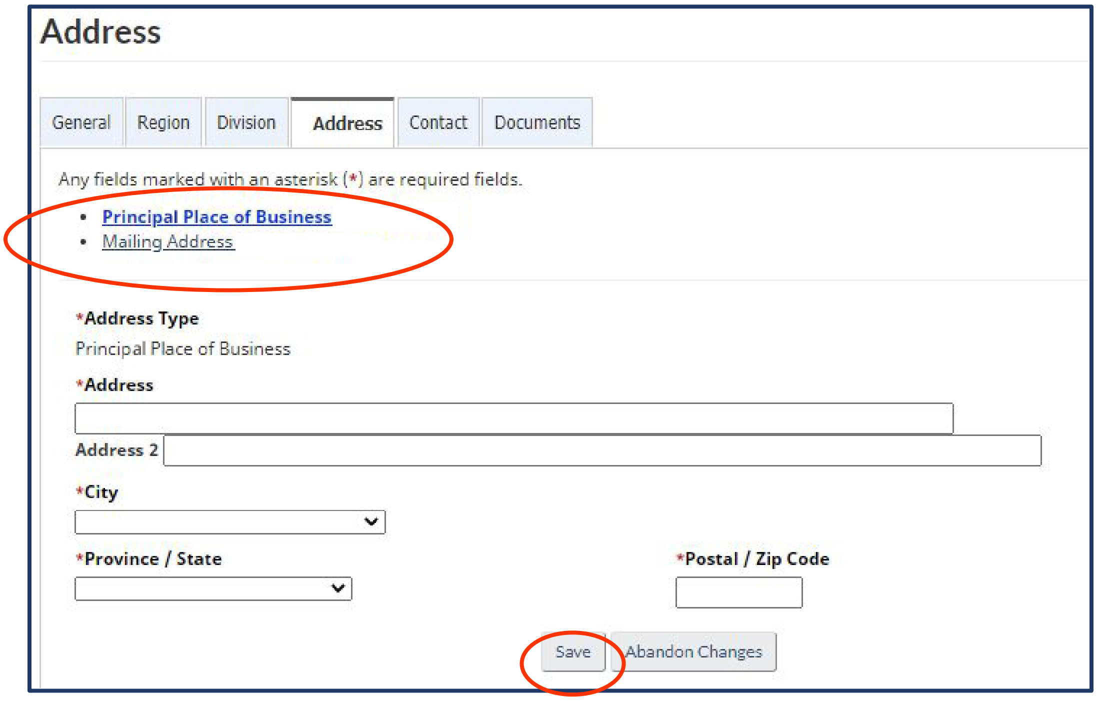
If you need to remove a division:

- click the ‘X’ for that division
- click the ‘OK’ button in the message that asks you if you are sure you want to delete this data

When you are finished inserting information, click the ‘Save’ button before going to the next tab.

Address tab

You can update your organization’s principal place of business, as well as its mailing address, while in this tab. Click on the ‘Principal Place of Business’ link to update this address or the ‘Mailing Address’ link to update this address. Then, fill in the fields for the address, city, province or state, and postal or zip code. Note that all of these fields are mandatory as indicated by the **red asterisk (*)**. When you are done, click the ‘Save’ button before going to the next tab.

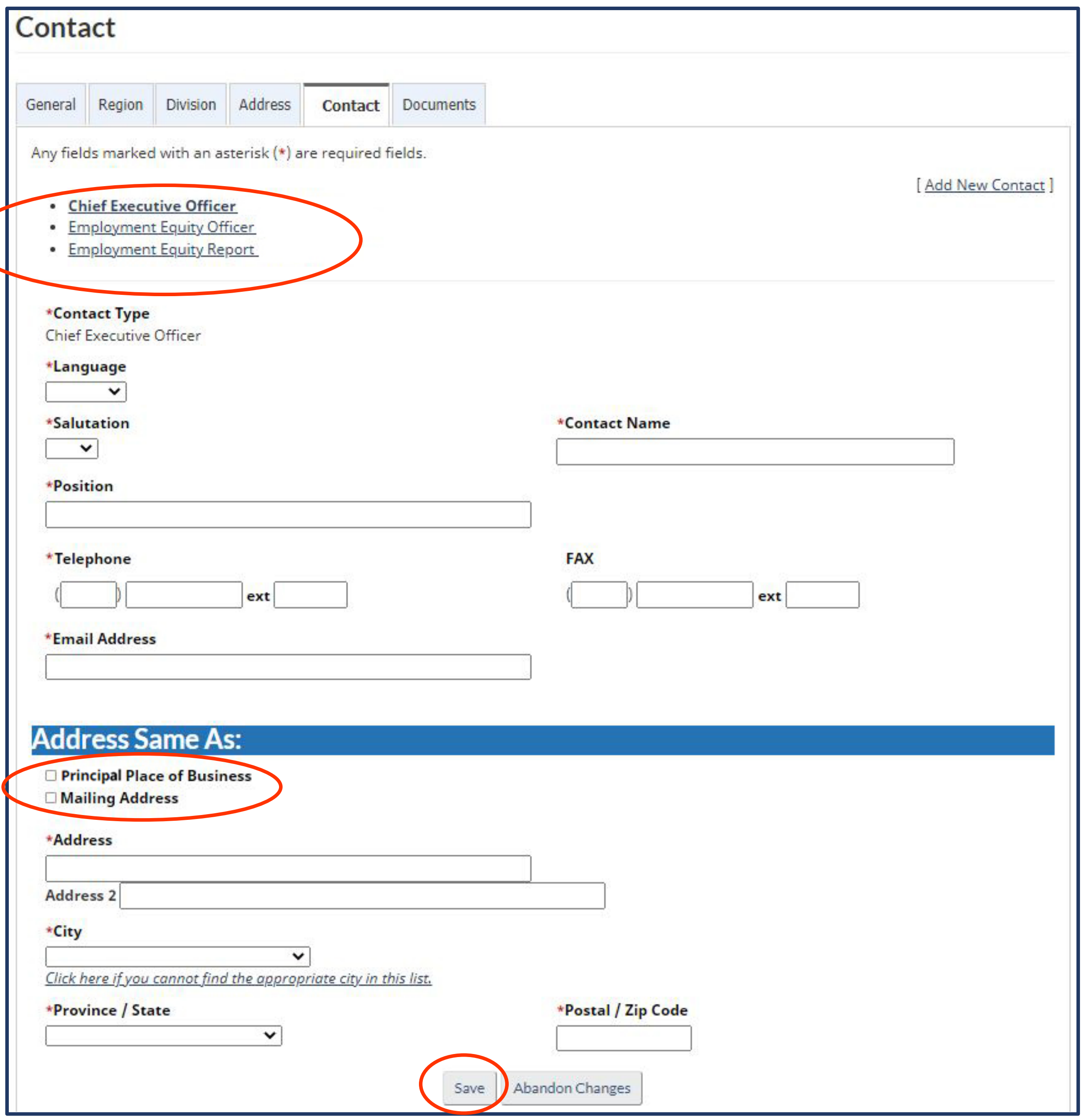

Address
General
Region
Division
Address
Contact
Documents
Any fields marked with an asterisk (*) are required fields.
Principal Place of Business
Mailing Address
*Address Type
Principal Place of Business
*Address
Address 2
*City
*Province / State
*Postal / Zip Code
Save
Abandon Changes

Contact tab

You can update the contact information for your organization's:

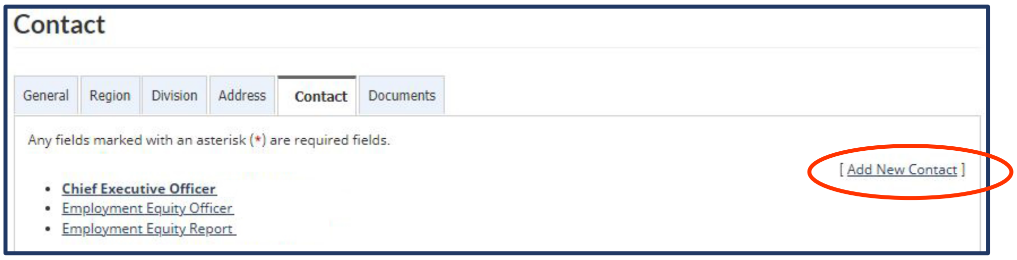
- Chief Executive Officer
- Employment Equity Officer
- Employment Equity Report

Start by clicking the hyperlink of the contact that you wish to update (e.g., Chief Executive Officer), then fill out the required fields indicated by the **red asterisk (*)** and click either 'Principal Place of Business' or 'Mailing Address' before clicking the 'Save' button.



Add new contact

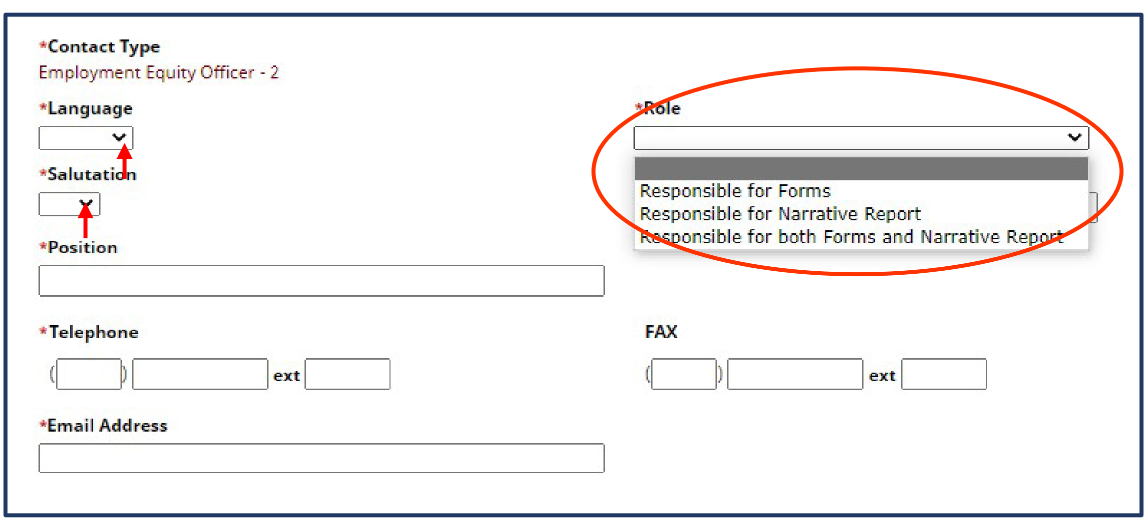
You can also add a new contact type to this list, if there are other employees in your organization with employment equity responsibilities. To do so, click the 'Add New Contact' hyperlink at the top right corner of the 'Contact' screen.



The 'Add New Contact' screen will appear. It will name the new contact as 'Employment Equity Officer – 2. Select the person's preferred language and salutation from the drop-down menus indicated. Then, select the person's role in your organization from three choices:

- Responsible for forms
- Responsible for your Narrative Report
- Responsible for both Forms and Narrative Report

Lastly, fill in the other required fields indicated by the **red asterisk (*)** and click either 'Principal Place of Business' or 'Mailing Address' before clicking the 'Save' button.

