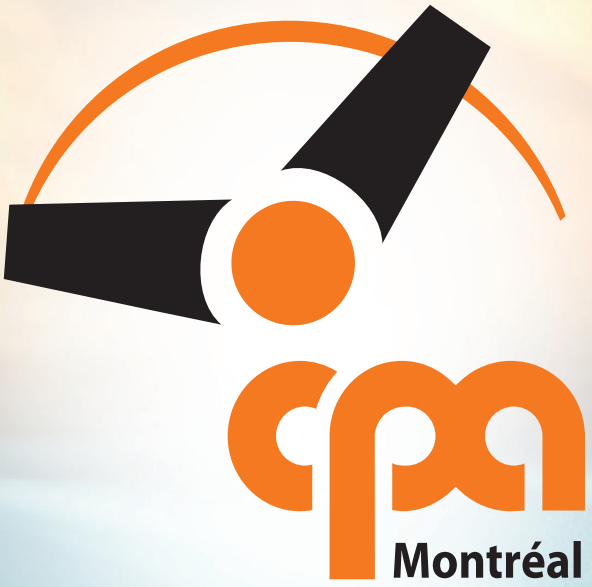
Instruction Manual



Electronic Transmission of the Monthly Report Using the XML Format

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Section 1. The XML Standard

XML (eXtensible Markup Language) can be thought of as an improved HTML language, as it allows documents to be formatted using tags (or markups), but also allows new tags to be defined.

Unlike HTML, considered to be a defined and fixed language (with a limited number of tags), XML can be considered as a metalanguage allowing the definition of other languages, i.e., the definition of new tags that describe the formatting of a document. XML's strength comes from its capacity to describe any data domain thanks to its extensibility. It allows information to be structured and its vocabulary and syntax to be defined.

In fact, XML tags describe content rather than formatting (unlike HTML). Therefore, **XML allows content and formatting to be separated**, which in turn allows, for example, the same document to be displayed using many different combinations of software and hardware, with no need to create that many versions of the document!

XML was developed by the XML Working Group formed under the auspices of the World Wide Web Consortium (W3C) in 1996. Starting from February 10, 1998, the 1.0 version of the XML specifications has been accepted by the W3C, making it an officially recognized language.

XML is a subset of SGML (Standard Generalized Markup Language), as defined by the ISO8879 standard in 1986, and used in Electronic Document Management (EDM). XML has most of SGML's functionalities, as it is a simplified version of SGML specifically adapted for use on the Web.

Here are the main advantages of XML:

- legibility: in theory, no specific knowledge is necessary to understand an XML document;
- self-description and extensibility;
- tree structure: allows the modeling of most computational problems;
- universality and portability: supports the various character sets;
- ease of deployment: can be distributed using any protocol capable of transferring text, like HTTP;
- ease of integration: an XML document can be used by any application capable of parsing text (i.e., capable of analysing XML code);
- extensibility: an XML document must be usable in all fields of application.
- In short, XML is particularly well adapted for the exchange of data and documents.

What is XML?

The XML standard in itself should be thought of as a tool that allows the definition of a language (i.e., a metalanguage), thus allowing the creation of documents structured with tags.

A tag is a character string of the form:

<tag>

Therefore, an XML document, i.e., a file created in compliance with the XML specifications, will, for example, look like this:

```
<directory>
<person class = "student">
<surname>Smith</surname>
<firstname>John</firstname>
<telephone>555-1234</telephone>
<email>webmaster@website.net</email>
</person>
<person>
...
</person>
</directory>
```

Lastly, comments can be added to the XML document like this:

<-- Here is an XML comment -->

Structure of an XML Document

An XML document is divided in three parts:

The first part, referred to as the prolog, contains the XML norm version used to create the document (this information is mandatory) and the encoding (character set) used in the document (optional attribute). Therefore, the prolog consists of a single line like this:

<?xml version="1.0" encoding="ISO8859-1"?>

The second element consists of an annexed file containing the Document Type Definition (DTD).

The last part of an XML document is the element tree (as displayed above).

http://www.commentcamarche.com/

The information provided in this section has been adapted from "*Comment ça marche?*", a website presenting computer science concepts in a simplified way.

Section 2. Electronic Monthly Report

The electronic monthly report is an XML document containing the same information as usually found in the standard monthly report (paper form). It is transmitted via FTP for processing.

