



COMITÉ PARITAIRE DES AGENTS DE SÉCURITÉ

XML FILE FORMAT MONTHLY PAYROLL REPORT (MPR)

www.RMPenligne.ca

Version 2.0

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Definition of XML import format

The XML file will be generated by the employer's payroll systems or by the internal administrative system. It will be used to kick start the production of monthly payroll reports. The employers will download it in their private work area (www.rmpenligne.ca).

This file will never be accessible by the CPAS or their employees. This system will provide the tools needed to prepare the draft monthly payroll reports from data contained in the file "XML".

The file format allows transmission of standardized information concerning the employees and the details of their regular and supplementary earnings. The information contained in this file is encoded using UTF-8 and meets the following standards:

STANDARD	OBJECT	REFERENCE	EXAMPLE
ISO 3166	Country	http://www.iso.org/iso/english_country_names_and_code_elements	CA US
ISO 5218	Gender	http://en.wikipedia.org/wiki/ISO_5218	0, 1 or 2
ISO 6093	Representation of numerical values	http://people.csail.mit.edu/jaffer/MIXF/#ISO_6093	Integers [±] [d ... d] d, -24,083, 33, 37 Actual number (rate, hours, etc.), [±] [d ... d] d [d ... d] -1223.09, +24.50, 51.60, Note that the only allowable characters are = -+ .1234567890 Whitespace is not accepted
ISO 8601	Date and Time	http://www.iso.org/iso/date_and_time_format	YYYY-MM-DD, YYYY-MM-DDThh:mm:ss 2009-11-19, 2009-11-19T09:45:07

Data encapsulation

You can encapsulate your data in “CDATA” tags.

This step is optional and is designed to eliminate transmission errors caused by the presence of “control characters” in your data (&/, \ ...)

If you exercise this option, you must insert your data totally or partially in tags "CDATA".

Ex.

```
<employes>
  <employe>
    <nom><![CDATA[Tremblay]]></nom>
    <prenom><![CDATA[Jean]]</prenom>
  ...
```

Case

Please note that tags are case-sensitive. Particular attention should be paid to respect the name and the case of the different tags.

XML FILE SECTIONS

Data contained in the file "XML" is divided into sections to facilitate the interpretation and treatment. Some sections are mandatory while others are optional.

TABLE 1 : SECTIONS

SECTION	DESCRIPTIF	STATUT
Prologue	Describes the version of XML, the encoding of character and location of the data schema.	Compulsory
Entete	Contains information required to qualify a report. If this section is missing in the file, the data will need to be supplied by the operators before submitting the draft report.	Optionnal
Employes	Section containing the payroll information of employees.	Compulsory
Employes.Employe.Employe	Section containing the payroll information of a given employee.	Compulsory
Employes.Employe.Telephones	Section allowing for the transmission of one or many phone numbers per employee.	Optionnal
Employes.Employe.Telephones.Telephone	Section allowing for the transmission of one phone numbers of an employee.	Optionnal
Employes.Employe.gagesreguliers	Section describing the regular wages earned by the employee.	Compulsory
Employes.Employe.gagesreguliers.SemaineX	Regular wage for a given week covered by the present report.	Compulsory
Employes.Employe.gagesreguliers.SemaineX.Prestations	Section comprising the description of the benefits of service employees for a given week.	Compulsory
Employes.Employe.gagesreguliers.SemaineX.Prestations.Prestation	Gathers hours worked for a class and a given rate.	Compulsory
Employes.Employe.gagesseplementaires	Defines the remuneration elements other than those defined in the regular wages section.	Compulsory
Employes.Employe.gagesseplementaires.gage	Defines an element of supplementary wage.	Compulsory

PROLOGUE SECTION

The prologue section is composed of two tags that need to appear at the file's beginning and end:

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<rmp version="1.0">...</rmp>
```

The next sections are comprised within the <rmp> </rmp> tags.

ENTETE SECTION

This section contains information which allow the employer and MPR identification. This section is optional.

The section is defined with the <entete></entete> tags.

The ENTETE section is composed of the following elements :

ELEMENTS	DESCRIPTION	DATA TYPE	RELATIONS	STATUS
<noempl>	A unique number identifying the employer to the CPAS. 4 digit employer number + 2 digit branch number. Ex: 671900	Integer 0 or 1	1:1	Optionnal
<typermp>	A numeric value indicating the type of report to be initialized. 0 -Draft Monthly Payroll Report (MPR) 1 – Amended MPR Currently only draft MPR are supported.("0").	Integer 0 ou 1	1:1	Optionnal
<annee>	The calendar year report. Ex: 2010.	4 Digits CHARACTER	1 ;1	Optionnal (compulsory when <periode> is reported)
<periode>	The period of the draft report. We insert here the number corresponding to the month covered by the period: 01 -12.	2 Digits CHARACTER	1:1	Optionnal (compulsory when <annee> is reported)
<semaines> <semaine id="X">... </semaines>	Date of the last day of the week for which earnings are reported. X can take values from 1 to ∞. In practice, reports will cover from 4 to 6 weeks. These dates must match the dates contained in the annual calendar production of RMP. The <semaine id="X"> must be reported within the <semaines> </semaines> tags.	The date is expressed in the format YYYY-MM-DD in accordance with ISO-8601	1 : 4 or 1 : 6	Optionnal. If reported, all MPR dates must be reported.

The following code represents an example of a 2011 January MPR.

```
<entete>  
  <noempl>674000</noempl>  
  <typermp>0</typermp>  
  <annee>2011</annee>  
  <periode>01</periode>  
  <semaines>  
    <semaine id="1">2011-01-08</semaine>  
    <semaine id="2">2011-01-15</semaine>  
    <semaine id="3">2011-01-22</semaine>  
    <semaine id="4">2011-01-29</semaine>  
  </semaines>  
</entete>
```

EMPLOYES SECTION

This **compulsory** section regroups all the transactions reported for all the employees. This section is comprised of one or many « employe » sections. The tags that are used to define this section are `<employes></employes>`.

EMPLOYEE SECTION

The « employe » must be reported within the « employes » section. It contains details on the employee's socio-démographics. The section is defined with the `<employe></employe>` tags.

The section contains the following elements :

ELEMENTS	DESCRIPTION	DATA TYPE	RELATIONS	STATUS
<nom>	Employee' name (limit 50 characters)	String	1:1	Compulsory
<prenom>	Employee's surname (limit 50 characters)	String	1:1	Compulsory
<noemploye>	Employee's number used by the employer. <u>This number must be a unique identifier.</u> (limit 20 characters)	Alphanumeric	1:1	Compulsory
<datenaissance>	Date of birth	The date is expressed in the format YYYY-MM-DD in accordance with ISO-8601	1:1	Optionnal
<nas>	Social insurance number (SIN). The SIN is expressed without spaces or character other than 0-9.. Only the first 9 characters will be used.	String	1:1	Compulsory
<sexe>	Employee's gender. ISO 5218 1- man 2-woman	Integer	1:1	Optionnal
<syndicat>	Unionized worker O-yes N-No	Character	1:1	Optionnal
<dateembauche>	<u>First working day</u>	The date is expressed in the format YYYY-MM-DD in accordance with ISO-8601	1:1	Optionnal

<nocivique>	Home address: Door number. (limit 15 characters)	Alphanumeric	1:1	Optionnal. Compulsory if <rue> is reported
<rue>	Full street name (limit 50 characters)	String	1:1	Optionnal Compulsory if <nocivique> is reported
<appartement>	Apartment number (limit 10 characters)	Alphanumeric	1:1	Optionnal
<ville>	Full city name (limit 50 characters)	String	1:1	Optionnal
<region>	State or province	String	1:1	Optionnal
<pays>	Code representing the country of residence (ISO-3166)	String	1:1	Optionnal
<codepostal>	Alphanum. Code representing a Canadian postal code or otherwise. Limit 20 letters	Alphanumeric	1:1	Optionnal

TELEPHONES SECTION

This optional section must be included within an employee section. The section allows to regroup multiple telephone numbers for a given employee. `<telephones>` and `</telephones>` tags are used to define this section.

TELEPHONE SECTION

Each « telephone » section correspond to an employee's phone number. This section is defined by the `<telephone></telephone>` tags.

The « telephone » section includes:

ELEMENTS	DESCRIPTION	DATA TYPE	RELATIONS	STATUS
<code><codereg></code>	Area code	Numeric	1:1	Optionnal
<code><numero></code>	Phone number	Alphanumeric	1:1	Compulsory
<code><extension></code>	Phone extension	Numeric	1:1	Optionnal
<code><typetel></code>	Phone number qualifier. 1 - Home 2-Cell phone	Numeric	1:1	Optionnal

Ex. 1 : One phone number unformatted:

```
<telephones>
  <telephone>
    <numero>5144930844</numero>
  </telephone>
</telephones>
```

Ex. 2: Two phone numbers partially formatted:

```
<telephones>
  <telephone>
    <numero>5144930844</numero>
    <typetel>1</typetel>
  </telephone>
  <telephone>
    <codereg>514</codereg>
    <numero>493-1111</numero> <extension>24</extension>
    <typetel>2</typetel>
  </telephone>
</telephones>
```

GAGESREGULIERS SECTION

This section is **compulsory** and regroups each weeks reported for the MPR for an employee. This section is mandatory for every « employe » sections. The GAGESREGULIERS section is defined by the `<gagesreguliers>` and `</gagesreguliers>` tags. This section includes sub-sections that will comprised wages reported by classification and by week

SEMAINEX SECTION

This section regroup the regular wages for a given week. This section is defined by the `<semaine id="X">` and `</semaine>` tags. These sections must be included within the 'gagesreguliers' section. The "X" represents the week number covering the wages.

Ex :

```
<gagesreguliers>
  <semaine id="1"> .... </semaine>
  <semaine id="2"> .... </semaine>
  <semaine id="3"> .... </semaine>
  <semaine id="4"> .... </semaine>
</gagesreguliers>
```

SECTION PRESTATIONS

The section « prestations » role is to regroup all the regular wages for an employee for a given week. This section is defined by the `<prestations>` and `</prestations>` tags. The sections « prestations » must be reported within the 'semaineX' sections.

```
Ex...: <gagesreguliers>
        <semaine id="1">
            <prestations>... </prestations>
        </semaine>
        <semaine id="2">.....</semaine>
        <semaine id="3">.....</semaine>
        <semaine id="4">.....</semaine>
    </gagesreguliers>
```

SECTION PRESTATION

These sections reports hours worked linked to a classification and a hourly rate. The section must be included within the « prestations » section. This section is defined by the `<prestation>` and `</prestation>` tags.

ELEMENTS	DESCRIPTION	DATA TYPE	RELATIONS	STATUS
<code><classeid></code>	Classification (A01, A02, A03, A04, B11, B12, B13, B14).	Alphanumeric	1:1	Compulsory
<code><taux></code>	Hourly rate paid in Canadian dollars.	Number formatted according to ISO-6093	1:1	Compulsory
<code><heuresreg></code>	Hours worked at regular time. The minutes are expressed in decimal. <u>90 minutes should read 1.50.</u>	Number formatted according to ISO-6093	1:1	Compulsory
<code><heuresupp></code>	Hours worked overtime. The minutes are expressed in decimal. <u>90 minutes to read 1.50.</u>	Number formatted according to ISO-6093	1:1	Compulsory
<code><montant></code>	Amount paid to the employee as compensation for hours worked. (regular hours + overtime).	Number formatted according to ISO-6093	1:1	Optionnal

This example shows two different classification reported for an employee for a given week.

```
...<gagesreguliers>
  <semaine id="1">
    <prestations>
      <prestation>
        <classeid>A04</classeid>
        <taux>13.45</taux>
        <heuresreg>25</heuresreg>
      </prestation>
      <prestation>
        <classeid>A03</classeid>
        <taux>13.50</taux>
        <heuresreg>17</heuresreg>
        <heuresupp>8</heuresupp>
        <montant>657.89</montant>
      </prestation>
    </prestations>
  </semaine>
  <semaine id="2"> ...</semaine>
  <semaine id="3"> ...</semaine>
  <semaine id="4"> ...</semaine>
</gagesreguliers>
```

GAGESSUPPLEMENTAIRES SECTION

This **compulsory** section is used to regroup every supplementary wages for an employee. The section is defined by the `<gagessupplementaires>` and `</gagessupplementaires>` tags. The section must be reported within the employee section.

GAGE SECTION

This section will contain the supplementary wages for a given employee. Reported individually. The section is defined by the `<gage>` and `</gage>` tags.

ELEMENTS	DESCRIPTION	DATA TYPE	RELATIONS	STATUS
<code><objet></code>	Code of the nature of additional compensation. 01 = Holidays 02 = Severance pay 03 = Ann. vacations 33 = Ann. vacation balance 04 = Personnel holiday 05 = Sick leave 55 = Sick leave blance 06 = Wage (adjustment) P1 = Firefighting P2 = Police technique P3 = Psych./Youth/Adult inmate P4a = first aid P4b = Defibrillator P5 = Road signalman P6 = arm P7 = Shelter P8 = Ind. Comm. Security Diploma P9 = Uniform P10= ASP 88 = RRSP employee's voluntary contribution 99 = RRSP employer's mandatory contribution	Alphanumeric	1:1	Compulsory
<code><ajustement></code>	Indicates whether the transaction is an adjustment. O = Yes ou N = No. If <code><object></code> = 06 then it has to be O for yes.	Alphabetical	1:1	Compulsory
<code><dateversement></code>	Date related to this event.	The date is expressed in the format YYYY-MM-DD in accordance with ISO-8601.	1:1	Compulsory
<code><montant></code>	Amount paid.	Number formatted according to ISO-6093.	1:1	Compulsory
<code><heures></code>	Hours worked. The minutes are expressed in decimal. 90 minutes should read 1.50.	Number formatted according to ISO-6093.	1:1	Optionnal

Ex :

