

dayforce

# File Import Client User Guide

Dayforce Powerpay

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# Introduction to Dayforce Powerpay Import

## What Is It?

Dayforce and Powerpay are pleased to provide import functionality to our Powerpay customer base. This offering provides an efficient method of populating employee profile, timesheet, direct deposit and deductions & contribution data within Powerpay, without the need to manually enter the information.

## Why Use It?

The benefits of this ongoing service include time savings for Powerpay users and a reduction in opportunity for errors occurring while transferring data into Powerpay manually from source documents.

## How Does It Work?

Typically, customers export data from a third-party Time and Attendance system that is mapped and customized to provide Powerpay import files as output. Once valid import files are available and the import process is initiated, messaging within the Powerpay application is used to monitor the process from end to end and users is alerted to any issues or complications. Data rules are enforced through import file validation as well as conventional validation in the Powerpay application in the form of error and warning messages.

A company's import files may be in an XML format that conforms to the Powerpay standard XML schema, or they may in a delimited file format (e.g. CSV

- comma separated value) that is mapped and formatted to the XML schema. There are three different methods to import data.

- 1. Automated Import** - Customers transfer payroll data in XML format to an import queue on a secure file server and the files are automatically loaded into Powerpay.
- 2. Manual Import** - Customers transfer payroll data in XML format to a specific location that is accessible to Powerpay users. From within a payroll run, users browse for the file and manually initiate the import process.
- 3. Custom Import** - Customers transfer payroll in delimited file format to a specific location that is accessible to Powerpay users. Custom Import templates allow the user to define how their data should be mapped to Powerpay data. The customer then initiates a process that converts their import files into Powerpay's XML format and places them in the import queue to be loaded into Powerpay. For more information see the [Powerpay Custom Import Client User Guide](#).

A one-time implementation fee (Automated and Manual XML import options) or activation fee (Custom Import option) applies, as indicated by your sales consultant.

## What is XML?

XML stands for eXtensible Markup Language, which is a widely supported standard format containing fields and values (e.g. Province = AB). It can be customized to perform self-validation on fields and values, which can be grouped into types (e.g. Timesheet). It is commonly used by Internet products for data transfer and can be read by any program or tool that supports XML. For more information, refer to *Appendix F – XML Tag Processing*, page 48.

# Data Configuration Requirements

This document lists the format of all data fields that can be imported into Powerpay (see *Appendix A – Import File Fields and Formats*, page 17). Note that an exporting application may not support all import features, and a specific company may not use all values of a type. There are two types of data configuration requirements for Powerpay import functionality.

## General Application Configuration

General application data configuration refers to import data codes that are valid for all Powerpay import customers. Once an exporting application satisfies these requirements, it can be configured for any Powerpay import company.

General application data includes:

1. Locations: Provinces and States, see *Appendix D – Location Abbreviations*, page 35
2. Country : Country Codes, see *Appendix E – Country Code Abbreviations*, page 38 (must be uppercase)
3. Preferred Language: English (E) or French (F) (must be uppercase)
4. All codes defined in *Appendix C – Import Codes*, page 29
5. Overtime calculation: For pay type ‘OT’, Powerpay normally calculates the value internally; The factor 1.5 is used to calculate gross pay for that type. If the exporting application applies a calculation factor, the Powerpay Customer Support Team must be notified.

## Company Specific Configuration

Company specific data configuration refers to import data codes set up on implementation based on requirements and are valid for an individual import customer only. The Company specific information in the import files must be set up, or mapped, in an import customer’s version of an exporting application. The specific values are supplied to the import customer by Dayforce.

Company specific data includes:

1. Dayforce Company Number;
2. Provincial Safety Plan codes for Nova Scotia (WCB) and Quebec (CSST) Employees, and their descriptions;
3. Department codes or ID fields and their descriptions;
4. Vacation, Additional and Sick Pay Accumulator plans;
5. Earnings codes, types, and descriptions;
6. Deduction / Contribution codes and descriptions;
7. Position reference codes and names.

# Getting Started

## Contact Customer Support to Request an Import Option

After an Import option is selected and saved by Customer Support, the *Import Status* page becomes the default page when you click **Enter** to access an open Regular or Extra pay period. For the Manual and Custom Import options, additional setup and initiation pages are available in Powerpay.

## Populate the New Hire Defaults not Included in the Import

The **New Hire Defaults** page is used to specify default values to use when entering data for a new employee and simplifies the task of data entry for new employees. When using an import feature, the values specified on the **New Hire Defaults** page populate the fields whose value is not included in the import file for new employees.

Under the **Company** → **Defaults** drop down menu, select the **New Hires** menu item and complete the page. New Hire Default fields and their behaviour, whether supplied or missing, are listed in *Appendix B - New Hire Default Fields and Behaviour*, page 27.

## Create a Valid Import File

To successfully utilize import functionality, a valid import file must be created or generated. Typically, customers use a third party Time and Attendance system that has been mapped and customized to provide the Powerpay import file as output, in either an XML or delimited file format.

The import file must conform to the general schema outlined in *Appendix A – Import File Fields and Formats*, page 17, where all valid fields and data formats are detailed. Additionally, the file must adhere to the following requirements:

- File naming convention = **name.XML** (Automated and Manual XML import only - not applicable to Custom Import)
- Must contain only **existing pay element codes** that are already setup for your company in Powerpay (these must be entered by the Powerpay Customer Support Team).
- Must contain only **existing Departments and/or ID Fields** already setup for your company in Powerpay under the **Company → Department/Distribution Setup** page.
- Must contain valid location abbreviations as listed in *Appendix D – Location Abbreviations*, page 35.

## What Else Do I Need to Know?

### Restrictions

- Because only one import file can be processed at a time, imports must follow the order below to ensure that new employees are created before importing their timesheet data.
  - Employee Profile
  - Employee Timesheet
  - Direct Deposit
  - Deductions / Contributions
- Imported data is subject to passing the same business validation and conditions as though the information were keyed or selected within the Powerpay screens.
- Previews and Imports cannot be processed at the same time. If a Preview was requested first, it will complete and then begin processing the import file(s). A Preview cannot be requested while an import is in progress.
- Payroll runs cannot be submitted while an import is listed in a pending or processing state on the **Import Status** screen.
- Import file size maximum is 10 MB. Import files larger than 10 MB are deleted and an error message displays.

### How Long Does Importing Take?

In general, you can expect that your file(s) will be processed within 30 minutes from the time the import process is initiated.

## How do I Check the Status of my Import?

For companies utilizing import, once a Regular or Extra payroll run has been created and entered, the **Import Status** page displays by default. An import file, at any given time, is in one of the states as described in this table:

State	Description
<b>Pending Processing</b>	File is in the queue but has not started to process.
<b>Processing</b>	File is being read but has not finished processing all entries.
<b>Complete</b>	All records have been read and inserted or rejected, based on application logic.

