Salary Forecasting Tool

Reference Guide

Prepared by Corporate Resource Management (Chief Financial Officer Branch)

Updated: October 2021

Table of Contents

[SFT Overview 5](#_Toc84509241)

[About this Document 6](#_Toc84509242)

[Roles and Responsibilities in SFT 6](#_Toc84509243)

[Process Owner (Corporate Resource Management supported by the SFT Super Users) 6](#_Toc84509244)

[SFT Super Users 6](#_Toc84509245)

[myEMS (SAP) Centre of Expertise (CoE) 6](#_Toc84509246)

[Business Management Services (BMS)/Regional Management Services (RMS) 7](#_Toc84509247)

[Financial Management Advisors (FMA) 7](#_Toc84509248)

[Integrated Corporate Accounting and Accountability Directorate (ICAAD) 7](#_Toc84509249)

[Strategic Financial Analysis and Costing 7](#_Toc84509250)

[Human Resources 7](#_Toc84509251)

[SFT: Tips and Tricks 8](#_Toc84509252)

[Creating a New Employee 8](#_Toc84509253)

[Change Initial Start Date in Employee Master Data 9](#_Toc84509254)

[Home Cost Center 9](#_Toc84509255)

[Timesheet Relevant 9](#_Toc84509256)

[Interdepartmental Settlement (IS) Relevant 9](#_Toc84509257)

[Incremental Date 9](#_Toc84509258)

[Employment Status 10](#_Toc84509259)

[Employment Type 11](#_Toc84509260)

[Staffing Action Codes Description 12](#_Toc84509261)

[Forecast Groups and Mapping to GL 14](#_Toc84509262)

[Basic Pay 15](#_Toc84509263)

[Allowances 15](#_Toc84509264)

[Global 16](#_Toc84509265)

[Creating a Position in SFT 18](#_Toc84509266)

[Maintain Employee Cost Assignment 20](#_Toc84509267)

[Cost Splitting between multiple branches/regions 24](#_Toc84509268)

[ZZSF01 - Maintain an Employee Forecast 26](#_Toc84509269)

[Acting 26](#_Toc84509270)

[Assignment 30](#_Toc84509271)

[Acting while on Assignment 32](#_Toc84509272)

[Change of Employment Status or Type 36](#_Toc84509273)

[Change Working Hours 40](#_Toc84509274)

[Change Working Hours – Pre-Retirement Transition Leave (PRTL) 42](#_Toc84509275)

[Change Working Hours – Alternate Work Arrangement 43](#_Toc84509276)

[Deployment (Internal ESDC only) 46](#_Toc84509277)

[Education Leave 51](#_Toc84509278)

[Leave with Income Averaging 54](#_Toc84509279)

[Acting while on Leave with Income Averaging 55](#_Toc84509280)

[Leave without Pay 59](#_Toc84509281)

[Maternity Leave 62](#_Toc84509282)

[Parental Leave 65](#_Toc84509283)

[Progressive Return to Work 68](#_Toc84509284)

[Promotion 71](#_Toc84509285)

[Reclassification 74](#_Toc84509286)

[Re-taken on Strength 77](#_Toc84509287)

[Salary Increase 80](#_Toc84509288)

[Secondment In 83](#_Toc84509289)

[Acting while on Secondment In 85](#_Toc84509290)

[Interchange Canada In from OGD 86](#_Toc84509291)

[Interchange In from Non-OGD 91](#_Toc84509292)

[Canada Free Agent Program 91](#_Toc84509293)

[Secondment Out 92](#_Toc84509294)

[Acting while on Secondment Out 94](#_Toc84509295)

[Interchange Canada Out (ESDC Employee) 95](#_Toc84509296)

[Struck off Strength 100](#_Toc84509297)

[Taken on Strength 102](#_Toc84509298)

[Taken on Strength – Part-Time Employee 104](#_Toc84509299)

[Taken on Strength – Student 106](#_Toc84509300)

[Taken on Strength – Casual Employee 108](#_Toc84509301)

[Term Extension 113](#_Toc84509302)

[Transfer In from OGD 116](#_Toc84509303)

[Transfer Out to OGD 120](#_Toc84509304)

[Transfer Out to OGD Completed (Reserved for ICAAD) 122](#_Toc84509305)

[Allowances 125](#_Toc84509306)

[Bilingual Bonus 126](#_Toc84509307)

[Vacation Pay 126](#_Toc84509308)

[Payment in Lieu (of Statutory Holidays) 127](#_Toc84509309)

[Payment in Lieu ( Cash out) 127](#_Toc84509310)

[Isolated Post Allowances 128](#_Toc84509311)

[Performance Pay 129](#_Toc84509312)

[Education Allowances - Nursing Group 130](#_Toc84509313)

[ZZSF02 - Planned Staffing Forecast 131](#_Toc84509314)

[ZZSF03 - Maintain Global forecast 137](#_Toc84509315)

[Employee Forecast Adjustments 143](#_Toc84509316)

[Short Periods of Leave without Pay (LWOP) – Less than 7.5 hours 143](#_Toc84509317)

[Additional Hours for Part-time and Casual Employees (Not Overtime) 144](#_Toc84509318)

[Bilingual Bonus – Forecasting Error 144](#_Toc84509319)

[Bilingual Bonus – Change in Eligibility 145](#_Toc84509320)

[Bilingual Bonus – Not paid due to number of days worked 145](#_Toc84509321)

[Struck off Strength (SOS) – Additional Expenditures 146](#_Toc84509322)

[Isolated Post Allowance (IPA) – Change in Eligibility 147](#_Toc84509323)

[Isolated Post Allowance (IPA)– Change in Rates 147](#_Toc84509324)

[Part-Time Employees – LWOP for Statutory Holidays 148](#_Toc84509325)

[Salary Expenditures Adjustments 150](#_Toc84509326)

[Partial Salary Adjustment – ZZSM40 150](#_Toc84509327)

[Full Salary Adjustment – ZZSM41 150](#_Toc84509328)

[Reverse Salary Adjustment – ZZSM50 150](#_Toc84509329)

[Cross Branch or Cross Authority JVs 150](#_Toc84509330)

[Year-End and quarterly Mass Realignment Salary JVs 150](#_Toc84509331)

[APPENDIX A - Forecast Event Locking Authorizations for Inter-Branch Acting; Assignments; Deployments 151](#_Toc84509332)

[APPENDIX B – Request form to have a SFT report layout shared 155](#_Toc84509333)

[APPENDIX C - Allowance Rate Quick Reference Lookup Tables 157](#_Toc84509334)

[Forecast Group A01 - Bilingual Bonus 157](#_Toc84509335)

[Forecast Group A02 - Vacation Pay 4% 158](#_Toc84509336)

[Forecast Group A03 - Payment in Lieu of Stat 4.25% 159](#_Toc84509337)

[APPENDIX D – Leave with Income Averaging Assigned Work Week Calculator 160](#_Toc84509338)

# SFT Overview

The IFMS CORE Salary Forecasting Tool (SFT) is a custom-built salary management bolt-on solution for myEMS (SAP).