Name of the XML Document

Here is the suggested format for naming the XML document: RMyymmnn.xml

RM:	Fixed value.
yymm:	The report's reference period where yy represents the year and mm the month.
nn:	The monthly report's number (see below).
xml:	Fixed value. File extension associated to an XML document.
Example:	RM021100.xml would consist of the monthly report for November 2002.

Content of the XML Document

As previously noted, the XML document is divided in three parts. However, for the transmission of the electronic monthly report, only the first and third parts are used. Therefore, the Document Type Definition must NOT be included. Instead, a DTD document is provided (later in this document) for you to validate your generated XML file.

Before describing the contents of the electronic monthly report, here is an example:

```
<?xml version="1.0"?>
<RapportMensuel Periode="01-01" Folio="12345-001" Numero="0">

   <Salarie>
      <NAS>123456789</NAS>
      <Sexe>H</Sexe>
      <Langue>F</Langue>
      <Artisan>N</Artisan>
      <Nom>Berri</Nom>
      <Prenom>Jean-Paul</Prenom>
      <DateNaissance>19690115</DateNaissance>
       <Adresse>8585 Rue du port</Adresse>
      <DateEmbauche>20010502</DateEmbauche>
      <DateDepart></DateDepart>
      <Ville>Montréal</Ville>
      <CodePostal>J6F4M8</CodePostal>
      <Telephone>5141234567</Telephone>
      <Metier>0502</Metier>
      <TotalGainsMois>1000.00</TotalGainsMois>
      <Prelevement>30.00</Prelevement>
      <SousPeriode FinissantLe="01-07">
      <TauxHoraire>100.00</TauxHoraire>
      <PrimeEquipe>0.00</PrimeEquipe>
      <HeuresFeriees>0.00</HeuresFeriees>
      <HeuresJour>10.00</HeuresJour>
      <HeuresNuit>0.00</HeuresNuit>
      <Heures50>0.00</Heures50>
      <TotalHeures>10.00</TotalHeures>
      <HeuresCumulees>0.00</HeuresCumulees>
      <Ajustement>0.00</Ajustement>
      <Boni>0.00</Boni>
      <Commission>0.00</Commission>
      <PreavisDepart>0.00</PreavisDepart>
      <TauxFixe>0.00</TauxFixe>
      <Vacances>0.00</Vacances>
      <TotalGainsSemaine>1000.00</TotalGainsSemaine>
</SousPeriode>
  <SousPeriode>
…

      </SousPeriode>
   </Salarie>
     <Salarie>

      …
   </Salarie>
     <PercuSalaries>15.00</PercuSalaries>
     <PartEmployeur>15.00</PartEmployeur>
     <CotisationArtisans>0.00</CotisationArtisans>
     <DebitCredit>0.00</DebitCredit>
     <Total>30.00</Total>

</RapportMensuel>
```

The Prolog

The prolog is the first element of an XML document. It identifies the version of the XML specifications used in the file. It is a fixed value, looking like this in the current version:

```
<?xml version="1.0"?>
```

The Element Tree

The electronic monthly report has a three-level tree structure. The first level (origin) consists of the monthly report itself. A monthly report contains information about each employee, forming the second level. For each employee, various sub-periods can be defined, and they form the third level.

First level – The Monthly Report

There may be only a single monthly report for each XML document. It is defined using the "RapportMensuel" entity. It has three different attributes: reference period, folio (establishment) number, and monthly report number. The reference period and the folio number are mandatory. The monthly report also contains 6 sub-elements, including the employee, which can be repeated indefinitely (i.e. once for each employee to be declared).

Second Level – The Employee

The employee is described using the "Salarie" entity. This level has no attributes, but does contain 17 sub-elements, including the sub-period, which can be repeated up to five times. Four of these sub-elements are mandatory: social insurance number, surname, first name and trade.

Third Level – The Sub-Period

The sub-period is defined using the "SousPeriode" entity. It has only one attribute, which is the last day of the pay period. This attribute is mandatory. The sub-period contains 16 sub-elements.