# File Import Behaviour

## Employee Profile

- New employees may be created by using this import file.
- Employee Profile records within the Employee Profile import files are treated as one unit of work per employee. If an error occurs in any of the fields within the record for a particular employee, that entire employee's record is not imported.
- Employee Profile data may be imported for employees in Active, Leave or Terminated status. For terminated employees, the employee must have been terminated in the current year.
- Employee Profile import files may include either complete sets of data or changes only.
- Each imported field value is compared to the existing value in Powerpay, and if the field value is the same, it is ignored. New field values replace existing values.
- Fields not contained in the import file remain unchanged (as previously saved).
- Fields contained within the import file without an associated value have the value blanked out in Powerpay. This may be the cause of import error messages.

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**Note:** Using the Custom Import feature, there is no way to blank out a field that is already populated with a value. Field values can only be modified.

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- Multiple Employee Profile imports can be done within a given payroll run, but it must be noted that each value changed is saved and audited.
- If data contained within the Employee Profile import exceeds the length for the field as indicated in the File Layouts in *Appendix A – Import File Fields and Formats*, page 17, it is truncated to conform to the field lengths in Powerpay.

## Employee Timesheet

- Each time entry on records within the Employee Timesheet import file is considered separately, so if there is an error on a particular entry, only that one entry is not imported.

- If there is an error in the **Applicable Period of Time** field, no timesheet records are imported for that employee.
- Timesheet data is imported into the **Employee Timesheet** page and is not imported into the **Rapid Entry** page.
- Timesheet data for Manuals and Reversals cannot be imported.
- Timesheets may be re-imported multiple times to correct erroneous imports. Only the final imported timesheet information is saved and audited. Therefore, each Employee Timesheet file must contain a complete set of *Timesheet* data.
- Where an employee has existing timesheet entries (from a previous import for the same payroll run or keyed into the Timesheet screen into that payroll run) and entries in a new imported timesheet, previous timesheet data is deleted.
- If there is no time entry data for an employee in an import file, any existing timesheet data for that employee (from a previous import for the same payroll run or keyed into the **Timesheet** page into that payroll run) is retained in Powerpay.
- Ensure there are separate columns for hours and dollar amounts (codes can be in one column, but separate columns for hours and dollars amounts are needed).

## Employee Direct Deposit

- The entire direct deposit record for an employee is treated as a one unit. If an error occurs in any of the fields within the record for a particular employee, that entire employee's record is not imported.
- Records for additional deposits are not processed unless a valid primary deposit exists.
- Multiple Direct Deposit imports can be done within a given payroll run, but it must be noted that each value change is saved and audited.
- Direct Deposits may now be deleted by setting the "is\_deleted" flag to "true". To delete the Primary deposit, all other additional deposits must first be deleted.

## Employee Deductions / Contributions

- Each deduction or contribution element is treated as one unit of work.
- If an error occurs on the import of a deduction or contribution element, only that element fails. The elements for the deduction/contribution entries without errors for that employee are still imported.

# File Import Processing and Status

If an error occurs on a record while an import file is processing, depending on the file import type, the entire employee's record may fail or the only the erroneous entry may fail (refer to *File Import Behaviour*, page 11). These errors display on the **Import Details** page.

However, if the import of a **file** is invalid for any reason, including:

- The file is not a valid import file,
- The file import process is initiated during an open Extra Run,
- The file transfer process failed,

the import file is deleted and the appropriate error message(s) display on the **Import Status** page.

## What Happens When I Log in After an Import has Processed?

Once the import has processed, the **Import Status** page displays the file in the 'Most Recently Completed Import Requests' section.

## The Import Status Screen

The **Import Status** page is the default page for import users upon entering a Regular or Extra payroll run. It includes four sections:

- **Most Recently Completed Import Requests** – displays information regarding the latest imports for the current payroll run with the most recent at the top;
- **Import Requests in Queue** – identifies those import files awaiting processing;
- **Import Requests Currently Processing** – identifies processing import requests;
- **Previously Completed Import Requests** – identifies completed import requests for the current payroll run.

In each section of the page, the following columns may display:

- **File Name** – the name of the import file. The File Name becomes a link once the file has been processed. This link will allow you to view the actual data contained within the imported file.
- **Received Date/Time** - the date and time that Powerpay received the file;
- **Percent Complete** - the percentage of the file that has completed processing;
- **Processed Date/Time** - the date and time when the processing of the file was completed;
- **Import Details** – a link that allows you to review the details of the completed import on the **Import Details** page;
- **Errors & Warnings** - the number of errors and/or warnings generated by the import process.

### Import Status



**Errors**

The most recently processed inOrder.csv.xml file generated 4 Error(s); in order to produce an accurate payroll the error(s) must be rectified.

### Most Recently Completed Import Requests

File Name	Received Date/Time	Processed Date/Time	Import Details	Errors	Warnings
<a href="#">inOrder.csv.xml</a>	Oct-29-2013 14:15	Oct-29-2013 14:15	<a href="#">Details</a>	4	0

### Import Requests In Queue

File Name	Received Date/Time
-----------	--------------------

### Import Requests Currently Processing

File Name	Percent Complete
-----------	------------------

### Previously Completed Import Requests

File Name	Received Date/Time	Processed Date/Time	Import Details	Errors	Warnings
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# The Import Details Page

After clicking the [Details](#) link in the Import Details column for a completed import, the **Import Details** page opens.

This screen has two sections:

- **Import Summary** - displays the total number of records contained in the file, the number of records that were successfully imported and the number of records that were not imported;
- **Import Messages** - contains error and/or warning messages generated by the import process. Each message includes the **Record Number** and **Employee Number** for which the error/warning has occurred, as well as an **Imported/Not Imported** indicator. If there are no error or warning messages for that file, this section does not display.
  - The **Record Number** is the order in which the employee appeared in the import file.
  - The **Employee Number** is displayed as it appears in the record.
  - If one record has more than one warning or error message, all messages are grouped together for that record.

Payroll ► [Import](#) ► Import Details

## Import Details

i Information

**Import Summary**

Number of records in the file:	14
Number of records imported:	10
Number of records failed:	4

**Import Messages**

**Record Number 5 Employee Number 2 - Imported**  
 S.I.N. 128 206 802 is already set up for the following employee(s):  
 Employee Number 000000015 Employee Name (Hargreaves, Bradley)  
 Please review and ensure the correct S.I.N. has been set up for each employee.

**Record Number 9 Employee Number 4 - Not Imported**  
 The value in the Pay Type field 'Salary EE paid Vac Pay and Add'l Accum each pay' does not correspond to Vacation and Additional Accumulator that is set up for your payroll. Please review. If a new Accumulator is required, please contact Ceridian Customer Care.

**Record Number 15 Employee Number 7 - Not Imported**  
 The value in the Pay Type field 'Hourly EE paid Vac Pay each pay' does not correspond to Vacation Accumulator that is set up for your payroll. Please review. If a new Accumulator is required, please contact Ceridian Customer Care.

