



Technical webinar on new salary reporting requirements

Workplace Equity Division



Updated: 2021-12-09

Introduction

- The Legislated Employment Equity Program (LEEP) employers use the Workplace Equity Information Management System (WEIMS) to upload their workforce data, generate Forms 1 to 6, and prepare their narrative report for their annual submissions under the *Employment Equity Act* (the Act).
- For the purpose of generating and submitting forms 1 to 6, as required under the Act, employers will need to create .txt data files and upload them to WEIMS.
- The six forms capture detailed information on all employees and the four designated groups (women, Aboriginal peoples, persons with disabilities, and members of visible minorities) by geographic location, Employment Equity Occupational Group, Industrial sector, employment status, salary ranges, wage gap percentages, and number hired, promoted and terminated.
- The six forms are as follows:
 - **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**



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1. Preparing employee data

- Working with spreadsheets (e.g., Excel) makes it easier to manipulate data. However, WEIMS will only allow you to import **Text Tab Delimited (.txt) files**. Spreadsheets can easily be saved as .txt files
- When importing data into WEIMS from a different application (e.g. a human resources database), you will be required to manipulate the data to comply with WEIMS specifications and to create the following three .txt files prior to importing your data into WEIMS:
 - **employee.txt** (detailed records of all employees)
 - **term.txt** (term contract records of temporary and casual employees)
 - **promo.txt** (promotion records)

NOTE: To successfully import data into WEIMS, the files must be named **employee.txt**, **term.txt** and **promo.txt**



2. Creating an employee.txt file – Overview

- Ensure the file contains one row for every employee; if your organization has 200 employees, you must have 200 rows;
- All columns must be included in the order specified below; and,
- All column **headings** must be removed before uploading into WEIMS
- **New columns are highlighted in blue**

| A | B | C | D | E | F | G | H | I | J | K |
|------------------------|------------|-----------------|------------|--------------|---------------|-----------------|--------------------|--------------------|---|-------------------------------|
| Employee Number | CMA | Province | NOC | NAICS | Status | Comments | Gender code | Salary paid | Special salary – Commission only | Special salary – Other |
| 111 | 58 | 11 | 1121 | 9119 | 01 | | M | 67474.56 | N | N |
| 222 | 58 | 11 | 1121 | 9119 | 01 | | F | 1417.78 | N | N |
| 333 | 58 | 11 | 1121 | 9119 | 01 | | M | 48718.27 | Y | N |
| 444 | 58 | 11 | 1121 | 9119 | 01 | | F | 54606.05 | N | Y |
| 555 | 58 | 11 | 1121 | 9119 | 02 | | M | 27033.32 | N | N |
| 668 | 58 | 11 | 1121 | 9119 | 01 | | F | 4779.54 | N | N |

| L | M | N | O | P | Q | R | S | T | U | V |
|------------------------|------------------------|---------------------------------------|------------------|---------------------|-----------------------|---------------------------|---------------------------|----------------------------------|------------------|-------------------------|
| Number of hours | Number of weeks | Special salary hourly pay rate | Bonus pay | Overtime pay | Overtime hours | Aboriginal peoples | Visible minorities | Persons with disabilities | Hire date | Termination date |
| 1950.00 | 52 | | 167.89 | 1318.53 | 41.20 | N | N | N | 2008-09-14 | |
| 80.00 | 2 | | | 902.40 | 37.60 | N | N | Y | 2006-03-22 | |
| | 52 | | | | | N | N | N | 2001-04-17 | |
| | 52 | 26.25 | 450.00 | 1224.60 | 31.40 | N | N | N | 2001-03-31 | |
| 1035.50 | 52 | | | | | N | Y | Y | 1992-04-12 | |
| 150.00 | 4 | | 214.72 | | | N | N | N | 2001-05-24 | |

2. Creating an employee.txt file – Column A

| A | B | C | D | E | F | G | H | I | J | K |
|-----------------|-----|----------|------|-------|--------|----------|-------------|-------------|----------------------------------|------------------------|
| Employee Number | CMA | Province | NOC | NAICS | Status | Comments | Gender code | Salary paid | Special salary – Commission only | Special salary – Other |
| 111 | 58 | 11 | 1121 | 9119 | 01 | | M | 67474.56 | N | N |
| 222 | 58 | 11 | 1121 | 9119 | 01 | | F | 1417.78 | N | N |
| 333 | 58 | 11 | 1121 | 9119 | 01 | | M | 48718.27 | Y | N |
| 444 | 58 | 11 | 1121 | 9119 | 01 | | F | 54606.05 | N | Y |
| 555 | 58 | 11 | 1121 | 9119 | 02 | | M | 27033.32 | N | N |
| 668 | 58 | 11 | 1121 | 9119 | 01 | | F | 4779.54 | N | N |

Column A: Employee number

- Maximum 20 characters
- Can be letters or numbers or a combination of both
- Must be unique (no duplicates)