Designed and built under the guidance of departmental salary management experts drawn from the 15 SAP cluster member departments, SFT has been the government standard utility with regards to salary management for departments running SAP since 2006.

SFT provides management with a tool to support their decision-making processes relative to operating budget. SFT enable managers to:

* Allocate their employee salary forecasts and expenditures to multiple financial coding assignments perpetually via a Cost Split Table;
* Forecast employee basic pay and allowances (regular and one-time allowances);[[1]](#footnote-1)
* Forecast anticipated or planned staffing through the use of position forecasts;
* Forecast global [[2]](#footnote-2) expenditures such as Overtime, Pride & Recognition, etc.;
* View summary level reports with drill down to details for reconciliation and analysis.

SFT eliminates the need for the pro forma exercise by allowing managers to maintain department specific financial coding (Cost Center , Fund, Functional Area, Fund Center, Internal Order, Network, Operation and GL coding) by PRI allocated by percentage (100% allocation by PRI). SFT provides departments with the ability to process the inbound Phoenix file in many different ways. In principle, coding maintained against the individual PRI’s by period is matched to the entitlement dates for expenditure allocation. However, the utility also provides departments with the ability to use centralized coding and introduce month end or year-end splits on entitlements to facilitate department specific business processes.

SFT comes with many Government specific utilities to support salary management activities. These utilities include, but are not limited to:

* Simulate Posting – to validate end user data entry of financial coding and combinations of coding used for posting salary expenditures.
* Forecast Mass Adjustment Tool – to facilitate reorganizations and collective agreement updates.
* Salary Expenditure Adjustment Tools – allows end users to view salary expenditures by PRI and adjust those postings. Utilities allow adjustments at individual line item level, or many line items by PRI or many line items by Cost Center.
* FI Extract Tool – this utility allows SFT to report on salary expenditures posted directly in FI for recoveries and payables.
* Automated PAYE at Year End – enables departments to use the first payfile of the New Year to establish OY PAYEs and then offset the same PAYE when the same file is posted in the NY.

The design of the SFT utility allows for annualized reports that eliminate the timing differences between when something is forecasted and when it is paid by Phoenix.

SFT is fully integrated with standard myEMS (SAP) modules: Finance (FI), Controlling (CO), Project Systems (PS), Cross Application Timesheets (CATS) and Funds Management (FM).

# About this Document

This document serves as a detailed quick reference on SFT terms and concepts. It provides information about the forecasting component, including best practices and business process, and should provide immediate answers on common questions and concerns.

The first part of the document provides information on how the system was setup for forecasting and reporting: Employment Status; Employment Type; Staffing Actions and Forecast Group to GL Mapping.

The second part provides specific information on staffing actions and the approved business processes for forecasting employee, planned positions and global amounts.

# Roles and Responsibilities in SFT

## Process Owner (Corporate Resource Management supported by the SFT Super Users)

* SFT business process owner;
* Best standard practices and business processes for forecasting and expenditures realignment;
* Reports: standard reports, layout and variant monitoring;
* Communication (non-system);
* Monitoring;
* Departmental Super User.

## SFT Super Users

* Support FMAs with various SFT questions, respond to complex questions;
* Troubleshooting and reporting issues to SFT process owner;
* Communicate information to FMAS on items that were clarified by the process owner;
* Provide input to the process owner on various subjects.

## myEMS (SAP) Centre of Expertise (CoE)

* System support/Resolve technical/system issues;
* Communicate system-related changes;
* Update Reference Guide for system-related changes;
* System enhancements /Testing and validation of new changes;
* Schedules pay files;
* Maintain collective agreement tables;
* Participate at IFMS SFT Forum;
* Provide training to new SFT users at NHQ;
* Develop and maintain training and other related documentation.

## Business Management Services (BMS)/Regional Management Services (RMS)

* Salary forecasting: Entries in SFT for employee, global and planned staffing forecasts;
* Expenditures processing: JV processing for expenditures within Branches/Regions;
* Reconciliations between expenditures and forecasts;
* Reporting.

## Financial Management Advisors (FMA)

* Salary forecasting: Assist and support BMS/RMS with various SFT questions;
* Monitoring and reconciliation of employee, global and planned staffing forecasts;
* Salary forecast sign-off during forecasting periods;
* Reporting ;
* Access to do some entries to support BMS/RMS if required.

## Integrated Corporate Accounting and Accountability Directorate (ICAAD)

* JV processing as requested by FMAs;
* IS payable and IS receivable processing;
* Suspense account clearing;
* Year-End process for salaries.

## Strategic Financial Analysis and Costing

* Project and FA costing and expenditures: Monitoring of expenditures by functional area and by project;
* Reporting.

## Human Resources

* Update Master data (from PeopleSoft) ;
* Provide access to People Soft reporting to FMAs for SFT/PeopleSoft reconciliation;
* Identify possible impacts on PeopleSoft.

# SFT: Tips and Tricks

## Creating a New Employee

Interface from PeopleSoft HR to SFT

New employees hired into PeopleSoft HR will have their master data transferred via interface to SFT. This means that the personnel number (PRI) Number, Last and First Names as well as the Start date will be created automatically in SFT based on PeopleSoft data.

