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Last updated June 1, 2005

# PREFACE

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## ***About This Book***

The AS/400 CIMS III Employee Management ROE User's Guide is intended for management and staff-level users of the Employee Management System (EMS). The book contains instructions for using the EMS procedures to produce Records of Employment.

This book discusses the routine tasks used to produce employee Records of Employment. It does not provide instructions for using, installing or setting up CIMS III EMS.

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## ***How This Book Is Organized***

Chapter 1, describes all the fields on the ROE and where the information is found in EMS.

Chapter 2, describes all the fields on the ROE print prompt screen and how they should be filled in.

Chapter 3, describes the order of operations for the full process of ROEs.

# Chapter 1 FIELDS ON THE ROE



human resources  
Development Canada

Développement des ressources  
humaines Canada

IF COMPLETING THIS FORM BY HAND, USE A PEN AND PRESS FIRMLY

[The form contains multiple horizontal lines for handwritten entry, but the text is illegible due to heavy redaction.]

**3** Employee# + 1<sup>st</sup> 5 characters of payroll ID ex. 9400020 TEACH

**4** Employer address as defined in PAY.100

**5** Standard business number defined in PAY.100 or alternate numbers defined in PAY.124U. The job code(s) being paid on the run number defined by the ROE record determine the business number used.

**6** The pay period from the ROE record (PAY.345 F18-F13) defines the period type.

**8** The employee's social insurance number comes from basic employee information (PAY.345 F6).

**9** The employee's name and address comes from the basic employee information (PAY.345 F6).

**10** First Day Worked comes from "1<sup>st</sup> Insurable Date" field found on the termination record (PAY.345 F14). NOTE: This field can be updated through the termination record or the "R" review process of the ROE print or Auto Update PAI.715 – PAI.716

**11** Last Day for Which Paid comes from the "Last Day for Pay" field of the termination screen (PAY.345 F14). NOTE: This field can be updated through the termination record or the "R" review process of the ROE print or Auto Update PAI.716 – PAI.717

**12** Final Pay Period Ending Date comes from the "Period End Date" prompted by the ROE print (PAI.710). Optionally, the period end date can be set to the employee LAST ROE date (note: very useful when mass issuing CASUAL or SUB/TOC ROEs in June).

**13** Occupation field prints either the "Employee Job Title" field prompted by the ROE print (PAI.710) ... OR ... the job code title (PAY.124) if the "Employee Job Title" prompt is left blank.

**14** Expected Date of Recall is automatically filled IF appropriately filled on the employee termination record. RECALL U/N or RECALL date.

**15A** Total Insurable Hours comes from totalling the insurable hours from the ROE records (PAY.345 F18 F13). All ROE records are included which are 1 year and 1 pay period back from the "period end date" as defined in (12). ROE records are selected as follows:

TEACH or 10 month:	366 days from pay period end date
WEEKLY	: 372 days
BIWEEKLY	: 380 days
OTHERS	: 395 days

**15B** Total Insurable Earnings comes from totalling the insurable earnings from the ROE records (PAY.345 F18 F13). All ROE records are included which are ½ year and 1 pay period back from the "Period End Date" as defined in (12).

TEACH or 10 month:	178 days from pay period end date
WEEKLY	: 190 days
BIWEEKLY	: 196 days
OTHERS	: 212 days

**15C** ALL ROE BOX information comes from employee ROE records PAY.345 F18 F13. NOTE: This field can be updated through PAY.345 or through the “R”review process of the ROE print. These earnings boxes are printed if ANY of the boxes for the period are zero. 15C is NOT used for teacher ROEs.

**16** Reason for Issuing this ROE comes from the “Termination Code” field of the termination screen (PAY.345 F14). NOTE: This field can be updated through PAY.345 or through the “R”review process of the ROE print.

Contact person comes from CONTACT NAME prompt on ROE print (PAI.710). Contact phone comes from employee information PAY.100.

**17A** Vacation Pay is automatically filled IF appropriately filled on the employee termination record. VACATION PAY “Y” with a vacation amount. VACATION can be manually calculated or automatically calculated when mass building termination records (PAI.716)

**17B** Statutory Pay is automatically filled IF appropriately filled on the employee termination record. STATPAY “Y” with a stat amount and a maximum of 3 dates. STATPAY can be manually calculated or automatically calculated when mass building termination records.

**17C** Other Monies is not filled in or used by the ROE process.

**18** Comments comes from “Comments” fields found on the termination screen (PAY.345 F14). NOTE: These fields can be updated through PAY.345 or through the “R”review process of the ROE print.

**19** Sick Leave is automatically filled IF appropriately filled on the employee termination record. SICK LEAVE “Y” with a sick amount, date and per Day/Week. SICK LEAVE can only be added manually to the termination record.

**21** Telephone number comes from employer phone number defined in PAY.100.

**22** Name of Issuer comes from “Name of Issuer” prompt by ROE print PAI.710. Date comes from the “ROE Date” prompted by the ROE print (PAI.710).