2. Creating an employee.txt file – Columns B and C

| A | B | C | D | E | F | G | H | I | J | K |
|-----------------|-----|----------|------|-------|--------|----------|-------------|-------------|----------------------------------|------------------------|
| Employee Number | CMA | Province | NOC | NAICS | Status | Comments | Gender code | Salary paid | Special salary – Commission only | Special salary – Other |
| 111 | 58 | 11 | 1121 | 9119 | 01 | | M | 67474.56 | N | N |
| 222 | 58 | 11 | 1121 | 9119 | 01 | | F | 1417.78 | N | N |
| 333 | 58 | 11 | 1121 | 9119 | 01 | | M | 48718.27 | Y | N |
| 444 | 58 | 11 | 1121 | 9119 | 01 | | F | 54606.05 | N | Y |
| 555 | 58 | 11 | 1121 | 9119 | 02 | | M | 27033.32 | N | N |
| 668 | 58 | 11 | 1121 | 9119 | 01 | | F | 4779.54 | N | N |

Columns B and C: CMA (Census Metropolitan Area) and Province

- Maximum 2 digits
- CMA and Province codes must correspond to one another as per the values in the [Province and CMA codes](#) on the [WEIMS Help page](#)



2. Creating an employee.txt file – Column D

| A | B | C | D | E | F | G | H | I | J | K |
|-----------------|-----|----------|------|-------|--------|----------|-------------|-------------|----------------------------------|------------------------|
| Employee Number | CMA | Province | NOC | NAICS | Status | Comments | Gender code | Salary paid | Special salary – Commission only | Special salary – Other |
| 111 | 58 | 11 | 1121 | 9119 | 01 | | M | 67474.56 | N | N |
| 222 | 58 | 11 | 1121 | 9119 | 01 | | F | 1417.78 | N | N |
| 333 | 58 | 11 | 1121 | 9119 | 01 | | M | 48718.27 | Y | N |
| 444 | 58 | 11 | 1121 | 9119 | 01 | | F | 54606.05 | N | Y |
| 555 | 58 | 11 | 1121 | 9119 | 02 | | M | 27033.32 | N | N |
| 668 | 58 | 11 | 1121 | 9119 | 01 | | F | 4779.54 | N | N |

Column D: NOC (National Occupational Classification)

- Maximum 4 digits
- Must be a valid 4-digit NOC code
- Ensure you use [NOC 2016.3 version](#) codes



2. Creating an employee.txt file – Column E

| A | B | C | D | E | F | G | H | I | J | K |
|-----------------|-----|----------|------|-------|--------|----------|-------------|-------------|----------------------------------|------------------------|
| Employee Number | CMA | Province | NOC | NAICS | Status | Comments | Gender code | Salary paid | Special salary – Commission only | Special salary – Other |
| 111 | 58 | 11 | 1121 | 9119 | 01 | | M | 67474.56 | N | N |
| 222 | 58 | 11 | 1121 | 9119 | 01 | | F | 1417.78 | N | N |
| 333 | 58 | 11 | 1121 | 9119 | 01 | | M | 48718.27 | Y | N |
| 444 | 58 | 11 | 1121 | 9119 | 01 | | F | 54606.05 | N | Y |
| 555 | 58 | 11 | 1121 | 9119 | 02 | | M | 27033.32 | N | N |
| 668 | 58 | 11 | 1121 | 9119 | 01 | | F | 4779.54 | N | N |

Column E: North American Industry Classification System (NAICS)

- Must be 4 digits
- Must be a valid 4-digit NAICS code
- Ensure you use [NAICS 2012](#) codes



2. Creating an employee.txt file – Column F

| A | B | C | D | E | F | G | H | I | J | K |
|-----------------|-----|----------|------|-------|--------|----------|-------------|-------------|----------------------------------|------------------------|
| Employee Number | CMA | Province | NOC | NAICS | Status | Comments | Gender code | Salary paid | Special salary – Commission only | Special salary – Other |
| 111 | 58 | 11 | 1121 | 9119 | 01 | | M | 67474.56 | N | N |
| 222 | 58 | 11 | 1121 | 9119 | 01 | | F | 1417.78 | N | N |
| 333 | 58 | 11 | 1121 | 9119 | 01 | | M | 48718.27 | Y | N |
| 444 | 58 | 11 | 1121 | 9119 | 01 | | F | 54606.05 | N | Y |
| 555 | 58 | 11 | 1121 | 9119 | 02 | | M | 27033.32 | N | N |
| 668 | 58 | 11 | 1121 | 9119 | 01 | | F | 4779.54 | N | N |

Column F: Status

- Maximum 2 digits
- Must correspond to the [Employee Status codes](#) under the [WEIMS Help page](#)
- For employment status 04: Other:
 - Do not enter any salary-related data (leave columns I, L to Q blank); and,
 - Report “N” for both special salary scenarios (columns J and K) or it will result in an upload error.