**Record Number 19 Employee Number 9 - Not Imported**  
 The value in the Pay Type field 'Salary EE paid Vac Pay each pay' does not correspond to Vacation Accumulator that is set up for your payroll. Please review. If a new Accumulator is required, please contact Ceridian Customer Care.

- **Error messages** appear in **RED** and are identified as **Not Imported**. When an error message occurs, the record fails and its data will not be imported into Powerpay.

If an error occurs during the import process, the data must be re-imported, or keyed directly into the screens.

- **Warning messages** appear in regular text and are identified as **Imported**. When a warning message occurs, the record is imported. However, Powerpay has recognized a situation that potentially needs to be acted upon and is bringing it to your attention.
- Once imported data is reviewed and satisfactory, the payroll data can be adjusted, previewed, or submitted for processing.

## The Import Reports Page

Located under the Reports dropdown menu within Powerpay, the **Import Reports** page displays details of all import files processed for each pay period during the past 13 months, and the import files used.

- The **Import Reports** page has the same features and functionality available on the Import page (located under the Payroll dropdown menu for each pay period) except only **completed** imports are shown and are identified by pay period.

Reports ► Import Reports

### Import Reports

Information

Imported files for the processed pay periods are displayed here and may be viewed by selecting the applicable year.

Files for

Pay Period Number	File Name	Received Date/Time	Processed Date/Time	Status	Import Details
3R	<a href="#">PP1U222.xml</a>	Feb-15-2012 09:23	Feb-15-2012 09:24	Completed	<a href="#">Details</a>

# Appendix A – Import File Fields and Formats

Note that 'Mandatory' refers to 'mandatory within Powerpay' and may not be necessary for existing employees, or on an import file, depending on the state of the existing employee information, and the completeness of the **New Hire Defaults** page within Powerpay.

Powerpay requires that all imported date fields in an XML import file be in the format of YYYY-MM-DD (digits only, no text other than the dash separator). However, the following formats are acceptable for all date fields in a Custom Import file:

- YYYY-MM-DD
- DD-MM-YYYY
- MM-DD-YYYY
- YYYY/MM/DD
- DD/MM/YYYY
- MM/DD/YYYY

Powerpay converts the date fields to the required format (YYYY-MM-DD) when a custom import file is uploaded.

**Note:** The following tables provide the length/format required by Powerpay for each field. Excel does NOT limit the number of characters in a cell. Ensure you follow the Powerpay guidelines, to prevent your import from rejecting.

# Employee Profile

Field Name	Data Type	Length / Format	Special Characters Allowed	Mandatory	Data Rules
Dayforce Branch No	Text	Exactly 3 in the format of PP9	No	Yes	Must be one of PP1, PP2, PP4, PP7, PP9
Dayforce Payroll Number	Text	Exactly 4	No	Yes	Only valid payroll numbers assigned by Dayforce. Can be 1-alpha, 3-digits OR 4-digits
Employee Number	Number	Max 9	No	Yes	The following employee numbers are not allowed: 000000000, 000009961-000009999, 999900000-999999999
First Name	Text	Max 25	_ - . ' & / \ ( ) @ #	Yes	
Last Name	Text	Max 25	_ - . ' & / \ ( ) @ #	Yes	
Middle Initial	Text	Max 4	_ - . ' & / \ ( ) @ #	No	
SIN	Text	Max 11	No	No	Digits only with optional spaces between groups of 3 digits eg. "999999999" or "999 999 999". Cannot start with 0 or 8.
SIN Expiry Date	Date	Exactly 10	-	No	Format of 'YYYY-MM-DD' Required field if SIN is valid and starts with the digit '9'
Street	Text	Max 34	# _ - . ' , : & / \ ( )	No	
City	Text	Max 18	# _ - . ' , : & / \ ( )	No	
Province/State	Text	Max 2	No	No	If included, must be a valid Province/State code as defined in Appendix D
Country	Text	Max 3	No	No	If included, must be a valid Province/State code as defined in Appendix E
Postal/Zip Code	Text	Max 7	No	No	Accepts both Canadian postal codes and US zip codes. Postal codes may

Field Name	Data Type	Length / Format	Special Characters Allowed	Mandatory	Data Rules
					be in one of two formats: "X9X9X9" or "X9X 9X9". Zip codes must be 5 digits.
Phone Number	Text	Format of: 9999999999 or 999-999-9999	No	No	Only a dash is allowed as a number separator (no spaces)
Phone 2	Text	Format of: 9999999999 or 999-999-9999	No	No	
Phone 3	Text	Format of: 9999999999 or 999-999-9999	No	No	
E-Mail	Text	Max 80	_ @ - .	No	
Additional E-mail	Text	Max 80	_ @ - .	No	
Preferred Language	Text	Exactly 1	No	No	'E' or 'F'
Gender	Text	Exactly 1	No	No	Must correspond to the values set up in Powerpay M, F or U (Male, Female, Unknown). Required if the employee is enrolled in a Group Retirement Plan.
Birth Date	Date	Exactly 10	-	No	Format of 'YYYY-MM-DD'
First Day Worked	Date	Exactly 10	-	No	Format of 'YYYY-MM-DD'
ROE First Day Worked	Date	Exactly 10	-	No	Format of 'YYYY-MM-DD'
Pay Type	Text	Exactly 1	No	Yes	As set in Powerpay. See Appendix C for applicable codes and descriptions.
Pay Rate	Number	Format of: 999999.99	No	No	
Standard Hours per Pay	Number	Format of: 0.01 to 999.99	No	Yes	
Employment Type	Text	Exactly 1	No	No	Must correspond to the values set up in Powerpay F or P (Full-time or Part-time). Required if the employee is enrolled in a Group Retirement Plan.

Field Name	Data Type	Length / Format	Special Characters Allowed	Mandatory	Data Rules
Province of Employment	Text	Max 2	No	Yes	Must be a valid Province/State code as defined in Appendix D
Federal Tax Exemption	Number	Format of: 99999	No	No	
Provincial Tax Exemption	Number	Format of: 99999	No	No	
Tax Status	Text	Exactly 1	No	Yes	1/X/F/M/A/I/P/N/V as per Powerpay descriptions (Appendix C)
CPP/QPP Status	Text	Exactly 1	No	Yes	X/0 as per Powerpay descriptions (Appendix C)
E.I. Category	Text	Exactly 1	No	Yes	P/0/2/N/X/B/E/J as per Powerpay descriptions (Appendix C)
Provincial Payroll/ Health Tax Indicator	Text	Exactly 1	No	No	Based on province of employment in Powerpay
Provincial Safety Plans	Text	Exactly 1	No	No	Typically corresponds to plans set up for the payroll if the employee's province of employment is Nova Scotia or Quebec. May contain a value for other provinces.
QPIP (Quebec Parental Insurance Plan)	Text	Exactly 1	No	No	0/1 as per Powerpay descriptions. Used to specify the QPIP status for a Quebec employee. Leave blank if not applicable.
Quebec Health Contribution	Text	Exactly 1	No	No	0 (zero) or N
Quebec Construction (CSST Weekly Maximum Assessable Earnings)	Text	Exactly 1	No	No	0 (zero) or Y
Position Reference Code	Text	Max 10	& - / \ . ' , ; ( ) _ # ;	No	Must correspond to a Position already set up in Powerpay application for the payroll. (Compensation module in Powerpay is required to use this field).
Department	Text	Exactly 3, format 999	No	Yes	All Powerpay payrolls have a default department code of 100