The DTD document

Here is the DTD document that must be used to validate your generated XML file.

```
<!ELEMENT RapportMensuel (Salarie* , PercuSalaries? , PartEmployeur? ,
CotisationArtisans? , DebitCredit? , Total?)>
<!ATTLIST RapportMensuel Periode CDATA #REQUIRED>
<!ATTLIST RapportMensuel Folio CDATA #REQUIRED>
<!ATTLIST RapportMensuel Numero CDATA>

<!ELEMENT Salarie (NAS , Sexe? , Langue? , Artisan? , Nom , Prenom , DateNaissance? ,
Adresse? , DateEmbauche? , DateDepart? , Ville? , CodePostal? , Telephone? , Metier ,
TotalGainsMois? , Prelevement? , SousPeriode*)>
<!ELEMENT NAS (#PCDATA)>
<!ELEMENT Sexe (#PCDATA)>
<!ELEMENT Langue (#PCDATA)>
<!ELEMENT Artisan (#PCDATA)>
<!ELEMENT Nom (#PCDATA)>
<!ELEMENT Prenom (#PCDATA)>
<!ELEMENT DateNaissance (#PCDATA)>
<!ELEMENT Adresse (#PCDATA)>
<!ELEMENT DateEmbauche (#PCDATA)>
<!ELEMENT DateDepart (#PCDATA)>
<!ELEMENT Ville (#PCDATA)>
<!ELEMENT CodePostal (#PCDATA)>
<!ELEMENT Telephone (#PCDATA)>
<!ELEMENT Metier (#PCDATA)>

<!ELEMENT SousPeriode (TauxHoraire? , PrimeEquipe? , HeuresFeriees? , HeuresJour? ,
HeuresNuit? , Heures50? , TotalHeures? , HeuresCumulees? , Ajustement? , Boni? ,
Commission? , PreavisDepart? , HeuresCumPayees? , TauxFixe? , Vacances? ,
TotalGainsSemaine?)>
<!ATTLIST SousPeriode FinissantLe CDATA #REQUIRED>
<!ELEMENT TauxHoraire (#PCDATA)>
<!ELEMENT PrimeEquipe (#PCDATA)>
<!ELEMENT HeuresFeriees (#PCDATA)>
<!ELEMENT HeuresJour (#PCDATA)>
<!ELEMENT HeuresNuit (#PCDATA)>
<!ELEMENT Heures50 (#PCDATA)>
<!ELEMENT TotalHeures (#PCDATA)>
<!ELEMENT HeuresCumulees (#PCDATA)>
<!ELEMENT Ajustement (#PCDATA)>
<!ELEMENT Boni (#PCDATA)>
<!ELEMENT Commission (#PCDATA)>
<!ELEMENT PreavisDepart (#PCDATA)>
<!ELEMENT HeuresCumPayees (#PCDATA)>
<!ELEMENT TauxFixe (#PCDATA)>
<!ELEMENT Vacances (#PCDATA)>
<!ELEMENT TotalGainsSemaine (#PCDATA)>


<!ELEMENT TotalGainsMois (#PCDATA)>
<!ELEMENT Prelevement (#PCDATA)>


<!ELEMENT PercuSalaries (#PCDATA)>
<!ELEMENT PartEmployeur (#PCDATA)>
<!ELEMENT CotisationArtisans (#PCDATA)>
<!ELEMENT DebitCredit (#PCDATA)>
<!ELEMENT Total (#PCDATA)>
```

Section 3. Available Entities

Entities are named using a capital letter at the beginning of each word, in order to facilitate the reading of XML documents. However, the actual data processing is not case sensitive – the "Adresse" entity will be recognized whether it is entered as adresse or ADRESSE.

Entity: Adresse (Address)

Box 12 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The employee's home address. It must include the civic number, street name and apartment number if applicable.

Entity: Ajustement (Adjustment)

Box 31-A of the monthly report

Hierarchy

Contained by: SousPeriode.

Content

The adjustment amount paid to the employee. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 1500, 1500.00, -1500, -1500.00
Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: Artisan (Artisan)

Box 7 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

Defines the artisan status of the employee. The only accepted values are "O" (Oui = Yes) and "N" (Non = No).

Entity: Boni (Bonus)

Box 31-B of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The bonus amount paid to the employee. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 1500, 1500.00, -1500, -1500.00
Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: CodePostal (Postal code)

Box 16 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The employee's home postal code. The accepted format is "C#C#C#", where C represents a letter (A-Z) and # represents a number (0-9).