2. Creating an employee.txt file – Column G

| A | B | C | D | E | F | G | H | I | J | K |
|-----------------|-----|----------|------|-------|--------|----------|-------------|-------------|----------------------------------|------------------------|
| Employee Number | CMA | Province | NOC | NAICS | Status | Comments | Gender code | Salary paid | Special salary – Commission only | Special salary – Other |
| 111 | 58 | 11 | 1121 | 9119 | 01 | | M | 67474.56 | N | N |
| 222 | 58 | 11 | 1121 | 9119 | 01 | | F | 1417.78 | N | N |
| 333 | 58 | 11 | 1121 | 9119 | 01 | | M | 48718.27 | Y | N |
| 444 | 58 | 11 | 1121 | 9119 | 01 | | F | 54606.05 | N | Y |
| 555 | 58 | 11 | 1121 | 9119 | 02 | | M | 27033.32 | N | N |
| 668 | 58 | 11 | 1121 | 9119 | 01 | | F | 4779.54 | N | N |

Column G: Comments

- Column is required for WEIMS to read the file correctly, but inclusion of data in the **Comments** field is optional
- Comments are exclusively for employer use and reference – the Labour Program does not have access to information contained in this column.

2. Creating an employee.txt file – Column H

| A | B | C | D | E | F | G | H | I | J | K |
|-----------------|-----|----------|------|-------|--------|----------|-------------|-------------|----------------------------------|------------------------|
| Employee Number | CMA | Province | NOC | NAICS | Status | Comments | Gender code | Salary paid | Special salary – Commission only | Special salary – Other |
| 111 | 58 | 11 | 1121 | 9119 | 01 | | M | 67474.56 | N | N |
| 222 | 58 | 11 | 1121 | 9119 | 01 | | F | 1417.78 | N | N |
| 333 | 58 | 11 | 1121 | 9119 | 01 | | M | 48718.27 | Y | N |
| 444 | 58 | 11 | 1121 | 9119 | 01 | | F | 54606.05 | N | Y |
| 555 | 58 | 11 | 1121 | 9119 | 02 | | M | 27033.32 | N | N |
| 668 | 58 | 11 | 1121 | 9119 | 01 | | F | 4779.54 | N | N |

Column H: Gender code

- Must be 1 letter
- Must be **M** (male) or **F** (female)
- Leaving the field blank will cause an upload error

2. Creating an employee.txt file – Column I

| A | B | C | D | E | F | G | H | I | J | K |
|-----------------|-----|----------|------|-------|--------|----------|-------------|-------------|----------------------------------|------------------------|
| Employee Number | CMA | Province | NOC | NAICS | Status | Comments | Gender code | Salary paid | Special salary – Commission only | Special salary – Other |
| 111 | 58 | 11 | 1121 | 9119 | 01 | | M | 67474.56 | N | N |
| 222 | 58 | 11 | 1121 | 9119 | 01 | | F | 1417.78 | N | N |
| 333 | 58 | 11 | 1121 | 9119 | 01 | | M | 48718.27 | Y | N |
| 444 | 58 | 11 | 1121 | 9119 | 01 | | F | 54606.05 | N | Y |
| 555 | 58 | 11 | 1121 | 9119 | 02 | | M | 27033.32 | N | N |
| 668 | 58 | 11 | 1121 | 9119 | 01 | | F | 4779.54 | N | N |

Column I: Salary paid

- Salary can be entered for any period based on number of weeks (minimum 2)
 - In certain scenarios, the annual salary is still required
- Must be greater than 0, up to two decimals
- No dollar signs, no commas, and no spaces – only periods are accepted
- **Must be left blank if employee is employment status 04: Other in column F**

2. Creating an employee.txt file – Salary definition

Salary is defined as

- Remuneration paid for work performed, before deductions
- Includes basic pay, pay for piecework, and shift premiums

Salary does not include

- Benefits, securities, severance/termination or vacation pay as payment in lieu of leave not taken
- Payment in kind, supplementary payments, allowances or retroactive payments for work prior to the reporting period
- Reimbursements for expenses or compensation for extra-duty services other than overtime

Bonus and overtime

- Bonus and overtime pay are reported separately from salary (see columns **O** to **Q**)



2. Creating an employee.txt file – Column L

| L | M | N | O | P | Q | R | S | T | U | V |
|-----------------|-----------------|--------------------------------|-----------|--------------|----------------|--------------------|--------------------|---------------------------|------------|------------------|
| Number of hours | Number of weeks | Special salary hourly pay rate | Bonus pay | Overtime pay | Overtime hours | Aboriginal peoples | Visible minorities | Persons with disabilities | Hire date | Termination date |
| 1950.00 | 52 | | 167.89 | 1318.53 | 41.20 | N | N | N | 2008-09-14 | |
| 80.00 | 2 | | | 902.40 | 37.60 | N | N | Y | 2006-03-22 | |
| | 52 | | | | | N | N | N | 2001-04-17 | |
| | 52 | 26.25 | 450.00 | 1224.60 | 31.40 | N | N | N | 2001-03-31 | |
| 1035.50 | 52 | | | | | N | Y | Y | 1992-04-12 | |
| 150.00 | 4 | | 214.72 | | | N | N | N | 2001-05-24 | |