Field Name	Data Type	Length / Format	Special Characters Allowed	Mandatory	Data Rules
Position Title	Text	Max 30	& - / \ . ` , : ( ) _ # ;	No	
ID Y – ID Field #1	Text	Max 2	/ ` . - # @ & * + \	No	Must correspond to an ID Y already set up in Powerpay application for the payroll.
ID Z – ID Field #2	Text	Max 5	/ ` . - # @ & * + \	No	Must correspond to an ID Z already set up in Powerpay application for the company.
ID X – ID Field #3	Text	Max 6	/ ` . - # @ & * + \	No	Must correspond to an ID X already set up in Powerpay application for the payroll.
Vacation Plan	Text	Exactly 1	No	Yes	Must correspond to plans set up in Powerpay application for the payroll.
Vacation Rate	Number	Format of: 99.99	No	No	Not required if plan is X, otherwise there must be a value.
Additional Accumulator Plan	Text	Exactly 1	No	No	Must correspond to plans set up in Powerpay application for the payroll.
Additional Accumulator Rate	Number	Format of: 99.99	No	No	Not required if plan is X, or if used for Previous Vac, otherwise there should be a value.
Sick Pay Accumulator Plan	Text	Exactly 1	No	No	Must correspond to plans set up in Powerpay application for the payroll.
Sick Pay Accumulator Hours per Pay	Number	Format of: 99.99	No	No	Not required if plan is X, otherwise a value is optional.

# Employee Timesheet

Field Name	Data Type	Length / Format	Special Characters	Mandatory	Data Rules
Dayforce Branch No	Text	Exactly 3 in the format of PP9	No	Yes	Must be one of PP1, PP2, PP4, PP7, PP9
Dayforce Payroll Number	Text	Exactly 4	No	Yes	Only valid payroll numbers assigned by Dayforce. Can be 1-alpha, 3-digits OR 4-digits
Employee Number	Number	999999999 (max 9)	No	Yes	Will only accept an employee number that already exists in Powerpay for the Dayforce Payroll Number.
Applicable Period of Time	Text	Exactly 1	No	No	Must correspond to an allowed value, as required by the application. See Appendix C.
Earning Code	Text	1, 2 or 3 depending on the code	No	Yes	Each earning code must have a corresponding value in either the Hours or Amount field; there must not be a value in both the Hours and Amount fields on the same record. Earning codes must have already been setup in the Powerpay application.
Hours	Number	-99999.99 thru 999999.99 inclusive	No	No	A value is placed in this field for the Earning Codes that are paid in number of hours.
Exception Rate	Number	999.99	No	No	Exception rate must only be included on records that have a value in the Hours field.
Amount	Number	-99999.99 thru 999999.99 inclusive	No	No	A value is placed in this field for the Earning Codes that are paid in dollars.
Position Reference Code	Text	Max 10	& - / \ . ' , : ( ) _ # ;	No	Must correspond to a Position already set up in Powerpay application for the payroll. (Compensation module in Powerpay is required to use this field).
Distribution – ID Dept	Number	Exactly 3	No	No	Must correspond to a Department already set up in Powerpay for the Dayforce Payroll Number.
Distribution – ID Y	Text	Max 2	No	No	Must correspond to an ID Y already set up in Powerpay application for the payroll.

Field Name	Data Type	Length / Format	Special Characters	Mandatory	Data Rules
Distribution – ID Z	Text	Max 5	No	No	Must correspond to an ID Z already set up in Powerpay application for the company.
Distribution – ID X	Text	Max 6	No	No	Must correspond to an ID X already set up in Powerpay application for the payroll.
For which pay period?	Date	Exactly 10	-	No	Format of 'YYYY-MM-DD'
Vacation Pay Accumulator Payout Type	Text	Max 3	No	No	"TT" or "NTT"; Required if vacation accumulator payout node included.
VA payout for pay period ending	Date	Exactly 10	-	No	Format of 'YYYY-MM-DD'
Additional Accumulator Payout Type	Text	Max 3	No	No	"TT" or "NTT"; Required if vacation accumulator payout node included.
WA payout for pay period ending	Date	Exactly 10	-	No	Format of 'YYYY-MM-DD'

**\*\*Extended costing distribution should be entered in ID Fields in Employee Profile Data**

# Employee Direct Deposit

Field Name	Data Type	Length / Format	Special Characters	Mandatory	Data Rules
Dayforce Branch No	Text	Exactly 3 in the format of PP9	No	Yes	Must be one of PP1, PP2, PP4, PP7, PP9
Dayforce Payroll Number	Text	Exactly 4	No	Yes	Only valid payroll numbers assigned by Dayforce. Can be 1-alpha, 3-digits OR 4-digits
Employee Number	Number	Max 9	No	Yes	The following employee numbers are not allowed: 000000000, 000009961-000009999, 999900000-999999999
Deposit Number	Text	Exactly 1	No	Yes	Must be "1" for primary deposit; additional deposits may be numbered from 2 to 6
Primary Deposit – Enable Signal	Boolean	"TRUE" or "FALSE"	No	No	This field acts as the signal to determine if the Primary direct deposit is to be generated, providing that all other bank information for the Primary deposit is in place. Not case-sensitive.
Primary Deposit – Bank No.	Text	Exactly 3; Format of 999	No	No	Tbl FinancialInst
Primary Deposit – Bank Transit No.	Text	Exactly 5	No	No	
Primary Deposit – Bank Account No	Number	Maximum 12; Format of 999999999999	No	No	
Primary Deposit – Delete Signal	Boolean	"TRUE" or "FALSE"	No	No	This field acts as the signal to determine if the Primary direct deposit is to be deleted, providing that all other bank information for the additional deposit has been deleted. Not case-sensitive.
<b>Up to 5 additional deposit nodes may be included, each one in the format described below</b>					
Additional Deposit – Deposit Priority	Text	Exactly 1	No	No	May be 2 – 6 for additional deposit

Field Name	Data Type	Length / Format	Special Characters	Mandatory	Data Rules
Additional Deposit – Enable Signal	Boolean	“TRUE” or “FALSE”	No	No	This field acts as the signal to determine if the additional direct deposit is to be generated, providing that all other bank information for the Primary deposit and additional deposit is in place. Not case-sensitive.
Additional Deposit – Bank No.	Text	Exactly 3; Format of 999	No	No	Tbl FinancialInst
Additional Deposit – Bank Transit No.	Text	Exactly 5; Format of 99999	No	No	
Additional Deposit – Bank Account No	Number	Maximum 12; Format of 999999999999	No	No	
Additional Deposit – ‘% or \$ Signal’	Text	Exactly 1 (See Data Rules)	No	No	This is a signal to indicate that the corresponding value is either a dollar amount or a percentage for the 2nd deposit. Signal is 'D' (Dollar) or 'P' (Percentage).
Additional Deposit – Value	Number	Format of 9999999.99	No	No	
Additional Deposit – Onetime Override Value	Number	Format of 9999999.99	No	No	
Additional Deposit – Delete Signal	Boolean	“TRUE” or “FALSE”	No	No	1 = TRUE, 0 = FALSE. This field acts as the signal to determine if an additional direct deposit is to be deleted. Not case-sensitive.