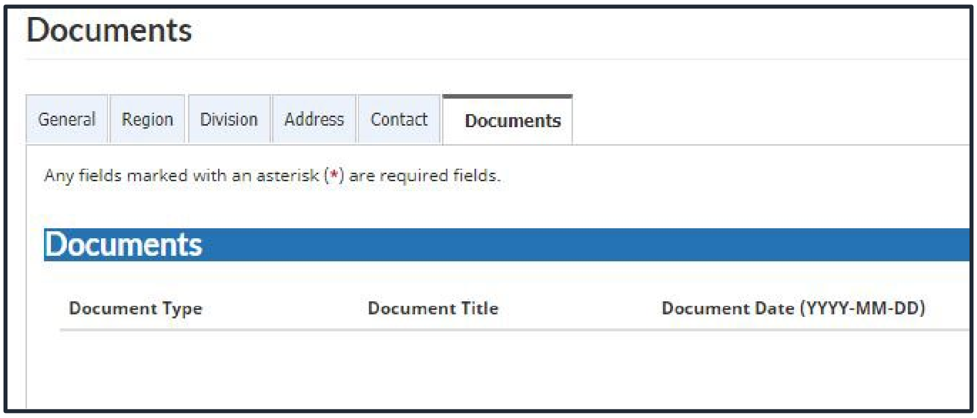


Documents tab

Employers will find the following documents in this section:

- Copy of your Agreement to Implement Employment Equity
- Previously submitted WEIMS Authorization Forms
- All documentation submitted for compliance assessments
- Reminder emails

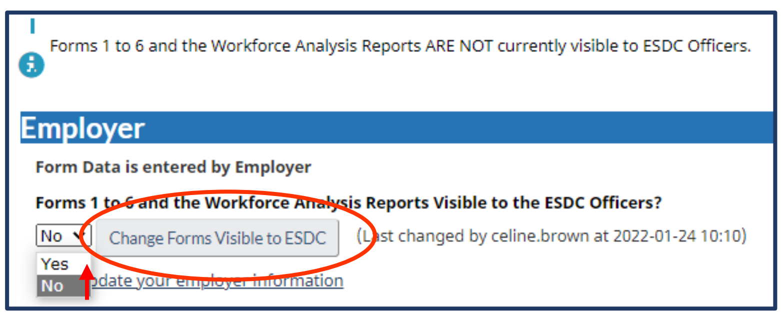
Employers cannot attach documents. This section is used for consultation purposes only.



Permit ESDC employees to view your forms

The default setting in WEIMS is for your organization's forms 1 to 6 and workforce analysis reports to be only accessible by persons authorized within your organization. However, you can allow an ESDC employee to be able to see your forms, if this will help you better prepare for a compliance assessment.

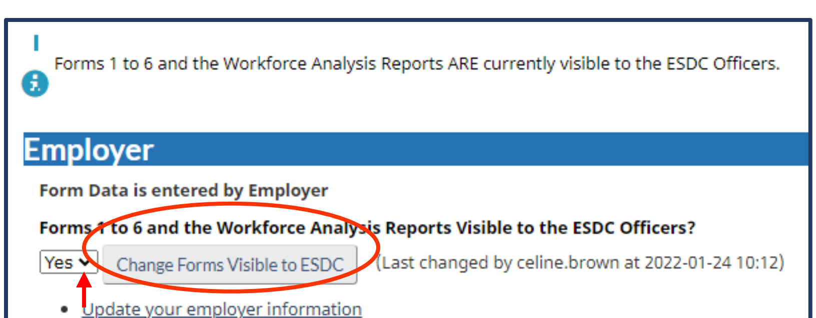
To do this, click the drop-down arrow to select 'Yes' and click the 'Change Forms Visible to ESDC' button.



Remove your permission for ESDC employees to view your forms

The default setting in WEIMS is for your organization's Forms 1 to 6 and workforce analysis reports to be only accessible by persons authorized within your organization. However, if you have enabled an ESDC employee to be able to see your forms in the past, you need to remove your permission to change the system back to the default setting.

To do this, click the drop-down arrow to select 'No' and click the 'Change Forms Visible to ESDC' button.



Employees for [your organization name]

This section will help you upload or enter the workforce data that is required for your compliance assessment. It is also the section where you can:

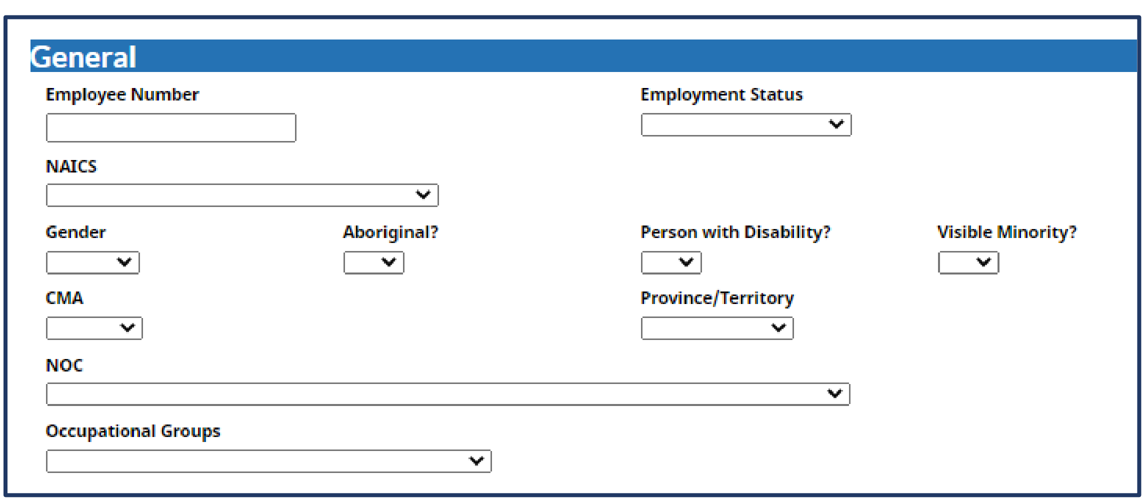
- Search for an employee record
- Add a new employee
- Upload and import to WEIMS an employee record set
- Create a backup file

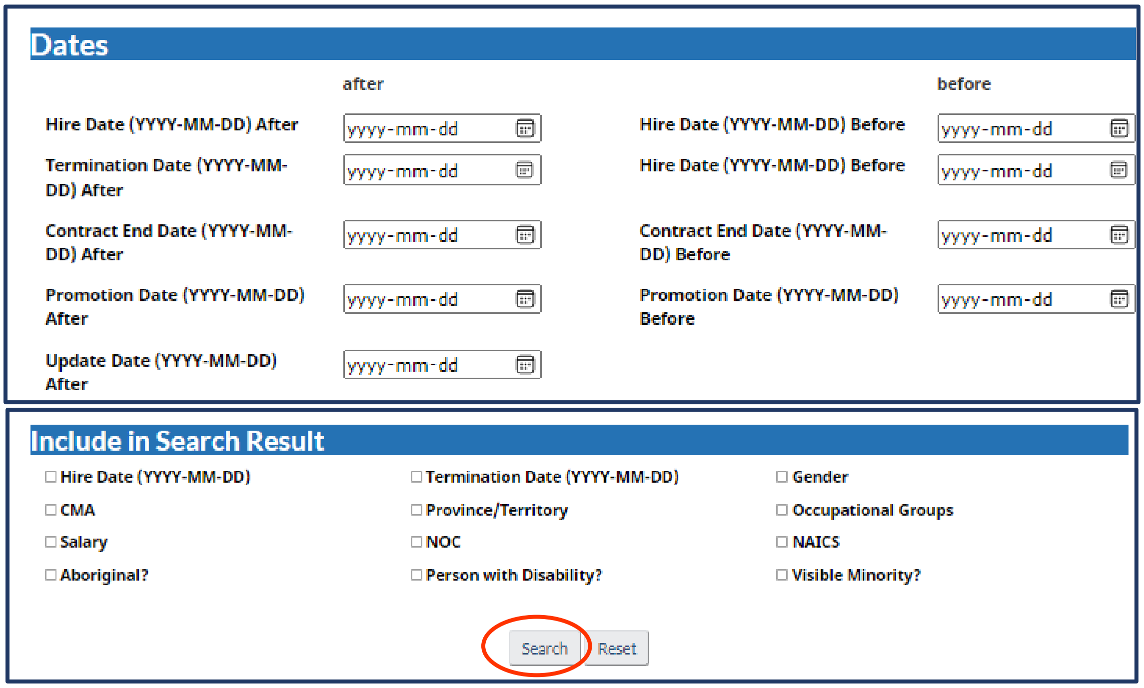
Search for an employee record

Click the ‘Search for an employee record’ hyperlink (shown above) to access your employee database. The ‘Employee Search’ screen will appear. You can then search for an active employee using:

- an employee number, National Occupational Classification code, or other fields in the General section
- hire or termination dates in the Dates section, and
- combined information by checking applicable boxes in the ‘Include in Search Result’ section

Each section of the screen is shown below.



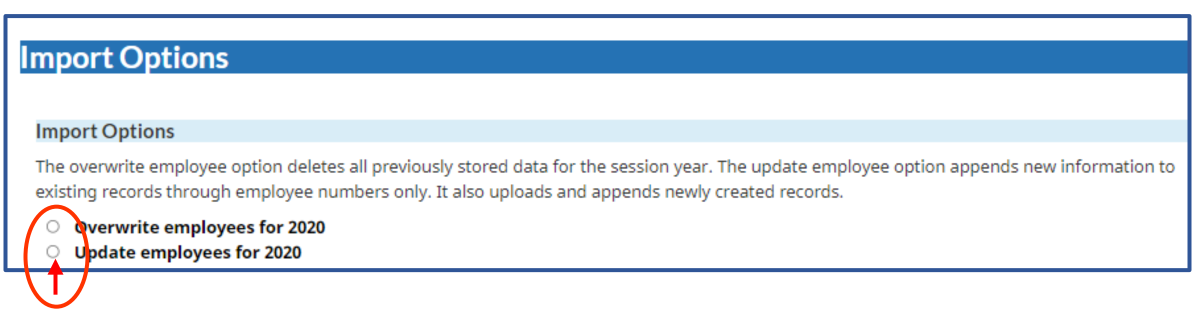


Once you have put in your search criteria, click the ‘Search’ button at the bottom to retrieve the employee’s record.

Click the ‘Reset’ button to clear the fields and start another search.

Add a New Employee

Important Note: *If you do manual employee record updates in WEIMS, remember to select ‘Update employees for YYYY’ when you are uploading and importing an employee.txt (or promo.txt) file so the system does not override your manual inputs.*



To add a new employee directly into the system, click the ‘Add a New Employee’ hyperlink to access the ‘Employee: General’ screen.

There are three tabs in this section:

- General (default open screen)
- At Time of Hiring
- Promotions

General tab

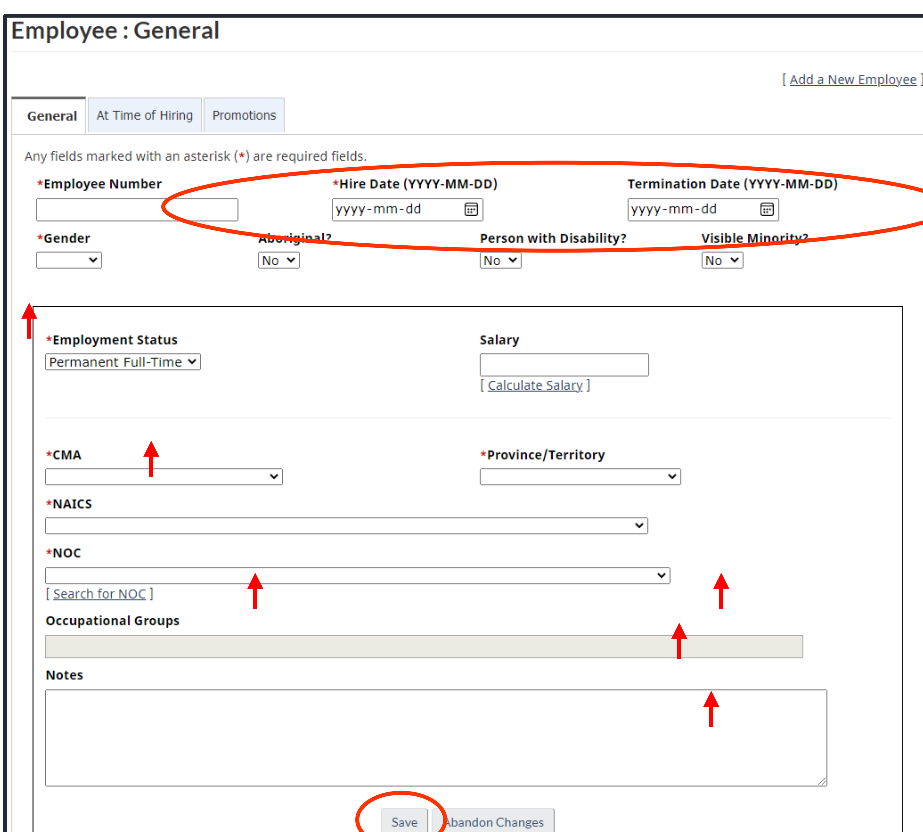
To add a new employee in general, fill in each of the required fields noted by a **red asterisk (*)**:

- Employee number
- Hire date
- Gender

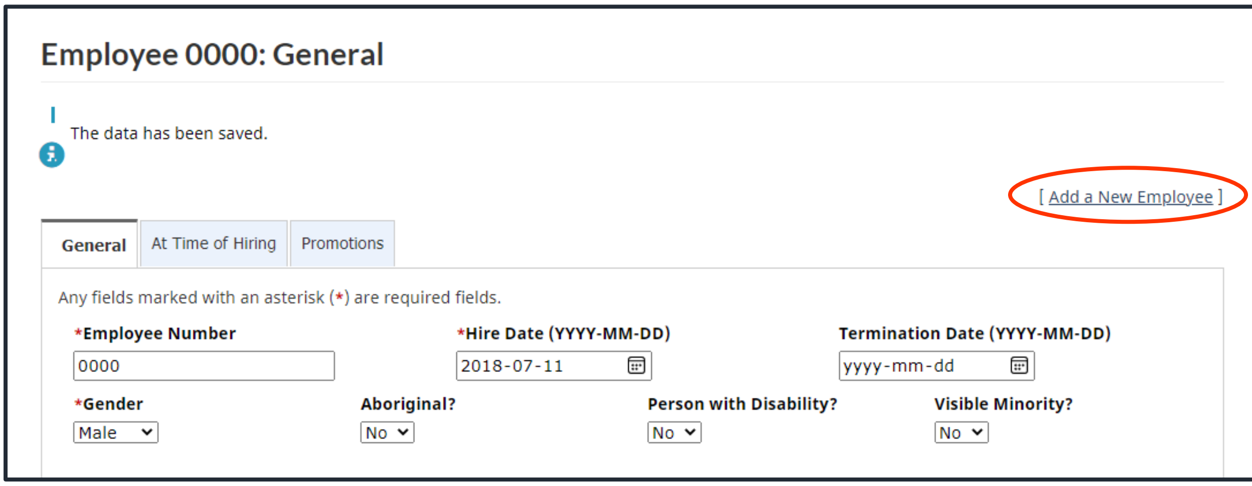
If known, you may also indicate if the new employee is an Aboriginal Person, person with a disability or a person from a visible minority group by selecting 'Yes' from the drop-down menus indicated by the drop-down arrows.

Then, click the drop-down arrow beside each of the following fields to select the applicable information (or use the hyperlink to find the appropriate code):

- Employment Status
- Code of the Census metropolitan area (CMA) and Province or Territory of the employee's position (not where they may reside or work remotely) (two fields)
- First 4-digits of the [North American Industry Classification System (NAICS) code]
- 4-digit National Occupational Classification (NOC) code (*Note that there is a 'Search for NOC' hyperlink underneath this field)*



When you are done inputting the employee information, click the ‘Save’ button. A ‘General’ screen for the newly added employee will appear (as shown below) with the input you inserted. If you wish to add another employee to your records, click the ‘Add a New Employee’ hyperlink on this screen to restart the process.

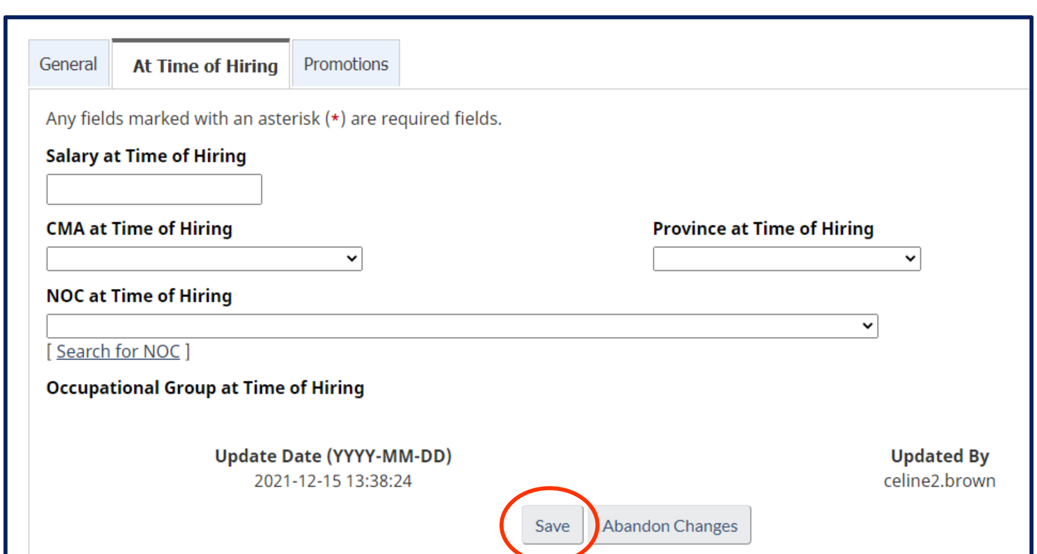


At Time of Hiring Tab

If you want detailed information about the employee at the time you hired them, click the ‘At the Time of Hiring’ tab to insert and/or choose the drop-down option for:

- Salary (field is optional for FCP employers)
- Code of the Census metropolitan area (CMA) and Province or Territory of the employee’s position (not where they may reside or work remotely) (two separate fields)
- 4-digit National Occupational Classification (NOC) code (*Note that there is a ‘Search for NOC’ hyperlink underneath this field)*

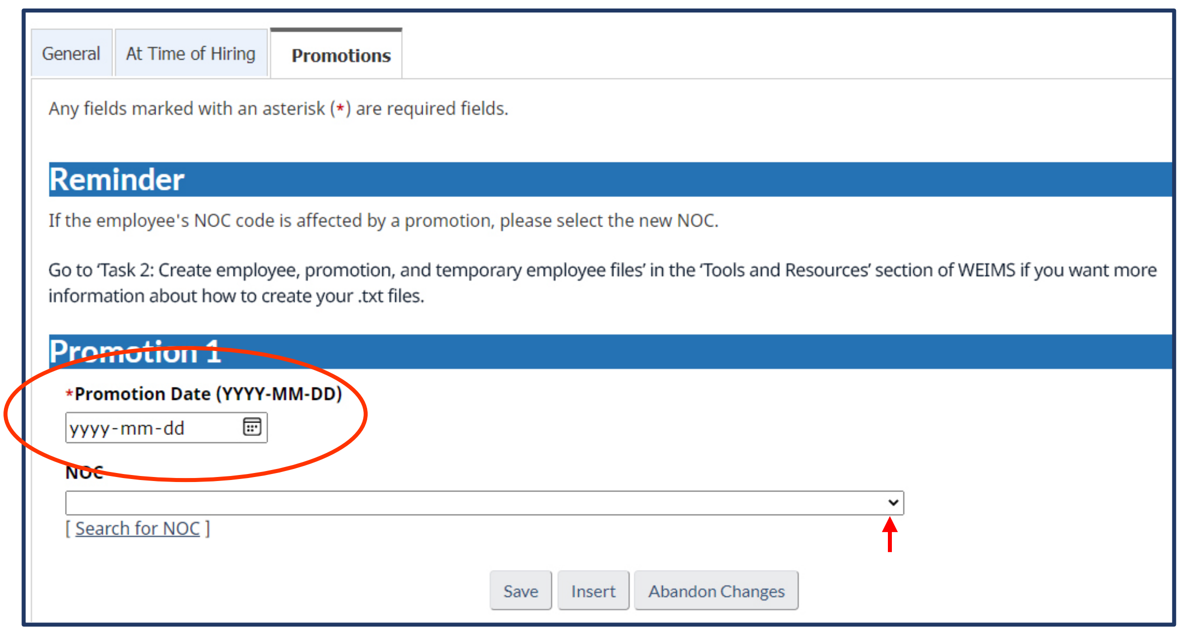
When you are finished filling in/choosing the applicable information, click the ‘Save’ button.



Promotions Tab

To add promotion data to the employee's record, click the 'Promotions' tab. If this is the employee's first promotion, there will not be a promotion record (as shown below). Click the 'Insert' button.

The following 'Promotion' screen will appear with a 'Reminder' section and a 'Promotion 1' input section. The 'Reminder' section indicates that if the employee's promotion changes their NOC code, you will need to select the new NOC code for this employee.



Enter the promotion date in YYYY-MM-DD format. You may also click the calendar to choose the date. Select the new NOC, if necessary.

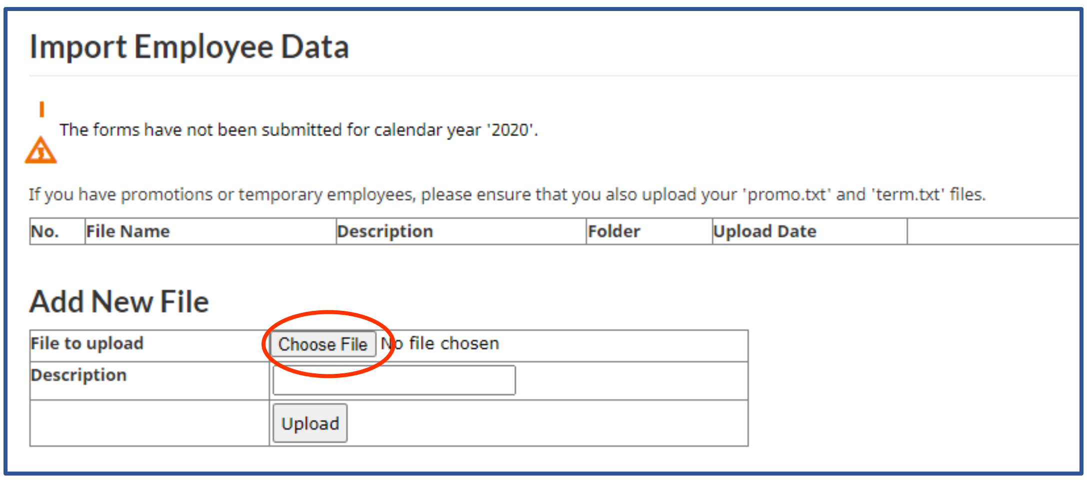
When you are done, click the 'Save' button.

If the employee has had a promotion in the past, their promotion will appear on the screen. To add another promotion, click the 'Insert' button.

Upload and import to WEIMS an employee record set

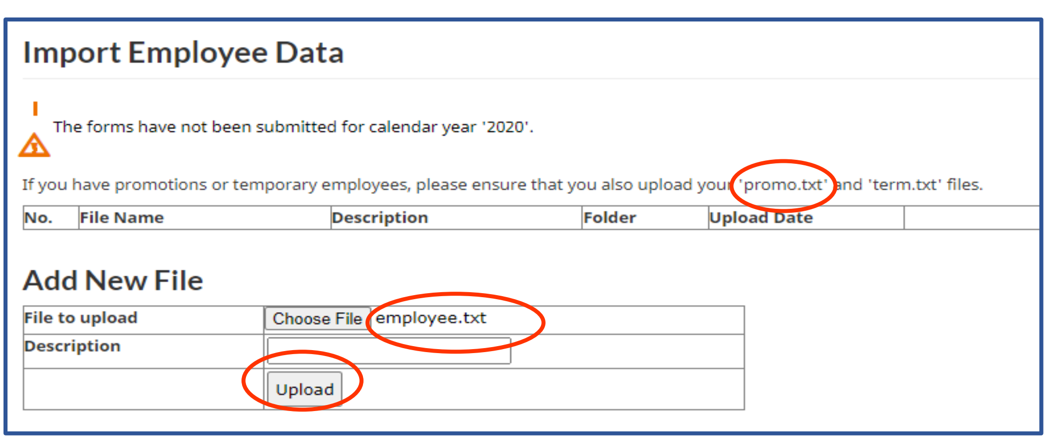
Click the 'Upload an employee record set' to start the process of uploading and importing your employee.txt and/or promo.txt files into the system.