Column L: Number of hours

- Must correspond with the “salary paid” in column I
- Must be greater than 0, up to two decimals for partial hours
- **Must only be left blank if employee is paid a special salary scenario (“Y” in column J or K) OR is employment status 04: Other in column F, otherwise will cause an upload error**
- Data will be used to calculate the hourly pay rate for the employee

2. Creating an employee.txt file – Column M

| L | M | N | O | P | Q | R | S | T | U | V |
|-----------------|-----------------|--------------------------------|-----------|--------------|----------------|--------------------|--------------------|---------------------------|------------|------------------|
| Number of hours | Number of weeks | Special salary hourly pay rate | Bonus pay | Overtime pay | Overtime hours | Aboriginal peoples | Visible minorities | Persons with disabilities | Hire date | Termination date |
| 1950.00 | 52 | | 167.89 | 1318.53 | 41.20 | N | N | N | 2008-09-14 | |
| 80.00 | 2 | | | 902.40 | 37.60 | N | N | Y | 2006-03-22 | |
| | 52 | | | | | N | N | N | 2001-04-17 | |
| | 52 | 26.25 | 450.00 | 1224.60 | 31.40 | N | N | N | 2001-03-31 | |
| 1035.50 | 52 | | | | | N | Y | Y | 1992-04-12 | |
| 150.00 | 4 | | 214.72 | | | N | N | N | 2001-05-24 | |

Column M: Number of weeks

- Must correspond with the “salary paid” in column I
- No decimals, maximum value of 53
- **Must only be left blank if employee is employment status 04: Other in column F or will cause an upload error**
- Data will be used to calculate the annual salary for the employee

2. Creating an employee.txt file – Column O

| L | M | N | O | P | Q | R | S | T | U | V |
|-----------------|-----------------|--------------------------------|-----------|--------------|----------------|--------------------|--------------------|---------------------------|------------|------------------|
| Number of hours | Number of weeks | Special salary hourly pay rate | Bonus pay | Overtime pay | Overtime hours | Aboriginal peoples | Visible minorities | Persons with disabilities | Hire date | Termination date |
| 1950.00 | 52 | | 167.89 | 1318.53 | 41.20 | N | N | N | 2008-09-14 | |
| 80.00 | 2 | | | 902.40 | 37.60 | N | N | Y | 2006-03-22 | |
| | 52 | | | | | N | N | N | 2001-04-17 | |
| | 52 | 26.25 | 450.00 | 1224.60 | 31.40 | N | N | N | 2001-03-31 | |
| 1035.50 | 52 | | | | | N | Y | Y | 1992-04-12 | |
| 150.00 | 4 | | 214.72 | | | N | N | N | 2001-05-24 | |

Column O: Bonus pay

- Required if employee is paid a bonus in the reporting period
- Greater than 0, up to two decimals
- **Leave blank if employee is not paid a bonus, is paid a special commission-only salary (“Y” in column J), or is employment status 04: Other in column F**

Bonus pay is any additional remuneration an employer pays an employee as a result of profit sharing, productivity, performance, commissions or any other incentive

2. Creating an employee.txt file – Column P

| L | M | N | O | P | Q | R | S | T | U | V |
|-----------------|-----------------|--------------------------------|-----------|--------------|----------------|--------------------|--------------------|---------------------------|------------|------------------|
| Number of hours | Number of weeks | Special salary hourly pay rate | Bonus pay | Overtime pay | Overtime hours | Aboriginal peoples | Visible minorities | Persons with disabilities | Hire date | Termination date |
| 1950.00 | 52 | | 167.89 | 1318.53 | 41.20 | N | N | N | 2008-09-14 | |
| 80.00 | 2 | | | 902.40 | 37.60 | N | N | Y | 2006-03-22 | |
| | 52 | | | | | N | N | N | 2001-04-17 | |
| | 52 | 26.25 | 450.00 | 1224.60 | 31.40 | N | N | N | 2001-03-31 | |
| 1035.50 | 52 | | | | | N | Y | Y | 1992-04-12 | |
| 150.00 | 4 | | 214.72 | | | N | N | N | 2001-05-24 | |

Column P: Overtime pay

- Required if employee is paid for overtime hours during the reporting period
- Greater than 0, up to two decimals
- **Leave blank if employee was not paid for overtime hours worked, is paid a special commission-only salary (“Y” in column J), or is employment status 04: Other in column F**

Overtime pay is any remuneration paid for the hours worked by an employee in excess of the standard hours of work

2. Creating an employee.txt file – Column Q

| L | M | N | O | P | Q | R | S | T | U | V |
|-----------------|-----------------|--------------------------------|-----------|--------------|----------------|--------------------|--------------------|---------------------------|------------|------------------|
| Number of hours | Number of weeks | Special salary hourly pay rate | Bonus pay | Overtime pay | Overtime hours | Aboriginal peoples | Visible minorities | Persons with disabilities | Hire date | Termination date |
| 1950.00 | 52 | | 167.89 | 1318.53 | 41.20 | N | N | N | 2008-09-14 | |
| 80.00 | 2 | | | 902.40 | 37.60 | N | N | Y | 2006-03-22 | |
| | 52 | | | | | N | N | N | 2001-04-17 | |
| | 52 | 26.25 | 450.00 | 1224.60 | 31.40 | N | N | N | 2001-03-31 | |
| 1035.50 | 52 | | | | | N | Y | Y | 1992-04-12 | |
| 150.00 | 4 | | 214.72 | | | N | N | N | 2001-05-24 | |