# Employee Deductions / Contributions

Field Name	Data Type	Length / Format	Special Characters	Mandatory	Data Rules
Dayforce Branch No	Text	Exactly 3 in the format of PP9	No	Yes	Must be one of PP1, PP2, PP4, PP7, PP9
Dayforce Payroll Number	Text	Exactly 4	No	Yes	Only valid payroll numbers assigned by Dayforce. Can be 1-alpha, 3-digits OR 4-digits
Employee Number	Number	Max 9	No	Yes	The following employee numbers are not allowed: 000000000, 000009961-000009999, 999900000-999999999
Deduction / Contribution Code	Text	Exactly 2	No	Yes	Must correspond to a deduction / contribution element already set up in Powerpay application for the payroll.
Employee – permanent value	Number	Format of: -9999999.999 to 9999999.999	No	No	
Employee – this pay only	Number	Format of: -9999999.999 to 9999999.999	No	No	
Employee – remaining target	Number	Format of: -9999999.999 to 9999999.999	No	No	
Employer – permanent value	Number	Format of: -9999999.999 to 9999999.999	No	No	
Employer – this pay only	Number	Format of: -9999999.999 to 9999999.999	No	No	

# Appendix B - New Hire Default Fields and Behaviour

NEW HIRE DEFAULT FIELD	IMPORT BEHAVIOUR  If, for a new employee, there is no value in the import file for a field and a value has NOT been entered or selected on the New Hire Defaults page, then
<b>City</b> Employee Address section	The import process populates this field with a blank value.
<b>Province/State</b> Employee Address section	The import process populates this field with a blank value.
<b>Country</b> Employee Address section	The import process populates this field with a blank value.
<b>Preferred Language</b>	The import process populates this field with the company's preferred language.
<b>Hire Date</b>	The import process populates this field with a blank value.
<b>Position</b>	The import process populates this field with a blank value.
<b>Pay Type</b>	The record is not imported and the import process displays a ' <b>Missing Mandatory Field</b> ' Error Message.
<b>Standard Hours per Pay</b>	The record is not imported and the import process displays a ' <b>Missing Mandatory Field</b> ' Error Message.
<b>Province of Employment</b>	The record is not imported and the import process displays a ' <b>Missing Mandatory Field</b> ' Error Message.
<b>Tax Status</b>	The import process populates this field with the value 'Subject to Fed. & Prov. Tax'.
<b>CPP/QPP Status</b>	The import process populates this field with the value 'Subject to CPP/QPP'.
<b>E.I. Category</b>	The record is not imported and the import process displays a ' <b>Missing Mandatory Field</b> ' Error Message.

NEW HIRE DEFAULT FIELD	IMPORT BEHAVIOUR  If, for a new employee, there is no value in the import file for a field and a value has NOT been entered or selected on the New Hire Defaults page, then
<b>Prov. Payroll Tax Indicator</b>	The import process populates this field with the value 'Subject to Prov. Health & Edc. Tax'.
<b>ID Y</b>	The import process populates this field with a blank value.
<b>ID Z</b>	The import process populates this field with a blank value.
<b>ID X</b>	The import process populates this field with a blank value.
<b>Position Title</b>	The import process populates this field with a blank value.
<b>Vacation Pay Accumulator Plan</b>	The record is not imported and the import process displays a ' <b>Missing Mandatory Field</b> ' Error Message.
<b>Vacation Pay Accumulator Rate</b>	The import process populates this field with a blank value unless an error-causing combination exists between Plan Type and Rate.
<b>Additional Accumulator Plan</b>	The record is not imported and the import process displays a ' <b>Missing Mandatory Field</b> ' Error Message.
<b>Additional Accumulator Rate</b>	The import process populates this field with a blank value unless an error-causing combination exists between Plan Type and Rate.
<b>Sick Pay Accumulator Plan</b>	The record is not imported and the import process displays a 'Missing Mandatory Field' Error Message.
<b>Sick Pay Accumulator Rate</b>	The import process populates this field with a blank value unless an error-causing combination exists between Plan Type and Rate.

# Appendix C – Import Codes

## Employee Profile – Pay Type

Code	Description (English)	Description (French)
S	Salary EE	EE à salaire
L	Salary EE paid Vac Pay each pay	EE salarié-paie vac. versée chq paie
H	Hourly EE	EE horaire
V	Hourly EE paid Vac Pay each pay	EE horaire-paie vac. versée chq paie
W	Hourly EE paid Add'l Accum each pay	EE horaire-acc. add. versé chq paie
A	Hourly EE paid Vac Pay and Add'l Accum each pay	EE hor.-paie vac.+acc.add. v. chq paie
C	Salary EE paid Add'l Accum each pay	EE salarié-acc. add. versé chq paie
K	Salary EE paid Vac Pay and Add'l Accum each pay	EE sal.-paie vac.+acc.add. v. chq paie
1	Salary EE also receives commissions	EE salaire avec commissions
2	Hourly EE also receives commissions	EE horaire avec commissions

## Employee Profile – Tax Status

Code	Description (English)	Description (French)
1	Subject to Fed. & Prov. Tax	Assujetti à l'impôt prov.et féd.
X	Exempt from Fed. Tax only	Exonéré de l'impôt féd. seulement
F	Exempt from Prov. Tax only	Exonéré de l'impôt prov. seulement
M	Exempt from Fed. & Prov. Tax	Exonéré des impôts féd. et prov.
A	All Fed. Tax will be on a T4A	Tous les impôts féd. déclarés sur T4A

I	Status Indian -Earnings on T4 -Code 71	Statut indien - Gains sur T4 - Case 71
P	Permanent Tax %	Taux permanent d'impôt
N	Exempt from NWT Payroll Tax	Exonération cot. sociales T.N.-O
V	Exempt from Nunavut Payroll Tax	Exonération cot. sociales Nunavut

## Employee Profile – CPP/QPP Status

Code	Description (English)	Description (French)
0	Subject to CPP/QPP	Assujetti au RPC/RRQ
X	Exempt from CPP/QPP	Exonéré du RPC/RRQ