The ‘Import Employee Data’ screen will appear. Under the ‘Add New File’ section, click the ‘Choose File’ button to find the employee.txt file in your computer. (An open window will appear.)



Once you find your employee.txt file, click the ‘Open’ button.

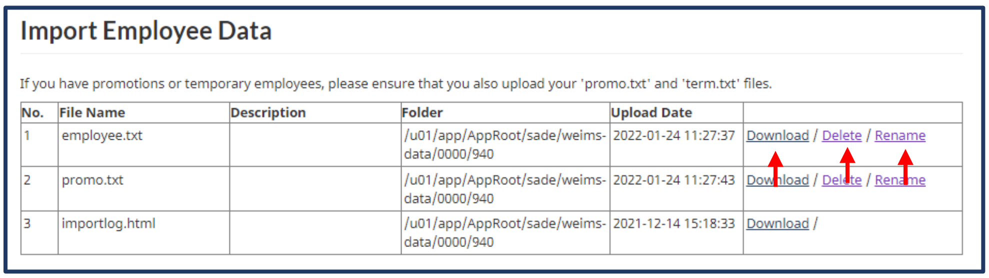
Your employee.txt file will now appear beside the ‘Choose File’ button on the ‘Import Employee Data’ screen.



Click the ‘Upload’ button to upload your file into the ‘Import Employee Data’ window. Your file(s) will automatically be shown near the top of the ‘Import Employee Data’ screen as seen in the image below).

Repeat this process again to upload your promo. txt file, if required.

When your files are all uploaded, you are ready to import them into the system. If you need to delete or rename one of your files that you uploaded, you can do so before starting the ‘Import’ process. For example, if you have a spelling error in the name of the file, you can quickly rename the file by clicking the ‘Rename’ hyperlink.


Import Employee Data

If you have promotions or temporary employees, please ensure that you also upload your 'promo.txt' and 'term.txt' files.

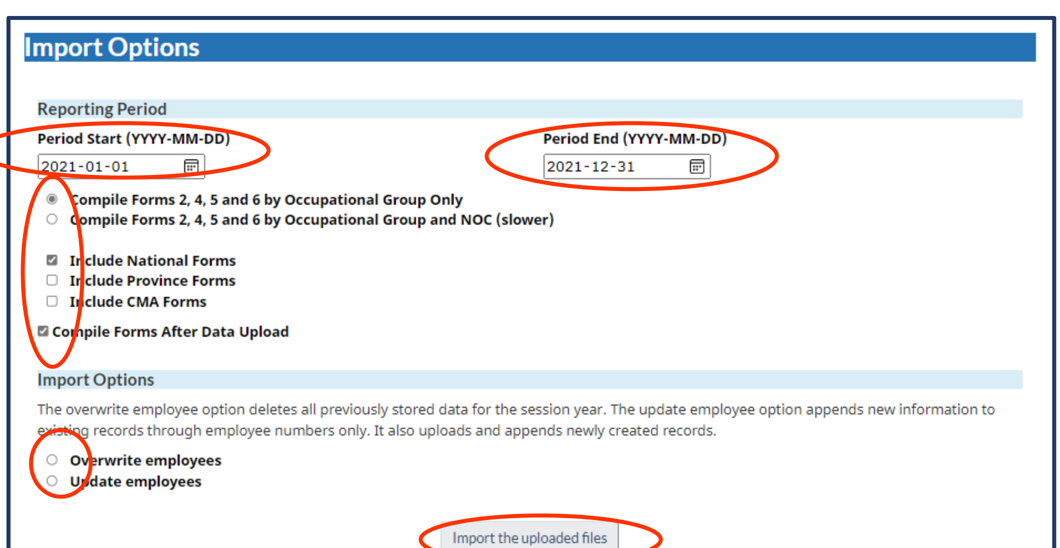
No.	File Name	Description	Folder	Upload Date	
1	employee.txt		/u01/app/AppRoot/sade/weims-data/0000/940	2022-01-24 11:27:37	Download / Delete / Rename
2	promo.txt		/u01/app/AppRoot/sade/weims-data/0000/940	2022-01-24 11:27:43	Download / Delete / Rename
3	importlog.html		/u01/app/AppRoot/sade/weims-data/0000/940	2021-12-14 15:18:33	Download /

To complete the import process, insert the start and end of your reporting period by clicking the calendar by the ‘Period Start’ and ‘Period End’ fields under the ‘Reporting Period’ sub-section under the ‘Importing Options’ section of the ‘Import Employee Data’ screen.

- The start date is the date on which you generated a workforce analysis for your last compliance assessment
- The end date must be the same date you used to generate your current workforce analysis reports

Then, click the circles beside:

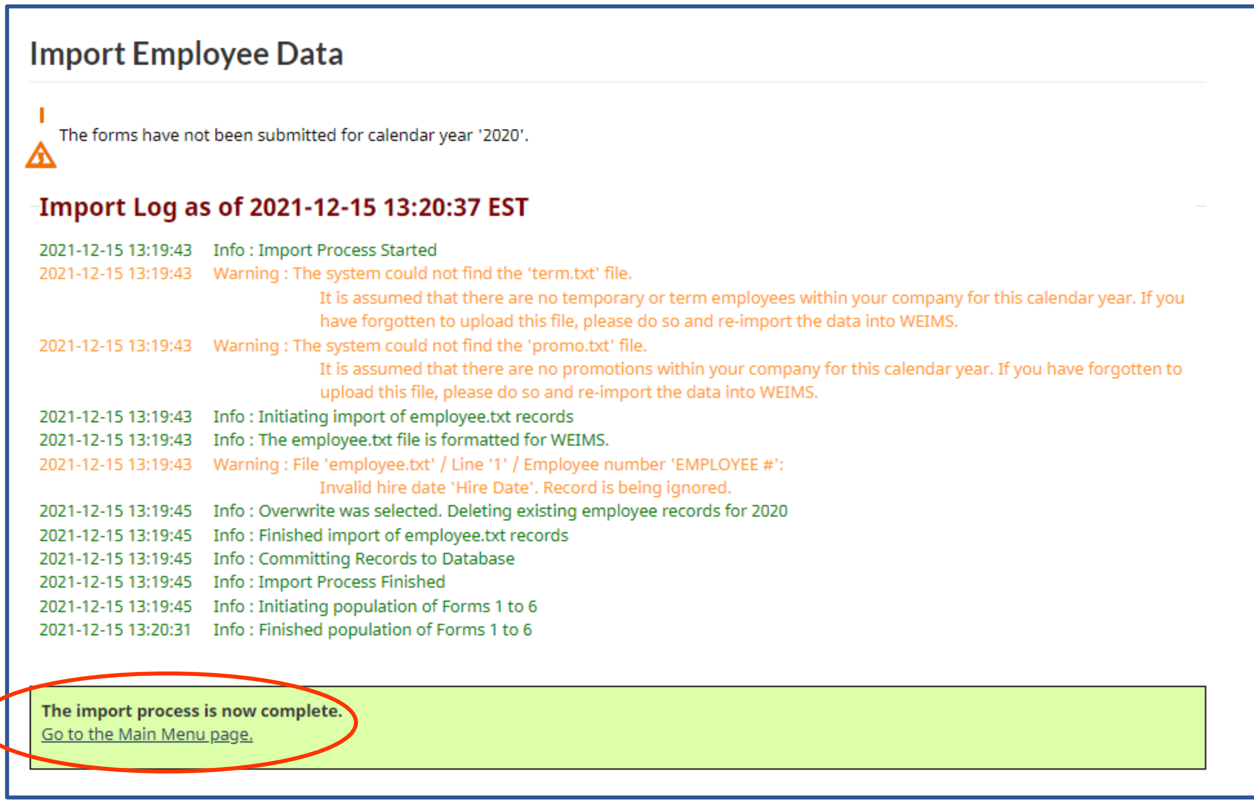
- ‘Compile Forms by Occupational Group Only’ (this is set by default)
- ‘Include National Forms’ (this is set by default)
- ‘Compile Forms After Data Upload’ (this is set by default)
- ‘Overwrite employees’



When you are done, click the ‘Import the uploaded files’ button at the bottom of the screen.

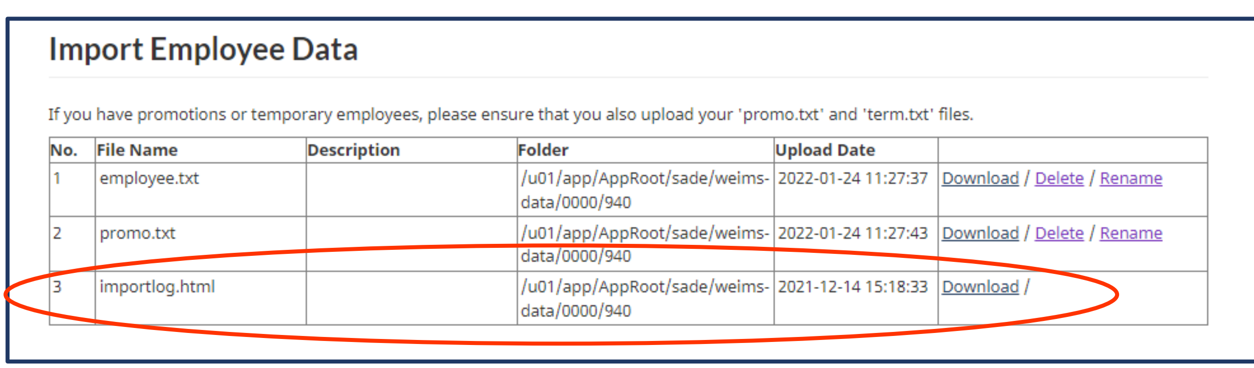
Import Log / Import Notification

To show you that your files have been successfully uploaded into WEIMS, an ‘Import Log’ screen (shown below) will appear. You will also receive an email to confirm the import which shows the same log.



Click the ‘Go to the Main Menu page’ hyperlink to return to the Main Menu.

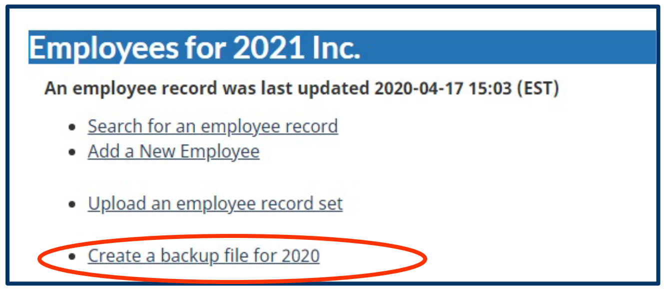
Note that your ‘Import Log’ will also appear in the table that has your .txt files, so you can download information from your last upload at any time by clicking the ‘Download’ hyperlink in the last column of the row.



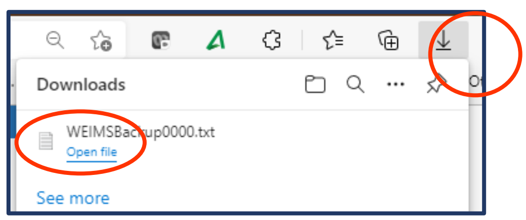
No.	File Name	Description	Folder	Upload Date	
1	employee.txt		/u01/app/AppRoot/sade/weims-data/0000/940	2022-01-24 11:27:37	Download / Delete / Rename
2	promo.txt		/u01/app/AppRoot/sade/weims-data/0000/940	2022-01-24 11:27:43	Download / Delete / Rename
3	importlog.html		/u01/app/AppRoot/sade/weims-data/0000/940	2021-12-14 15:18:33	Download /

Create a backup file of uploaded data

A backup file of the employee data that you uploaded to WEIMS can be downloaded and saved to your computer. To do this, click the ‘Create a backup file for YYYY’ hyperlink under the ‘Employees for [your organization name]’ section of the Main Menu.

