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 guide¹ 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 \P 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 <u>Authorization Form to Access WEIMS</u> 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 <u>ee-eme@hrsdc-rhdcc.gc.ca</u>.

$\boldsymbol{<}$	Getting to Know WEIMS
	 Terms and Conditions of WEIMS Usage
	► Your obligations as an employer and user of WEIMS
	Privacy Notice
	Changing Your Password
	Unauthorized Use of WEIMS

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 <u>ee-eme@hrsdc-rhdcc.gc.ca</u> 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

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 • email a copy in Portable Document Format (PDF) to: se-eme@thrado-fndoc.oc.cs Please ensure you read the Requirements of Use and Privacy Notice before signing. Identity the program that applies to your organization (check one) and insert ether your employer number or your agreement number: Image: cegislated Employment Equity Program Employer Number: Image: cegislated Employment Equity Program Employer Number: Image: cegislated Employment Equity Program Agreement Number: Image: cegislated Employment Equity Program Email: Full Name: cegislate Employme	Form Name: Authonization Form to Access the Works WEINS)	place Equity Information Management System
To access the system: complete this form manually or digitally sign it, and email a copy in Portable Document Format (PDF) to: <u>ee eme@thrado-fhdoc.or.or</u> Please ensure you read the <u>Requirements of Use</u> and <u>Privacy Notice</u> before signing. Identify the program that applies to your organization (check one) and insert ether your employer number or your agreement number: Egislated Employment Equity Program Employer Number: Egislated Employment Equity Program Agreement Number: Edeeral Contractors Program Agreement Number: I,(ull name of senior official) I,, 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: I, the undersigned, withdraw the access to WEIMS previously given to the following person(s): (/f none, then /eave blank.) Person 2: Full Name: Email: Title: Phone Number: Full Name: Email: Title: Person 2: Full Name: Email: Title: Phone Number: Full Name: Email: Title: Person 2: Full Name: Email: Email: Email: Title: Person 2: Full Name: Email: Person 2: Full Name: Email: Email: Title: Person 2: Full Name: E	 WEIMS is an online system that helps employe submit their Legislated Employment Equ fulfill their Federal Contractors Program 	ers: uity Program annual reports obligations
email a copy in Portable Document Format (PDF) to: <u>ee-emathtrado-rhdoc.oc.cs</u> Please ensure you read the <u>Requirements of Use</u> and <u>Privacy Notice</u> before signing. identify the program that applies to your organization (check one) and insert ether your employer number or your agreement number:	To access the system: complete this form manually or digitally sign it, and	
Identify the program that applies to your organization (check one) and insert elther your employer number or your agreement number: i egislated Employment Equity Program Employer Number: i ederal Contractors Program Agreement Number: i ederal Contractors Program Agreement Number: i	 email a copy in Portable Document Form Please ensure you read the Requirements of 	nat (PDF) to: <u>ee-eme@hradc-rhdcc.oc.ca</u> <u>Uae</u> and <u>Privacy Notice</u> before signing.
Image: Second	Identify the program that applies to your either your employer number or your agr	organization (check one) and insert sement number:
Image: Second Contractors Program Agreement Number: I,	E Legislated Employment Equity Program	Employer Number:
I,, on behalf of	Ei Federal Contractors Program	Agreement Number:
', 'or benar 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: Person 2: Full Name: Email: Title: Phone Number: I, the undersigned, withdraw the access to WEIMS previously given to the following person(s): (/f none, then leave blank.) Person 1: Email: Full Name: Email: Person 2: Email: Person 1: Email: Full Name: Email: Person 2: Email: Person 2: Email: Full Name: Email: Person 2: Email: Put Name: Email: Person 2: Email: Full Name: Email: Title: Phone Number: Signature: Date:	I on boks	ર્યો ના
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: Itile: Phone Number: Person(s): (if none, then leave blank.) Person 1: Email: Full Name: Email: Person 2: Email: Full Name: Email: Person with Signing Authority: Email: Title: Phone Number: Signature: Date:	(full name of senior official)	(legal name of employer)
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: Full Name: Person 2: Full Name: Person with Signing Authority: Full Name: Email: Person with Signing Authority: Full Name: Email: Title: Phone Number: Signature:	Person 1: Full Name:	Email:
Full Name: Email: Title: Phone Number: I, the undersigned, withdraw the access to WEIMS previously given to the following person(s): //f none, then leave blank.) Person (s): //f none, then leave blank.) Person 1: Full Name: Email: Person 2: Full Name: Email: Person with Signing Authority: Full Name: Email: Signature: Date:	Parmen 2:	Phote Multiper.
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: Parson with Signing Authority: Full Name: Email: Title: Phone Number: Signature:	Feilon 2.	Email
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Full Name: Email: Person 2: Email: Full Name: Email: Person with Signing Authority: Email: Full Name: Email: Title: Phone Number: Signature: Date:	I, the undersigned, withdraw the access to V person(s): (If none, then leave blank.) Person 1:	WEIMS previously given to the following
Person 2: Full Name: Email: Person with Signing Authority: Full Name: Email: Title: Phone Number: Signature: Date:	Full Name:	Email:
Full Name: Email: Person with Signing Authority: Email: Full Name: Email: Title: Phone Number: Signature: Date:	Person 2:	
Person with Signing Authority: Full Name: Email: Title: Phone Number: Signature: Date:	Full Name:	Email:
Full Name: Email: Title: Phone Number: Signature: Date:	Person with Signing Authority:	
Title: Phone Number: Signature: Date:	Full Name:	Email:
Signature: Date:	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.

*Employer Number	User Name	Password
(I have forgotten my password	
	Login	
If you experience difficulties working with WEIMS, pl	ease send an email to <u>ee-eme@hrsdc-rhdcc.gc.ca</u> .	

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

Password Reminder
Any fields marked with an asterisk (*) are required fields. *Email Address
Submit Return to Login Page

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

Password R	eset
	User Name celine.test Email Address
	Weime test@example.ca Password
	Confirm Password Submit Leturn to Login Page

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 <u>Authorization Form to Access WEIMS</u> 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 <u>ee-eme@hrsdc-rhdcc.gc.ca</u>.



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 <u>ee-eme@hrsdc-rhdcc.gc.ca</u> 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

'onti Nanta: Authonosbon Form to Access the Work WEIMS)	place Equity Information Nanagement System
VEIMS is an online system that helps employ • submit their Legislated Employment Eq • fulfill their Federal Contractors Program	ers: juity Program annual reports obligations
To access the system:	
 complete this form 	
 manually or digitally sign it, and 	
 email a copy in Portable Document For 	mat (PDP) to: ee-emerchirsdc-mdcc.dc.ca.
Please ensure you read the Requirements of	Use and Privacy Notice before signing.
identify the program that applies to your either your employer number or your agr	organization (check one) and insert reement number:
E Legislated Employment Equity Program	Employer Number:
E Federal Contractors Program	Agreement Number:
I on beh	alf of
(full name of senior official)	(legal name of employer)
hereby request access to WEIMS be given Person 1:	to the following person(s):
Full Name:	Email:
Title:	Phone Number:
Person 2:	
Full Name:	Email:
Title:	Phone Number:
I, the undersigned, withdraw the access to person(s): (If none, then leave blank.) Person 1:	WEIMS previously given to the following
Full Name:	Email:
Person 2:	
Full Name:	Email:
Person with Signing Authority:	
Person with Signing Authority: Full Name:	Email:
Person with Signing Authority: Full Name: Title:	Email: Phone Number:
Person with Signing Authority: Full Name: Title: Signature:	Email: Phone Number: 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.

	Getting to Know WEIMS
	► Terms and Conditions of WEIMS Usage
	► Your obligations as an employer and user of WEIMS
<	Privacy Notice
	► Changing Your Password
	► Unauthorized Use of WEIMS

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.

Privacy Notice Statement
Accept Decline
Choosing "DECLINE" will deny you access to WEIMS and redirect you to the login screen

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.

	Getting to Know WEIMS
	► Terms and Conditions of WEIMS Usage
	► Your obligations as an employer and user of WEIMS
	► Privacy Notice
	► Changing Your Password
Ł	► Unauthorized Use of WEIMS

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.

Employer
Form Data is entered by Employer
Reporting Year
2020 Change Reporting Year
<u>Update your employer information</u>

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 Region Division 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.

General Region Division Address Contact		
Any fields marked with an asterisk (*) are required fields.		
*Employer Number	*Employer Status Active	* Program LEEP
Form Data Is	*Employer BN	
*Legal Name		
*Common Name		
xxxxxxx Canada Inc		
*Country		
Canada 🗸		
Website]	
Natas		
Notes		
		/
Update Date (YYYY-MM-DD)	Updated B	iy

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.

Regio	n				
General	Region	Division	Address	Contact	
Any field	ls marked v	vith an aste	erisk (*) are	e required	fields.
No Reco	ords Found			lariiy useu	in workforce analysis, and is not required for Legislated Employment Equity Program reports.
					Insert

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)

General	Region	Division	Address	Contact	Documents				
Any field	ls marked w								
Division	and Region	al informa	tion is prim	arily used	in workforce analysis	and is not require	ed for Legislate	d Employment Equ	uity Program
10210303020000							-		
*ID		*Title							
*ID		*Title				\rightarrow			

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.