## Employee Profile - E.I. Category

Code	Description (English)	Description (French)
P	Deducts EI; ER Rate 1.4	Prélève AE - taux ER est de 1,4
0	Deducts EI; ER Rate is 1st Reduced Rate	Prélève AE-taux ER est 1er taux réduit
2	Deducts EI; ER Rate is 2nd Reduced Rate	Prélève AE-taux ER est 2e taux réduit
N	Exempt from EI; 1.4 Rate	Exonéré de l'AE - Taux de 1,4
X	Exempt from EI; 1st Reduced Rate	Exonéré de l'AE - Premier taux réduit
B	Exempt from EI; 2nd Reduced Rate	Exonéré de l'AE - Deuxième taux réduit
E	Exempt from EI & WCB; 1st Reduced Rate	Exonéré AE et CAT-premier taux réduit
J	Not Applicable	Ne s'applique pas

## Employee Profile - Allowable Provincial Safety Plan Codes (WCB and CSST)

0	1	2	3	4	5
6	7	8	9	X	blank

# Employee Timesheet - Applicable Period of Time

Code	Description (English)	Description (French)
1	Part of or all of 1 week	Une partie ou une semaine complète
2	2 Weeks	2 semaines
3	3 Weeks	3 semaines
4	4 Weeks	4 semaines
5	5 Weeks	5 semaines
6	6 Weeks	6 semaines
7	7 Weeks	7 semaines
8	8 Weeks	8 semaines
9	9 Weeks	9 semaines
S	a Semi-monthly period	Une période bimensuelle
M	a Monthly period	Une période mensuelle
D	Two full months	Deux mois complets
Q	a Quarterly period	Un trimestre
E	No time taken - Extra payment	Sans congé - Versement supplémentaire
B	No time taken - Bonus Tax Method	Sans congé - Méthode de la prime

# Employee Timesheet - Allowable Earnings Codes and Types

Code	Type	Code	Type
DT	Hours	O1	Amount
OT	Hours	O2	Amount
P3	Hours	O3	Amount
P4	Hours	O4	Amount
P5	Hours	O5	Amount
P6	Hours	O6	Amount
P7	Hours	O7	Amount
P8	Hours	O8	Amount
P9	Hours	O9	Amount
QT	Hours	OE	Amount
RT	Hours	PE	Amount
TT	Hours	SO	Amount
X1	Hours	XE	Amount
X2	Hours	VE	Amount
X3	Hours	VX	Amount
X4	Hours	WE	Amount
X5	Hours	WX	Amount
XT	Hours	O10-O99	Amount
YT	Hours	Shift 3	Hours
D	Hours	Shift 4	Hours
F	Hours	Shift 5	Hours
L	Hours	Shift 6	Hours
W	Hours	Shift 7	Hours
		Shift 8	Hours
		Shift 9	Hours

# Employee Timesheet - Allowable Deduction / Contribution Codes and Amounts

**Note:** Codes that allow Deductions **and/or** Contributions may be restricted to either a deduction only or a contribution only based on the setting of the field identified in the 'Dependency' column.

Codes	Amounts	Dependency
Group 1 Miscellaneous (11-19)	Employee Deduction and/or Employer Contribution	Applicable Calculation Method
Group 2 Miscellaneous (21-29)	Employee Deduction and/or Employer Contribution	Applicable Calculation Method
Group 3 Pension / DPSP(31-39)	Employee Deduction and/or Employer Contribution	Applicable Calculation Method
Group 4 Company Benefits (41-49)	Employee Deduction and/or Employer Contribution	Applicable Calculation Method
Group 5 Company Benefits (51-59)	Employee Deduction and/or Employer Contribution	Applicable Calculation Method
Group 6 3rd Party (61-69)	Employee Deduction or Employer Contribution	Benefit Vendor ID
Group 7 Union(71-79)	Employee Deduction and/or Employer Contribution	Applicable Calculation Method
Group 8 Special Miscellaneous (81-89)	Employee Deduction and/or Employer Contribution	Applicable Calculation Method
Special: Group Retirement Plans (C, D, E)	Employee Deduction and/or Employer Contribution	Applicable Calculation Method Only if GRP plan exists
Group A Special Alberta Garnishee (AZ)	Employee Deduction only	none
Group B Special Union (B1-B9)	Employee Deduction only	none
Group F Special Quebec Tips-Sales Tracking (F1)	Employer Contribution only	none
Group G Special Pension (G1-G9)	Employee Deduction and/or Employer Contribution	Applicable Calculation Method
Group H Special WCB (H1-H9)	Employer Contribution only	none

# Employee Direct Deposit - Financial Institution Number

The following table list only a few examples of financial institution numbers which are all 3 digits in length. As the financial institution number list changes from time to time, refer to the Canadian Payments Association (CPA) web site for current numbers (<http://www.cdnpay.ca> Home >> Our Systems >> Financial Institutions Branch Directory). Note that the list of financial institutions in Powerpay may differ slightly from the CPA list as updates may be processed at different times.

Code	Description (English)	Description (French)
001	Bank of Montreal	Banque de Montréal
002	Scotia Bank	Banque de Nouvelle-Écosse
003	Royal Bank	Banque Royale
004	TD Bank	Banque TD
006	National Bank	Banque Nationale
010	C I B C	C I B C

# Appendix D – Location Abbreviations

Canadian Province	Abbreviation
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland	NL
Nunavut	NN
Nova Scotia	NS
Northwest Territories	NT
Ontario	ON
Prince Edward island	PE
Quebec	QC
Saskatchewan	SK
Yukon Territory	YT
Non-Canadian Locations	Abbreviation
USA	US
Other	OT
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA

Colorado	CO
Connecticut	CT
Delaware	DE
D.C.	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY

North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

# Appendix E – Country Code Abbreviations

Country Code	Country Name (English)	Country Name (French)
CAN	Canada	Canada
USA	United States	États-Unis
AFG	Afghanistan	Afghanistan
ALA	Åland Islands	Åland (les Îles)
ALB	Albania	Albanie
DZA	Algeria	Algérie
ASM	American Samoa	Samoa américaines
AND	Andorra	Andorre
AGO	Angola	Angola
AIA	Anguilla	Anguilla
ATA	Antarctica	Antarctique
ATG	Antigua and Barbuda	Antigua-et-Barbuda
ARG	Argentina	Argentine
ARM	Armenia	Arménie
ABW	Aruba	Aruba
AUS	Australia	Australie
AUT	Austria	Autriche
AZE	Azerbaijan	Azerbaïdjan
BHS	Bahamas	Bahamas
BHR	Bahrain	Bahreïn
BGD	Bangladesh	Bangladesh
BRB	Barbados	Barbade
BLR	Belarus	Bélarus