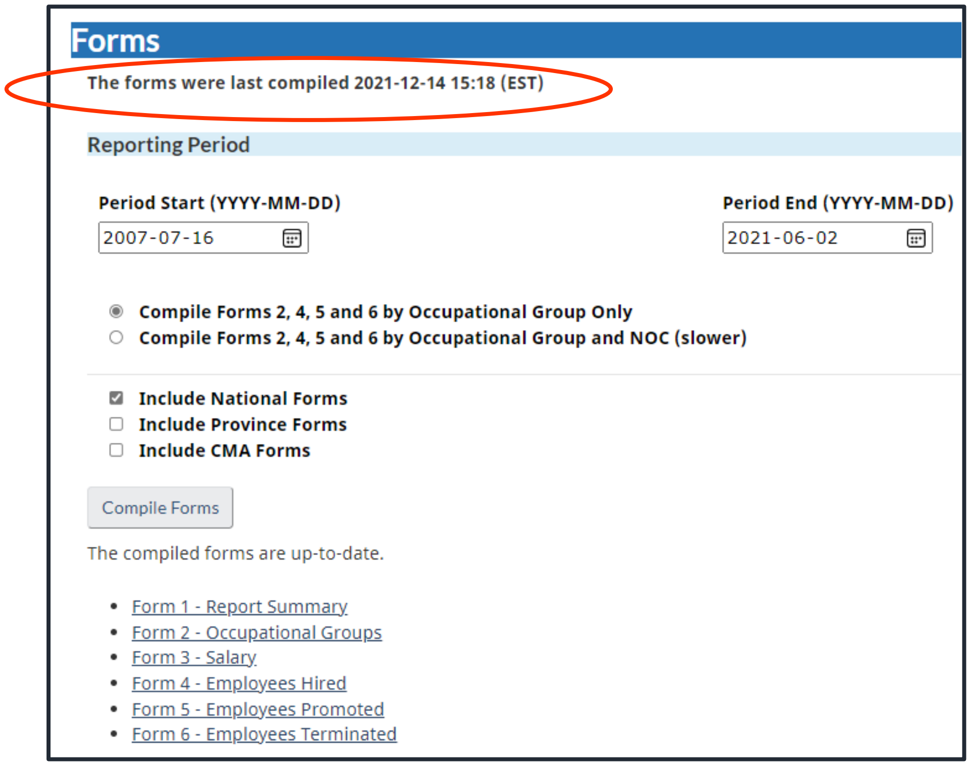


A ‘Downloads’ pop-up window will appear (as shown below). Click the ‘Open file’ hyperlink or the download icon to download your backup file.



Forms

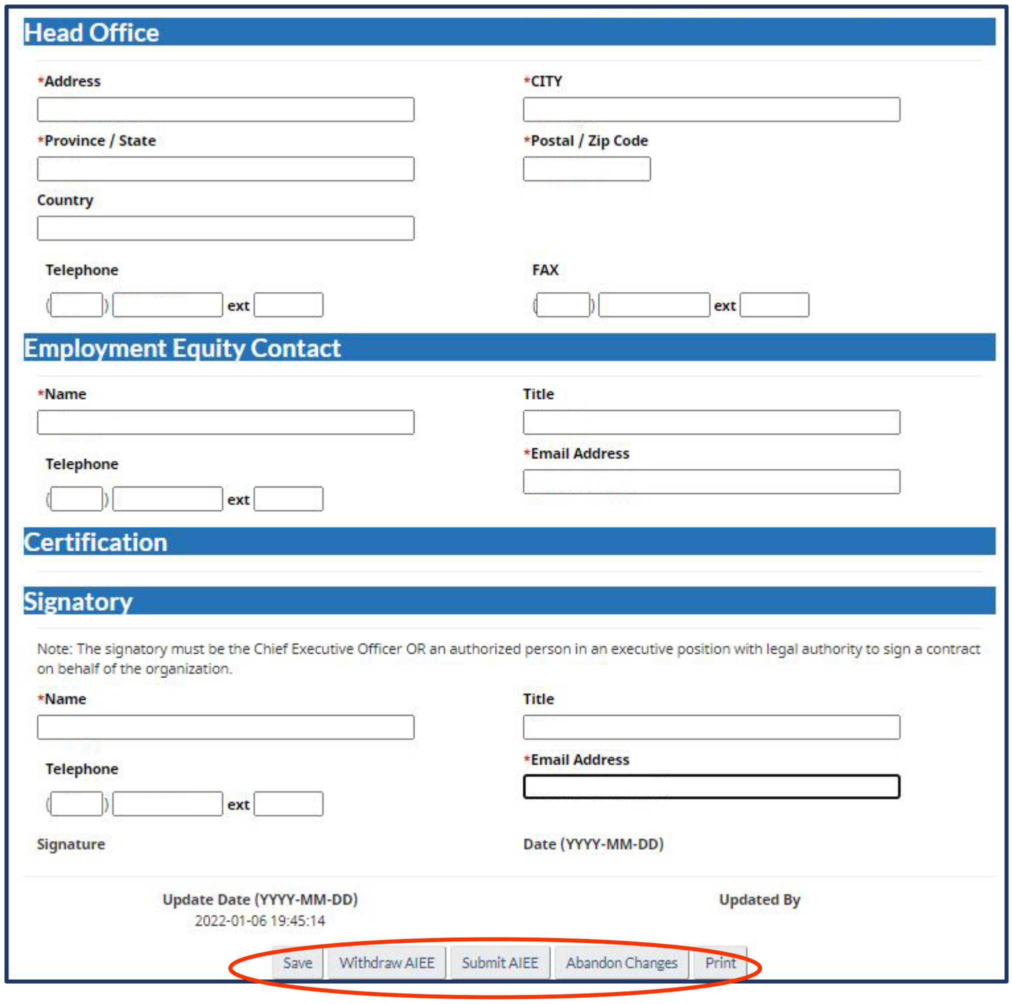
Forms 1 to 6 are automatically generated (compiled) by WEIMS when you upload and import employee data to the system. This will be shown by a message in bold in the ‘Main Menu’ under the ‘Forms’ section.



Agreement to Implement Employment Equity

You can update or modify your organization's Agreement to Implement Employment Equity by clicking the 'Create Agreement to Implement Employment Equity (AIEE)' hyperlink under the 'Agreement to Implement Employment Equity (AIEE)' section of the Main Menu.

The 'Agreement to Implement Employment Equity (AIEE) screen will appear. Fill in any changed information before clicking the 'Save' button at the bottom.



Head Office

*Address

*CITY

*Province / State

*Postal / Zip Code

Country

Telephone

( ) ext

FAX

( ) ext

Employment Equity Contact

*Name

Title

Telephone

( ) ext

*Email Address

Certification

Signatory

Note: The signatory must be the Chief Executive Officer OR an authorized person in an executive position with legal authority to sign a contract on behalf of the organization.

*Name

Title

Telephone

( ) ext

*Email Address

Signature

Date (YYYY-MM-DD)

Update Date (YYYY-MM-DD)

2022-01-06 19:45:14

Updated By

Save | Withdraw AIEE | Submit AIEE | Abandon Changes | Print

Note that you can also withdraw your AIEE or print it by clicking the appropriate button at the bottom of the screen.

Contracting

To view your contracts, click the ‘View Contracts’ hyperlink from the ‘Contracting’ section in the Main Menu.

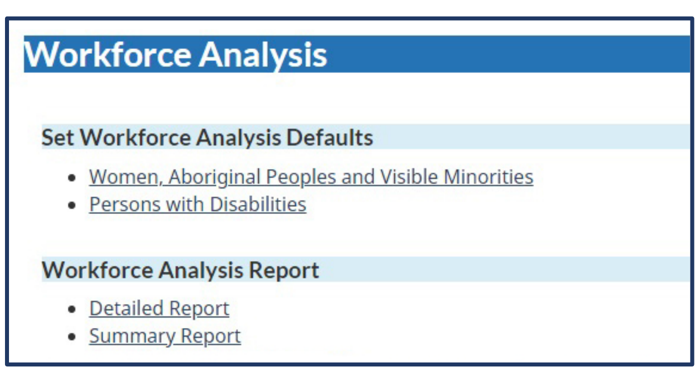
The ‘Contracts’ screen will appear. It will show all of the contracts that your organization has been awarded which are subject to the FCP program, including:

- Contract number
- Contract value
- Contract award date
- Contract description

Workforce Analysis

The ‘Workforce Analysis’ section of WEIMS can help your organization analyze its workforce data.

This is also the section of the system where you can change the workforce analysis default values to make your workforce analysis report more accurate. Note that this change must be made in WEIMS **before** you generate your report. You **must** also explain the change in the contextual box included in the system and have it **approved** by the Labour Program.



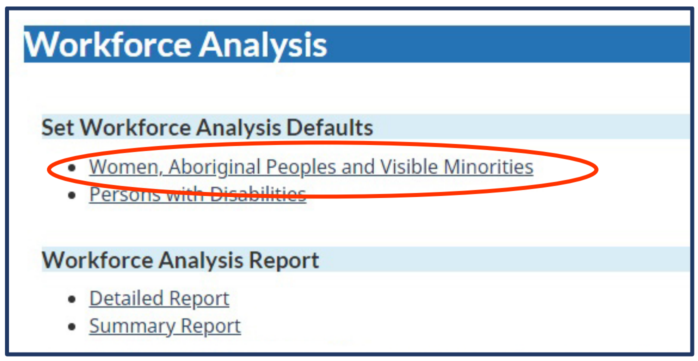
Change workforce analysis defaults

You can change the workforce analysis default values for all of four of the designated groups, but the process is set for either:

- Women, Aboriginal Peoples and members of visible minorities, or
- Persons with disabilities

Change workforce analysis default values for women, Aboriginal Peoples and members of visible minorities

To change the default values for women, Aboriginal Peoples or visible minorities, click the 'Women, Aboriginal Peoples and Visible Minorities' hyperlink in the 'Set Workforce Analysis Defaults' sub-section under the 'Workforce Analysis' section of the Main Menu.



The 'Set Workforce Analysis Defaults – Women, Aboriginal Peoples and Visible Minorities' screen will appear. The default values for occupational group and recruitment area will be shown.

To change one or more default occupational group value, click the drop-down menu arrow in the occupational group row that you wish to change, which is underneath the 'Perform analysis by' text to select either:

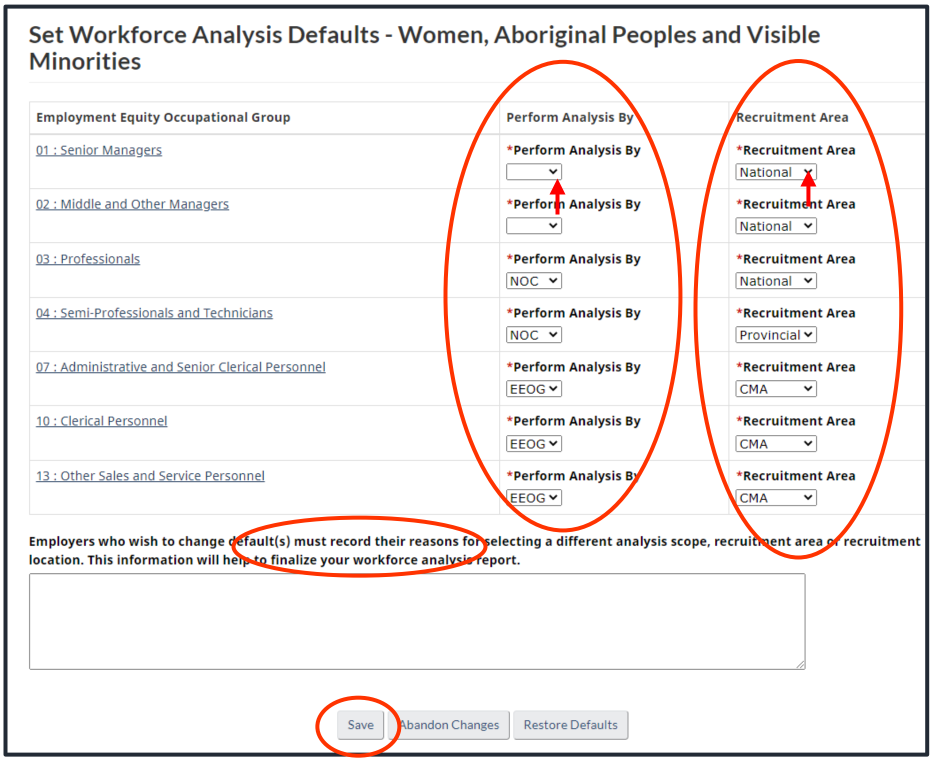
- National Occupational Classification (NOC), or
- Employment Equity Occupational Grouping (EEOG)