NOTE: There is now a “sort” field on the employee termination record (last comment line). ROEs will be sorted by this field for the review and print options. If you want ROEs sorted in alphabetical order, the last comment field should contain employee names i.e. SMITH BOB. If this field is left blank, the ROEs will sort in employee number order.

## Chapter 2 PRINTING AN ROE

### Review Print or Export:

(P)rint allows an ROE to be printed on the appropriate form.

(R)evue allows each ROE to be reviewed/changed on the screen.

E(X)port builds files which can be loaded/reviewed and printed from the Revenue Canada ROE Software and/or loaded for ROE Web

NOTE: Actuals can only be run the a “P” or “X” option

### Clear Export File EMSFILES/PPAI710B(XXXXXX00) and EMSFILES/PPAI710B(XXXXXX00):

(Y)es Clears the export file before running this option. New file will only contain current records

(N)o Adds the new records created by this run to the existing file – Helpful when running many single ROEs but require a single transmission file

### Calc Last Day Worked from ROE:

(Y) will use the pay period end date of the last ROE record displayed in the boxes as the employee last day paid (11). Option PAI.717 will auto create this date.

(N) will use the “Actual Last Day” from the employee termination record.

### Print Pay Details:

(Y)es Will produce an additional listing of ALL timecard and payroll pay history information for each employee with totals.

(N)o The ROE form is the only report produced

### Actual:

(Y) will stamp all the employee ROE records with a “Z” so that they will not print on another ROE. The “Y” option can only be run with the (P)rint or e(X)port selections.

(N) will produce a print or review but WILL NOT change the status of the ROE records.

### Is This a Teacher Contract ROE:

(Y)es this is a teacher, use daily average calculation and contractual salary for earnings

(N)o uses the insurable earnings and hours PAY.821 to fill ROE earnings and hours

**If Y – Inact Direct Deposit:** The employee direct deposit information can be automatically be flagged as “N” from “Y”. The bank account information is not deleted but the employee is inactivated for direct deposit until the flag is changed back to “Y”.

**Include Terminations AFTER M/D/Y:** This date must be used to identify the correct employee termination record to be selected (an employee can have many termination records). This date becomes increasingly important if the employee is active in more than one payroll.

Each payroll group chooses a termination date

TEACHER – 06/30/03	Include Terminations → 06/29/03
SUPPORT – 07/01/03	→ 06/30/03
CASUAL – 07/02/03	→ 07/01/03

This will allow each group to process separate ROEs and use specific termination records

**Period End Date:** Final pay period printed on ROE (12)

**Period End = Last ROE Record:** Change this field to “Y” if each ROE is to have a different period end date calculated using the last ROE record issued for each employee. Typically used for Casual and TOC/SUB ROEs issued in June. The period end date and earnings window will slide and adjust for EVERY employee.

**Omit Status:** This value should ALWAYS be “Z” to omit processing all the inactivated (old) ROE records stamped Z. The only time this status is to be changed is to reprint an old ROE as all the records have been inactivated.

**ROE Date:** Date printed on ROE (22)

**Contact Name:** Contact name printed on ROE (16)

**Name of Issuer:** Name of issuer printed on ROE (22)

**Payroll Ids:** Each ROE has a run# which connects it to a payroll ID (i.e. TEACH SUPPORT CASUAL ...). The ROE prompt allows up to 3 payroll Ids to be specified for ROE selection. TEACHER and SUBSTITUTE ROEs are easily printed separately for employees by properly choosing payroll Ids for the print. NOTE: If ROE records are manually added or adjusted, they must contain a valid run number.

**Employee Job Title:** This field is printed on the ROE for occupation (13). If left blank, the job code description will be used.

**Selections:** Employees by date ... the print or review will print or roll through all employees having a termination record with the prompted date. Sort order is by employee number or the last comment line of the termination record if not blank.

OR employee numbers ... Select up to 7 employee numbers to process.

## Chapter 3 FLOW OF TASKS

When processing single ROEs through the year or processing large volumes of ROEs in June the same standard procedures can be used.

1. Create a termination record for all employees being terminated. (PAY.345 F14 termination screen F14 OR PAI.716 to auto build termination records by job code)

NOTE: The termination date on the Hire/Rehire screen is not associated with this process and is a date maintained separately by personnel.

PAI.716

6/03/05 FY 5 DEMONSTRATION SCHOOL DISTRICT 10:59:31 QPADEV000B  
 CANEMS Auto Build ROE Termination Records Ref: PAI.716P.01

LIMIT TERMINATION BUILD TO:

JOB CODE ..... CL10 Check for Payment Y/N N  
 If "Y" AFTER 0/00/00  
 Must be Active Y/N Y  
 Must be TERM (F11) Y/N N  
 TERM Date 0/00/00

Termination Date ..... 7/01/05  
 1st Insurable Date ..... 0/00/00  
 Actual Last Date ..... 6/30/05  
 Termination Code ..... K

Comment for VACATION ...  
 OR Calc Vac \$ Y/N N Addl Add Cde(??): \_\_\_\_\_ Eff Dates: 0/00/00 0/00/00  
 Use Pay History? N

Comment for STAT PAY ...  
 OR Stat Pay Y/N ..... Y Stat Pay(PerPay)% 10  
 Stat Date(s) MDY: 7/01/05 0/00/00 0/00/00

Comment Line Three .....