Country Code	Country Name (English)	Country Name (French)
BEL	Belgium	Belgique
BLZ	Belize	Belize
BEN	Benin	Bénin
BMU	Bermuda	Bermudes
BTN	Bhutan	Bhoutan
BOL	Bolivia, Purinational State of	Bolivie (État plurinational de)
BES	Bonaire, Sint Eustatius and Saba	Bonaire, Saint-Eustache et Saba
BIH	Bosnia and Herzegovina	Bosnie-Herzégovine
BWA	Botswana	Botswana
BVT	Bouvet Island	Bouvet (l'Île)
BRA	Brazil	Brésil
IOT	British Indian Ocean Territory	Territoire britannique de l'Océan Indien
BRN	Brunei Darussalam	Brunéi Darussalam
BGR	Bulgaria	Bulgarie
BFA	Burkina Faso	Burkina Faso
BDI	Burundi	Burundi
CPV	Cabo Verde	Cabo Verde
KHM	Cambodia	Cambodge
CMR	Cameroon	Cameroun
CYM	Cayman Islands	Caïmans (les Îles)
CAF	Central African Republic	République centrafricaine
TCD	Chad	Tchad
CHL	Chile	Chili
CHN	China	Chine
CXR	Christmas Island	Chine
CCK	Cocos (Keeling) Islands	Cocos (les Îles) / Keeling (les Îles)
COL	Colombia	Colombie
COM	Comoros	Comores

Country Code	Country Name (English)	Country Name (French)
COD	Congo, Democratic Republic of the	Congo (la République démocratique du)
COG	Congo (Republic)	Congo (République)
COK	Cook Islands	Cook (les Îles)
CRI	Costa Rica	Costa Rica
CIV	Côte d'Ivoire	Côte d'Ivoire
HRV	Croatia	Croatie
CUB	Cuba	Cuba
CUW	Curaçao	Curaçao
CYP	Cyprus	Chypre
CZE	Czech Republic	République Tchèque
DNK	Denmark	Danemark
DJI	Djibouti	Djibouti
DMA	Dominica	Dominique
DOM	Dominican Republic	République dominicaine
ECU	Ecuador	Équateur
EGY	Egypt	Égypte
SLV	El Salvador	El Salvador
GNQ	Equatorial Guinea	Guinée équatoriale
ERI	Eritrea	Érythrée
EST	Estonia	Estonie
SWZ	Eswatini	Eswatini
ETH	Ethiopia	Éthiopie
FLK	Falkland Islands (Malvinas)	Falkland (les Îles) / Malouines (les Îles)
FRO	Faroe Islands	Féroé (les Îles)
FJI	Fiji	Fidji
FIN	Finland	Finlande
FRA	France	France
GUF	French Guiana	Guyane française

Country Code	Country Name (English)	Country Name (French)
PYF	French Polynesia	Polynésie française
ATF	French Southern Territories	Terres australes françaises
GAB	Gabon	Gabon
GMB	Gambia	Gambie
GEO	Georgia	Géorgie
DEU	Germany	Allemagne
GHA	Ghana	Ghana
GIB	Gibraltar	Gibraltar
GRC	Greece	Grèce
GRL	Greenland	Groenland
GRD	Grenada	Grenade
GLP	Guadeloupe	Guadeloupe
GUM	Guam	Guam
GTM	Guatemala	Guatemala
GGY	Guernsey	Guernesey
GIN	Guinea	Guinée
GNB	Guinea-Bissau	Guinée-Bissau
GUY	Guyana	Guyana
HTI	Haiti	Haïti
HMD	Heard Island and McDonald Islands	Heard-et-Îles McDonald (l'Île)
VAT	Holy See (Vatican City State)	Saint-Siège (État de la cité du Vatican)
HND	Honduras	Honduras
HKG	Hong Kong	Hong Kong
HUN	Hungary	Hongrie
ISL	Iceland	Islande
IND	India	Inde
IDN	Indonesia	Indonésie
IRN	Iran, Islamic Republic of	Iran (République Islamique d')

Country Code	Country Name (English)	Country Name (French)
IRQ	Iraq	Iraq
IRL	Ireland	Irlande
IMN	Isle of Man	Île de Man
ISR	Israel	Israël
ITA	Italy	Italie
JAM	Jamaica	Jamaïque
JPN	Japan	Japon
JEY	Jersey	Jersey
JOR	Jordan	Jordanie
KAZ	Kazakhstan	Kazakhstan
KEN	Kenya	Kenya
KIR	Kiribati	Kiribati
PRK	Korea, Democratic People's Republic of	Corée (République populaire démocratique de)
KOR	Korea, Republic of	Corée (République de)
KWT	Kuwait	Koweït
KGZ	Kyrgyzstan	Kirghizistan
LAO	Lao People's Democratic Republic	Lao, République démocratique populaire
LVA	Latvia	Lettonie
LBN	Lebanon	Liban
LSO	Lesotho	Lesotho
LBR	Liberia	Libéria
LBY	Libya	Libye
LIE	Liechtenstein	Liechtenstein
LTU	Lithuania	Lituanie
LUX	Luxembourg	Luxembourg
MAC	Macao	Macao
MKD	Macedonia, the former Yugoslav Republic of	Macédoine (l'ex-République yougoslave de)

Country Code	Country Name (English)	Country Name (French)
MDG	Madagascar	Madagascar
MWI	Malawi	Malawi
MYS	Malaysia	Malaisie
MDV	Maldives	Maldives
MLI	Mali	Mali
MLT	Malta	Malte
MHL	Marshall Islands	Marshall (les Îles)
MTQ	Martinique	Martinique
MRT	Mauritania	Mauritanie
MUS	Mauritius	Maurice
MYT	Mayotte	Mayotte
MEX	Mexico	Mexique
FSM	Micronesia, Federated States of	Micronésie (États fédérés de)
MDA	Moldova, Republic of	Moldova (République de)
MCO	Monaco	Monaco
MNG	Mongolia	Mongolie
MNE	Montenegro	Monténégro
MSR	Montserrat	Montserrat
MAR	Morocco	Maroc
MOZ	Mozambique	Mozambique
MMR	Myanmar	Myanmar
NAM	Namibia	Namibie
NRU	Nauru	Nauru
NPL	Nepal	Népal
NLD	Netherlands	Pays-Bas
NCL	New Caledonia	Nouvelle-Calédonie
NZL	New Zealand	Nouvelle-Zélande
NIC	Nicaragua	Nicaragua

Country Code	Country Name (English)	Country Name (French)
NER	Niger	Niger
NGA	Nigeria	Nigéria
NIU	Niue	Niué
NFK	Norfolk Island	Norfolk (l'Île)
MNP	Northern Mariana Islands	Mariannes du Nord (les Îles)
NOR	Norway	Norvège
OMN	Oman	Oman
PAK	Pakistan	Pakistan
PLW	Palau	Palaos
PSE	Palestine, State of	Palestine, État de
PAN	Panama	Panama
PNG	Papua New Guinea	Papouasie-Nouvelle-Guinée
PRY	Paraguay	Paraguay
PER	Peru	Pérou
PHL	Philippines	Philippines
PCN	Pitcairn	Pitcairn
POL	Poland	Pologne
PRT	Portugal	Portugal
PRI	Puerto Rico	Porto Rico
QAT	Qatar	Qatar
REU	Réunion	Réunion
ROU	Romania	Roumanie
RUS	Russian Federation	Russie (la Fédération de)
RWA	Rwanda	Rwanda
BLM	Saint Barthélemy	Saint-Barthélemy
SHN	Saint Helena, Ascension and Tristan da Cunha	Sainte-Hélène, Ascension et Tristan da Cunha
KNA	Saint Kitts and Nevis	Saint-Kitts-et-Nevis