To change one or more default recruitment area value, click the drop-down menu arrow in the recruitment area row that you wish to change, which is underneath the 'Recruitment Area' text to select:

- National
- Provincial (which includes territorial)
- Census metropolitan area (CMA)

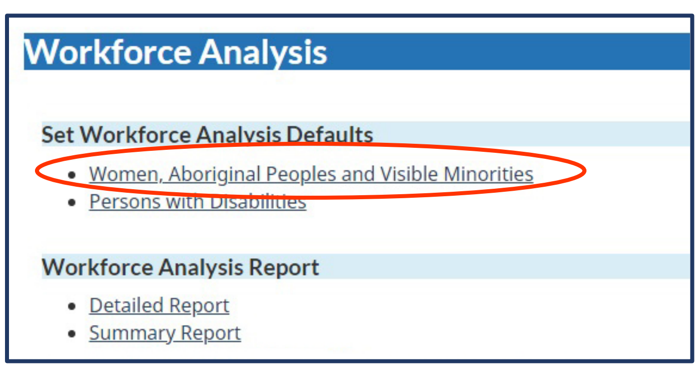
Next, fill in the reason(s) why you need to change the default values. Note that this must be **approved** by the Labour Program before the new data can be used for your compliance assessment submission.

Click the 'Save' button when you are finished.

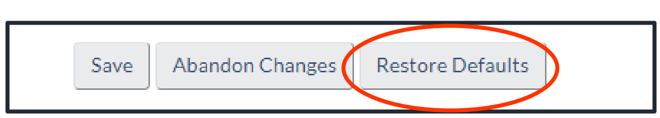


Restore workforce analysis default values for women, Aboriginal Peoples or members of visible minorities

To restore the default values for women, Aboriginal Peoples or members of visible minorities, click the ‘Women, Aboriginal Peoples and Visible Minorities’ hyperlink in the ‘Set Workforce Analysis Defaults’ sub-section under the ‘Workforce Analysis’ section of the Main Menu.

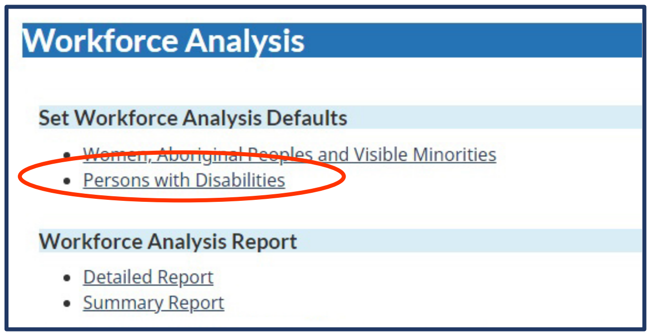


The ‘Set Workforce Analysis Defaults – Women, Aboriginal Peoples and Visible Minorities’ screen will appear. The values for occupational group and recruitment area that you changed will be shown. Click the ‘Restore Defaults’ button at the bottom of the screen to reset the default values in the system.



Change workforce analysis default values for persons with disabilities

To change the default values for persons with disabilities, click the ‘Persons with Disabilities’ hyperlink in the ‘Set Workforce Analysis Defaults’ sub-section under the ‘Workforce Analysis’ section of the Main Menu.

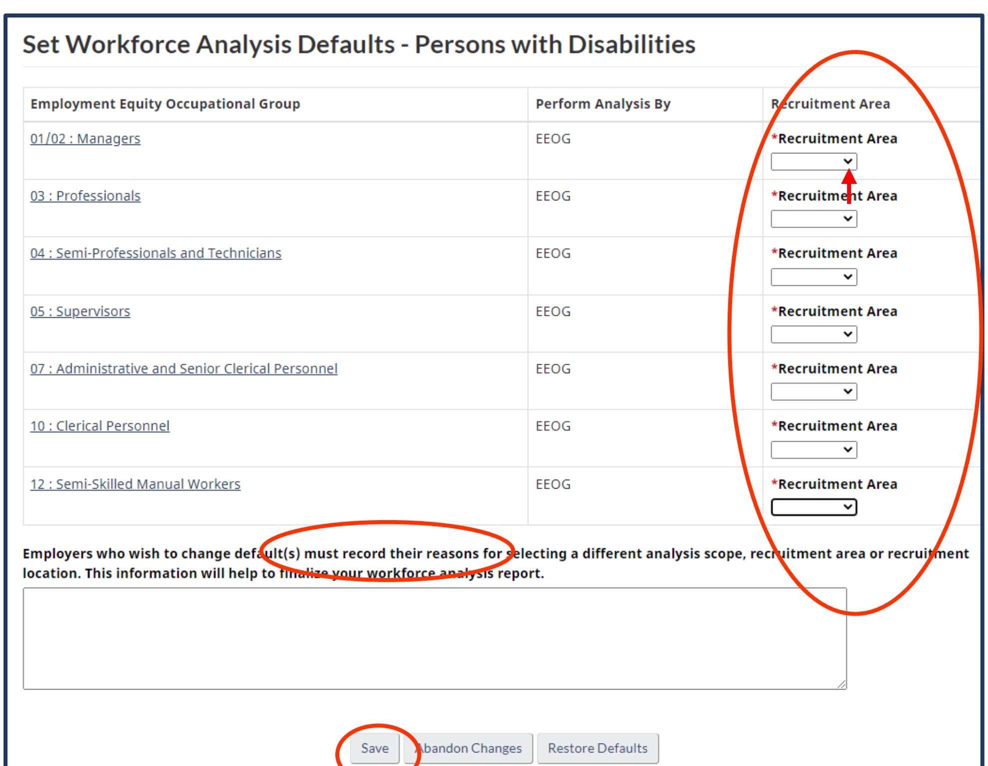


The ‘Set Workforce Analysis Defaults – Persons with Disabilities’ screen will appear. The default values for the recruitment area will be shown.

To change one or more default recruitment area value, click the drop-down menu arrow in the recruitment area row that you wish to change, which is underneath the ‘Recruitment Area’ text to select:

- National
- Provincial (which includes territorial)

Next, fill in the reason(s) why you need to change the default values. Click the ‘Save’ button when you are finished.



Restore workforce analysis default values for persons with disabilities

To restore the default values for persons with disabilities, click the 'Persons with Disabilities hyperlink in the 'Set Workforce Analysis Defaults' sub-section under the 'Workforce Analysis' section of the Main Menu.

The 'Set Workforce Analysis Defaults – Persons with Disabilities' screen will appear. The values for occupational group and recruitment area that you changed will be shown. Click the 'Restore Defaults' button at the bottom of the screen to reset the default values in the system.

A pop-up will appear to confirm that you are about to restore the default settings. If you click the 'OK' button, your settings will be restored to default values in the system.

Generate a workforce analysis report

You can use WEIMS to generate two workforce analysis reports for your organization:

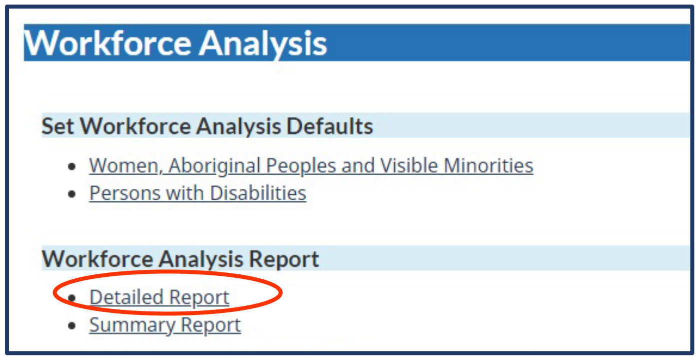
- A detailed report, which shows in red any representation gaps of the designated groups in your organization (one page for each group) and the default recruitment areas
- A summary report, which shows in red any representation gaps of the designated groups in your organization (one page for each group)

Generate a workforce analysis detailed report

The detailed report has eight columns to show:

- The occupational groups applicable to your organization
- All of your employees in each occupational group
- Representation % of each designated group within your organization
- Availability % of each designated group within the Canadian workforce
- Any representation gaps in red
- National Occupational Classification codes associated with each occupational group
- Internal locations based on Census Metropolitan Area
- Recruitment areas

To generate a workforce analysis detailed report, click the 'Detailed Report' hyperlink in the 'Set Workforce Analysis Defaults' sub-section under the 'Workforce Analysis' section of the Main Menu.



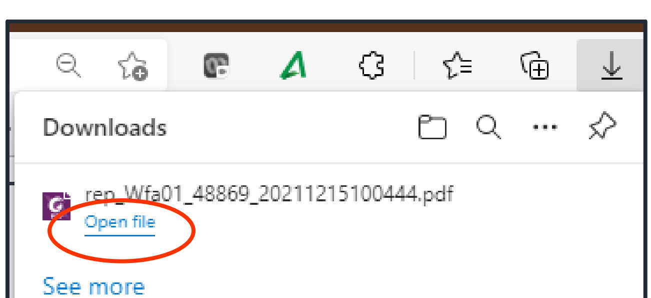
The ‘Workforce Analysis – Detailed Report’ screen will appear. Click the drop-down arrow in the ‘Designated Group’ field to select the designated group that you want featured in the detailed report:

- All designated groups
- Women
- Aboriginal Peoples
- Members of visible minorities
- Persons with disabilities

Ensure that the date that appears in the ‘Date’ field is the date on which you want the report to be run. You can change the date if you want the detailed report to run with the employee records that you submitted on a different date. To do this, click the calendar icon and choose the preferred date.

When you are ready to generate the detailed report, click the ‘Run Report’ button. You can also click the ‘Send report by email’ if you prefer to have the report sent to you via email.

When the report is ready, a ‘Downloads’ pop-up window will appear for you to download and/or open the file. Click the ‘Open file’ hyperlink to open the report.



An example of a detailed report that shows the representation of women in an organization is shown below. The ‘Gap’ column shows in red the Employment Equity Occupational Groups and/or National Occupational Classification codes where the organization’s employees are under-represented by women.

Workplace Equity Information Management System - Test

Workforce Analysis - Detailed Report

Date: 2021-12-15

Women

Employment Equity Occupational Group	Internal Location	All Employees	Women					Recruitment Area
			Representation		Availability		Gap	
		#	#	%	%	#	#	
01 : Senior Managers	National	54	13	24.1 %	27.4 %	15	-2	National
02 : Middle and Other Managers	National	28	16	57.1 %	38.9 %	11	5	National
03 : Professionals		265	115	43.4 %	24.1 %	64	51	
1111 : Financial auditors and accountants	National	1	0	0.0 %	55.1 %	1	-1	National
1112 : Financial and investment analysts	National	4	4	100.0 %	50.1 %	2	2	National
1114 : Other financial officers	National	4	1	25.0 %	44.1 %	2	-1	National
1121 : Human resources professionals	National	7	5	71.4 %	71.1 %	5	0	National
1122 : Professional occupations in business management consulting	National	8	5	62.5 %	42.0 %	3	2	National
2131 : Civil engineers	National	87	38	43.7 %	15.3 %	13	25	National
2132 : Mechanical engineers	National	18	5	27.8 %	9.0 %	2	3	National
2133 : Electrical and electronics engineers	National	20	8	40.0 %	11.3 %	2	6	National
2144 : Geological engineers	National	17	3	17.6 %	15.9 %	3	0	National
2148 : Other professional engineers, n.e.c.	National	4	2	50.0 %	15.8 %	1	1	National
2151 : Architects	National	8	2	25.0 %	28.9 %	2	0	National

Generate a workforce analysis summary report

The summary report has five columns to show:

- The occupational groups applicable to your organization
- All of your employees in each occupational group
- Representation % of each designated group within your organization
- Availability % of each designated group within the Canadian workforce
- Any representation gaps in red

To generate a workforce analysis summary report, click the ‘Summary Report’ hyperlink in the ‘Set Workforce Analysis Defaults’ sub-section under the ‘Workforce Analysis’ section of the Main Menu.