Divisi	on				
General	Region	Division	Address	Contact	
Any field	ls marked	with an aste	erisk (*) are	required	fields.
Division	and Regio	onal informat	tion is prim	arily used	in workforce analysis, and is not required for Legislated Employment Equity Program reports.
No Reco	ords Found	d			Insert

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)

General	Region	Division	Address	Contact	Documents	
Any field	ls marked	with an aste	erisk (*) are	required f	ields	
	and the second	THE OTTOTT		required in	ieros.	
Division	and Regio	nal informat	tion is prim	arily used i	in workforce analys	s, and is not required for Legislated Employment Equity Program
Division	and Regio	nal informat	tion is prim	arily used	in workforce analy	s, and is not required for Legislated Employment Equity Program (

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	
Any fields marked with an asterisk (*) are required fields.	
 Principal Place of Business : Longueuil, Québes Mailing Address : Not Defined 	
*Address Type	
Principal Place of Business	
Address 2	
*City Longueuil ~	
*Province / State	*Postal / Zip Code
Québec 🗸	
Save	Abandon Changes

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.

Contact	
General Region Division Address Contac	
Any fields marked with an asterisk (*) are require	fields.
Chief Executive Officer : Test System Employment Equity Officer : System Test Employment Equity Report (Responsible for	oth Forms and Narrative Report) : T. System
*Contact Type Chief Executive Officer	
*Language English 🗸	
*Salutation	*Contact Name
Mr. 🗸	
*Position	
Director	
*Telephone	FAX
(0)000-0000 ext	(0)000-0000 ext
*Email Address	
Address Same As:	
Principal Place of Business	
Mailing Address	
Address of Principal Place of Business	
Longueuil, Québec	
	\frown
	Save Abandon Changes

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.

Conta	act				
General	Region	Division	Address	Contact	
Any field • <u>Ch</u> • <u>En</u>	ds marked tief Execu aployment aployment	l with an as <u>tive Office</u> <u>t Equity Off</u> t Equity Rej	sterisk (*) a e r : Test Sy ficer : Syste port (Respo	re required f <u>stem</u> <u>m Test</u> onsible for bo	elds. [Add New Contact] th Forms and Narrative Report) : T. System

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.

*Contact Type	
Employment Equity Officer - 2	*95la
	×
*Salutation	Responsible for Forms Responsible for Narrative Report Responsible for both Forms and Narrative Report
*Telephone	FAX
()ext	() ext
*Email Address	

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

Employees for 2021 Inc.						
An employee record was last updated 2020-04-17 15:03 (EST)						
Search for an employee record Add a New Employee						
<u>Upload an employee record set</u>						
<u>Create a backup file for 2020</u>						

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.

nployee Number		Employment Status			
			~		
AICS					
	~				
ender	Aboriginal?	Person with Disabili	ty?	Visible Minority?	
~	~	~		~	
MA		Province/Territory			
~		~			
ос					
			~		
ccupational Groups					
	~				
ates					
	after			before	
ire Date (YYYY-MM <mark>-</mark> DD) After	yyyy-mm-dd 📰	Hire Date (YYYY-MM	-DD) Before	yyyy-mm-dd	
ermination Date (YYYY-MM-	vvvv-mm-dd 📼	Hire Date (YYYY-MM	-DD) Before	vvvv-mm-dd	
D) After				1111	
ontract End Date (YYYY-MM-	yyyy-mm-dd 📰	Contract End Date ()	үүү-мм-	yyyy-mm-dd	
D) After		DD) Before			
romotion Date (YYYY-MM-DD) fter	yyyy-mm-dd 📰	Promotion Date (YY) Before	(Y-MM-DD)	yyyy-mm-dd	
		belore			
pdate Date (YYYY-MM-DD) fter	yyyy-mm-dd 📰				
lary					
	fromSalary	toSalary			
clude in Search Resu	ılt				
Hire Date (YYYY-MM-DD)	Termination Dat	e (YYYY-MM-DD)	Gender		
CMA	Province/Territo	irv	Occupat	tional Groups	
Salary					
Aboriginal?	Person with Disa	ability?	🗆 Visible N	Minority?	
5					

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.

m	p	ort Options
Im	npo	ort Options
Th ex	e o isti	overwrite employee option deletes all previously stored data for the session year. The update employee option appends new information to ng records through employee numbers only. It also uploads and appends newly created records.
6		verwrite employees for 2020
0		Update employees for 2020
	Γ,	

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

Employees for 2021 Inc.
An employee record was last updated 2020-04-17 15:03 (EST)
Search for an employee record Add a New Employee

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.

General At Time of Hiring Promotions		
Any fields marked with an asterisk (*) are required	fields.	
*Employee Number	*Hire Date (YYYY-MM-DD) yyyy-mm-dd	Termination Date (YYYY-MM-DD) yyyyy-mm-dd Visible Minority?
		No V
*Indicate Special Salary Scenario as applicable: • None Commission-Only Salary Othe		
*Employment Status Permanent Full-Time ✔	Annual Salary	*Hourly pay rate
*Salary paid Bonus pay paid (annual)	*Number of weeks Overtime pay paid (annual)	*Number of hours Overtime hours (annual)
*CMA NAICS	*Province/Territory	
*NOC	1	v
Notes		
	Save Abandon Changes	

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.

mployee 1234: Ge	neral					
The data has been saved.						
The forms have not been subm	iitted for calendar year '2020'.					
2	,		Í Add a New Emplo	vee 1		
General At Time of Hiring P	romotions			_		
Any fields marked with an asterisk (*) are required fields.						
*Employee Number	*Hire Date (YYY	Y-MM-DD)	Termination Date (YYYY-MM-DD)			
1234	2018-07-11		yyyy-mm-dd 🖃			
*Gender	Aboriginal?	Person with Disability?	Visible Minority?			

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*)

General At Time of Hiring Promotions	
Any fields marked with an asterisk (\star) are required fields.	
Salary at Time of Hiring	
CMA at Time of Hiring	Province at Time of Hiring
~	~
NOC at Time of Hiring	
[Search for NOC]	▼
Occupational Group at Time of Hiring	
Update Date (YYYY-MM-DD)	Updated By
2021-12-15 13:38:24	celine2.brown

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.

General	At Time of Hiring	Promotions				
Any fields marked with an asterisk (*) are required fields.						
Insert						

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.

General	At Time of Hiring	Promotions				
Any fields marked with an asterisk (*) are required fields.						
Rem	inder					
If the er	nployee's NOC code	e is affected by a pro	omotion, please select the new NOC.			
Go to Task 2: Create employee, promotion, and temporary employee files' in the 'Tools and Resources' section of WEIMS if you want more information about how to create your .txt files.						
Pron	notion 1					
*Pron	-mm-dd 🗐	MM-DD)				
NOC						
[<u>Sear</u>	<u>ch for NOC</u> J		1			
			Save Insert Abandon Changes			

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.

Employees for 2021 Inc.						
An employee record was last updated 2020-04-17 15:03 (EST)						
Search for an employee record Add a New Employee						
<u>Upload an employee record set</u>						
<u>Create a backup file for 2020</u>						

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.

NAICS		Employment status	
Gender	Aboriginal?	Person with Disability?	Visible Minority
CMA		Province/Territory	
NOC		~	

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.

General At Time of Hiring Pr	omotions						
Any fields marked with an asterisk (*) are required fields.							
*Employee Number	*Hire Date (YYY)	(-MM-DD)	Termination Date (YYYY-MM-DD)				
1234	2018-07-11		yyyy-mm-dd 🖃				
*Gender Male 🗸	Aboriginal?	Person with Disability?	Visible Minority? Yes 🗸				
As of December 31 2020							
*Indicate Special Salary Scena	rio as applicable:						
None Commission-Only	/ Salary O Other						
*Employment Status	Annual Salary	,	*Hourly pay rate				
Permanent Full-Time 🗙	5	2000.00	26.67				
*Salary paid	*Number of wee	ks	*Number of hours				
2000.00		2	75.00				
Bonus pay paid (annual)	Overtime pay pa	id (annual)	Overtime hours (annual)				

*CMA	*Province/Territory
Ottawa - Gatineau 🗸	Québec 💙
*NAICS	
4861 : Pipeline Transportation of Crude Oil	~
*NOC	
0125 : Other business services managers	~
[Search for NOC]	
Occupational Groups	
02 : Middle and Other Managers	
Notes	
Save	andon Changes

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.

Employees for 2021 Inc.
An employee record was last updated 2020-04-17 15:03 (EST)
 Search for an employee record Add a New Employee
<u>Upload an employee record set</u>
<u>Create a backup file for 2020</u>

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.)

Im	port Employ	yee Data			
і , ті	he forms have not b	een submitted for calendar year '20	20'.		
▲ If you	L bave promotions o	r temporary employees, please ensu	ire that you also uplo	ad your 'promo txt' an	d 'term txt' files
	Ella Marca			had your promotoke and	
	THE MARKET	Description			
No.	File Name	Description	Folder	Upload Date	
No. Ado	d New File	Choose File No file chosen	Folder	Upload Date	
NO. Ado File t Desc	rile Name	Choose File No file chosen	Folder	Upload Date	

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

File name:	employee ~]	All files \checkmark
			Open Cancel

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

Im	port Employee D	ata			
I A If you	he forms have not been subn I have promotions or tempor	nitted for calendar year '2020'. ary employees, please ensure that y	ou also upload y	our 'promo.txt' and 'terr	n.txt' files.
No.	File Name	Description	Folder	Upload Date	
Ad File t Desc	d New File	oose File employee.txt			

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.

	Imp	ort Employee	e Data			
	I A If you	e forms have not been s have promotions or tem	submitted for calendar y nporary employees, plea	ear '2020'. se ensure that you also upload your 'pror	mo.txt' and 'term.txt'	files.
	No.	File Name	Description	Folder	Upload Date	
ſ	1	employee.txt		/u01/app/AppRoot/sade/weims- data/2020/3841	2021-12-15 13:19:05	Download / Delete / Rename

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 Options
Import Options
The overwrite employee option deletes all previously stored data for the session year. The update employee option appends new information to existing records through employee numbers only. It also uploads and appends newly created records. Overwrite employees for 2020 O Update employees for 2020
Compile Forms After Data Upload

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.