Country Code	Country Name (English)	Country Name (French)
LCA	Saint Lucia	Sainte-Lucie
MAF	Saint Martin (French part)	Saint-Martin (partie française)
SPM	Saint Pierre and Miquelon	Saint-Pierre-et-Miquelon
VCT	Saint Vincent and the Grenadines	Saint-Vincent-et-les-Grenadines
WSM	Samoa	Samoa
SMR	San Marino	Saint-Marin
STP	Sao Tome and Principe	Sao Tomé-et-Principe
SAU	Saudi Arabia	Arabie saoudite
SEN	Senegal	Sénégal
SRB	Serbia	Serbie
SYC	Seychelles	Seychelles
SLE	Sierra Leone	Sierra Leone
SGP	Singapore	Singapour
SXM	Sint Maarten (Dutch part)	Saint-Martin (partie néerlandaise)
SVK	Slovakia	Slovaquie
SVN	Slovenia	Slovénie
SLB	Solomon Islands	Salomon (Îles)
SOM	Somalia	Somalie
ZAF	South Africa	Afrique du Sud
SGS	South Georgia and the South Sandwich Islands	Géorgie du Sud-et-les Îles Sandwich du Sud
SSD	South Sudan	Soudan du Sud
ESP	Spain	Espagne
LKA	Sri Lanka	Sri Lanka
SDN	Sudan	Soudan
SUR	Suriname	Suriname
SJM	Svalbard and Jan Mayen	Svalbard et Jan Mayen
SWE	Sweden	Suède

Country Code	Country Name (English)	Country Name (French)
CHE	Switzerland	Suisse
SYR	Syrian Arab Republic	République arabe syrienne
TWN	Taiwan, Province of China	Taiwan (Province de Chine)
TJK	Tajikistan	Tadjikistan
TZA	Tanzania, United Republic of	Tanzanie, République-Unie de
THA	Thailand	Thaïlande
TLS	Timor-Leste	Timor-Leste
TGO	Togo	Togo
TKL	Tokelau	Tokelau
TON	Tonga	Tonga
TTO	Trinidad and Tobago	Trinité-et-Tobago
TUN	Tunisia	Tunisie
TUR	Turkey	Turquie
TKM	Turkmenistan	Turkménistan
TCA	Turks and Caicos Islands	Turks-et-Caïcos (les Îles)
TUV	Tuvalu	Tuvalu
UGA	Uganda	Ouganda
UKR	Ukraine	Ukraine
ARE	United Arab Emirates	Émirats arabes unis
GBR	United Kingdom	Royaume-Uni
UMI	United States Minor Outlying Islands	Îles mineures éloignées des États-Unis
URY	Uruguay	Uruguay
UZB	Uzbekistan	Ouzbékistan
VUT	Vanuatu	Vanuatu
VEN	Venezuela, Bolivarian Republic of	Venezuela (République bolivarienne du)
VNM	Viet Nam	Viet Nam
VGB	Virgin Islands, British	Vierges britanniques (les Îles)
VIR	Virgin Islands, U.S.	Vierges des États-Unis (les Îles)

Country Code	Country Name (English)	Country Name (French)
WLF	Wallis and Futuna	Wallis-et-Futuna
ESH	Western Sahara	Sahara occidental
YEM	Yemen	Yémen
ZMB	Zambia	Zambie
ZWE	Zimbabwe	Zimbabwe

# Appendix F – XML Tag Processing

In Powerpay's XML import files, there can be three states for a tag:

- missing tag
- empty tag
- tag with value

This assumes that all tags provided in an XML import file are well formed and appear in their proper positions.

## Missing Tags

A tag is considered missing if it does not appear where expected in the XML import file.

- A missing tag indicates that no information about that specific element is being sent
- Not including a tag in an XML file indicates that the existing value should be left as is – no further processing is required
- In the event there is no existing value, such as when hiring a new employee, default values may be specified (or implied) for missing tags
- In cases where there is an existing value, such as updating an existing employee, default behaviour should not be specified for missing tags
- There are currently no exceptions to this rule

## Empty Tags

A tag is considered empty if it exists but has no content.

- An empty tag means that a zero length String, or null value, is being sent
- Including an empty tag in an XML file is intended to blank out or remove an existing value
- In the event there is no existing value including an empty tag in an XML file indicates that the new value is blank or empty

- When there is no existing value a missing tag should be used to invoke default behaviour not an empty tag
- There are three exceptions to this rule

## Tags with Value

A tag is considered to have a value if it is not missing and not empty.

- The value provided in the tag is used to replace the existing value if one already exists
- In the event there is no existing value the value provided in the tag becomes the new value
- There is never any default behaviour specified with tags that have a value. A changed value may trigger other business logic in the application but that is independent of XML processing

## Tag Handling Exceptions

There are three exceptions to the general rules for XML tag handling. These exceptions are all related to fields on the Employee Profile that are represented as radio buttons in the Web Application.

1. Employee Profile – Federal Tax Exemption
  - An empty tag triggers the default behaviour to select ‘Apply basic amount’
2. Employee Profile – Provincial Tax Exemption
  - An empty tag triggers the default behaviour to select ‘Apply basic amount’ for employees with a Canadian Province of Employment
  - An empty tag triggers the default behaviour to select ‘Not Applicable - employee works in USA or Other’ for employees with a Province of Employment of USA or Other
3. Employee Profile – Provincial WCB/WSIB/CSST Safety Plans
  - An empty tag triggers the default behaviour as specified in the FI - Import Processing Specification

## Tag Examples

### Schema Fragment:

```
<complexType name="employeeDates">
  <sequence>
```

```
<element name="birth_date" type="import:nullOrDate" minOccurs="0"></element>
<element name="hire_date" type="import:nullOrDate" minOccurs="0"></element>
</sequence>
</complexType>
```

## XML Fragment:

```
<employee_dates>
  <birth_date>1970-09-25</birth_date>
</employee_dates>
```

- In this example the hire\_date tag is missing.

## XML Fragments:

```
<employee_dates>
  <birth_date>1970-09-25</birth_date>
  <hire_date></hire_date>
</employee_dates>
```

- In this example the hire\_date tag is empty

## XML Fragments

```
<employee_dates>
  <birth_date>1970-09-25</birth_date>
  <hire_date/>
</employee_dates>
```

- In this example the hire\_date tag is empty
- In all examples the birth\_date tag has a value

# Appendix G – Manual Import Process