Column Q: Overtime hours

- Required if employee is paid for overtime hours during the reporting period
- Greater than 0, up to two decimals for partial hours
- **Must correspond to overtime pay paid entered in column P**
- **Leave blank if employee was not paid for overtime hours worked, is paid a special commission-only salary (“Y” in column J), or is employment status 04: Other in column F**



2. Creating an employee.txt file – Column J

| A | B | C | D | E | F | G | H | I | J | K |
|-----------------|-----|----------|------|-------|--------|----------|-------------|-------------|----------------------------------|------------------------|
| Employee Number | CMA | Province | NOC | NAICS | Status | Comments | Gender code | Salary paid | Special salary – Commission only | Special salary – Other |
| 111 | 58 | 11 | 1121 | 9119 | 01 | | M | 67474.56 | N | N |
| 222 | 58 | 11 | 1121 | 9119 | 01 | | F | 1417.78 | N | N |
| 333 | 58 | 11 | 1121 | 9119 | 01 | | M | 48718.27 | Y | N |
| 444 | 58 | 11 | 1121 | 9119 | 01 | | F | 54606.05 | N | Y |
| 555 | 58 | 11 | 1121 | 9119 | 02 | | M | 27033.32 | N | N |
| 668 | 58 | 11 | 1121 | 9119 | 01 | | F | 4779.54 | N | N |

Column J: Special salary – Commission-only

- Must be 1 letter
- Must be **Y** (yes) or **N** (no)
- Enter “**Y**” **only** if the employee is paid on commission alone
- Leaving the field blank will cause an upload error

2. Creating an employee.txt file – Commission only

- Where an employee is paid on **commission only**, report “Y” in “special salary – commission-only” (column **J**), and:
 1. For “salary paid” (column **I**), enter the actual salary for the reporting year
 2. For “number of weeks” (column **M**), enter 52 for the annual salary
 3. Leave “number of hours” (column **L**), “special salary hourly pay rate”, “bonus pay”, “overtime pay” and “overtime hours” (columns **N** to **Q**) blank (including values will result in an upload error)

| I | J | K | L | M | N | O | P | Q |
|-------------|----------------------------------|------------------------|-----------------|-----------------|--------------------------------|-----------|--------------|----------------|
| Salary paid | Special salary – Commission only | Special salary – Other | Number of hours | Number of weeks | Special salary hourly pay rate | Bonus pay | Overtime pay | Overtime hours |
| 48718.27 | Y | N | | 52 | | | | |



2. Creating an employee.txt file – Column K

| A | B | C | D | E | F | G | H | I | J | K |
|-----------------|-----|----------|------|-------|--------|----------|-------------|-------------|----------------------------------|------------------------|
| Employee Number | CMA | Province | NOC | NAICS | Status | Comments | Gender code | Salary paid | Special salary – Commission only | Special salary – Other |
| 111 | 58 | 11 | 1121 | 9119 | 01 | | M | 67474.56 | N | N |
| 222 | 58 | 11 | 1121 | 9119 | 01 | | F | 1417.78 | N | N |
| 333 | 58 | 11 | 1121 | 9119 | 01 | | M | 48718.27 | Y | N |
| 444 | 58 | 11 | 1121 | 9119 | 01 | | F | 54606.05 | N | Y |
| 555 | 58 | 11 | 1121 | 9119 | 02 | | M | 27033.32 | N | N |
| 668 | 58 | 11 | 1121 | 9119 | 01 | | F | 4779.54 | N | N |

Column K: Special salary – Other

- Must be 1 letter
- Must be **Y** (yes) or **N** (no)
- Enter “**Y**” **only** in situations where the number of hours is unknown (other than commission-only salary) where it may be difficult to determine the “number of hours” worked corresponding to “salary paid”
- Leaving the field blank will cause an upload error

2. Creating an employee.txt file – Special Salary, Other

The broad category “**other**” captures all other special salary situations where the “number of hours” worked is **unknown**. For these scenarios, report “**Y**” in “special salary scenario – other” (column **K**), and:

1. For “salary paid” (column **I**), enter the annual salary
2. For “number of weeks” (column **M**), enter 52, which corresponds to annual salary
3. Leave “number of hours” (column **L**) blank, but instead enter a representative “special salary hourly pay rate” (column **N**) for each employee