The forms have no	it been submitted for calendar year '2020'.
mport Log a	s of 2021-12-15 13:20:37 EST
021-12-15 13:19:43	Info : Import Process Started
021-12-15 13:19:43	Warning : The system could not find the 'term.txt' file.
	It is assumed that there are no temporary or term employees within your company for this calendar year. If you have forgotten to upload this file, please do so and re-import the data into WEIMS.
021-12-15 13:19:43	Warning : The system could not find the 'promo.txt' file.
	It is assumed that there are no promotions within your company for this calendar year. If you have forgotten to upload this file, please do so and re-import the data into WEIMS.
021-12-15 13:19:43	Info : Initiating import of employee.txt records
021-12-15 13:19:43	Info : The employee.txt file is formatted for WEIMS.
021-12-15 13:19:43	Warning : File 'employee.txt' / Line '1' / Employee number 'EMPLOYEE #': Invalid hire date 'Hire Date'. Record is being ignored.
021-12-15 13:19:45	Info : Overwrite was selected. Deleting existing employee records for 2020
021-12-15 13:19:45	Info : Finished import of employee.txt records
021-12-15 13:19:45	Info : Committing Records to Database
021-12-15 13:19:45	Info : Import Process Finished
021-12-15 13:19:45	Info : Initiating population of Forms 1 to 6
021-12-15 13:20:31	Info : Finished population of Forms 1 to 6

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.

Im	Import Employee Data					
If you						
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.

Employees for 2021 Inc.
An employee record was last updated 2020-04-17 15:03 (EST)
 <u>Search for an employee record</u> <u>Add a New Employee</u>
<u>Upload an employee record set</u>
<u>Create a backup file for 2020</u>

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.

l	mport Options
	Import Options
	The overwrite employee option deletes all previously stored data for the session year. The update employee option appends new information to existing records through employee numbers only. It also uploads and appends newly created records.
	Overwrite employees for 2020 Update employees for 2020
	Compile Forms After Data Upload
	Import the uploaded files

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.

	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. (<u>Recompile Anyway</u>)
	 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
	 <u>Narrative Report</u> <u>Form Submission</u> <u>File Closure Summary Report</u>

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.

Forms	
The forms wer	re last compiled 2021-12-15 13:19 (EST)
The forms have	e not been submitted for calendar year '2020'.
Employee reco recompile the e	rds have been updated since the last compile, thus the forms are out-of-date. Before you can view or submit the forms, you must employee records.
Recompile	e the employee records

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.

wpaz-ofm12c-ssl-i2.services.gc.qat says		
You are about to compile the employee records into forms 1 to 6. This will overwrite any forms for this calendar year that may have already been compiled. Continue?		
	ОК	Cancel

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

Recompile Employee Data				
<	The forms have n	ation is Running		
	Recompile Log as of 2021-12-15 14:06:10 EST			
	2021-12-15 14:06:08	Info : Employee Recompilation Process Started		
	2021-12-15 14:06:08	Info : Restoring Workforce Analysis Defaults		
	2021-12-15 14:06:09	Info : Checking Temporary and Casual Employees against the 12 week limit		
	2021-12-15 14:06:09	Info : Calculating Peak Dates		
	2021-12-15 14:06:09	Info : Peak date for temporary employees is '2020-01-01' with 0 employees.		
	2021-12-15 14:06:09	Info : Peak date for all employees is is '2020-11-07' with 1131 employees.		
	2021-12-15 14:06:09	Info : Populating Form 1		
	2021-12-15 14:06:10	Info : Populating Form 2 A-C		
	2021-12-15 14:06:10	Info : Permanent Full-Time / National / NAICS 4861		

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

2021-12-15 14:00:08	Info : Employee Recompliation Process Started
2021-12-15 14:06:08	Info : Restoring Workforce Analysis Defaults
2021-12-15 14:06:09	Info : Checking Temporary and Casual Employees against the 12 wee
2021-12-15 14:06:09	Info : Calculating Peak Dates
2021-12-15 14:06:09	Info : Peak date for temporary employees is '2020-01-01' with 0 emplo
2021-12-15 14:06:09	Info : Peak date for all employees is is '2020-11-07' with 1131 employe
2021-12-15 14:06:09	Into : Populating Form 1
2021-12-15 14:06:10	Info : Populating Form 2 A-C
2021-12-15 14:06:10	Info : Permanent Full-Time / National / NAICS 4861
2021-12-15 14:06:10	Info : Permanent Full-Time / Alberta / NAICS 4861
2021-12-15 14:06:11	Info : Permanent Full-Time / Calgary / NAICS 4861
2021-12-15 14:06:12	Info : Populating Form 3
2021-12-15 14:06:12	Info : Permanent Full-Time / National / NAICS 4861
2021-12-15 14:06:13	Info : Permanent Full-Time / Alberta / NAICS 4861
2021-12-15 14:06:13	Info : Populating Form 4
2021-12-15 14:06:13	Info : Permanent Full-Time / National / NAICS 4861
2021-12-15 14:06:13	Info : Permanent Full-Time / Alberta / NAICS 4861
2021-12-15 14:06:13	Info : Populating Form 5
2021-12-15 14:06:13	Info : Permanent Full-Time / National / NAICS 4861
2021-12-15 14:06:13	Info : Permanent Full-Time / Alberta / NAICS 4861
2021-12-15 14:06:13	Info : Populating Form 6
2021-12-15 14:06:13	Info : Permanent Full-Time / National / NAICS 4861
2021-12-15 14:06:14	Info : Permanent Full-Time / Alberta / NAICS 4861
2021-12-15 14:06:14	Info : Finished Populating Forms
2021-12-15 14:06:14	Info : Populating Form 2 D-G
2021-12-15 14:06:56	Info : Employee Recompilation Process Finished

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.

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. (<u>Recompile Anyway</u>)
 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
<u>Narrative Report</u> <u>Form Submission</u>

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 y	year '2020'.		
1 2 A-C 2 D-G 3 4 5 6	Narrative Report	Form Submission	
Employment Status Categories		Provinces / Territories	
Permanent Full- time	1131	Ontario	
Permanent Part-	0	Québec	1
time Tomporari		Nova Scotia	
remporary	U	New Brunswick	
CMAs		Manitoba 	
Calgary	1062	British Columbia	
Regina	68	Island	
Ottawa - Gatineau	1	Saskatchewan	68
Total Number	1131	Alberta	1062
		Newfoundland and Labrador	
		Yukon	
		Northwest Territories	
		Nunavut	
		Total Number	1131
NAICS			
4861 : Pipeline Transportation of			1131
Crude Oil			
Total Number			1131
CERTIFICATION OF ACCURAC	Y		
No Certification of Accuracy has been attached		📜 Download Certifi	cate of Accuracy
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	
Temporary Employees Peak Date (YYYY-MM-DD)		Number of Temporary Employees on Temporary Peal	k 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 Emploi of Divelo Development Canada social Canada	EMPLOYMENT EQUITY: EMPLOYER IDENTIFICA Reporting	TION, REPORT SUMMAR g Period 2020	Y AND CERTIFICATION OF AC	CURACY		Form 1
I D	NAME OF EMPLOYER	1 FULL LEGAL NAME		2 COMMON OR BUSINESS N	IAME		
	ADDRESS	3 ADDRESS OF PRINCIPAL PLACE OF BUSINESS 123 Street		4 MAILING ADDRESS 123 Street			
C A T	OFFICERS	City/Town Province/Territory Postal C 5 NAME OF CHIEF EXECUTIVE OFFICER OF EMPLOYER NAME	Code	7 NAME OF OFFICER RESPO	vince / Territory I DNSIBLE FOR EMPLOY	Postal Code MENT EQUITY	
o N	POSITION	6 POSITION TITLE Chief Executive Officer		8 POSITION TITLE Chief Executive Officer		9 TELEPHONE	E NUMBER
REPO		10 INDUSTRIAL SECTOR 1 NAICS	NO. OF EMPLOYEES 4207		17 DESIGNATED CN Calgary	As 18 PROVI 201 ON QC	ICES/TERRITORIES
RT	INDUSTRIAL SECTOR(S)		NO. OF EMPLOYEES	GEOGRAPHICAL AREAS	Edmonton Halifax	112 NS 146 MB	146 0 85
s		13 INDUSTRIAL SECTOR 4	NO. OF EMPLOYEES	(INDICATE NUMBER OF	Montréal Regina	973 BC 0 PE 5K	1141 0 0
MA				EMPLOYEES LOCATED IN EACH AREA)	Toronto Vancouver	1401 AB NL 1141 YK	313 0 0
R Y	EMPLOYMENT STATUS CATEGORIES	FULL-TIME EMPLOYEES PART-TIME EMPLOYEES 1796 1236	EMPLOYEES		Winnipeg 19 Total Employees In	85 NT NU	0
C E R		20	BY CERTIFY ON BEHALF	OF (Legal name of employer)	Galadd		4207
T F I	Signed Certification of Accuracy	THAT THE INFORMATION CONTAINED IN FORMS 1 to 6 OI BELIEF.	F THIS REPORT IS TRUE	AND ACCURATE IN EVERY RE	SPECT, TO THE BEST	OF MY KNOWL	EDGE AND
C A T I		DATE	SIGNATU	IRE		_	Canadă

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.

CERTIFICATION OF ACCURACY	-
No Certification of Accuracy has been attached	Download Certificate of Accuracy
No certification of Accuracy has been acadened	
Attach Certification of Accuracy 2020	
Choose File No file chosen	
Attach Certification of Accuracy	

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)

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

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 <u>North American Industry Classification System (NAICS) code</u> may also appear (as shown in the example below).