If the PRI is not available in a timely manner, an incident should be opened at the following address: [Report an incident](https://masge-myems.service.gc.ca/irj/servlet/prt/portal/prtroot/pcd!3aportal_content!2fca.hrsdc.HRSDC!2fSolMan!2fRFC5000002469-ForceLanguage!2fiViews!2fca.esdc.k5.iview.solman.SolMan_EN)

SFT users must ensure that all HR processes have been completed prior to creating an incident and include all the information listed below (type of employee and relevant information) in the incident:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee type** | **Staffing actions** | **Starting date** | **Ending Date** | **Employee name** | **This employee has already worked for the department** | **PRI** | **Home Cost Center** |
| **Indeterminate** | **Taken on strength** | √ |  | √ | Yes or no | √ | √ |
| **Secondment In** | √ | √ | √ | N/A | √ | √  Indicate OGD-AMG via EE Status = 4 |
| **Transfer In from OGD** | √ |  | √ | N/A | √ | √  Indicate OGD-AMG via EE Status = 7 |
| **Term (including students)** | **Taken on strength** | √ | √ | √ | Yes or no | √ | √ |
| **Casual** | **Taken on strength** | √ | √ | √ | Yes or no | √ | √ |

Pending the creation of the PRI in SFT, and to have an accurate salary forecast, we recommend creating a planned staffing (forecast by position).

**Important:** Once the PRI is available in SFT, the forecast by position must be deleted to avoid a duplicate forecast for the same employee.

## Change Initial Start Date in Employee Master Data

New employees hired will have their master data from PeopleSoft, including the Start Date, transferred to SFT via interface. The system will then use this information to default the start date of the employee’s first forecasting event record, typically a “Taken on Strength” action. As such, it is essential that the Start Date in the Employee Master Data be correct so that the forecast can be calculated based on accurate information.

If the Start Date in the Employee Master Data is incorrect, an incident must be created with Human Resources so that the date can be changed in PeopleSoft which is the system of record for the employee PRI and start date. A copy of the Letter of Offer should be sent, with a request to change the Start Date in PeopleSoft, to the following address: [NA-HRSC-CSRH-GD@hrsdc-rhdcc.gc.ca](mailto:NA-HRSC-CSRH-GD@hrsdc-rhdcc.gc.ca). Once the start date has been corrected in PeopleSoft, the new information will automatically be loaded in SFT **provided that no forecasts have been created in SFT using the affected PRI.**

If, after the incident has been created and the Letter of Offer with the correct start date has been provided to HR, the correction is not made in a timely manner, it is possible to directly modify the Initial Start Date in the Employee Master Data using transaction code ZZPRI\_NUMBER – PRI Information.

## Home Cost Center

Enter the cost center for the substantive position for all employees. This information allows for proper reporting of Strength and provides key reporting data for other purposes. The home cost center value is also picked up by the interface between SFT and the myEMS (SAP) HR Mini Master for Cross Application Timesheets.

For ODG employees (Secondment-In or Interchange In) enter the value: OGD/AMG for Home Cost Center.

## Timesheet Relevant

The timesheet relevant flag is used to identify employees in IITB; TMB or BISB that must submit timesheets. This flag will transfer the Home Cost Center and classification as an activity type in the myEMS (SAP) HR Mini Master used by Cross Application Timesheets.

## Interdepartmental Settlement (IS) Relevant

The IS Relevant flag is used to identify employee salary expenditures that ESDC will recover from or pay to another government department (OGD). The use of the flag is defaulted by the system based on the employee status and action codes. This flag is very important for Phoenix variance analysis reports.

## Incremental Date

It is SFT best practice to set the increment date as accurately as possible even if someone is at his or her top step. If the employee is at the top step set the date to be 1 year out from the new staffing event. **DO NOT** indicate 9999-12-31 as the next increment date if the employee as reached the top step in their pay scale has this my lead to forecasts being doubled in a future fiscal year or corruption of past forecast records.

# Employment Status

The Employment Status is used to accommodate different degrees of detail for the employment type. This detail is required to ensure correct mapping of the organization’s General Ledger accounts by Employment (Type and Status) and Entitlement Codes.

|  |  |  |
| --- | --- | --- |
| **Status** | **Text** | **Description** |
| **1** | Active | Status used for all active employees except for: Students, Secondments and Executive Interchanges. |
| **2** | Inactive | Status used for employees who have been transferred out or struck off strength. |
| **3** | Student | Status used to differentiate students in reports. |
| **4** | Secondment In from OGD | Status used to identify employees who are being paid by another department. Actual expenditures will only be brought into SFT when a payment has been made to an OGD via Inter-department Settlement Interface. |
| **5** | Secondment Out to OGD (Recoverable) | Status used to identify departmental employees who are working at an OGD, but whose substantive position belongs to the Department. Actuals continue to be received via Phoenix and are recovered via Inter-department Settlement Interface. |
| **6** | Interchange OGD | Status used for employees participating in the Interchange program. |
| **7** | Transfer In from OGD | Status is used to identify new employee transferred from an OGD. Use this status to identify that the employee is still being paid by the OGD until their pay file is transferred to ESDC. |
| **9** | Lawyer (for O&M calculations only) | Used for Lawyers from department of Justice. |

# Employment Type

The *Employment Type* is a one character alpha code that identifies the status of an employee. This code indicates whether an employee is employed on a full-time or part-time basis; indeterminate, term (under/over 3 mos.), casual, or seasonal basis.This detail is required to ensure correct mapping of the organizations General Ledger accounts by Employment Type and Status and Entitlement Codes. This field is mandatory.

|  |  |  |
| --- | --- | --- |
| **Type** | **Short Text** | **Description** |
| **A** | IND FT | Full-time indeterminate employee |
| **B** | IND PT | Part-time indeterminate employee |
| **C** | SEAS FT | Full-time seasonal employee. Currently no seasonal employees at the Department |
| **D** | SEAS PT | Part-time seasonal employee. Currently no seasonal employees at the Department |
| **E** | DET FT < 3 MOS | Full-time determinate employee less than 3 months |
| **F** | DET PT < 3 MOS | Part-time determinate employee less than 3 months |
| **G** | DET FT > 3 MOS | Full-time determinate employee greater than 3 months, less than 6 months. If greater than 6 months, use Status “S”. |
| **H** | DET PT > 3 MOS | Part-time determinate employee greater than 3 months, less than 6 months. If greater than 6 months, use Status “T”. |
| **K** | CAS FT < 90\* | Full-time casual employee less than 90 days. |
| **L** | CAS PT < 90\* | Part-time casual employee less than 90 days. |
| **M** | SPECIAL | Special employee – Works on an as required basis or Ab Initial (AIO)  *\*A Struck off Strength event record must always be created to the end of each special employment period.* |
| **S** | DET FT > 6 MOS | Full-time determinate employee greater than six months |
| **T** | DET PT > 6 MOS | Part-time determinate employee greater than six months |

\*Casual employees may not work more than 90 days in a calendar year.