The “**hourly pay rate**” will need to be calculated outside of **WEIMS**. The approach to determining the hourly pay rate will vary depending on the special salary scenario

| I | J | K | L | M | N | O | P | Q |
|-------------|----------------------------------|------------------------|-----------------|-----------------|--------------------------------|-----------|--------------|----------------|
| Salary paid | Special salary – Commission only | Special salary – Other | Number of hours | Number of weeks | Special salary hourly pay rate | Bonus pay | Overtime pay | Overtime hours |
| 54606.05 | N | Y | | 52 | 26.25 | 450.00 | 1224.60 | 31.40 |

2. Creating an employee.txt file – Column N

| L | M | N | O | P | Q | R | S | T | U | V |
|-----------------|-----------------|--------------------------------|-----------|--------------|----------------|--------------------|--------------------|---------------------------|------------|------------------|
| Number of hours | Number of weeks | Special salary hourly pay rate | Bonus pay | Overtime pay | Overtime hours | Aboriginal peoples | Visible minorities | Persons with disabilities | Hire date | Termination date |
| 1950.00 | 52 | | 167.89 | 1318.53 | 41.20 | N | N | N | 2008-09-14 | |
| 80.00 | 2 | | | 902.40 | 37.60 | N | N | Y | 2006-03-22 | |
| | 52 | | | | | N | N | N | 2001-04-17 | |
| | 52 | 26.25 | 450.00 | 1224.60 | 31.40 | N | N | N | 2001-03-31 | |
| 1035.50 | 52 | | | | | N | Y | Y | 1992-04-12 | |
| 150.00 | 4 | | 214.72 | | | N | N | N | 2001-05-24 | |

Column N: Special salary hourly pay rate

- Must correspond with the “salary paid” in column I (therefore using total number of hours worked during the year)
- Must be greater than 0, up to two decimals
- **Only enter an “hourly pay rate” if “Y” in column K** (Special salary - Other), otherwise entering data in this field will cause an upload error
- **Must be left blank if:**
 - Employee is employment status 04: Other in column F - will cause an upload error
 - You have entered “N” in column K (Special Salary – Other)

2. Creating an employee.txt file – Column R

| L | M | N | O | P | Q | R | S | T | U | V |
|-----------------|-----------------|--------------------------------|-----------|--------------|----------------|--------------------|--------------------|---------------------------|------------|------------------|
| Number of hours | Number of weeks | Special salary hourly pay rate | Bonus pay | Overtime pay | Overtime hours | Aboriginal peoples | Visible minorities | Persons with disabilities | Hire date | Termination date |
| 1950.00 | 52 | | 167.89 | 1318.53 | 41.20 | N | N | N | 2008-09-14 | |
| 80.00 | 2 | | | 902.40 | 37.60 | N | N | Y | 2006-03-22 | |
| | 52 | | | | | N | N | N | 2001-04-17 | |
| | 52 | 26.25 | 450.00 | 1224.60 | 31.40 | N | N | N | 2001-03-31 | |
| 1035.50 | 52 | | | | | N | Y | Y | 1992-04-12 | |
| 150.00 | 4 | | 214.72 | | | N | N | N | 2001-05-24 | |

Column R: Aboriginal peoples

- Must be 1 letter
- Must be **Y** (yes) or **N** (no)
- If the employee did not self-identify, **N** must be used as the default answer
- A blank field will be treated as **N**

Employers reporting for the first time should use “N” if they have not collected the data for this designated group.

All employers who are not reporting for the first time are expected to have collected this data and to report it.

2. Creating an employee.txt file – Column S

| L | M | N | O | P | Q | R | S | T | U | V |
|-----------------|-----------------|--------------------------------|-----------|--------------|----------------|--------------------|--------------------|---------------------------|------------|------------------|
| Number of hours | Number of weeks | Special salary hourly pay Rate | Bonus pay | Overtime pay | Overtime hours | Aboriginal peoples | Visible minorities | Persons with disabilities | Hire date | Termination date |
| 1950.00 | 52 | | 167.89 | 1318.53 | 41.20 | N | N | N | 2008-09-14 | |
| 80.00 | 2 | | | 902.40 | 37.60 | N | N | Y | 2006-03-22 | |
| | 52 | | | | | N | N | N | 2001-04-17 | |
| | 52 | 26.25 | 450.00 | 1224.60 | 31.40 | N | N | N | 2001-03-31 | |
| 1035.50 | 52 | | | | | N | Y | Y | 1992-04-12 | |
| 150.00 | 4 | | 214.72 | | | N | N | N | 2001-05-24 | |

Column S: Visible minorities

- Must be 1 letter
- Must be **Y** (yes) or **N** (no)
- If the employee did not self-identify, **N** must be used as the default answer
- A blank field will be treated as **N**

Employers reporting for the first time should use “N” if they have not collected the data for this designated group.

All employers who are not reporting for the first time are required to have collected this data and to report it.