Workforce Analysis

Set Workforce Analysis Defaults

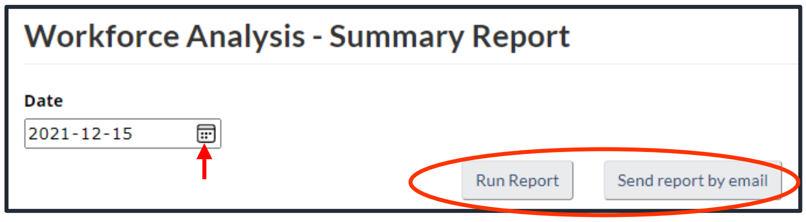
- Women, Aboriginal Peoples and Visible Minorities
- Persons with Disabilities

Workforce Analysis Report

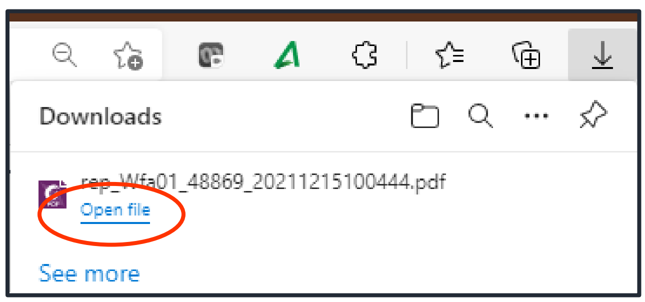
- Detailed Report
- Summary Report

The ‘Workforce Analysis – Summary Report’ screen will appear. Ensure that the date that appears in the ‘Date’ field is the date on which you want the report to be run. To do this, click the calendar icon and choose the preferred date.

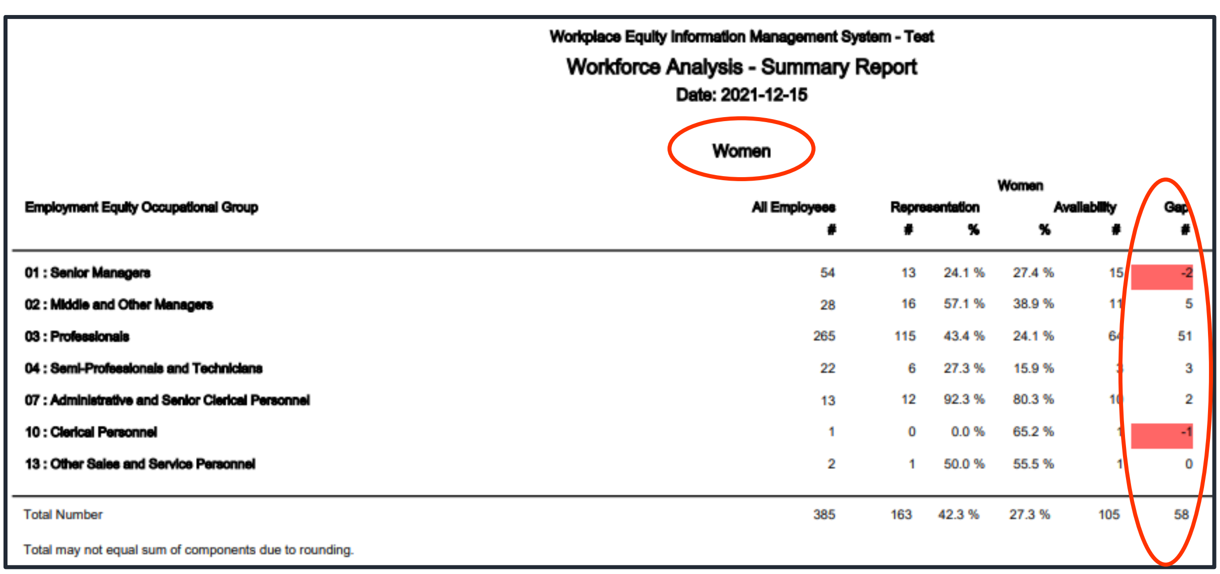
When you are ready to generate the summary report, click the ‘Run Report’ button. You can also click the ‘Send report by email’ if you prefer to have the report sent to you via email.



When the report is ready, a ‘Downloads’ pop-up window will appear for you to download and/or open the file. Click the ‘Open file’ hyperlink to open the report.



An example of one page in a summary report that shows the representation of women in an organization is shown below. The ‘Gap’ column shows in red the occupational groups where the organization’s employees are under-represented by women. The summary report will include a page on each designated group, as well as two pages at the end to show the default recruitment areas.



Workplace Equity Information Management System - Test

Workforce Analysis - Summary Report

Date: 2021-12-15

Women

Employment Equity Occupational Group	All Employees	Women Representation		Women Availability		Gap
	#	#	%	%	#	#
01 : Senior Managers	54	13	24.1 %	27.4 %	15	-2
02 : Middle and Other Managers	28	16	57.1 %	38.9 %	11	5
03 : Professionals	265	115	43.4 %	24.1 %	64	51
04 : Semi-Professionals and Technicians	22	6	27.3 %	15.9 %	3	3
07 : Administrative and Senior Clerical Personnel	13	12	92.3 %	80.3 %	10	2
10 : Clerical Personnel	1	0	0.0 %	65.2 %	1	-1
13 : Other Sales and Service Personnel	2	1	50.0 %	55.5 %	1	0
Total Number	385	163	42.3 %	27.3 %	105	58

Total may not equal sum of components due to rounding.

Troubleshooting Error Codes

When uploading employee records

Error: The system could not find the 'employee.txt' file. Please upload this file to the server before importing

Files must be in **Text tab delimited (.txt) format** and named **employee**, **promo** or **term**. WEIMS will only recognize

- employee.txt
- promo.txt
- perm.txt

To fix this error, rename the files and upload again.

Error: File 'employee.txt' / Line '105' / Employee number '1140' was already found on line '19'. Record is being ignored.

Any duplicate employee numbers in your files will cause an error. To fix the error, find the duplicate employee number, delete the repeated row and upload the file(s) again.

Data truncation
Error: There was a problem loading in line #3 from 'employee.txt' into the database. If you cannot determine what the issue is with this record, please contact the WEIMS administrator. This record has not been uploaded.

Many formatting mistakes cause this error. These include:

- improper saving format (i.e., saved as Unicode Text instead of Text (Tab delimited)
- extra columns in the document
- NOC or NAICS codes with too many digits
- incorrect date format
- combination of formatting issues

To fix the error, find the formatting mistake(s), correct, and upload the file(s) again.

Warning: File 'employee.txt' / Line '3' / Employee number '3':
Invalid hire date '03-26-2016'. Record is being ignored.

This error message could occur if you have:

- inserted an invalid hire date
- errors in any other dates
- extra columns in your employee.txt file
- forgotten to remove the row with the column headings (row 1)
- made another formatting mistake

To fix the error, find the formatting mistake(s), correct, and upload the file(s) again.
Warning: File 'promo.txt' / Line '25' / Employee number '9104':
Invalid promotion date '2016-09-01'. Record is being ignored.

This error message could occur if you have:

- inserted an invalid promotion date
- errors in any other dates
- extra columns in your promo.txt file
- forgotten to remove the row with the column headings (row 1)
- made another formatting mistake

To fix the error, find the formatting mistake(s), correct, and upload the file(s) again.

Warning: The system could not find the 'term.txt' file.

You will receive this ‘warning’ message if you have not uploaded a term.txt or promo.txt file. If your organization did not employ any temporary employees and did not promote anyone during the calendar year, you can ignore this warning. If you have forgotten to upload the term and/or promo file, follow the process above to do so.

34 employees had their status changed from TEMPORARY to CASUAL because they have worked less than 12 weeks during this calendar year. The employees are: 1017 1171 1143 1083 1084 1134 1175 1136 1161 1179 1081 1082 1097 1110 1120 1183 1185 1187 1191 1193 1057 1107 1113 1145 1155 1206 492 640 816 1041 1055 1106 1199 1200

This error is corrected within the system, so it is not necessary to re-upload any documents.

2 employees have no valid record in the term table: 1116 2175

Temporary and casual employees must be included in your employee.txt and term.txt files. If you receive this error, check both files to make sure they have not been forgotten.

2 employees were not imported from 'employee.txt' because their hire date was after the reporting year. The employees are: 2075 2076

Only hires pertaining to the report year should be uploaded. If you receive this error, you do not need to upload your files again, however, we recommend that you update your files.

2 employees had invalid or missing NOC codes. These employees were not imported into the database. The employees are: 3 (0000) 7 (0000)

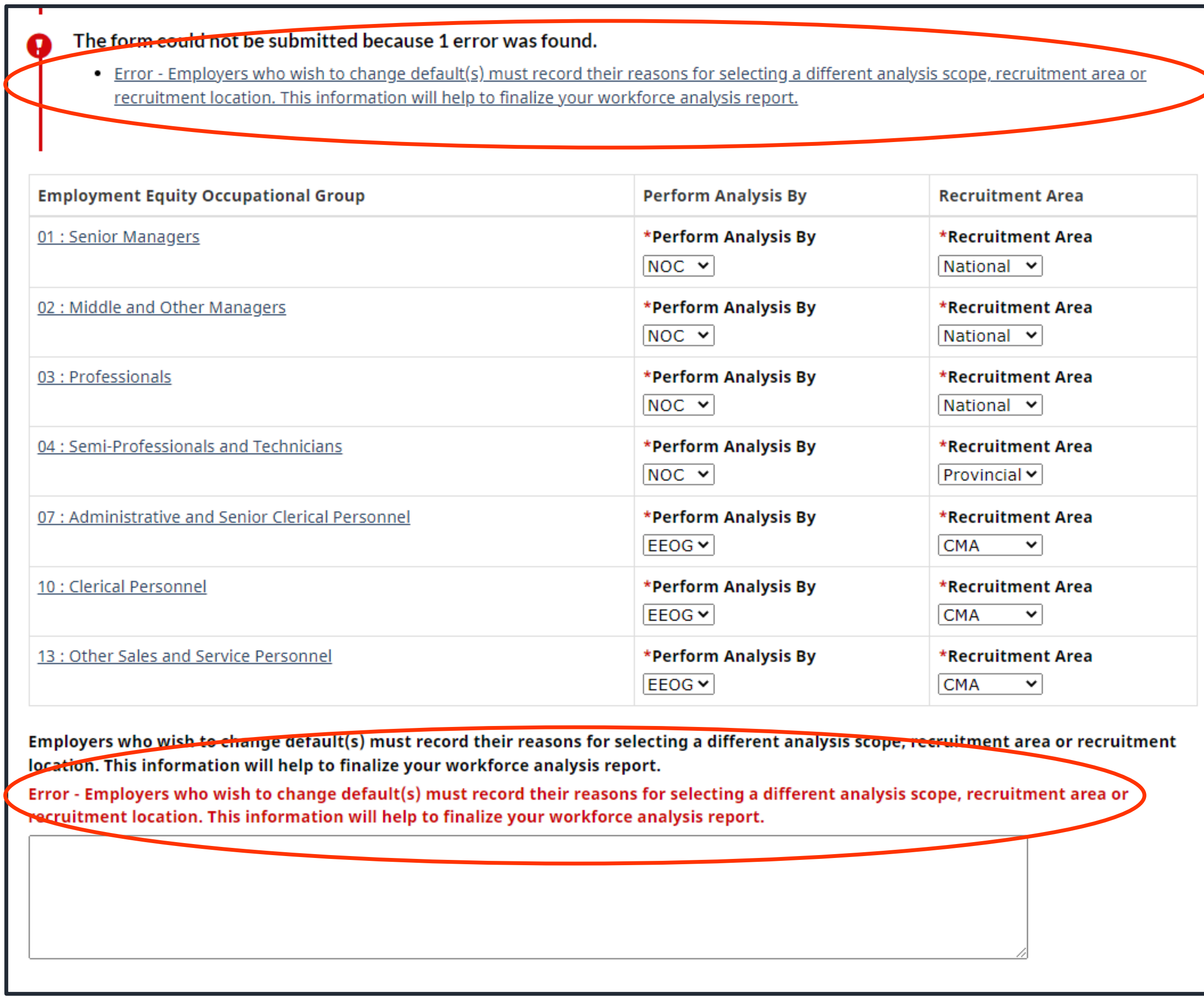
All NOC codes are 4-digits long. To fix this error, make the appropriate changes and re-upload the employee file with any other applicable files (promo, term).