# Staffing Action Codes Description

*Staffing actions* are the main drivers for maintaining employee forecasts in SFT. SFT will capture all staffing actions that affect employee remuneration (forecast amounts). To simplify the maintenance of employee forecasting, this manual contains details on best practices and business processes relevant to maintaining employee forecast information for specific staffing actions.

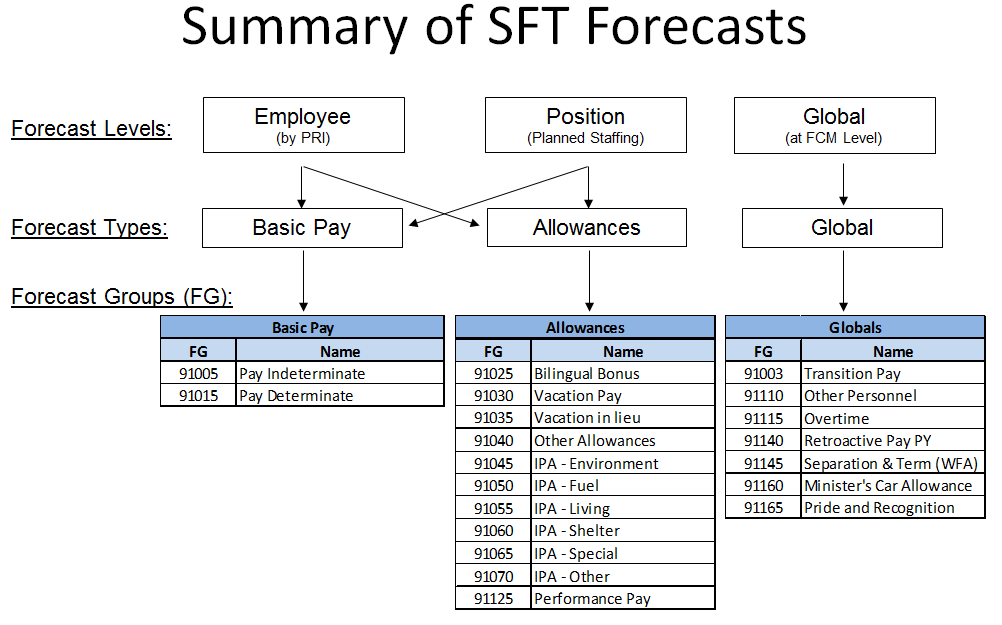
| **Action** | **Text** | **Counted in**  **HEADCOUNT** | **Counted in STRENGTH** |
| --- | --- | --- | --- |
| ACT/INT | Acting | **√** | **√** |
| ASSIGN | Assignment | **√** | **√** |
| ASSIGN 2 | Acting while on Assignment | **√** | **√** |
| CHSTAT | Change of Employment Status or Type | **√** | **√** |
| CONV | Conversion from CMS[[3]](#footnote-3) | **√** | **√** |
| CONV TB | TB Classification Renewal | **√** | **√** |
| CWH/MHT | Change Working Hours | **√** | **√** |
| DEM/RET | Demotion | **√** | **√** |
| DEPL | Deployment (Within ESDC) | **√** | **√** |
| EDU/ETU | Education Leave |  | **√** |
| EXT/PROL | Extension of Term | **√** | **√** |
| IC/EC | Interchange Out to OGD |  | **√** |
| IC/EC IN | Interchange In from OGD | **√** |  |
| INCR/AUG | Salary Increase | **√** | **√** |
| LIA/CER | Leave with Income Averaging | **√** | **√** |
| LIA/CER 0 | Return from LIA (RTS) |
| LIA/CER 1 | Acting while on LIA |
| LIA/CER 2 | Assignment while on LIA |
| LIA/CER 4 | Salary Increase while on LIA |
| LIA/CER 5 | Change Status while on LIA |
| LIA/CER 6 | Change working hours while on LIA |
| LWOP/CSS | Leave Without Pay |
| MAT | Maternity Leave |  | **√** |
| PAR | Parental Leave |  | **√** |
| PROM | Promotion |  | **√** |
| RECLASS | Reclassification | **√** | **√** |
| REHAB | Rehabilitation | **√** | **√** |
| RTOS/RAE | Re-Taken on Strength | **√** | **√** |
| RTS/RPA | Return to substantive | **√** | **√** |
| SI/DI | Secondment In from OGD | **√** | **√** |
| SO/DE | Secondment Out to OGD | **√** |  |
| SO/DE 2 | OBSOLETE. Use ACT/INT (Acting) |  | **√** |
| SOS/RE | Struck off Strength |
| TI/MI | OBSOLETE. Use DEPL (Deployment) | **√** | **√** |
| TI/MI 2 | Transfer In from OGD | **√** | **√** |
| TO/ME | Transfer out to OGD |  |  |
| TO/ME 2 | Transfer Out to OGD Completed |  |  |
| TOS/PE | Taken on Strength |  |  |
| TSOS/TRE | OBSOLETE. Use SOS/RE | **√** | **√** |
| +/- | OBSOLETE |  |  |

# Forecast Groups and Mapping to GL

The purpose of the Forecast Group is to group similar General Ledger (GL) Accounts4 together for forecasting at the Employee, Planned Staffing and Global levels. Forecast Groups replace the need to forecast by GL since they are linked to GL accounts via configuration.

A Forecast Group can include multiple G/L’s, but a G/L can only belong to one forecast group. Forecast Groups are also used in SFT to reconcile forecasts and actual expenditures for the end user.