Entity: Commission (Commission)

Box 31-C of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The commission amount paid to the employee. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 1500, 1500.00, -1500, -1500.00
Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: CotisationArtisans (Artisan's levy)

Box 37 of the monthly report.

Hierarchy

Contained by: RapportMensuel.

Content

The amount of artisan's levy collected for the month, if applicable. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 1500, 1500.00, -1500, -1500.00
Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: DateDepart (Departure date)

Box 14 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The employee's departure date. The accepted format is "yyyymmdd", where *yyyy* represents the year, *mm* represents the month and *dd* represents the day. The month is numerically represented. The month and day must each be in two digits, with a leading zero if necessary.
Valid examples: 19570205, 20021231
Invalid examples: 195725, 570205, 1957/02/05, 57-02-05
When an employee leaves, the departure date must be entered in this entity, and the amount paid as an advance termination notice must be entered in the PreavisDepart entity (box 31-D).

Entity: DateEmbauche (Hiring date)

Box 13 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The employee's hiring date. The accepted format is "yyyymmdd", where *yyyy* represents the year, *mm* represents the month and *dd* represents the day. The month is numerically represented. The month and day must each be in two digits, with a leading zero if necessary.
Valid examples: 19570205, 20021231
Invalid examples: 195725, 570205, 1957/02/05, 57-02-05

Entity: DateNaissance (Date of birth)

Box 11 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The employee's date of birth. The accepted format is "yyyymmdd", where *yyyy* represents the year, *mm* represents the month and *dd* represents the day. The month is numerically represented. The month and day must each be in two digits, with a leading zero if necessary.
Valid examples: 19570205, 20021231
Invalid examples: 195725, 570205, 1957/02/05, 57-02-05

Entity: DebitCredit (Debit - Credit)

Box 38 of the monthly report.

Hierarchy

Contained by: RapportMensuel.

Content

The debit or credit amount. If you enter an amount in this entity, you must include a supporting document or explanatory note with your cheque. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 1500, 1500.00, -1500, -1500.00
Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: DepartPreavis (Prior departure notice)

Box 31-D of the monthly report.

Hierarchy

Contained by: SousPeriode

Content

The amount paid to the employee as part of a prior departure notice. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 1500, 1500.00, -1500, -1500.00
Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: HeuresCumPayees (Paid accumulated hours)

Box 31-H of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The amount paid to the employee for accumulated hours. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 1500, 1500.00, -1500, -1500.00
Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: HeuresCumulees (Hours accumulated)

Box 30 of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The total of unpaid hours cumulated for upcoming leaves. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 8, 7.50, -8
Invalid examples: 7,50

Entity: HeuresFeriees (Hours paid for non-working holidays)

Box 25 of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The total of hours paid for non-working holidays. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 8, 7.50, -8
Invalid examples: 7,50

Entity: HeuresJour (Day hours worked)

Box 26 of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The total of day hours worked. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 8, 7.50, -8
Invalid examples: 7,50

Entity: HeuresNuit (Night hours worked)

Box 27 of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The total of night hours worked. The hourly rate used in the calculations will be increased by the value entered in the PrimeEquipe entity. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 8, 7.50, -8
Invalid examples: 7,50

Entity: Heures50 (Hours worked overtime)

Box 28 of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The total of hours worked overtime. The hourly rate used in calculations will be multiplied by 1.5 (50%). Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 8, 7.50, -8
Invalid examples: 7,50

Entity: Langue (Language)

Box 6 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The employee's language of correspondence. The only accepted values are "F" (French) and "E" (English).

Entity: Metier (Trade)

Box 20 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

Mandatory. The employee's trade code. Accepted values are listed in appendix A.

Entity: NAS (SIN)

Box 3 of the monthly report.

Hierarchy

Contained by: Salarie

Content

Mandatory. The employee's social insurance number. The accepted format is "#########" where # represents a number (0-9).

Entity: Nom (Surname)

Box 9 of the monthly report.

Hierarchy

Contained by: Salarie

Content

Mandatory. The employee's surname.

Entity: PartEmployeur (Employer's levy)

Box 36 of the monthly report.

Hierarchy

Contained by: RapportMensuel

Content

The amount of employer's levy collected for the month. Please note that this amount must be equal to the total employee's levies entered in the PercuSalaries entity. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 1500, 1500.00, -1500, -1500.00
Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: PercuSalaries (Total employee's levies)

Box 35 of the monthly report.