2. Creating an employee.txt file – Column T

| L | M | N | O | P | Q | R | S | T | U | V |
|-----------------|-----------------|--------------------------------|-----------|--------------|----------------|--------------------|--------------------|---------------------------|------------|------------------|
| Number of hours | Number of weeks | Special salary hourly pay rate | Bonus pay | Overtime pay | Overtime hours | Aboriginal peoples | Visible minorities | Persons with disabilities | Hire date | Termination date |
| 1950.00 | 52 | | 167.89 | 1318.53 | 41.20 | | N | N | 2008-09-14 | |
| 80.00 | 2 | | | 902.40 | 37.60 | | N | N | 2006-03-22 | |
| | 52 | | | | | | N | N | 2001-04-17 | |
| | 52 | 26.25 | 450.00 | 1224.60 | 31.40 | | N | N | 2001-03-31 | |
| 1035.50 | 52 | | | | | | N | Y | 1992-04-12 | |
| 150.00 | 4 | | 214.72 | | | | N | N | 2001-05-24 | |

Column T: Persons with disabilities

- Must be 1 letter
- Must be **Y** (yes) or **N** (no)
- If the employee did not self-identify, **N** must be used as the default answer
- A blank field will be treated as **N**

Employers reporting for the first time should use “N” if they have not collected the data for this designated group.

All employers who are not reporting for the first time are required to have collected this data and to report it.

2. Creating an employee.txt file – Column U

| L | M | N | O | P | Q | R | S | T | U | V |
|-----------------|-----------------|--------------------------------|-----------|--------------|----------------|--------------------|--------------------|---------------------------|------------|------------------|
| Number of hours | Number of weeks | Special salary hourly pay rate | Bonus pay | Overtime pay | Overtime hours | Aboriginal peoples | Visible minorities | Persons with disabilities | Hire date | Termination date |
| 1950.00 | 52 | | 167.89 | 1318.53 | 41.20 | N | N | N | 2008-09-14 | |
| 80.00 | 2 | | | 902.40 | 37.60 | N | N | Y | 2006-03-22 | |
| | 52 | | | | | N | N | N | 2001-04-17 | |
| | 52 | 26.25 | 450.00 | 1224.60 | 31.40 | N | N | N | 2001-03-31 | |
| 1035.50 | 52 | | | | | N | Y | Y | 1992-04-12 | |
| 150.00 | 4 | | 214.72 | | | N | N | N | 2001-05-24 | |

Column U: Hire date

- Must be 10 characters
- Format must be YYYY-MM-DD or YYYY/MM/DD
- Must always be blank for Temporary (employment status 03 in column **F**) or Casual (employment status 05 in column **F**) employees

2. Creating an employee.txt file – Column V

| L | M | N | O | P | Q | R | S | T | U | V |
|-----------------|-----------------|--------------------------------|-----------|--------------|----------------|--------------------|--------------------|---------------------------|------------|------------------|
| Number of hours | Number of weeks | Special salary hourly pay rate | Bonus pay | Overtime pay | Overtime hours | Aboriginal peoples | Visible minorities | Persons with disabilities | Hire date | Termination date |
| 1950.00 | 52 | | 167.89 | 1318.53 | 41.20 | N | N | N | 2008-09-14 | |
| 80.00 | 2 | | | 902.40 | 37.60 | N | N | Y | 2006-03-22 | |
| | 52 | | | | | N | N | N | 2001-04-17 | |
| | 52 | 26.25 | 450.00 | 1224.60 | 31.40 | N | N | N | 2001-03-31 | |
| 1035.50 | 52 | | | | | N | Y | Y | 1992-04-12 | |
| 150.00 | 4 | | 214.72 | | | N | N | N | 2001-05-24 | |

Column V: Termination date

- Must be 10 characters
- Format must be YYYY-MM-DD or YYYY/MM/DD
- Must always be blank for Temporary (employment status 03 in column **F**) or Casual (employment status 05 in column **F**) employees

3. Salary reporting – standard approach

WEIMS will perform the necessary calculations and generate data required for Form 2 of employer submissions using the following data elements from the employee.txt file:

- salary paid
- number of hours corresponding to the salary
- number of weeks corresponding to the salary
- bonus pay paid in the reporting year
- overtime pay paid in the reporting year
- number of overtime hours worked for the overtime pay

This information will be used to calculate aggregated hourly rate wage gaps, bonus pay gaps and overtime gaps in addition to annual salary ranges to be included on Form 2



3. Salary reporting – standard approach

- “Salary paid” (column **I**) can be entered **for any period** that represents the employee’s salary rate as of December 31 (e.g., biweekly pay)
- WEIMS will **automatically** perform the following calculations for each employee:
 - “Number of weeks” (column **M**) is used to calculate the employee **annual salary** in order to identify the salary ranges on Forms 2 and 3
 - “Number of hours” (column **L**) is used to calculate the employee **hourly pay rate** and generate the aggregated hourly wage gap percentages on Form 2

Formulas

$$\text{Annual salary} = \text{Salary paid} \times \frac{52}{\text{Number of Weeks}}$$

$$\text{Hourly pay rate} = \frac{\text{Salary paid}}{\text{Number of Hours}}$$

| I | J | K | L | M | N | O | P | Q |
|-------------|----------------------------------|------------------------|-----------------|-----------------|--------------------------------|-----------|--------------|----------------|
| Salary paid | Special salary – Commission only | Special salary – Other | Number of hours | Number of weeks | Special salary hourly pay rate | Bonus pay | Overtime pay | Overtime hours |
| 67474.56 | N | N | 1950.00 | 52 | | 167.89 | 1318.53 | 41.20 |
| 1417.78 | N | N | 80.00 | 2 | | | 902.40 | 37.60 |