	1 2 A-C 2 D-G 3 4	5 6	Narrative Re	eport	Forn	n Submission								
	Form 2 - Occupational Gr	oups												
	4861 : Pipeline Transportation of Cruc	de Oil												
			All Emp	loyee	s	Aborig Peopl	inal les		Persons Disabil	with ities	ı	Members o Minor	of Visi ities	ble
	Occupational Groups	Quarter	Total Number	м	F	Total Number	м	F	Total Number	м	F	Total Number	М	F
	Senior Managers	4	2	2										
	Top Range	3	2	1	1							1		1
(\$250,000 and over	2	3	3								1	1	
\setminus	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	1	1	1								1	1	
	\$50,000 - \$74,999													

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.

1 2 -C 2 D-G 3 4 5 6 Narrative Report Form Submission
Form 2 - Wage Gaps - Occupational Groups
NAICS: All NAICS Codes
Employment Status: All Employees
Province / Territory:
сма:
CDisplay
► Wage Gaps: Women
► Wage Gaps: Aboriginal Peoples
► Wage Gaps: Persons with Disabilities
► Wage Gaps: Members of Visible Minorities
Bonus and Paid Overtime Proportions: Women and Aboriginal Peoples
Bonus and Paid Overtime Proportions: Persons with Disabilities and Members of Visible Minorities

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.

▼ <u>Wage Gaps: Women</u>		
	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 N	arrativ	e Repo	ort Form Sub	missi	on						
	<u>Form</u> 3 - Salary					_	_		_				
	Permanent Full-Time / National												
	4861 : Pipeline Transportation of Cru	ıde Oil											
	\frown	All Empl	oyees		Aboriginal I	Peop	les	Persons v Disabilit	with ies		Members of Minorit	Visibl ies	e
	Salary Ranges	Total Number	м	F	Total Number	м	F	Total Number	м	F	Total Number	м	F
1	\$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
ľ	\$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)

1 2 A-C 2 D-G 3 4 6 Narrative Report Form Submission												
Form 4 - Employees Hired	I											
Permanent Full-Time / National												
4861 : Pipeline Transportation of Crud	e Oil											
	All Emplo	yees		Aboriginal Pe	eopl	es	Persons with Disabilities			Members of Visible Minorities		
Occupational Groups	Total Number	м	F	Total Number	м	F	Total Number	м	F	Total Number	м	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)

1 2A-C 2D-G 3	5 Na	irrativ	ve Re	eport Form S	ubmi	ssio	n					
Form 5 - Employees Prom	oted											
Permanent Full-Time / National												
	All Employees			Aboriginal Peoples			Persons with Disabilities			Members of Visible Minorities		
Occupational Groups	Total Number	м	F	Total Number	М	F	Total Number	м	F	Total Number	М	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.



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 Na	rrativ	re R∉	eport Form S	ubmis	ssior	n					
Form 6 - Employees Tern	ninated											
Permanent Full-Time / National												
	All Employ	ees		Aboriginal F	eopl	es	Persons wi Disabilitie	ith es		Members of Vi Minoritie	isible s	,
Occupational Groups	Total Number	м	F	Total Number	М	F	Total Number	м	F	Total Number	м	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 <u>Service Canada forms catalogue</u>.

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.

A TH	e forms h	ave not been	submit	ted for	calend	ar year	'2020'.	
1	2 A-C	2 D-G	3	4	5	6	Narrative Report	Form Submission
N	reath	Dana	t To					

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).

• <u>E</u> • <u>E</u>	orm could not rror - 'Organiza rror - 'Acquisitio	be submitted bec ition Overview' cann on Merger Details' c	ause 2 error not be blank. annot be blar	rs were found.	>		
The form	is have not bee	n submitted for cale	ndar year '20	20'.			
Overview	Quantitative	Measures/Results	Constraints	Consultations	Future Strategy	Preview	
Any fields	marked with ar	ı asterisk (*) are req	uired fields.				
Error - 'Oi	ganization Ov	erview' cannot be	blank.				
Informatio	n on acquisitio	ns, mergers, transfe	ers of employe	es, layoffs, strik	es, reorganization	s and othe	r changes should also be part o
Informatic overview, *1. Was ye	on on acquisitio when applicable our organizatio	ns, mergers, transfe e, as well as a gener m affected by a str	ers of employe al synopsis of ike during th	ees, layoffs, strike your business cl e reporting yea	es, reorganizations limate (i.e. econon nr?	s and othe nic and inc	er changes should also be part o dustrial conditions). Yes 🗸
Informatic overview, *1. Was yo *What	on on acquisitio when applicable our organizatio t was the strike	ns, mergers, transfe e, as well as a gener on affected by a str e's start date?	ers of employe al synopsis of ike during th 2021	ees, layoffs, strike your business cl ne reporting yea -12-21	es, reorganizations limate (i.e. econon nr?	s and othe nic and inc	er changes should also be part d dustrial conditions). Yes 🕶
Informatic overview, *1. Was yo *What	on on acquisitio when applicable our organizatio t was the strike was the strike	ns, mergers, transfe e, as well as a gener on affected by a str e's start date? 's end date?	ers of employe al synopsis of ike during th 2021 2021	ees, layoffs, strike your business cl e reporting yea -12-21 -12-21	es, reorganization: limate (i.e. econon Ir?	s and othe nic and inc	er changes should also be part o dustrial conditions). Yes 🗸
Informatic overview, *1. Was yo *What *2. Did yo	on on acquisitio when applicabl our organizatio t was the strik was the strike ur organizatio	ns, mergers, transfe e, as well as a gener on affected by a str e's start date? 's end date? n take part in any a	ers of employe al synopsis of ike during th 2021 2021 acquisitions of	ees, layoffs, strike your business cl e reporting yea -12-21 -12-21 or mergers?	es, reorganization: limate (i.e. econon rr?	s and othe nic and inc	er changes should also be part o dustrial conditions). Yes 🗸

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.

General Overview	
Please use this section of the Narrative Report Template to provide an overview of your organiz	ation during the reporting period. This should
include a brief statement on the business activity, corporate structure and geographic locations	s in which your business operates.
Organization Overview	
Information on acquisitions, margare transform of amplayoon layoffs, styling, rearranizations a	and other shannes should also be part of this
overview, when applicable, as well as a general synopsis of your business climate (i.e. economic	and industrial conditions).
*1 Was your organization affected by a strike during the reporting year?	
was your organization anected by a strike during the relation vehicle	
What was the strike's start date?	I
What was the strike's end date?	
*2 Did your organization take part in any acquisitions or memory (No
2. Dia your organization take pare in any acquisitions of mergers.	
If yes, please provide details	
Additional Information	
	/
Update Date (YYYY-MM-DD)	Updated By
2021-06-18 10:02:43	
Save Abandon Changes	

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 brief description of the statistical situation of designated group members should be included, focusing on both hirings, promotions and terminations, in numerical terms, contributed to your reported progress or decline.) and the previous year's report. A the overall representation and how
Please also use this section to report the reflected impact of the data identified in the General Overview (for e involved in an acquisition). Any information that could explain changes in your numberical report's data (in c data) should be detailed here.	xample, the number of employees omparison to your previous year's
*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 V
*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) Upd 2021-06-18 10:02:43	lated 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 mu employment equity in their Narrative Reports. As an employer under the A your organization which ensured an equitable working environment. A val	ust describe measures taken during the reporting year to implement Act, you must provide a description of all the practices implemented in Iid 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 Reports. Results are most often related to a measure implemented in the in a previous year. Please record all of the results achieved during the rep	describe the results achieved during the reporting year in their Narrative same reporting year, but may also be linked to a measure implemented orting year.
Measures/Results	
	[Add New Measures/Results]
No Measures/Results Found	Undated By
2021-06-18 10:02:43	opened 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.

	Any fields marked with an asterisk (*) are required fields.	
\langle	*Category Measure Details	[Add New Measures/Results]
	Result Details	
	Save Delete Abandon Changes	

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

Overview	Quantitative	Measures/Results	Constraints	Consultations	Future Strategy	Preview	
Any fields	s marked with a	an asterisk (*) are requi	ired fields.				[Add New Measures/Results]
Commu Equity E Promoti Reasona Recruitm Retentio Training	nications invironment on oble Accommon nent on and Termin and Developr atails	dation ation ment					
			Save	Delete	bandon Changes		

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.

Constraints	
Please use this section to describe any constraints or restrictions encount year. Such constraints may include, but are not limited to, the availability related to self-identification, and legal or technical requirements.	ered by your organization in implementing equity during the reporting of designated group members, your geographical situation, problems
Update Date (YYYY-MM-DD) 2021-06-18 10:02:43	Updated By

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.

Consultations with Employee Representativ	res
As an employer under the Act, you are required to report on the consultati regarding the development, implementation, or progress of employment of	ons between management and union/employee representatives equity during the reporting period.
Please use this section to describe the consultations that occurred within y	our organization during the reporting year.
*1. Did consultations take place within your organization during the r	eporting year?
No 🗸	
2. When did these consultations take place?	
•	
3. Who attended the meetings on behalf of employees?	
4. Who attended the meetings on behalf of management?	
5. What topics were discussed?	
Update Date (YYYY-MM-DD) 2021-06-18 10:02:43	Updated By

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.

Future Strategies	
In this section, please describe your organization's short-term and	ong-term employment equity initiatives.
*Short-term Employment Equity Initiatives	
*Long-term Employment Equity Initiatives	
	//
Update Date (YYYY-MM-DD)	Updated By
2021-06-18 10:02:43	1. •
Save	Abandon Changes
Save	abardon changes

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.

