

# *Instruction Manual*



## *Electronic Transmission of the Monthly Report Using the XML Format*

**THE PARITY COMMITTEE OF THE AUTOMOTIVE SERVICES INDUSTRY IN THE MONTRÉAL REGION**

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## Section 1. The XML Standard

XML, which means 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.

XML is particularly well adapted for the exchange of data and documents. Here are its main advantages:

- Legible: in theory, no specific knowledge is necessary to understand an XML document;
- Self-descriptive;
- Tree structure: allows the modeling of most computational problems;
- Universal and portable: 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);
- Extensible: an XML document must be usable in all fields of application.

## 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 prologue, 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 prologue consists of a single line like this:

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

The second part 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).



*Comment  
ça marche?*

<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 that is usually found in the standard monthly report (paper form). It is transmitted to the CPA Montréal 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 section Entity: RapportMensuel (monthly report)).
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 mentioned in section 1, 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. 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.

Important: The tags used in the XML monthly report must be the ones specified here (in French). However, the English description of each tag is provided later in this document.

```
<?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 Prologue

The Prologue 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 (the second level). For each employee, various sub-periods can be defined (the third level).

### First level – The Monthly Report

There may only be a single monthly report for each XML document. It is defined using the “**RapportMensuel**” (monthly report) 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**” (employee) 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**” (sub-period) 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*.

Entities are presented here in the order in which they appear in the above example.

#### 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. <i>Mandatory.</i> The reference period for the monthly report. Accepted formats are "yymm" and "yy-mm", where <i>yy</i> represents the year and <i>mm</i> stands for the month. The month is numerically represented. The year and month must each contain two digits, with a leading zero if applicable. Valid examples: 0101, 01-01 Invalid examples: 1-01, 01-15, 01-OC
Folio	Box 2 of the monthly report. <i>Mandatory.</i> The number of the establishment submitting the monthly report, assigned by the CPA Montréal. The usual format is "#####-###", where # represents a number (0-9). Example: 17014-001. <i>Please use this number for all correspondence.</i>
Numero	The identification number for the copy of the monthly report. This number allows for resubmitting a revised report, replacing the original. Only the highest numbered copy will be kept. Accepted formats are "#" and "##". Valid examples: 0, 1, 00, 01 Invalid 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: 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: Sexe (Gender)

Box 5 of the monthly report

#### Hierarchy

Contained by: Salarie

#### Content

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

### Entity: Langue (Language)

Box 6 of the monthly report

#### Hierarchy

Contained by: Salarie

#### Content

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

### Entity: Artisan (Artisan)

Box 7 of the monthly report

#### Hierarchy

Contained by: Salarie

#### Content

Indicates if the employee is an artisan. The only values that are accepted are "O" (Yes) and "N" (No).

### Entity: Nom (Surname)

Box 9 of the monthly report

#### Hierarchy

Contained by: Salarie

#### Content

*Mandatory.* The employee's last name.

### Entity: Prénom (Given name)

Box 10 of the monthly report

#### Hierarchy

Contained by: Salarie

#### Content

*Mandatory.* The employee's first name.

### 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* stands for the month and *dd*, the day. The month is numerically represented. The month and day must each contain two digits, with a leading zero if applicable.

Valid examples: 19570205, 20021231

Invalid examples: 195725, 570205, 1957/02/05, 57-02-05

### 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: 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* stands for the month and *dd*, the day. The month is numerically represented. The month and day must each contain two digits, with a leading zero if applicable.

Valid examples: 19570205, 20021231

Invalid examples: 195725, 570205, 1957/02/05, 57-02-05

### 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* stands for the month and *dd*, the day. The month is numerically represented. The month and day must each contain two digits, with a leading zero if applicable.

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 (Prior departure notice)** entity (box 31-D).*

### Entity: Ville (City)

Box 15 of the monthly report

#### Hierarchy

Contained by: Salarie

#### Content

The employee's city of residence.