**TIP** – The number used to identify Forecast Groups in SFT is the same as the Commitment Item Group number used in Funds Management. (Example: ***91005*** Pay Indeterminate)



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4 GL Accounts in SFT link entitlement codes, employment status and type to forecast groups.

| **Group** | **Text** | **GL** | **Comments** |
| --- | --- | --- | --- |
| Basic Pay | | | |
| 91005 | PAY INDETERMINATE | 521101  521911  521102 | Forecast Group: *Pay Indeterminate* captures all forecast and entitlement codes mapped to the specified General Ledger (GL) accounts, for IND FT and IND PT employees as well as entitlement code 002 Acting Pay which is mapped to GL 521102.These expenditures are linked to the forecast group for reconciliation purposes. |
| 91015 | PAY DETERMINATE | 521201  521202  521204  521912  524101 | Forecast Group: *Pay Determinate* captures all forecasts and entitlement codes mapped to the specified General Ledger (GL) accounts, for Term, Casual, Seasonal and Students as well as entitlement code 002 Acting Pay which is mapped to GL 521202. These expenditures are linked to the forecast group for reconciliation purposes. |

| **Group** | **Text** | **GL** | **Comments** |
| --- | --- | --- | --- |
| Allowances | | | |
| 91025 | BILINGUAL BONUS | 521601 | Bilingual Bonus is automatically defaulted in the forecast for any employee with the correct value of employment status and type and who are entitled to receive a bilingual bonus. Note: Students, Casuals, Determinate employees < 3 months and employees classified as EX are not entitled to receive the bonus. |
| 91030 | VACATION PAY | 521403 | Vacation pay is automatically defaulted in the forecast for any employee with the correct value of employment status and type. Note: Students, Casuals and Determinate employees < 3 months will receive vacation pay. |
| 91035 | PAYMENT IN LIEU | 521401 | Payment in lieu of statutory holiday is automatically defaulted in the forecast for any part time employee with the correct value of employment status and type. |
| 91040 | OTHER ALLOWANCES | 523201  523511  523521 | This forecast group covers the following expenditures:   * Education Leave Allowance; * Terminable , Recruitment and Retention Allowances; * Compensation for Additional duties. |
| 91045 | IPA - ENVIRONMENT | 523413 | The allowance rate defaults automatically based on the location code and if the employee has dependents. |
| 91050 | IPA - FUEL | 523412 | The allowance rate defaults automatically based on the location code and if the employee has dependents. |
| 91055 | IPA - LIVING | 523411 | The allowance rate defaults automatically based on the location code, meals and if the employee has dependents. |
| 91060 | IPA - SHELTER | 523414 | The allowance rate defaults automatically based on the location code, housing indicator and if the employee has dependents. |
| 91065 | IPA - SPECIAL | 523415 | Allowance rate must be manually maintained if applicable for the employee. |
| 91070 | IPA - OTHER | 523416  523401 | Allowance rate must be manually maintained if applicable for the employee. |
| 91125 | PERFORMANCE PAY | 521103  521203 | Allowance for any performance pay or bonus related to performance. |

| **Group** | **Text** | **GL** | **Comments** |
| --- | --- | --- | --- |
| Global | | | |
| 91003 | TRANSITION PAY | 112600 | This forecast group covers the one time transition pay. |
| 91110 | OTHER PERSONNEL | 521105  521205  521852  521301  521921  523101  523301  523311  523501  523561  524201  524401 | This forecast group covers the following expenditures:   * Other supplementary personnel costs; * Premium Pay; * Other allowances to compensate employees for certain expenses; * Other specified allowances; * Annuities and Agent pension account changes; * Overtime equalization pay; * Pay Equity Allowances and Interest; * Supplementary employee benefits. |
| 91115 | OVERTIME | 521501 | Forecast for all types of overtime compensation. *This does not include overtime incurred in a previous year (use RETRO PAY PY).* |
| 91140 | RETROACTIVE PAY PY | 521901 | Forecast for any retroactive salary and/or wage including overtime incurred in a previous year. |
| 91145 | SEPARATION & TERM | 521702  521703  521710 | Forecast includes any salary expenditure related to:   * Termination Gratuity; * Separation benefits and workforce adjustments; * Death gratuity. |
| 91160 | MINISTER'S CAR ALLOWANCE | 523102 | Forecast for Minister car allowance. |
| 91165 | PRIDE & RECOGNITION | 524301  524302  524303  524304 | Forecast includes any salary expenditure related to pride and recognition for:   * Day to day; * Years of Service; * Retirement; * National Public Service Week. |

# Creating a Position in SFT

**Purpose**

Perform this procedure to create a position number in the Salary Forecasting Tool (SFT).

**Business Process**

Two types of positions exist in SFT:

1. **Classified Positions (Exists in SFT and PeopleSoft)**:

* If a new position is required for an incoming employee, the Manager will go through the HR classification process to have HR generate a classified position.
* If the PeopleSoft position number does not exist in SFT, create an incident to have the position number added by COE.

1. **Planned (unclassified) Positions (Do not exist in PeopleSoft):**

* Planned or unclassified positions are created to allow managers to create a planned staffing forecast.
* These positions do not currently exist in SFT or PeopleSoft.

When creating a planned (unclassified) position, users must adhere to the following naming convention:

Position #: 6-Digit Cost Centre + XX (Sequential Numbering)

Example: Planned Staffing for 207690 - Corporate Resource Management

Position # = 20769001.

Position Abbr.: Classification

Example: AS-02 Planned

Position Name: Proposed Position Title as per departmental standards

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Master Data > Position Master Data > ZZPOS\_NUMBER - Position Number Information**

**Transaction Code**

**ZZPOS\_NUMBER - Position Number Information**

**Helpful Hints:**

* The Planned Position would need to go through the HR process to become classified if there is a requirement to staff the position. There is no automated link between HR and SFT to create a classified position. Therefore, a classified position can be created in SFT by the BMS or FMA as soon as the position number has been provided by HR.
* It is not required to have a classified position for casual employees. The field can be either left blank or an unclassified position number can be created for them. A description can be entered in the text field for these situations (i.e. casual employee).
* A position record title and abbreviation can only be modified in the language of your myEMS (SAP) session. Therefore, to make modification to the title in both official languages users must log into a second myEMS (SAP) session, using the other language option. It is simpler to delete the planned (unclassified) position and recreate it. From the Modify Record screen, you have the option to **Delete Record** if the position is no longer required.

**Steps required:**

**Steps to create a Planned (unclassified) Position in SFT:**

1. Click on the **Create** icon to go to the *Enter New Record* screen.
2. Complete the required fields of the screen. Use the table below as a quick reference guide.
3. Click the **Save** icon to go to the *Information* screen.

**Steps to modify a Planned (unclassified) Position in SFT:**

1. In the *Position Table Management* screen enter the Position number that requires modification and click **Execute**.
2. Select the correct Position Group and double click on the Position number.
3. Position Abbr. & Position Title can be reviewed.
4. Click the **Save** icon.