2 employees had invalid or missing CMA codes. These employees were not imported into the database. The employees are: 15356 (11) 15951 (18)

Census metropolitan area (CMA) and Province/Territory codes must be correct in your files. To fix this error, fix the codes for the employees noted in the error message.

Changing Default Values Errors

The following message (shown twice in the screenshot below) is an example of a common error received when an employer has forgotten to record the reasons for changing the default values set up for a workforce analysis. To fix the error, insert the reasons for changing the default values.



The form could not be submitted because 1 error was found.

- Error - Employers who wish to change default(s) must record their reasons for selecting a different analysis scope, recruitment area or recruitment location. This information will help to finalize your workforce analysis report.

Employment Equity Occupational Group	Perform Analysis By	Recruitment Area
01 : Senior Managers	*Perform Analysis By NOC	*Recruitment Area National
02 : Middle and Other Managers	*Perform Analysis By NOC	*Recruitment Area National
03 : Professionals	*Perform Analysis By NOC	*Recruitment Area National
04 : Semi-Professionals and Technicians	*Perform Analysis By NOC	*Recruitment Area Provincial
07 : Administrative and Senior Clerical Personnel	*Perform Analysis By EEOG	*Recruitment Area CMA
10 : Clerical Personnel	*Perform Analysis By EEOG	*Recruitment Area CMA
13 : Other Sales and Service Personnel	*Perform Analysis By EEOG	*Recruitment Area CMA

Employers who wish to change default(s) must record their reasons for selecting a different analysis scope, recruitment area or recruitment location. This information will help to finalize your workforce analysis report.

Error - Employers who wish to change default(s) must record their reasons for selecting a different analysis scope, recruitment area or recruitment location. This information will help to finalize your workforce analysis report.

For LEEP employers only: New Error Messages for Modified WEIMS

Bonus and Overtime Pay/Hours Inputs

If Bonus Pay Paid is less than OR equal to zero: *"x employees were not imported from 'employee.txt' because bonus pay was less than or equal to zero. Please leave the bonus pay field blank if no bonus was given. The employees are: x"*

Overtime Hours and Overtime Pay Paid must correspond. If one of the overtime inputs is included and the other left blank, WEIMS will reject that record and report the following errors:

- If Overtime Pay Paid is blank when Overtime Hours is greater than zero: *"x employees were not imported from 'employee.txt' because the overtime pay paid was missing for these employees who were paid for overtime hours worked. The employees are: x"*
- If Overtime Hours is blank when Overtime Pay Paid is greater than zero: *"x employees were not imported from 'employee.txt' because the number of overtime hours was*

missing for these employees who were paid for overtime hours worked. The employees are: x"

- If Overtime Pay Paid is less than OR equal to zero: *"x employees were not imported from 'employee.txt' because overtime pay paid was less than or equal to zero. Please leave the overtime fields blank if no overtime hours were worked and paid. The employees are: x"*

  - If Overtime Hours is less than OR equal to zero: *"x employees were not imported from 'employee.txt' because overtime hours were less than or equal to zero. Please leave the overtime fields blank if no overtime hours were worked and paid. The employees are: x"*

Special Salary Scenario – Commission-only Salary

If any employee is paid by commission only, the employee is excluded from the wage gap calculations. This includes:

- bonus pay
- overtime pay
- overtime hours gap calculations
- bonus and overtime proportion calculations

When an employer reports 'Bonus Pay Paid', 'Overtime Pay Paid' or 'Overtime Hours' in the employee.txt file for an employee that has a "Y" in the "Special Salary Scenarios – Commission-only Salary" column, WEIMS will reject that employee record during upload:

- When Bonus Pay Paid is reported: *"x employees were not imported from 'employee.txt' because bonus pay was reported for employees who fall under "commission-only salary" special salary scenario. Please leave the bonus pay field blank. The employees are: x"*

- When Overtime Pay Paid is reported: *"x employees were not imported from 'employee.txt' because overtime pay was reported for employees who fall under "commission-only salary" special salary scenario. Please leave the overtime pay field blank. The employees are: x"*

- When Overtime Hours are reported: *"x employees were not imported from 'employee.txt' because overtime hours was reported for employees who fall under "commission-only salary" special salary scenario. Please leave the overtime hours field blank. The employees are: x*

Employers are not required to report 'Number of Hours' corresponding to the 'Salary Paid' or an 'Hourly Pay Rate' for employees who are paid by commission only ("Y" for Special Salary Scenarios – Commission-only Salary) because these employees are excluded from the wage gap calculations. Instead, employers are required to report the 'Salary Paid' for a 52-week period (e.g., 'Number of Weeks').

If the salary inputs are not reported correctly for a particular employee with a "Y" in the "Special Salary Scenarios – Commission-only Salary" column, WEIMS will reject that employee record during upload:

- When Number of Hours is included for Special Salary Scenario – Commission-only Salary: *“x employees were not imported from ‘employee.txt’ because the number of hours worked corresponding to salary paid was reported for employees who fall under “commission-only salary” special salary scenario. Please leave the number of hours worked field blank. The employees are: x”*
- When Hourly Pay Rate is empty for Special Salary Scenario – Commission-only Salary: *“x employees were not imported from ‘employee.txt’ because an hourly pay rate was reported for employees who fall under “commission-only salary” special salary scenario. Please leave the hourly pay rate field blank. The employees are: x”*
- When the Number of Weeks does not equal 52 for Special Salary Scenario – Commission-only Salary: *“x employees were not imported from ‘employee.txt’ because the number of weeks used for the salary period corresponding to salary paid did not equal 52 weeks for these employees who fall under “commission-only salary” special salary scenario. The employees are: x”*
- When the Special salary scenario – Commission-only salary field is blank or invalid: *“x employees were not imported from ‘employee.txt’ because the code in the “commission-only salary” special salary scenario field was missing or invalid. Please include a “Y” or “N” in this field. The employees are: x”*

Special Salary Scenario – Other

If any employee is paid according to another “Special Salary Scenario” outlined in the User Guide (e.g., paid by mile), the employer may indicate “Y” in the “Special Salary Scenarios – Other” column but they must also report an ‘Hourly Pay Rate’ instead of the ‘Number of Hours’ corresponding to the ‘Salary Paid’. The employer is also required to report the ‘Salary Paid’ for a 52-week period (‘Number of Weeks’).

If the salary inputs are not reported correctly for an employee with a “Y” in the “Special Salary Scenarios – Other” column, WEIMS will reject that employee record during upload:

- When Number of Hours is included for Special Salary Scenario – Other: *“x employees were not imported from ‘employee.txt’ because the number of hours worked corresponding to salary paid was reported for employees who fall under “other” special salary scenario. Please leave the number of hours worked field blank. The employees are: x”*
- When Hourly Pay Rate is empty for Special Salary Scenario – Other: *“x employees were not imported from ‘employee.txt’ because the hourly pay rate was missing for these employees who fall under “other” special salary scenario. The employees are: x”*
- When the Number of Weeks does not equal 52 for Special Salary Scenario – Other: *“x employees were not imported from ‘employee.txt’ because the number of weeks used for the salary period corresponding to salary paid did not equal 52 weeks for these employees who fall under “other” special salary scenario. The employees are: x”*
- When Hourly Pay Rate is less than or equal to zero for Special Salary Scenario – Other: *“x employees were not imported from ‘employee.txt’ because the hourly pay rate was less than or equal to zero for these employee(s) who fall under “other” special salary scenario. The employees are: x”*

- When the Special salary scenario – Other salary field is blank or invalid: *"x employees were not imported from 'employee.txt' because the code in the "other" special salary scenario field was missing or invalid. Please include a "Y" or "N" in this field. The employees are: x"*

Employment Status 04: Other

If an employee is identified as Status of Employment 04: "Other", any salary received by this employee is excluded from Forms 2 through 6. If an employer reports 'Salary Paid', 'Number of Hours', 'Number of Weeks', 'Bonus Pay Paid', 'Overtime Pay Paid' or 'Overtime Hours' in the employee.txt file for an employee reported "04" in the "Status of Employment" column, WEIMS will reject that employee record during upload with the following error message: *"x employees were not imported from 'employee.txt' because salary information was reported for employees who are classified as Status of Employment 04: Other. Please leave all salary related fields blank for these employees. The employees are: x"*

Additional Error Messages – Text File Upload

The following upload error messages have been added to correspond to the rules for the new salary input fields in the employee.txt file. In the following cases, WEIMS rejects that employee record during upload.

- When both 'Special Salary Scenario' columns contain "Y": *"x employees were not imported from 'employee.txt' because both special salary scenario fields ("commission-only salary" and "other") contain the value 'Y'. Please select only one special salary scenario. The employees are: x"*
- When 'Number of Hours' is empty and both 'Special Salary Scenario' columns contain "N": *"x employees were not imported from 'employee.txt' because the number of hours worked corresponding to salary paid was missing for these employees. The employees are: x"*
- When 'Hourly Pay Rate' is included and both 'Special Salary Scenario' columns contain "N": *"x employees were not imported from 'employee.txt' because an hourly pay rate was reported for these employees. Please leave the hourly pay rate field blank. The employees are: x"*
- When 'Salary Paid' is empty: *"x employees were not imported from 'employee.txt' because the salary was missing for these employees. The employees are: x"*
- When 'Salary Paid' is less than or equal to zero: *"x employees were not imported from 'employee.txt' because the salary paid was less than or equal to zero. Please report a positive value greater than zero. The employees are: x"*
- When 'Number of Hours' is less than or equal to zero: *"x employees were not imported from 'employee.txt' because the number of hours corresponding to salary paid was less than or equal to zero. Please report a positive value greater than zero. The employees are: x"*
- When 'Number of Weeks' is less than or equal to zero: *"x employees were not imported from 'employee.txt' because the number of weeks corresponding to salary paid*

was less than or equal to zero. Please report a positive value greater than zero. The employee(s) are: x"

- When 'Number of Weeks' is left blank: *"x employees were not imported from 'employee.txt' because the number of weeks corresponding to salary paid was missing for these employees. The employees are: x"*

For input fields that allow up to two decimal places, no error message is required for instances where more than two decimal places are included as the database will automatically round these values to two decimal places. Users can also choose to not include decimal places for these inputs.

The Number of Weeks must be reported as a whole number (no decimals). If not, WEIMS will reject the employee record and return a database error.

- When 'Number of Weeks' is greater than 53: *"x employees were not imported from 'employee.txt' because the number of weeks corresponding to salary paid was greater than 53. The employees are: x"*

Terminated Full-time and Part-time Employees

If an employer reports data in the 'Salary Paid', 'Number of Hours', 'Number of Weeks', 'Hourly Pay Rate' (in line with existing rules), 'Bonus Pay Paid', 'Overtime Pay Paid' or 'Overtime Hours' fields in the employee.txt file for a full-time or part-time employee with a 'Termination Date,' WEIMS will accept the employee record during upload, but will report the following warning message: *"Warning – salary information was reported for full-time or part-time employees with a termination date. These records have been accepted, but salary data is not required for terminated full-time and part-time employees. The employees are: x"*

When the 'Termination Date' is after the 'Reporting Year' for full-time and part-time employees: *"x employees were not imported from 'employee.txt' because their termination date is after the reporting year. The employees are: x"*