2021 Inc 2020 Narrative Report
General Comments
TEST
Quantitative Information
Qualitative Measures and Results
1 - Equity Environment
2 - Promotion
test
test
3 - Reasonable Accomadation
test
test
4 - Recruitment
test
test
Constraints
Test
Consultations
No consultations between management and staff took place.
Future Strategy
Short-term Employment Equity Initiatives

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.

Nari	forms have	Repor	t submit	ted for	calend	ar year	2020'.	
1	2 A-C	2 D-G	3	4	5	6	Narrative Report	Form Submission
Na <u>Cre</u>	rrative	e Repoi	rt To	ol	Report	Tool		
Na	o Y	Report is	comp	lete a	nd ac	curate	27	

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 <u>Service Canada forms catalogue</u>) 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.

Upload a document (Word, RTF, etc.) containing the report:
Select the language of the report you are uploading: English Attach Finalized Narrative Report 2020 Choose File No file chosen Attach

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.

L 2 A-C 2 D-G 3	4 5 6 Narrative Report Form Submission
ny fields marked with an asterisk	(•) are required fields.
ubmitted By	Submission Status Not Submitted
nitial Submission Date	Submission Date (YYYY-MM-DD)
otes from Employer	
Vage Gap Contextu	al Information
Vage Gap Contextu	al Information bmit annually is a confidential summary of measures taken, results achieved and consultations held between
Vage Gap Contextu While the narrative report you su management and employee repr wage gaps your organization has	al Information bmit annually is a confidential summary of measures taken, results achieved and consultations held between esentatives during the reporting year, the space below enables you to provide contextual information on the identified in Form 2 Parts D to G. Information contained in the wage gap field will be published through the
Vage Gap Contextul While the narrative report you su management and employee repr wage gaps your organization has Government of Canada's Employ understanding of the reasons for	al Information bmit annually is a confidential summary of measures taken, results achieved and consultations held between esentatives during the reporting year, the space below enables you to provide contextual information on the identified in Form 2 Parts D to G. Information contained in the wage gap field will be published through the ment Equity Data Visualization tool - on your organization's employer profile - to support a better your croanization's wage gaps. Use of the field is not mandatory for annual employment equity reporting.
Vage Gap Contextu While the narrative report you su management and employee repr wage gaps your organization has Government of Canada's Employ understanding of the reasons for but it is encouraged. In expandin evalue the reasons for these we	al Information bmit annually is a confidential summary of measures taken, results achieved and consultations held between esentatives during the reporting year, the space below enables you to provide contextual information on the identified in Form 2 Parts D to G. Information contained in the wage gap field will be published through the ment Equity Data Visualization tool - on your organization's employer profile - to support a better your organization's wage gaps. Use of the field is not mandatory for annual employment equity reporting, g on some of the factors affecting your wage gap information, you will have the opportunity to not only we care, but also demonstration war willement a public them below to achieve the public of the publices or other
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Vage Gap Contextul While the narrative report you su management and employee repr wage gaps your organization has Government of Canada's Employ understanding of the reasons for but it is encouraged. In expandin explain the reasons for these was bring greater equality in the wor Wage Gap Contextual Informat	Al Information brnit annually is a confidential summary of measures taken, results achieved and consultations held between esentatives during the reporting year, the space below enables you to provide contextual information on the identified in Form 2 Parts D to G. Information contained in the wage gap field will be published through the ment Equity Data Visualization tool – on your organization's employer profile – to support a better your organization's wage gaps. Use of the field is not mandatory for annual employment equity reporting, g on some of the factors affecting your wage gap information, you will have the opportunity to not only ge gaps, but also demonstrate your willingness as an employer to tackte them, help change business culture, cplace and lead to better outcomes for Canadian workers and their families.
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You must confirm all potential problems before you can submit this calendar year's data.	
No Part-time Employees	
	Confirm No Part-time Employee
	Not Confirmed
No Hires	
	Confirm No Hire
	Not Confirmed
	A
No Promotions	
	Confirm No Promotion
	Not Confirmed
No Terminations	
no reminations	Confirm No Terminatio
	Not Confirmed
Clerical Personnel Salary More Than \$60,000	
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Prior to submitting your ani	aual Employment Equity Report, please confirm the Principle Place of Business, Mailing Address, Chief Executive
Officer and Employment Eq	uity Officer.
Principle Place of Busine	ISS
Not Confirmed 🛩	
123 Street	
Dorval. Ouébec	
H45 1Y9	
Modify	
Mailing Address	
Not Confirmed •	
123 Street	
Dorval, Québec	
H4S 1Y9	
Modify	
Chief Executive Officer	
Not Confirmed ~	
ohn Smith	
CEO	
123 Street	
Jorval, Quebec	
143 (13	
Modify	
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Not Confirmed ~	
ohn Smith	
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123 Street	
Dorval, Québec	
H4S 1Y9	
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Employment Equity Rep	ort
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ohn Smith	
CEO	
123 Street	
Jorval, Québec	
745 119	
Modify	
ertification of A	
Not Confirmed V	
Please confirm the signing a	authority of the officer who signed Box 20 on Form 1.
*Name	• Desister
	* Position

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

equity.esdc.gc.ca says
Would you like to make a backup of your employee file?
OK

Q	۲ò	œ	۵	¢	۲	<u>`</u>	Ē	$\overline{\uparrow}$	
Dow	nloads				Đ	Q		\Rightarrow	01
	VEIMSBa pen file	ackup000	0.txt						

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.

equity.esdc.gc.ca says
You are about to submit forms for the calendar year 2020. After a successful submission, you will not be able to recompile the forms. Continue?

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.

The forms have not been submitted for calendar year '2020'.
Year 2 : 2020 Run Report Dy email
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

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 Emploi et Development Development Canada social Canada							
\frown	Workp	ace Equity Information	n Management Sys	stem - Test			
	Variance	Report - Year to					
	Rep	orting Period 2020	- Permanent Fu	ull-Time			
Occupational Groups	Current Form 2	Current Form 4 (Hires)	Current Form 6 (Terminations)	Adjusted Form 2 (CF2 - CF4 + CF6)	Previous Form 2 (Ac	Change Ijust - 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 Manager	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 Tra les	21	1	0	20	0	20	-
Administrative and Senior (lerical 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	-
Stmi-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 2) if 'Change' is greater than or equal to +-100; 3) if 'Change' is greater than or equal to +-100; 3) if 'Change' is greater than or equal to +-100;	F2' is greater than or equal to +-'	5%;					

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.



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	Emploi et Développement									
Development Canada	social Canada	Workplace Equity Information Management	Sustem - Test							
	variance Report - Tear to Tear Occupational Group Variance Explanations									
	Reporting Period 2020 - Permanent Full-Time									
Occupational Groups	Change (Adjust - Prev F2)	% Change Form & Movements In (Change / Prev. E2)	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 Technician	ns 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 Cierical I	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' subsection 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).

Employment and Social Emploi et Développement Development Canada social Canada								
	Workp	lace Equity Information	n Management Sy	stem - Test				
	Varia	nce Report - Ye	ar to Year Bot	tom 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.

Variance Report - Year to Year Bottom Line Variance Explanations
The forms have not been submitted for calendar year '2020'. Year 1 : 2019 Year 2 : 2020 Run Report Send report by email
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
*Email option recommended, bigger reports may not have time to complete if run directly.

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)

Employment and Social Development Canada	Emploi et Développement social Canada			
		Wo	kplace Equity Information Management System - Test	
		Variance Repo	rt - Year to Year Bottom Line Variance E	xplanations
		F	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 (Womer	1) 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' subsection under the 'Analytical Tools' section of the Main Menu.



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.

Variance Report - Data Verification
The forms have not been submitted for calendar year '2020'.
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).
Year 1 : 2019 Year 2 : 2020 Run Report Send report by email
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 Singuifrant Variances
* Significant variances *Email option recommended, bigger reports may not have time to complete if run directly.

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)



Workplace Equity I	nformation Management System								
Variance Report - Data Verification									
Reporting Period 2020									
Section II - Missing Employees									
Secuon 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 Presen	t in '2020', but missing from '2019'.								
(does not in	clude employees hired in '2020')								
	Employee Number								
	XXXXXXX								
	XXXXXX								
	XXXXXXX								
	XXXXXX								
	XXXXXX								
	XXXXXXX								
	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.

	Variance Report - Significant Variances
	The forms have not been submitted for calendar year '2020'.
<	Year 1 : 2019 Year 2 : 2020
	Run Report Send report by email
	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
	*Email option recommended, bigger reports may not have time to complete if run directly.

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.