```
<gagessupplementaires>  
  <gage>  
    <objet>04</objet>  
    <ajustement>N</ajustement>  
    <dateversement>2011-07-19</dateversement>  
    <montant>33.78</montant>  
    <heures>25</heures>  
  </gage>  
  <gage>...</gage>  
  <gage>...</gage>  
</gagessupplementaires>
```

GENERAL ARBORESCENCE OF THE XML FILE

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<rmv version="1.0">
<entete>...</entete>
<employes>
  <employe>...
    <telephones>
      <telephone>...</telephone>
      <telephone>...</telephone>
    </telephones>
    <gagesreguliers>
      <semaine id="1">
        <prestations>
          <prestation>...</prestation>
          <prestation>...</prestation>
          <prestation>...</prestation>
        </prestations>
      </semaine>
      <semaine id="2"> ... </semaine>
      <semaine id="3"> ... </semaine>
      <semaine id="4"> ... </semaine>
    </gagesreguliers>
    <gagessupplementaires>
      <gages>
        <gage>...</gage>
        <gage>...</gage>
        <gage>...</gage>
      </gages>
    </gagessupplementaires>
  </employe>
  <employe>...</employe>
  <employe>...</employe>
</employes>
</rmv>
```




XML importation file examples

This example contains an ENTETE section which allow the verification of the month selected within the website and the "periode" reported in the file.

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<rmpl version="1.0">
  <entete>
    <noempl>678200</noempl>
    <typermp>0</typermp>
    <annee>2010</annee>
    <periode>01</periode>
    <semaines>
      <semaine id="1" >2010-01-07</semaine>
      <semaine id="2" >2010-01-13</semaine>
      <semaine id="3" >2010-01-19</semaine>
      <semaine id="4" >2010-01-25</semaine>
      <semaine id="5" >2010-01-31</semaine>
      <semaine id="6" >2010-02-06</semaine>
    </semaines>
  </entete>
  <employes>
    <employe>
      <nom>Tremblay</nom>
      <prenom>Jean</prenom>
      <noemploye>9A20992</noemploye>
      <datenaissance>1967-02-22</datenaissance>
      <nas>239030993</nas>
      <sexe>1</sexe>
      <syndicat>0</syndicat>
      <dateembauche>2010-01-09</dateembauche>
      <nocivique>3849</nocivique>
      <rue>ave Marlowe</rue>
      <appartement>302</appartement>
      <ville>Montréal</ville>
      <region>Québec</region>
      <pays>CA</pays>
      <codepostal>H4A3M2</codepostal>
      <telephones>
        <telephone>
          <codereg>514</codereg>
          <numero>555-1212</numero>
          <extension>1</extension>
          <typetel>1</typetel>
        </telephone>
      </telephones>
      <gagesreguliers> <!--Only one section by employé-->
        <semaine id="1" >
          <prestations>
            <prestation>
              <classeid>A01</classeid >
              <taux>12.45</taux>
              <heuresreg>42</heuresreg>
              <heuresupp>12</heuresupp>
              <montant>732.34</montant>
            </prestation>
            <prestation>
              <classeid>A03</classeid >
              <taux>17.50</taux>
              <heuresreg>1</heuresreg>
              <heuresupp></heuresupp>
              <montant></montant>
            </prestation>
          </prestations>
        </semaine id="1" >
      </gagesreguliers>
    </employe>
  </employes>
</rmpl>
```



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```
</prestations>
</semaine>
<semaine id="2" >
  <prestations>
    <prestation>
      <classeid >A01</classeid>
      <taux>12.45</taux>
      <heuresreg>42</heuresreg>
      <heuresupp>12</heuresupp>
      <montant>732.34</montant>
    </prestation>
  </prestations>
</semaine>
<semaine id="3" >
  <prestations>
    <prestation>
      <classeid >A01</classeid>
      <taux>12.45</taux>
      <heuresreg>42</heuresreg>
      <heuresupp>12</heuresupp>
      <montant>732.34</montant>
    </prestation>
  </prestations>
</semaine>
<semaine id="4" >
  <prestations>
    <prestation>
      <classeid >A01</classeid>
      <taux>12.45</taux>
      <heuresreg>42</heuresreg>
      <heuresupp>12</heuresupp>
      <montant>732.34</montant>
    </prestation>
  </prestations>
</semaine>
<semaine id="5" >
  <prestations>
    <prestation>
      <classeid >A01</classeid>
      <taux>12.45</taux>
      <heuresreg>42</heuresreg>
      <heuresupp>12</heuresupp>
      <montant>732.34</montant>
    </prestation>
  </prestations>
</semaine>
<semaine id="6" >
  <prestations>
    <prestation>
      <classeid >A01</classeid>
      <taux>12.45</taux>
      <heuresreg>42</heuresreg>
      <heuresupp>12</heuresupp>
      <montant>732.34</montant>
    </prestation>
  </prestations>
</semaine>
</gagesreguliers>

<gagessupplementaires>
  <gage>
    <objet>P9</objet>
    <ajustement>N</ajustement>
    <dateversement>2010-01-15</dateversement>
    <montant>64.75</montant>
  </gage>
  <gage>
    <objet>01</objet>
    <ajustement>0</ajustement>
    <dateversement>2010-01-01</dateversement>
    <montant>17.85</montant>
  </gage>
</gagessupplementaires>
</employe>
</employes>
</rmp>
```