### 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: Telephone (Telephone)

Box 17 of the monthly report

#### Hierarchy

Contained by: Salarie

#### Content

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

### 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: TotalGainsMois (Total monthly gross salary)

Box 33 of the monthly report

#### Hierarchy

Contained by: Salarie

#### Content

The total gross salary for the month, before deductions. It is equal to the sum of all the **TotalGainsSemaine (Total weekly gross salary)** entities entered in the employee's 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: Prelevement (Employee's levy)

Box 34 of the monthly report

### Hierarchy

Contained by: Salarie

### Content

The 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: 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 stands for the day. The month is numerically represented. The month and day must each contain two digits, starting with a zero if applicable.

Valid examples: 0101, 01-01

Invalid examples: 1-01, OC-01, 02-30, 01-55

*Please enter the reference week as provided for by your pay book.*

### Content

All entities listed in the hierarchy section.

### 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: 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 nighttime 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: HeuresFeriees (Hours paid for non-working holidays)

Box 25 of the monthly report

#### Hierarchy

Contained by: SousPeriode

#### Content

The number 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)

Box 26 of the monthly report

#### Hierarchy

Contained by: SousPeriode

#### Content

The number 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)

Box 27 of the monthly report

#### Hierarchy

Contained by: SousPeriode

#### Content

The number of night hours worked. The hourly rate used in the calculations will be increased by the value entered in the **PrimeEquipe (Night or shift premium)** 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 number of overtime hours worked. The hourly rate used in the 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: **TotalHeures** (Total hours)

Box 29 of the monthly report

#### Hierarchy

Contained by: SousPeriode

#### Content

The total number of hours paid to the employee. It is equal to the sum of the following entities: **HeuresFeriees** (Hours paid for non-working holidays), **HeuresJour** (Day hours), **HeuresNuit** (Night hours) and **Heures50** (Hours worked overtime). 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: **HeuresCumulees** (Hours accumulated)

Box 30 of the monthly report

#### Hierarchy

Contained by: SousPeriode

#### Content

The number of unpaid hours cumulated for future 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: 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: 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: 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: Commission (Commission)

Box 31-C of the monthly report

#### Hierarchy

Contained by: SousPeriode

#### Content

The amount of commission 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: PreavisDepart (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: TauxFixe (Flat rate)

Box 31-T of the monthly report

#### Hierarchy

Contained by: SousPeriode

#### Content

The amount paid to the employee as flat rate wage. 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: **Vacances** (Vacation)

Box 31-V of the monthly report

#### Hierarchy

Contained by: SousPeriode

#### Content

The amount paid to the employee as 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: **TotalGainsSemaine** (Total weekly gross salary)

Box 32 of the monthly report

#### Hierarchy

Contained by: SousPeriode

#### Content

The total weekly gross salary for the reference week, before deductions. 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** (Employees' levies)

Box 35 of the monthly report

#### Hierarchy

Contained by: RapportMensuel

#### Content

The total amount of levies paid by the employees. It is equal to the sum of all **Prelevement (Employee's levy)** entities for the monthly report. 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: PartEmployeur (Employer's levy)

Box 36 of the monthly report

#### Hierarchy

Contained by: RapportMensuel

#### Content

The employer's levy collected for the month. Please note that this amount must be equal to the total amount of levies paid by the employees (entered in the **PercuSalaries (Employees' levies)** 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: CotisationArtisans (Artisan's levy)

Box 37 of the monthly report

#### Hierarchy

Contained by: RapportMensuel

#### Content

The 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: 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: Total (Total)

Box 39 of the monthly report

### Hierarchy

Contained by: RapportMensuel

### Content

Total levy for the month. The levy must be paid by check and sent by mail or paid directly online. It is equal to the sum of the following entities: PercuSalaries (Employees' levies), PartEmployeur (Employer's levy), CotisationArtisans (Artisan's levy) and DebitCredit (Debit - Credit). 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

**Appendix A: Trade codes**

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

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



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

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