Employment and Social Employ of Divelopment Social Causda Workplace Equity Information Management System - Test Significant Variances Reporting Period 2020								
Occupational Groups	Current Form 2	Year to Year O Permane	ccupational Gr ant Full-Time current Form 6	Adjusted Form 2	Previous Form 2	Change	% Change Form 2	
· ·		(Hires)	(Terminations)	(CF2 - CF4 + CF6)		(Adjust - Prev F2)	(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 Cierical 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		

+	Employment and Social Development Canada	Emploi et Développement social Ganada							
			Workpla	ce Equity Information	n Management Sys	tem - Test			
				Significant	Variances				
				Reporting F	Period 2020				
			\langle	ear to Year Oc Permanen	cupational Gr at Part-Time	oup			
Occupatio	onal 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)

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

	+	Employment and Social Development Canada	Emploi et Développement social Canada			
				Workplace Equity Information Management System - Test		
				Significant Variances		
				Reporting Period 2020		
				Year to Year Salary Comparison		
				Permanent Full-Time		
			Occupational Groups	2019	2020	Net Range
<	No	Significant Varia	nces			
	Signi	ficant Variances:				
	1) lf	'Net Range' is greater that	in or equal to +-5 unless there are r	to employees in either '2020' or '2019'		

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.

mployment Equity Occupational Group		Perform Analysis By	Recruitment Area
11 : Senior Managers		*Perform Analysis By	*Recruitment Area
2 : Middle and Other Managers		*Perform Analysis By	*Recruitment Area
13 : Professionals		*Perform Analysis By	*Recruitment Area
4 : Semi-Professionals and Technicians		*Perform Analysis By	*Recruitment Area
7 : Administrative and Senior Clerical Personnel		*Perform Analysis By EEOG	*Recruitment Area
0 : Clerical Personnel		*Perform Analysis By EEOG ~	*Recruitment Area
3 : Other Sales and Service Personnel		*Perform Analysis By	*Recruitment Area
nployers who wish to change default(s) must record their cation. This information will help to finalize your workforc	reasons for s e analysis re	electing a different analysis sco port.	ope, recruitment area or recruitm

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.

Workforce Analysis
Set Workforce Analysis Defaults
<u>Women, Aboriginal Peoples and Visible Minorities</u> Persons with Disabilities
Workforce Analysis Report
 <u>Detailed Report</u> <u>Summary Report</u> <u>Goal Setting Report</u> <u>Flow Data Analysis</u>

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.

11/02 : Managers EEOG *Recruitment Area 13 : Professionals EEOG *Recruitment Area 14 : Semi-Professionals and Technicians EEOG *Recruitment Area 15 : Supervisors EEOG *Recruitment Area 17 : Administrative and Senior Clerical Personnel EEOG *Recruitment Area 0: Clerical Personnel EEOG *Recruitment Area 2 : Semi-Skilled Manual Workers EEOG *Recruitment Area	mployment Equity Occupational Group	Perform Analysis By	Recruitment Area
B: Professionals EEOG *Recruitment Area 4: Semi-Professionals and Technicians EEOG *Recruitment Area 5: Supervisors EEOG *Recruitment Area 7: Administrative and Senior Clerical Personnel EEOG *Recruitment Area 0: Clerical Personnel EEOG *Recruitment Area 2: Semi-Skilled Manual Workers EEOG *Recruitment Area	1/02 : Managers	EEOG	*Recruitment Area
4 : Semi-Professionals and Technicians EEOG *Recruitment Area 5 : Supervisors EEOG *Recruitment Area 7 : Administrative and Senior Clerical Personnel EEOG *Recruitment Area 0 : Clerical Personnel EEOG *Recruitment Area 2 : Semi-Skilled Manual Workers EEOG *Recruitment Area	3 : Professionals	EEOG	*Recruitment Area
DS: Supervisors EEOG *Recruitment Area IZ: Administrative and Senior Clerical Personnel EEOG *Recruitment Area O: Clerical Personnel EEOG *Recruitment Area IZ: Semi-Skilled Manual Workers EEOG *Recruitment Area	4 : Semi-Professionals and Technicians	EEOG	*Recruitment Area
D2 : Administrative and Senior Clerical Personnel EEOG *Recruitment Area 10 : Clerical Personnel EEOG *Recruitment Area 12 : Semi-Skilled Manual Workers EEOG *Recruitment Area	<u>15 : Supervisors</u>	EEOG	*Recruitment Area
10 : Clerical Personnel EEOG *Recruitment Area 12 : Semi-Skilled Manual Workers EEOG *Recruitment Area	07 : Administrative and Senior Clerical Personnel	EEOG	*Recruitment Area
12 : Semi-Skilled Manual Workers EEOG *Recruitment Area	0 : Clerical Personnel	EEOG	*Recruitment Area
	12 : Semi-Skilled Manual Workers	EEOG	*Recruitment Area

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.

Workforce	Analys	is - Det	ailed I	Report	
Date					
2021-12-15					
Designated Group	,	~			
	4	Ť		Run Report	Send report by 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 I Workforce	nformation Management Sy Analysis - Detailed I Date: 2021-12-15 Women	vetem - Tee Report	ıt			^	
Employment Equity Occupational Group	Internal Location	All Employees	Repre	sentation %	Women Av	valiability	Gep	Recruitment Area
01 - Deplet Manager	National	-		24.4.%	27.4 %			National
01: Senior Managers 02: Middle and Other Managers	National	28	16	57.1 %	38.9 %	15	-2	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	lational
1114 : Other financial officers	National	4	1	25.0 %	44.1 %	2	-1	lational
1121 : Human resources professionals	National	7	5	71.4 %	71.1 %	5	0	lational
1122 : Professional occupations in business management consulting	National	8	5	62.5 %	42.0 %	3	2	lational
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.

Workforce Analysis - Summary Report						
Date 2021-12-15	Run Report Send report by 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 Workforce /	Workplace Equity Information Management System - Test Workforce Analysis - Summary Report Date: 2021-12-15 Women						
Employment Equity Occupational Group	All Employees	Repre	sentation %	Women Av %	valiability #	Gag	
01 : Senior Managera	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	
07 : Administrative and Senior Cierical Personnel	13	12	92.3 %	80.3 %	10	2	
10 : Cierical Personnel	1	0	0.0 %	65.2 %		-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.						\mathbf{V}	

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.

Workforce Analysis
Set Workforce Analysis Defaults
Women, Aboriginal Peoples and Visible Minorities Persons with Disabilities
Workforce Analysis Report
Detailed Report <u>Summary Report</u> Goal Setting Report How Data Analysia

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.

The forms have not been submitted for calendar year '2	2020'.			
Date 02/10/2019 Designated Group Women				
Step 1/:	2 - Obtain Workforce Analy	sis Defaults		
Step 1/: Women	2 - Obtain Workforce Analys	sis Defaults		
Step 1/. Women Employment Equity Occupational Group	2 - Obtain Workforce Analys Anr Growth	sis Defaults	Availability	3 Year Goals %
Step 1/. Women Employment Equity Occupational Group 02 : Middle and Other Managers 05 : Supervisors	2 - Obtain Workforce Analys Growth 0.0% 0.0%	nually % Terminations 50.6 %	Availability 39.4' 52.1'	3 Year Goals % % 39.4 % % 52.1 %
Step 1/: Women Employment Equity Occupational Group 02 : Middle and Other Managers 05 : Supervisors 07 : Administrative and Senior Clerical Personnel	2 - Obtain Workforce Analys Growth 0.0 % 0.0 %	nually % Terminations 50.6 % 38.2 % 33.3 %	Availability 39.49 52.11 79.79	3 Year Goals % 39.4 % 52.1 % 79.7 %
Step 1/: Women Employment Equity Occupational Group 02 : Middle and Other Managers 05 : Supervisors 07 : Administrative and Senior Clerical Personnel 09 : Skilled Crafts and Trades Workers	2 - Obtain Workforce Analys Growth 0.0 % 0.0 % 0.0 % 0.0 %	sis Defaults Terminations 50.6 % 38.2 % 33.3 % 32.4 %	Availability 39.49 52.19 79.79 2.19	3 Year Goals % 39.4 % 52.1 % 79.7 % 2.1 %
Step 1/: Women Employment Equity Occupational Group 02 : Middle and Other Managers 05 : Supervisors 07 : Administrative and Senior Clerical Personnel 09 : Skilled Crafts and Trades Workers 12 : Semi-Skilled Manual Workers	2 - Obtain Workforce Analys Growth 0.0 % 0.0 % 0.0 % 0.0 % 0.0 %	sis Defaults Terminations 50.6% 38.2% 33.3% 32.4% 104.0%	Availability 39.4' 52.11 79.7' 2.11 17.0'	3 Year Goals % 39.4 % 52.1 % 79.7 % 2.1 % 17.0 %

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.

	Flow Data Analysis: 2018 to 2021
	The forms have not been submitted for calendar year '2021'.
	The Flow Data Analysis report analyses four years of Forms data, starting with 2018 and ending with the currently selected calendar year of 2021.
	If you would like to analyse a different year range, please select the final calendar year from the main menu.
	Designated Groups Run Report Send report by email Aboriginal Peoples Aboriginal Peoples
Y	Members of Visible Minorities Persons with Disabilities

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

Employment and Social Emploi et Développement Development Canada social Canada

Workplace Equity Information Management System - Test

Flow Data Analysis 2018 to 2021

Table	1 -	Women	/ EMPL	LOY	EES	HIRED
-------	-----	-------	--------	-----	-----	-------

				Women		
Employment Equity Occupational Group	All Hires	н	ires	Availabil	ity	Gap
	2019 - 2021	2019	- 2021	2021		
	#	#	%	%	#	#
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
Total Humber	54	20	20.0 70	0.0 %	~~	3

Workpl	ace Equity Information Management S	ystem - Test				
	Flow Data Analysis					
Tabi	e 2 - Women / EMPLOYEES PRO	NOTED				
				Women		
Employment Equity Occupational Group	All Promotions			Representation		Gap
	2019 - 2021	2019 - 2021		2018		
	#	#	%	%	#	#
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

+	Employment and Social Development Canada	Emploi et Développement social Canada						
			Workplace Equity Information Management	nt System - Test	1			
			Flow Data Analysis	i				
			2018 to 2021					
			Table 3 - Women / EMPLOYEES TE	RMINATED				
						Women		
Employ	yment Equity Occupationa	Group	All Terminations	Termin	nations	Represent	ation	Gap
			2019-2021	2019	- 2021 %	2018		
	in mil				70	X		•
01.0	nier Menegen		0	0	0.0 %	0.0 %	0	0
01:5	enior managers		0	0	0.0 %	0.0 %	0	0
02 : M	Iddie and Other Managers		0	0	0.0 %	6.5 %	0	0
03 : Pi	rofessionals		0	0	0.0 %	34.5 %	0	0
04 : Se	emi-Professionals and Tec	hnicians	0	0	0.0 %	25.2 %	0	0
05 : Si	upervisors		0	0	0.0 %	0.0 %	0	0
06 : Si	upervisors: Crafts and Trac	les	0	0	0.0 %	30.0 %	0	0
07 : Ad	iministrative and Senior C	erical Personnel	0	0	0.0 %	100.0 %	0	0
08 : SI	diled Sales and Service Pe	ersonnel	0	0	0.0 %	0.0 %	0	0
09 : SI	diled Crafts and Trades W	orkers	0	0	0.0 %	21.8 %	0	0
10 : C	erical Personnel		0	0	0.0 %	26.3 %	0	0
11 : In	termediate Sales and Serv	ice Personnel	0	0	0.0 %	0.0 %	0	0
12 : Se	emi-Skilled Manual Worke	8	0	0	0.0 %	0.0 %	0	0
13 : O	ther Sales and Service Pe	rsonnel	0	0	0.0 %	0.0 %	0	0
14 : 0	ther Manual Workers		0	0	0.0 %	0.0 %	0	0
Total N	lumber		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.