Recall Unknown/Not Ret.. OR Date MDY: 9/08/05  
 F3=Exit F4=Index F5=Reset F12=Cancel

MA a 13/035

1902 - Session successfully started \\DELL\HP Color LaserJet 2500 PCL 6 on LPT1:

- a) Use a different termination date for each payroll group
- b) Use a default 1<sup>st</sup> Insurable date UNLESS you are maintaining a default 1<sup>st</sup> insurable date (TEACH CL10s). This may/will be overwritten by PAI.715.
- c) Use a default last day worked. This may/will be overwritten by PAI.717
- d) Fill in termination and VAC, STAT, RECALL information as required.

NOTE: Check for Payment used for SUB and CASUAL to create ROEs based on payment since 09/01/04. CASUALs and SUBs may or may not be active now so "Must be active = N".

Use "Must be TERM" for term teachers (checks H/R position lines F11 for an active assignment with a TERM status). Must include an effective date for the position lines (date to a maximum of June 30).

## 2. PAI.715 Auto fill 1<sup>st</sup> Insurable date if applicable

Session A - [24 x 80]

File Edit View Communication Actions Window Help

5/31/05 FY 5 DEMONSTRATION SCHOOL DISTRICT 16:59:59 QPADEV0003  
 CANEMS Add/Change ROE 1st Insurable Date Ref: PAI.715P.01

LIMIT ROE CHANGE TO:

TERMINATION RECORD DATE. 7/01/05

1ST INSURABLE DATE ..... 0/00/00

OR

Auto Build from Timecard History ? Y

Timecards Greater/Equal M/D/Y .... 9/01/04

Timecard Date > Current Hire Y/N ? Y

Select ONLY Timecard with JobCode? CL10

F3=Exit F4=Index F5=Reset F12=Cancel

GEN 0075 FIELD LEVEL INDEXING NOT ALLOWED ON THIS FIELD

MA a 24/045

1902 - Session successfully started \\DELL\HP Color LaserJet 2500 PCL 6 on LPT1:

- Use same termination record date as option 1 PAI.716
- ONLY use 1<sup>st</sup> Insurable date if ALL roe records are to have the same specified date
- Auto build from Timecard "Y" to get the 1<sup>st</sup> insurable date from timecard history records
- Timecard Date >= ??/??/?? to restrict timecard history to the correct period
- Timecard Date > Current Hire "N" for CASUAL and SUB and "Y" for non-casual job codes to properly select timecards for employees who have terminated multiple times during this ROE cycle
- Restrict the timecard check to ONLY a single job code in case the employee has been active in more than 1 job code

## 3. PAI.717 Auto fill Last Day of Work if applicable.

Session A - [24 x 80]

File Edit View Communication Actions Window Help

5/31/05 FY 5 DEMONSTRATION SCHOOL DISTRICT 17:08:11 QPADEV0003  
 CANEMS Add/Change ROE Last Day of Pay Ref: PAI.717P.01

LIMIT ROE CHANGE TO:

TERMINATION RECORD DATE. 7/01/05

LAST DAY OF PAY ..... 0/00/00

OR

Auto Build from LAST ROE Record ? N

OR

Auto Build from Timecard History ? Y

Timecards Greater/Equal M/D/Y .... 9/01/04

Select ONLY Timecard with JobCode? CL10

F3=Exit F4=Index F5=Reset F12=Cancel

GEN 0075 FIELD LEVEL INDEXING NOT ALLOWED ON THIS FIELD

MA a 21/045

1902 - Session successfully started \\DELL\HP Color LaserJet 2500 PCL 6 on LPT1:

- a) Use same termination record date as option 1 PAI.716
  - b) Use last day of pay ONLY if ALL roe records are to have the same specified date
  - c) Auto Build from Last ROE record if you want to last day paid to come from ROE period end date (PAY.345 F18 F13).
  - d) Auto build from Timecard "Y" to get the last day paid from timecard history records
  - e) Timecard Date >= ??/??/?? to restrict timecard history to the correct period
  - f) Restrict the timecard check to ONLY a single job code in case the employee has been active in more than 1 job code
4. PAI.710 Run the ROE "review" process to roll through all your ROEs and make appropriate adjustments to dates and amounts.  
OR Run the ROE "print" process NOT actual and print the ROEs on plain paper to check and make sure all records look correct.
5. PAI.710 Run the ROE "print" process IN ACTUAL and print the ROEs on the appropriate forms.

In September you may want to "Mass Change Default 1<sup>st</sup> Insurable Date" PAY.966 for all of your 10 month employees (CL10). This option will allow a default of the school start for ALL 10 month employees. Some employees may start a little earlier or later than the school start so these can then be manually corrected on the employee Hire/Rehire screen. When building ROEs (PAI.716) a default insurable start date is NOT specified AND the automatic build (PAI.715) would NOT be used for this group of employees.