Hierarchy

Contained by: RapportMensuel

Content

The total amount of employee's levies. It is equal to the sum of all Prelevement entities (employee's levy for the month). Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 1500, 1500.00, -1500, -1500.00
Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: Prelevement (Employee's levy)

Box 34 of the monthly report.

Hierarchy

Contained by: Salarie

Content

The amount of employee's levy collected for the month. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 1500, 1500.00, -1500, -1500.00
Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: Prénom (Given name)

Box 10 of the monthly report.

Hierarchy

Contained by: Salarie

Content

Mandatory. The employee's given name.

Entity: PrimeEquipe (Night or shift premium)

Box 24 of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The night or shift premium paid to the employee. Usually used for night-time work. Only positive numerical values are accepted. The point (.) acts as a decimal separator.

Valid examples: 1, 0.7500, 0.75
Invalid examples: -1, 0,7500

Entity: RapportMensuel (Monthly report)

Entry point of the monthly report. This is the first entity found in the XML document.

Hierarchy

Contains: Salarie, PercuSalaries, PartEmployeur, CotisationArtisans, DebitCredit, Total.

Attributes

Periode
Box 1 of the monthly report.
Mandatory. The reference period for the monthly report. Accepted formats are "yymm" and "yy-mm", where *yy* represents the year and *mm* represents the month. The month is numerically represented. The month and day must each be in two digits, with a leading zero if necessary.
Valid examples: 0101, 01-01
Invalid examples: 1-01, 01-15, 01-OC

Folio
Box 2 of the monthly report.
Mandatory. The number associated with the establishment submitting the monthly report, and assigned by the CPA Montréal. The usual format is "#####-###", where # represents a number (0-9). Example: 17014-001.
Please use this number for all correspondence.

Numero
The identification number of the monthly report's copy. It allows the submission of a revised report replacing the original, since only the highest numbered copy will be kept. Accepted formats are "#" and "##".
Valid examples: 0, 1, 00, 01
Invalide examples: 1-01, 01-15, 01-OC
If omitted, the default value "0" is used.

Content

All entities listed in the hierarchy section.

Entity: Salarie (Employee)

Information related to the employee.

Hierarchy

Contained by: RapportMensuel.
Contains: Adresse, Artisan, CodePostal, DateDepart, DateEmbauche, DateNaissance, Langue, Metier, NAS, Nom, Prelevement, Prenom, Sexe, SousPeriode, Telephone, TotalGainsMois, Ville.

Content

All entities listed in the hierarchy section.

Entity: Sexe (Gender)

Box 5 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The employee's gender. The only accepted values are "F" (Female) and "M" (Male).

Entity: SousPeriode (Sub-period)

A pay period.

Hierarchy

Contained by: Salarie.
Contains: Ajustement, Boni, Commission, HeuresCumPayees, HeuresCumulees, HeuresFeriees, HeuresJour, HeuresNuit, Heures50, PreavisDepart, PrimeEquipe, TauxFixe, TauxHoraire, TotalGainsSemaine, TotalHeures, Vacances.

Attributes

FinissantLe — Box 22 of the monthly report.
Mandatory. The last day of the pay period. Each pay period is either one or two weeks long. Accepted formats are "mmdd" and "mm-dd", where mm represents the month and *dd* represents the day. The month is numerically represented. The month and day must each be in two digits, with a leading zero if necessary.
Valid examples: 0101, 01-01
Invalid examples: 1-01, OC-01, 02-30, 01-55
Please enter the reference week, as usual, in your pay book.

Content

All entities listed in the hierarchy section.

Entity: TauxFixe (Flat rate)

Box 31-T of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The amount of the total flat rate wage paid to the employee. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 1500, 1500.00, -1500, -1500.00
Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: TauxHoraire (Hourly rate)

Box 23 of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The hourly rate paid to the employee. Only positive numerical values are accepted. The point (.) acts as a decimal separator.
Valid examples: 15, 15.2500, 15.25
Invalid examples: -15, 15,2500

Entity: Telephone (Telephone)

Box 17 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The employee's telephone number. Accepted formats are "#######" (7 numbers) and "##########" (10 numbers) where # represents a number (0-9).

Entity: Total (Total)

Box 39 of the monthly report.