Employer	
Form Data is entered by Employer	ris Paparte Visible to the ESDC Officers?
No Change Forms Visible to ESDC	(Last changed by maurice.test at 2022-01-06 12:13)
<u>Update your employer information</u>	

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.

XXXXXXX	*Employer Status Active	*Program FCP
Form Data Is	*Employer BN	
Entered by Employer manually entered or via upload file)	XXXXXXXXXX	
ABC Inc.		
*Common Name		
ABC		
*Country		
Canada 🗸		
Website		
Website		
Website Notes		

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.

Regio	on					
General	Region	Division	Address	Contact	Documents	
Any fiel Divisior	ds marked v n and Regior	vith an aste al informa	erisk (*) are tion is prim	e required t	fields. in workforce	analysis, and is not required for Federal Contractors Program submissions.
No Rec	ords Found					Insert

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)

Regio	n						
General	Region	Division	Address	Contact	Documents		
Any field	s marked w	ith an aste	risk (*) are	required t	ields.		
Division *ID	and Region	al informa *Title	tion is prim	erily used	in workforce ar	sis, and is not required for Federal Contra	actors Program submissions.
						(×)	
				(Save In	Abandon Changes	

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.

Divisi	on					
Conoral	Pagion	Division	Addross	Contact	Documents	
ocherar	Region	DIVISION	/ ladi coo	contact	bocamento	
Any field	ls marked	with an aste	risk (*) are	required f	ields.	
Division	and Regio	onal informat	ion is prim	arily used	in workforce a	nalysis, and is not required for Federal Contractors Program submissions.
No Reco	ords Found	d			1	Insert

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)

General	Region	Division	Address	Contact	Documents			
			- 1.40		- 11			
Any field	ds marked	with an aster	risk (*) are	required fi	ields.			
Division	and Regio	nal informat	ion is prim	arily used	in workforce analy	sis, and is not rec	uired for Federal	Contractors Program s
Division	and Regio	nal informat	tion is prim	arily used	in workforce analy	sis, and is not rec	uired for Federal	Contractors Program s
Division *ID	and Regio	onal informat	tion is prim	arily used	in workforce analy	sis, and is not rec	uired for Federal	Contractors Program s

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.

Addre	ess				
General	Region	Division	Address	Contact	Documents
Any field	ls marked	l with an as	terisk (*) are	required f	fields.
• <u>Pri</u>	ncipal Pla	ace of Busi	ness	>	
• 11/10	illing Addr	ess			
*Addr	ess Type				
Princip	oal Place o	of Business			
*Addr	ess				
Addre	ss 2				
*City					
	0.007630		~		The rest in the ends from the "
*Prov	ince / Sta	te	~		*Postal / Zip Code
-			0		
					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.

	Region [Divis <mark>io</mark> n	Address	Contact	Documents		
Any fiel	ds marked w	ith an as	sterisk (*) ar	e req <mark>uire</mark> d f	ields.		
• Ch	nief Executiv	e Office	r				[Add New Cor
• <u>En</u> • <u>En</u>	<u>nployment E</u> nployment E	<u>quity Off</u> quity Rej	<u>icer</u> port	>			
*Con	tact Type						
Chief	Executive Of	ficer					
Lang	v ✓						
*Salu	tation					*Contact Name	
	-						
*Posi	tion						
*Tele	phone					FAX	
(ext			() ext	
*Ema	il Address					_	
	C		2.720				
Aaa	ress Sar	ne A	S:				
	iling Addres	of Busin s	ess				
	ress						
*Add							
*Add							
*Add Addre	ess 2						
*Add Addre	ess 2			1			
*Add Addre *City	ess 2	nnot find	✓ the approp) <u>riate city in ti</u>	his list.		

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.

Conta	act					
General	Region	Division	Address	Contact	Documents	
Any field	ds marked lief Execu	d with an a	sterisk (*) a er	re required f	ields.	[Add New Contact]
• <u>En</u>	<u>nploymen</u> nploymen	<u>t Equity Of</u> t Equity Re	ficer port			

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.

*Contact Type Employment Equity Officer - 2	
*Language *Salutation	Responsible for Forms Responsible for Narrative Report Responsible for both Forms and Narrative Report
*Telephone (FAX

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.

General	Region	Division	Address	Contact	Documents	
Any field	ls marked	with an as	sterisk (*) a	re required	l fields.	
	÷.,					
Docι	ıment	S				

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.

Forms 1 to 6 and the Workforce Analysis Reports ARE currently visible to the ESDC Officers.
Employer
Form Data is entered by Employer
Forms to 6 and the Workforce Analysis Reports Visible to the ESDC Officers?
Yes Change Forms Visible to ESDC (Last changed by celine.brown at 2022-01-24 10:12)
Update your employer information

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

Employees for ABC Inc.	
An employee record was last updated 2021-10-04 15:11 (EST)	
Search for an employee record Add a New Employee	
Upload an employee record set	
<u>Create a backup file</u>	

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.

Employee Number		Employment Status	
NAICS			
Gender	Aboriginal?	Person with Disability?	Visible Minority?
CMA 🗸		Province/Territory	
NOC		~	
Occupational Groups			

Dates			
	after		before
Hire Date (YYYY-MM-DD) After	yyyy-mm-dd 📰	Hire Date (YYYY-MM-DD) Before	yyyy-mm-dd 📰
Termination Date (YYYY-MM- DD) After	yyyy-mm-dd 🗐	Hire Date (YYYY-MM-DD) Before	yyyy-mm-dd 🖃
Contract End Date (YYYY-MM- DD) After	yyyy-mm-dd 📰	Contract End Date (YYYY-MM- DD) Before	yyyy-mm-dd 📰
Promotion Date (YYYY-MM-DD) After	yyyy-mm-dd 📰	Promotion Date (YYYY-MM-DD) Before	yyyy-mm-dd 📰
Update Date (YYYY-MM-DD) After	yyyy-mm-dd 📰		
Include in Search Result			
□ Hire Date (YYYY-MM-DD)	Termination Date (YYYY-MM	1-DD) 🗆 Gender	
	Province/Territory	Occupational Grou	ps
□ Salary			
Aboriginal?	Person with Disability?	Visible Minority?	
	Search Reset		

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.

Import Options
Import Options
The overwrite employee option deletes all previously stored data for the session year. The update employee option appends new information to existing records through employee numbers only. It also uploads and appends newly created records.
 overwrite employees for 2020 Opdate employees for 2020

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

Employees for ABC Inc.	
An employee record was last updated 2021-10-04 15:11 (EST)	
Search for an employee record	
Add a New Employee	

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*)

ipioyee Number	*Hire Date ()		Termination Date (VVVV MM DD)
\sim	yyyy-mm-d	d 📰	yyyy-mm-dd 📰
nder	Aboriginal?	Person with Disa	bility? Visible Minority?
~	No 🗸	No 🗸	No 🗸
mployment Status		Salary	
ermanent Full-Time 💙		Sulary	
		[Calculate Salary]
ма		*Province/Territo	ory
•	~		~
IAIC5			~
юс			
earch for NOC]	1		`
cupational Groups	•		· · · · · · · · · · · · · · · · · · ·
cupational Groups			T
cupational Groups			

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.

Employee 0000: G	eneral		
The data has been saved.			
0			
General At Time of Hiring	Promotions		[<u>Add a New Employee</u>]
Any fields marked with an aste	risk (*) are required fields.		
*Employee Number	*Hire Date (Y	YYY-MM-DD) 1	Fermination Date (YYYY-MM-DD)
0000	2018-07-11		yyyy-mm-dd 📰
*Gender	Aboriginal?	Person with Disability?	Visible Minority?
Male 🗸	No 🗸	No 🗸	No 🗸

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.

General	At Time of Hiring	Promotions			
Any field	ls marked with an aste	erisk (*) are required	fields.		
Salary a	t Time of Hiring				
CMA at '	Time of Hiring			Province at Time	e of Hiring
		~			~
NOC at	Time of Hiring				
[Search	for NOC 1				~
Occupat	tional Group at Time	of Hiring			
	Update [Date (YYYY-MM-DD)			Updated By
	2021	-12-15 13:38:24	Save	bandon Changes	celine2.browr

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.

General	At Time of Hiring	Promotions		
Any field No pro r	ds marked with an a motions have been	sterisk (*) are re recorded for 20	quired fields. 1 20	
				Insert

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.