**QUICK REFERENCE - Important Fields in Forecast**

| **Input - Fields** | **Field Value/Comments** |
| --- | --- |
| **Position no.** | 6-Digit Cost Centre + XX (Sequential Numbering) |
| **Position Group** | Same as the Employee Group/Manager Code Hxxxxxx |
| **Position Abbr.** | Select from pull down. |
| **Position Title** | Select proposed Position Title as per departmental standards associated with position abbreviation. |

# Maintain Employee Cost Assignment

**Purpose**

This procedure is used to assign financial coding to an employee for specified period(s). Any salary expenditures charged to the department for the employee will be allocated to the financial coding as indicated in the cost assignment record.

**Business Process**

There are a number of instances in which an employee’s cost assignment must be maintained, whether created, modified or deleted. Most notably when:

* A new employee has been created in SFT;
* Creating a new forecasting event record;
* An existing employee is moving to another area within the department;
* The employee is Seconded Out or Transferred Out and the Recoverable flag needs to be set. (Make sure you create a new cost assignment event record for recoverable periods).
* The departmental financial coding is modified as a result of a reorganisation, a change to the Program Alignment Architecture (PAA), the start of a new project or program, etc.

**Menu Path**

Use the following menu path to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee >ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

ZZSF01 - SFT: Forecast by Employee

**Helpful Hints:**

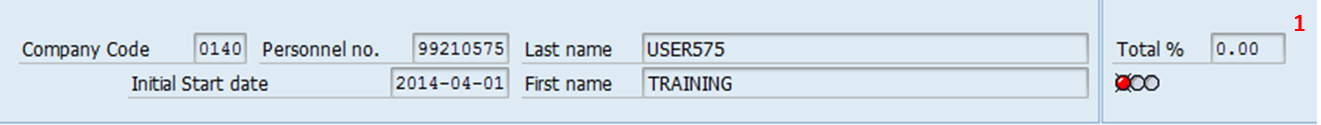
* When saving a forecast event record users must create/maintain a cost assignment record. Note that a forecast **cannot be saved** without an existing cost assignment.
* It is possible to assign costs for an individual employee to multiple lines of financial coding. However, all cost assignment records **must respect the approved minimal threshold: 5% of costs per financial coding line AND 10 lines maximum.** An error message will occur if a user tries to save a cost assignment line with less than 5%.
* Use the “Create with reference” ” feature to simplify and reduce the amount of data entry required to complete this action in SFT.
* When saving a record, the system will prompt you to update forecast. Always select Yes. Note, if you receive an error message for recoverable staffing actions when saving the cost assignment, you can continue past the error, however, the forecast cannot be saved if the error is true.
* Recoverable flag is ONLY used for ESDC employees on Secondment Out to OGD or employees who have Transferred Out to an OGD.

**Steps required:**

**Steps to Maintain a Cost Assignment:**

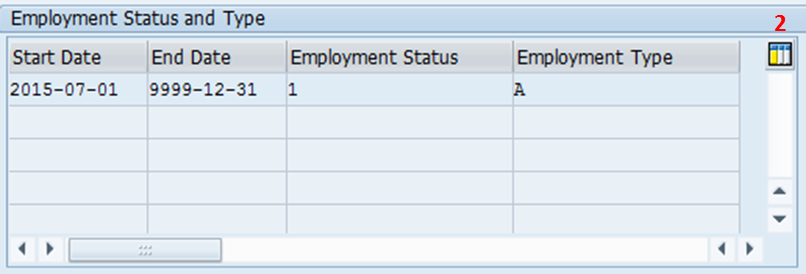
1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Select the specific forecast event record for which the cost assignment must be maintained.
4. Click on **Display <-> Change**  and select “Change”.
5. Select the **Cost Assignment Tool** icon.
6. On the Cost Assignment Table, click **Create**.
7. In the “Select PRI number to create” pop-up, indicate the start date of the new cost assignment. **Continue** 

The “Cost Splitting – Create” screen will open. This screen is divided in 3 sections:

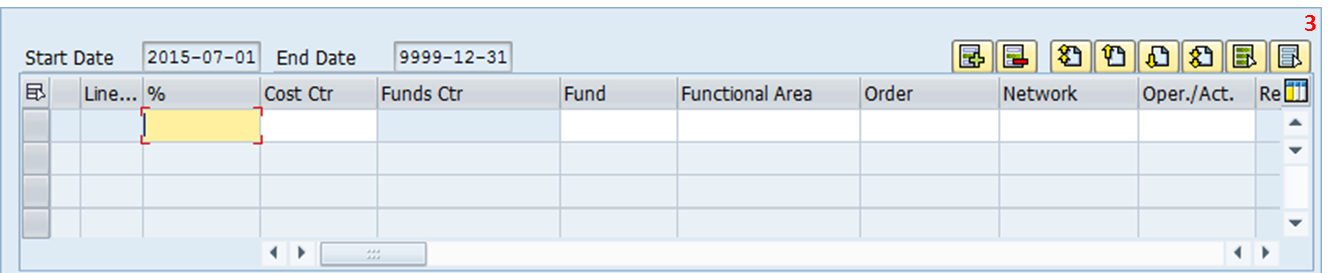
**Section 1: Header Information**

| **Field Name** | **User Action and Values** |
| --- | --- |
| **Company Code** | Default from Employee Master Data Record |
| **PRI** | Default from Employee Master Data Record |
| **Initial Start date** | Default from Employee Master Data Record |
| **Last name** | Default from Employee Master Data Record |
| **First name** | Default from Employee Master Data Record |
| **Total %** | It is possible to assign costs for an individual employee to multiple lines of financial coding provided that the allocation respects the approved departmental threshold and that 100% of the costs are allocated.  The “Total %” field will track what percentage of the total costs has been allocated in the costs assignment. Note that a cost assignment records **cannot be saved** unless the “Total %” field is equal to 100. |