Hierarchy

Contained by: RapportMensuel.

Content

Total levy for the month. The levy must be sent by mail or paid directly on-line. It is equal to the sum of the following entities: PercuSalaries, PartEmployeur, CotisationArtisans and DebitCredit. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 1500, 1500.00, -1500, -1500.00
Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: TotalGainsMois (Total monthly gross salary)

Box 33 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The total monthly gross salary, before deductions. It is equal to the sum of all the TotalGainsSemaine entities entered for the various sub-periods. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 1500, 1500.00, -1500, -1500.00
Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: TotalGainsSemaine (Total weekly gross salary)

Box 32 of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The total weekly gross salary, before deductions, for the reference week. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 1500, 1500.00, -1500, -1500.00
Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: TotalHeures (Total hours)

Box 29 of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The total of hours paid to the employee. It is equal to the sum of the following entities: HeuresFeriees, HeuresJour, HeuresNuit and Heures50. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 40, 37.50, -40
Invalid examples: 37,50

Entity: Vacances (Vacation)

Box 31-V of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The amount paid to the employee for vacation. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.
Valid examples: 1500, 1500.00, -1500, -1500.00
Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: Ville (City)

Box 15 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The employee's city of residence.

Appendix A: Trade codes

Numerical code	Simplified code	Title	Category
1001	MEC.	Mechanic (1st class)	Journeyman
1002	MEC.	Mechanic (2nd class)	Journeyman
1003	MEC.	Mechanic (3rd class)	Journeyman
1004	MEC.	Apprentice Mechanic (3rd year)	Apprentice
1005	MEC.	Apprentice Mechanic (2nd year)	Apprentice
1006	MEC.	Apprentice Mechanic (1st year)	Apprentice
1101	M/TA	Automatic transmission mechanic (1st class)	Journeyman
1102	M/TA	Automatic transmission mechanic (2nd class)	Journeyman
1103	M/TA	Automatic transmission mechanic (3rd class)	Journeyman
1200	M/FR	Brake Mechanic	Other
1301	ALIG	Alignment and Suspension Specialist (1st class)	Journeyman
1302	ALIG	Alignment and Suspension Specialist (2nd class)	Journeyman
1303	ALIG	Alignment and Suspension Specialist (3rd class)	Journeyman
1401	MECC	Truck Mechanic (1st class)	Journeyman
1402	MECC	Truck Mechanic (2nd class)	Journeyman
1403	MECC	Truck Mechanic (3rd class)	Journeyman
1404	MECC	Apprentice Truck Mechanic (3rd year)	Apprentice
1405	MECC	Apprentice Truck Mechanic (2nd year)	Apprentice
1406	MECC	Apprentice Truck Mechanic (1st year)	Apprentice
1501	ELEC	Electrician (1st class)	Journeyman
1502	ELEC	Electrician (2nd class)	Journeyman
1503	ELEC	Electrician (3rd class)	Journeyman
1504	ELEC	Apprentice Electrician (3rd year)	Apprentice
1505	ELEC	Apprentice Electrician (2nd year)	Apprentice
1506	ELEC	Apprentice Electrician (1st year)	Apprentice
1603	EISA	Add-on electrical and electronic systems installer	Other
2001	PTRE	Painter (1st class)	Journeyman
2002	PTRE	Painter (2nd class)	Journeyman
2003	PTRE	Painter (3rd class)	Journeyman
2004	PTRE	Apprentice Painter (3rd year)	Apprentice
2005	PTRE	Apprentice Painter (2nd year)	Apprentice
2006	PTRE	Apprentice Painter (1st year)	Apprentice
2101	R/CH	Frame Man (1st class)	Journeyman
2102	R/CH	Frame Man (2nd class)	Journeyman
2103	R/CH	Frame Man (3rd class)	Journeyman
2401	I/RA	Radio Installer (1st class)	Journeyman
2402	I/RA	Radio Installer (2nd class)	Journeyman
2403	I/RA	Radio Installer (3rd class)	Journeyman
2501	DEB.	Bodyman (1st class)	Journeyman
2502	DEB.	Bodyman (2nd class)	Journeyman
2503	DEB.	Bodyman (3rd class)	Journeyman
2504	DEB.	Apprentice Bodyman (3rd year)	Apprentice
2505	DEB.	Apprentice Bodyman (2nd year)	Apprentice
2506	DEB.	Apprentice Bodyman (1st year)	Apprentice