The following example represents an XML file with only the compulsory sections.

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<rmp version="1.0">
<employes>
  <employe>
    <nom>Tremblay</nom>
    <prenom>Jean</prenom>
    <noemploye>9A20992</noemploye>
    <nas>239030993</nas>
    <gagesreguliers>
      <semaine id="1" >
        <prestations>
          <prestation>
            <classeid>A01</classeid >
            <taux>12.45</taux>
            <heuresreg>42</heuresreg>
            <heuresupp>12</heuresupp>
            <montant>732.34</montant>
          </prestation>
          <prestation>
            <classeid>A03</classeid >
            <taux>17.50</taux>
            <heuresreg>1</heuresreg>
            <heuresupp></heuresupp>
            <montant></montant>
          </prestation>
        </prestations>
      </semaine>
      <semaine id="3" >
        <prestations>
          <prestation>
            <classeid >A01</classeid>
            <taux>12.45</taux>
            <heuresreg>42</heuresreg>
            <heuresupp>12</heuresupp>
            <montant>732.34</montant>
          </prestation>
        </prestations>
      </semaine>
      <semaine id="4" >
        <prestations>
          <prestation>
            <classeid >A01</classeid>
            <taux>12.45</taux>
            <heuresreg>42</heuresreg>
            <heuresupp>12</heuresupp>
            <montant>732.34</montant>
          </prestation>
        </prestations>
      </semaine>
    </gagesreguliers>

    <gagessupplementaires>
      <gage>
        <objet>P9</objet>
        <ajustement>N</ajustement>
        <dateversement>2010-01-15</dateversement>
        <montant>64.75</montant>
      </gage>
      <gage>
        <objet>01</objet>
        <ajustement>0</ajustement>
        <dateversement>2010-01-01</dateversement>
        <montant>17.85</montant>
      </gage>
    </gagessupplementaires>
  </employe>
</employes>
</rmp>
```

GENERAL NOTIFICATIONS

- 1 The spaces and tabulations comprised between tags are ease of reading intended.
- 2 The name tags are case sensitive.
- 3 Pay attention to the plural and singular : the <telephones> tag is not the same as the <telephone> tag.



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What's new within this version 2.0

1. Section <GAGESSUPPLEMENTAIRES>.
New code 99 has been added to identify new object:
RRSP employer's mandatory contribution
2. Section <GAGESSUPPLEMENTAIRES>.
New <heures> tag has been added to report hours associated to the following objects:
04 - Social holiday
05 - Sickness leave
06 - wage adjustment
3. Section <GAGESSUPPLEMENTAIRES>.
New code 88 has been added to identify new object:
RRSP employee's voluntary contribution