3. Salary reporting – special salary scenarios

There are some situations where it may be difficult to determine the “number of hours” worked corresponding to “salary paid”. These special salary situations may include:

- Commission-only salary
- Compensation for rail transportation employees
- The **standard approach** should be applied wherever possible, but may not easily apply in the above situations, therefore an alternative salary reporting approach is available
- For employees who fall under Special salary – Other (“Y” in column **K**), the employer must calculate the “special salary hourly pay rate” outside of WEIMS and enter it in Column **N**
- The approach to calculating the “special salary hourly pay rate” will vary from situation to situation



3. Salary reporting – temporary employees

- The number of temporary employees will be calculated based on when their number was the greatest (Temporary Employees Peak Date). This will be calculated automatically by WEIMS
- Forms 2C, 2F and 3C are only generated when temporary employees make up 20% or more of the employer's workforce at any time during the reporting year. This will be calculated automatically by WEIMS
- For all temporary and casual employees, employers should report the actual salary paid (column **I**), the associated number of hours worked (column **L**), and the number of weeks over which the salary was paid (column **M**) during the reporting year (i.e. January 1 to December 31)



4. Creating a term.txt file

- Only temporary or casual employees are included in this file
- Ensure file contains one record or row for every temporary or casual employee's term contract
- If a temporary or casual employee received two (or more) term contracts, there should be two (or more) rows for that employee corresponding to each contract
- Do not create this file if your organization did not employ temporary or casual employees during the reporting period
- Employee number must exist in the employee.txt file
- Term numbers must be entered chronologically

| A | B | C | D | E |
|-----------------|-------------|------------|------------|------------------|
| Employee number | Term number | Start date | End date | Termination date |
| 333 | 1 | 2016-03-03 | 2016-12-03 | 2016-05-03 |
| 444 | 1 | 2016-07-25 | 2016-10-25 | |
| 555 | 1 | 2016-04-01 | 2016-06-30 | |
| 555 | 2 | 2016-07-14 | 2016-11-30 | |

Only include a termination date if it is before the End date



5. Creating a promo.txt file

- For every promotion the employee received, a separate row must be used
- Ensure file contains one record or row for every promotion
- If an employee was not promoted, do not create a row for that employee
- Do not create this file if your organization did not award any promotions during the reporting period
- Employee number must exist in the employee.txt file
- Promotion numbers must be entered chronologically

| A | B | C |
|-----------------|------------------|----------------|
| Employee number | Promotion number | Promotion date |
| 111 | 1 | 2020-07-25 |
| 111 | 2 | 2020-10-02 |
| 222 | 1 | 2020-04-01 |



6. Saving files in .txt format, uploading and importing into WEIMS

- The processes for saving your Excel files into .txt format as well as uploading and importing them into WEIMS remain the same as before
- We have added screen shots to help guide you in our latest version of materials available on our [WEIMS Help Page](#)
- *Note for 2021 reporting period (reports submitted June 1, 2022) you must select **Overwrite** rather than **Update**. The .txt file format has been modified to capture the new salary fields, therefore in order for WEIMS to capture the new data properly, **Overwrite must be selected**

Add New File

| | |
|----------------|--|
| File to upload | <input type="text" value="Browse..."/> |
| Description | <input type="text"/> |
| | <input type="button" value="Upload"/> |

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

Update employees for 2020

Compile Forms After Data Upload

7. Before Submitting your Report

Forms 1 to 6

- Once the import has been successful, Forms 1 to 6 are generated
- Once you are confident that the correct information is displayed on all forms, you need to download the unsigned certificate of accuracy and re-upload it into WEIMS once it is signed – we will accept both handwritten and e-signatures

Variance Reports

- The salary ranges have changed for the 2021 reporting year, and the Year to Year Salary Comparison report has been disabled
- Salary variances based on the new salary ranges will be re-enabled for the 2022 reporting year onward



7. Before Submitting your Report

Narrative Report Tab

Two options are available for you to prepare and/or upload your narrative report to WEIMS:

1. Prepare your report directly in WEIMS using the **Narrative Report Template Tool** (recommended); or
2. Complete and upload the **Narrative Report Template form** available from the [WEIMS Help page](#)



7. Before Submitting your Report

Pay Gap Contextual Information

- Under the Form Submission Tab, a new field allows you to include **contextual information** up to 4000 characters (English or French) supporting the pay gap data in Form 2
- Your statements in this field will be published alongside your pay gap
- This is an opportunity to provide contextual information regarding your pay gap results to the public



Questions?

Dedicated Program Officers are available to help guide you through the new reporting requirements

Should you have additional questions, please contact the Workplace Equity Team by email at: ee-eme@hrsdcc.gc.ca