Numerical code	Simplified code	Title	Category
2601	R/RA	Radiator Repair Specialist (1st class)	Journeyman
2602	R/RA	Radiator Repair Specialist (2nd class)	Journeyman
2603	R/RA	Radiator Repair Specialist (3rd class)	Journeyman
2604	R/RA	Apprentice Radiator Repair Specialist (3rd year)	Apprentice
2605	R/RA	Apprentice Radiator Repair Specialist (2nd year)	Apprentice
2606	R/RA	Apprentice Radiator Repair Specialist (1st year)	Apprentice
2701	P/AJ	Trim Man (1st class)	Journeyman
2702	P/AJ	Trim Man (2nd class)	Journeyman
2703	P/AJ	Trim Man (3rd class)	Journeyman
2704	P/AJ	Apprentice Trim Man (3rd year)	Apprentice
2705	P/AJ	Apprentice Trim Man (2nd year)	Apprentice
2706	P/AJ	Apprentice Trim Man (1st year)	Apprentice
2801	SOUD	Gas Welder (1st class)	Journeyman
2802	SOUD	Gas Welder (2nd class)	Journeyman
2803	SOUD	Gas Welder (3rd class)	Journeyman
2804	SOUD	Apprentice Gas Welder (3rd year)	Apprentice
2805	SOUD	Apprentice Gas Welder (2nd year)	Apprentice
2806	SOUD	Apprentice Gas Welder (1st year)	Apprentice
2901	SOUE	Arc Welder (1st class)	Journeyman
2902	SOUE	Arc Welder (2nd class)	Journeyman
2903	SOUE	Arc Welder (3rd class)	Journeyman
2904	SOUE	Apprentice Arc Welder (3rd year)	Apprentice
2905	SOUE	Apprentice Arc Welder (2nd year)	Apprentice
2906	SOUE	Apprentice Arc Welder (1st year)	Apprentice
3001	REMB	Upholsterer (1st class)	Journeyman
3002	REMB	Upholsterer (2nd class)	Journeyman
3003	REMB	Upholsterer (3rd class)	Journeyman
3004	REMB	Apprentice Upholsterer (3rd year)	Apprentice
3005	REMB	Apprentice Upholsterer (2nd year)	Apprentice
3006	REMB	Apprentice Upholsterer (1st year)	Apprentice
3101	DEBC	Truck Bodyman (1st class)	Journeyman
3102	DEBC	Truck Bodyman (2nd class)	Journeyman
3103	DEBC	Truck Bodyman (3rd class)	Journeyman
3201	PTRC	Truck Painter (1st class)	Journeyman
3202	PTRC	Truck Painter (2nd class)	Journeyman
3203	PTRC	Truck Painter (3rd class)	Journeyman
4001	DE/1	Dismantler 1st grade (0 to 2,000 hours)	Other
4002	DE/2	Dismantler 2nd grade (2,001 to 4,000 hours)	Other
4003	DE/3	Dismantler 3rd grade (4,001 hours or more)	Other
5078	POMP	Pump Attendant	Other
5571	PS/1	Service Attendant 1st grade (0 to 2,000 hours)	Other
5572	PS/2	Service Attendant 2nd grade (2,001 to 4,000 hours)	Other
5573	PS/3	Service Attendant 3rd grade (4,001 hours or more)	Other
5800	LAV.	Washer	Other
6571	CO/A	Messenger Level A (4,001 hours or more)	Other
6572	CO/B	Messenger Level B (0 to 4,000 hours)	Other

Numerical code	Simplified code	Title	Category
6671	CP/A	Parts Clerk Level A (12,001 hours or more)	Other
6672	CP/B	Parts Clerk Level B (8,001 to 12,000 hours)	Other
6673	CP/C	Parts Clerk Level C (4,001 to 8,000 hours)	Other
6674	CP/D	Parts Clerk Level D (0 to 4,000 hours)	Other
6701	OS/1	Semiskilled Worker 1st grade (0 to 2,000 hours)	Other
6702	OS/2	Semiskilled Worker 2nd grade (2,001 to 4,000 hours)	Other
6703	OS/3	Semiskilled Worker 3rd grade (4,001 hours or more)	Other