**Section 2: Employment Status and Type**

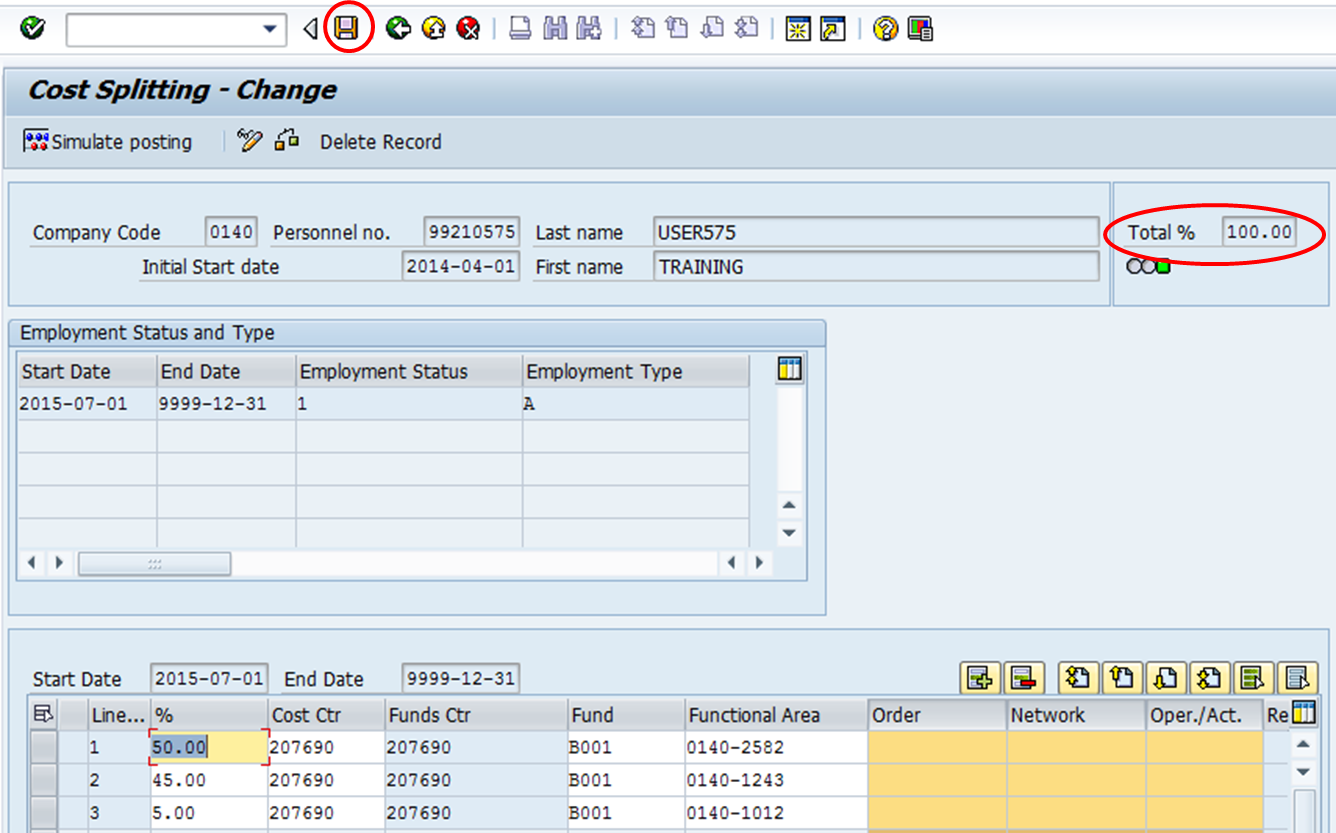


| **Field Name** | **User Action and Values** |
| --- | --- |
| **Start Date** | Default from Forecasting Event associated to cost assignment |
| **End Date** | Default from Forecasting Event associated to cost assignment |
| **Employment Status** | Default from Forecasting Event associated to cost assignment |
| **Employment Type** | Default from Forecasting Event associated to cost assignment |

**Section 3: Cost Splitting Detail**

|  |  |
| --- | --- |
| **Field Name** | **User Action and Values** |
| **Start Date** | Default from Forecasting Event associated to cost assignment |
| **End Date** | Default of 9999-12-31\*  \*It is **not possible to specify an End Date for a cost assignment record**. Rather, SFT will automatically generate an end date when a new costs assignment record is created. |
| **%**  **(Mandatory field)** | Percentage of the total forecasted or actual expenditures to be allocated to a specific line of financial coding.  It is possible to assignment costs for an individual employee to multiple lines of financial coding provided that the **allocation respects the approved departmental threshold of 5% AND a maximum of 10 lines;** and that **100% of the costs are allocated**. |
| **Cost Center**  **(Mandatory field)** | Cost Center where expenditures and forecasts will be coded.  Consult the Financial Coding Manual for assistance in identifying the correct cost center. SFT will validate the coding and an error message will appear in the event where the cost center is invalid or closed. Event records that extend out can become invalid if a CC is blocked or closed. |
| **Funds Center** | Default based on the Cost Center. |
| **Fund**  **(Mandatory field)** | Fund where expenditures and forecasts will be coded. |
| **Functional Area**  **(Mandatory field)** | Functional Area where expenditures and forecasts will be coded.  \*Note that each cost center is only associated with a limited number of Functional Areas. For more information on valid Cost Center/Functional Area coding combination, users should refer to the departmental financial coding manual. |
| **Order** | Financial coding element used in project management to monitor and allocate costs. Complete this field when the employee’s expenditures and forecasts should be coded to a specific project. |
| **Network** | Financial coding element used in project management to monitor and allocate costs. Complete this field when the employee’s expenditures and forecasts should be coded to a specific project or task within a project. |
| **Activity** | Financial coding element used in project management to monitor and allocate costs. Complete this field when the employee’s expenditures and forecasts should be coded to a specific project or task within a project. Note that this coding element must be used conjointly with Network. |
| **Recoverable** | The Recoverable flag is used to indicate that expenditures allocated to a specific line of coding will have to be recovered through an interdepartmental settlement. Whether or not to use the recoverable flag is based on the forecasting event record associated to cost assignment. Therefore, if multiple lines of coding exist in a single cost assignment record they should all be designated as recoverable.  \*Note that the recoverable flag should **only be used with the Secondment-out, Transfer-out** and **Interchange Canada Out** staffing actions. This function **should NOT be used for employees on Assignment or who have been Deployed elsewhere within the department**. Rather, the cost assignment should be modified to correspond with the host organization’s financial coding. (Refer to Assignment and Deployment (Internal) sections of this guide for more information on these staffing actions.) |

1. In the Cost Splitting detail section, enter all applicable financial coding lines to which the employee’s forecasted and actual expenditures are to be allocated. To add more than one line of coding, click on **Insert Row**.
2. Confirm that the **Total %** in the Header Information section equals 100%.
3. **Save**.
4. **Save**.