Genera	At Time of Hiring	Promotions	
Any fi	lds marked with an a	terisk (*) are required fields.	
Rer	ninder		
If the	employee's NOC cod	is affected by a promotion, please select the new NO	с.
Go to inforn	Task 2: Create emplo nation about how to o	ee, promotion, and temporary employee files' in the ' eate your .txt files.	Tools and Resources' section of WEIMS if you want more
Pro	motion 1		
×Pro	y-mm-dd 🗐	(M-DD)	
[<u>Se</u>	arch for NOC]		 ↑
		Save Insert Abando	on Changes

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.)

ms have not be	en submitted for calendar year '20	20'.		
ins have not be	en submitteu for calendar year 20	20.		
promotions or	temporary employees, please ensu	ure that you also uplo	ad your 'promo.txt' an	d 'term.txt' files.
Name	Description	Folder	Upload Date	
	promotions or Name	promotions or temporary employees, please ensu Name Description	promotions or temporary employees, please ensure that you also uplo Name Description Folder	promotions or temporary employees, please ensure that you also upload your 'promo.txt' an Name Description Folder Upload Date

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

ſ	File name:	employee ~	All files	~
l			Open	Cancel

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

Import Employ	yee Data			
I The forms have not b If you have promotions o	een submitted for calendar year '202 r temporary employees, please ensui	'0'. re that you also uplo	ad you ('promo.txt') and	'term.txt' files.
No. File Name	Description	Folder	Upload Date	
Add New File File to upload Description	Choose File employee.txt	>		
	Upload			

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'

Import Options	
The overwrite employee option deletes all previously stored data for the session yea evidence records through employee numbers only. It also uploads and appends new Overwrite employees Our date employees	The update employee option appends new information to created records.

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.

A second second	: been submitted for calendar year '2020'.
mport Log as	s of 2021-12-15 13:20:37 EST
021-12-15 13:19:43	Info : Import Process Started
021-12-15 13:19:43	Warning : The system could not find the 'term.txt' file.
	It is assumed that there are no temporary or term employees within your company for this calendar year. If you
	have forgotten to upload this file, please do so and re-import the data into WEIMS.
021-12-15 13:19:43	Warning : The system could not find the "promo.txt" file.
	It is assume that there are no promotions within your company for this calendar year. If you have forgotten to unload this file please do so and re-import the data into WEIMS.
021-12-15 13:19:43	Info : Initiating import of employee the records
021-12-15 13:19:43	Info : The employee.txt file is formatted for WEIMS.
021-12-15 13:19:43	Warning : File 'employee.txt' / Line '1' / Employee number 'EMPLOYEE #':
	Invalid hire date 'Hire Date'. Record is being ignored.
021-12-15 13:19:45	Info : Overwrite was selected. Deleting existing employee records for 2020
021-12-15 13:19:45	Info : Finished import of employee.txt records
021-12-15 13:19:45	Info : Committing Records to Database
021-12-15 13:19:45	Info : Import Process Finished
021-12-15 13:19:45	Info : Initiating population of Forms 1 to 6
071 17 15 17:70:21	Info : Finished population of Forms 1 to 6

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 te	emporary employees, plea	se ensure that you also upload your 'pro	mo.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 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.

Forms	
The forms were last compiled 2021-12-14 15:18 (E	
Reporting Period	
Period Start (YYYY-MM-DD) 2007-07-16	Period End (YYYY-MM-DD) 2021-06-02 ((()))
 Compile Forms 2, 4, 5 and 6 by Occupationa Compile Forms 2, 4, 5 and 6 by Occupationa 	l Group Only l Group and NOC (slower)
 Include National Forms Include Province Forms Include CMA Forms 	
Compile Forms	
The compiled forms are up-to-date.	
 Form 1 - Report Summary Form 2 - Occupational Groups Form 3 - Salary Form 4 - Employees Hired Form 5 - Employees Promoted Form 6 - Employees Terminated 	

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.

greement to Implement Employment Equity		
ny fields marked with an asterisk (*) are required fields.		
	*Agreement N	I°: XXXXXXX
Organization		
*Legal Name		
ABC Inc		
*Common Name		
ABC		
*NAICS Title		
1111 : Oilseed and Grain Farming	♥	
*Parent Company Located Outside Canada	*Total Employees in Canada	
No V	(Full Time/Part-Time/Temporary)	300

*Address *Province / State	*CITY Postal / Zip Code
*Address *Province / State	*CITY Postal / Zip Code
*Province / State	*Postal / Zip Code
*Province / State	*Postal / Zip Code
Country	
Telephone	FAX
() [ext []	() [ext]
mployment Equity Contact	
*Name	Title
Telephone	*Email Address
() ext	
ortification	
ignatory	
Note: The signatory must be the Chief Executive Officer OR an author on behalf of the organization.	ized person in an executive position with legal authority to sign a contract
*Name	Title
Telephone	*Email Address
() ext	
Signature	Date (YYYY-MM-DD)
Update Date (YYYY-MM-DD)	Updated By
2022-01-06 19:45:14	Profit Company And Same of Land
Save Withdraw AIEE Subm	nit 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

Contracts			
To Date there have been 0 contrac	t(s) awarded	Contract Awarded	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.

Workforce Analysis
Set Workforce Analysis Defaults
Women, Aboriginal Peoples and Visible Minorities Persons with Disabilities
Workforce Analysis Report
Detailed Report Summary Report

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.

mployment Equity Occupational Group		Perform Analysis By	Recruitment Area
11 : Senior Managers		*Perform Analysis By	*Recruitment Area
2 : Middle and Other Managers		*Perform Analysis By	*Recruitment Area
13 : Professionals		*Perform Analysis By	*Recruitment Area
14 : Semi-Professionals and Technicians		*Perform Analysis By	*Recruitment Area Provincial
7 : Administrative and Senior Clerical Personnel		*Perform Analysis By EEOG	*Recruitment Area
0 : Clerical Personnel		*Perform Analysis By EEOG ~	*Recruitment Area
3 : Other Sales and Service Personnel		*Perform Analysis By	*Recruitment Area
nployers who wish to change default(s) must record their cation. This information will help to finalize your workforc	reasons fors e analysis re	electing a different analysis sco port.	ope, recruitment area of recruitm

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.

Workforce Analysis
Set Workforce Analysis Defaults
Women, Aboriginal Peoples and Visible Minorities Persons with Disabilities
Workforce Analysis Report
Detailed Report Summary Report

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.

Workforce Analysis	
Set Workforce Analysis Defaults	
<u>Women, Aboriginal Peoples</u> and Visible Minorities Persons with Disabilities	
Workforce Analysis Report	
Detailed Report Summary Report	

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.

Set Workforce Analysis Defaults - Persons	with Disabilities	
Employment Equity Occupational Group	Perform Analysis By	Recruitment Area
01/02 : Managers	EEOG	*Recruitment Area
03 : Professionals	EEOG	*Recruitment Area
04 : Semi-Professionals and Technicians	EEOG	*Recruitment Area
05 : Supervisors	EEOG	*Recruitment Area
07 : Administrative and Senior Clerical Personnel	EEOG	*Recruitment Area
10 : Clerical Personnel	EEOG	*Recruitment Area
12 : Semi-Skilled Manual Workers	EEOG	*Recruitment Area
Employers who wish to change default(s) must record their reasons for a location. This information will help to finalize your workforce analysis rep	electing a different analysis scope, r port.	ecruitment area or recruitment

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.

wpaz-ofm12c-ssl-i2.services.gc.qat says
You are about to restore the defaults. Continue?
OK Cancel

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.

Workforce Analysis	
Set Workforce Analysis Defaults	
 <u>Women, Aboriginal Peoples and Visible Minorities</u> <u>Persons with Disabilities</u> 	
Workforce Analysis Report	

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.

Workforce	Analysis -	Detaile	d Report	
Date				
2021-12-15				
Designated Group	T			
	~			
	Т	(Run Report	Send report by 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							
Employment Equity Occupational Group	Internal Location	Women All Employees	Repre	esentation %	Women Ave %	ilability 1	Gep	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. 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.

Workforce Analysis	- Summary Report	
Date 2021-12-15	Run Report	Send report by 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.

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Downloads				Ľ	Q		\Rightarrow
See more	1_48869_	2021121	151004	44.pdf			

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 E Workfor	Workplace Equity Information Management System - Test Workforce Analysis - Summary Report Date: 2021-12-15					
Employment Equity Occupational Group	All Employees	Repre	sentation %	Women Av %	valiability #	Gag
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
07 : Administrative and Senior Cierical Personnel	13	12	92.3 %	80.3 %	10	2
10 : Cierical Personnel	1	0	0.0 %	65.2 %		-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.						\mathbf{V}

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.

mployment Equity Occupational Group	Perform Analysis By	Recruitment Area
1 : Senior Managers	*Perform Analysis By	*Recruitment Area
2 : Middle and Other Managers	*Perform Analysis By	*Recruitment Area
3 : Professionals	*Perform Analysis By	*Recruitment Area
I : Semi-Professionals and Technicians	*Perform Analysis By	*Recruitment Area
? : Administrative and Senior Clerical Personnel	*Perform Analysis By	*Recruitment Area
) : Clerical Personnel	*Perform Analysis By	*Recruitment Area
3 : Other Sales and Service Personnel	*Perform Analysis By EEOG 🗸	*Recruitment Area
ployers who wish to change default(s) must record their r ation. This information will help to finalize your workforce or - Employers who wish to change default(s) must record ruitment location. This information will help to finalize you	easons for selecting a different analysis sco e analysis report. I their reasons for selecting a different anal our workforce analysis report.	ope, recruitment area or recruitment ysis scope, recruitment area or

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"