# Cost Splitting between multiple branches/regions

**Purpose**

Some employees are required to perform functions for two or more branches/regions for the same period of time. To ensure that the relevant costs are correctly allocated to these different organizations, it is possible to split the costs using the Cost Assignment tool.

**Business Process**

SFT users are not permitted to allocate expenditures to cost centers that are not within their specified security authorization. Therefore, if an employee’s expenditures need to be allocated to two or more branches/regions the cost assignment record must be created by an SFT Super User.

These steps must be performed to allocate costs to multiple branches/regions:

**Home Organization**

1. Establish, in collaboration with other effected branches/regions, the detailed cost assignment;
2. Provide all required information to SFT Super User, including:
   1. Employee PRI;
   2. Cost assignment start date;
   3. Complete financial coding (%, Cost Center, Functional Area, Fund, etc.); and
   4. Written confirmation from other effected branches/regions indicating that they are in agreement with the proposed cost assignment.

**Menu Path**

Use the following menu path to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee >ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

ZZSF01 - SFT: Forecast by Employee

**Helpful Hints:**

* Users do not have permission to create a cost assignment record using cost centers that are outside their specific security authorization. As such, these types of cost assignments must be created by an SFT Super User. Contact your Financial Management Advisor for assistance.
* User requesting these types of cost assignment records must provide all mandatory information including the PRI, start date, detailed cost splitting information and **written confirmation from all affected branches/regions**.
* These types of cost assignment records **must still respect the approved minimal threshold: 5% of costs per financial coding line AND 10 lines maximum.**
* **These cost assignment records are never flagged as recoverable. Remember that Recoverable in SFT is used only for OGD recoveries.**

# ZZSF01 - Maintain an Employee Forecast

## Acting

**Purpose**

Acting is a situation where an employee is required to temporarily perform the duties of a higher classification level for at least the qualifying period specified on a letter of appointment.

**Business Process**

When an Acting situation occurs, the forecast must be modified to reflect the increased rate of pay the effected employee will receive for the period of the acting assignment.

Note that there are multiple situations in which an acting assignment may be awarded:

1. **Acting** – instance where an employee is acting in their substantive Fund/Cost Centre.
2. **Acting while on Assignment** – instance where an employee is acting while on assignment with another Fund/Cost Centre within the Department (see Assignment for more details).
3. **Acting while on Secondment Out** – instance where an employee is acting while temporarily working with an external department or agency (see Secondment Out for more details). This will force a check on the recoverable flag.
4. **Acting while on Secondment In** – instance where an employee from an external department or agency (see Secondment In for more details), temporarily on assignment with ESDC is acting.
5. **Acting while on leave income averaging (LIA)** – instance where employee is acting while on LIA (see LIA for more details).

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee >ZZSF01 – SFT: Forecast by Employee**

**Transaction Code (s)**

**ZZSF01 - SFT: Forecast by Employee**

**Helpful Hints:**

* Depending on the Acting situation of an employee, it may be necessary to modify the financial coding in the Cost Assignment. Please refer to section ZZSF01 – Maintain Employee Cost Assignment in this document for more information.
* Use the “Copy record” or “Create with reference” features to simplify and reduce the amount of data entry required to complete this action in SFT.
* There will be a timing difference between when the acting assignment is forecasted and when the acting pay is actually paid. When the payment is received through Phoenix entitlement code” 002 Acting Pay” will be visible on SFT reports that display salary expenditures.
* Neither a planned staffing nor a global forecast should be used to forecast for an acting assignment, even if the person who will be awarded the acting is still unknown. Rather, the acting should be recorded as an event under the employee forecast of the person who is most likely to be chosen. Immediately after, a Return to Substantive should be created in order to end the acting period. Note that the forecasted Acting and Return to Substantive can be changed to another employee at any time to reflect the actual staffing situation once all details are known.
* For more information on Acting Assignments please consult the [Directive on Terms and Conditions of Employment](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=15772) by the Treasury Board Secretariat:

**Steps required:**

**Steps to complete an Acting action in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record.**
4. In the “Create new record event” pop up:
   1. Indicate the start date of the new event as per the “Letter of Appointment”;
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date.
5. Click on the green check mark.
6. In the **Substantive** field select “No”.
7. In the **Action code** field, select the “ACT/INT” code from the menu.
8. In the **Position field**, indicate the number of the position in which the employee will be acting.
9. Review the “Other Action Data” tab to validate/modify the Bonuses, Allowances and Timesheet relevant information as required.
10. In the **Pay Detail – Basic Data** tab:
    1. Set the **Forecast Group Code** to “Basic Pay”;
    2. Validate the **Classification region**;
    3. Enter the new **Classification** and **Step**;
    4. Enter the new **Incremental Date**.
11. Review/Validate the allowances in the **Pay Detail – Allowances** and **Pay Detail – One-Time Allowances** tabs.
12. Validate/Modify the Cost Assignment as required.
13. **Save**.

**Steps to end an Acting action in SFT:**

1. Select the substantive event record and click **Copy Record**.
2. In the “Copy Action Record” pop-up, indicate the start date of the new event so it corresponds to the day after the acting assignment is scheduled to end.
3. In the **Action code** field, select “RTS/RPA” from the menu.
4. Validate the “Step” and “Incremental Date” fields of the **Pay Detail – Basic Pay** tab as required.
5. Validate/Modify the Cost Assignment as required.
6. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

| **Input - Fields** | **Field Value/Comments** |
| --- | --- |
| **Exclude from Forecast** | **No** |
| **Event Action ID** | Default |
| **Effective** | Default - Yes |
| **Substantive** | **No** |
| **Assignment Date (From - To)** | Default – Based on Event Records |
| **Action Code** | **ACT/INT – Acting**  **ASSIGN2 – Acting while on Assignment**  **LIA/CER 1 – Acting while on LIA** |
| **Modified Assignment Date (From - To)** | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | No change required |
| Employment Type | No change required |
| Position | **Position number employee is acting in** |
| HR End Date | **Leave blank** |
| Projected End Date | **Leave blank** |
| Assigned Work Week Default (37.5) | No change required |
| Scheduled Work Week Default (37.5) | No change required |
| Full Time Equivalent (FTE) | Calculated field based on Assigned Work Week |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | Validate  Example: Acting EX = no bilingual bonus |
| Isolated Post – Location Code | Validate – enter if applicable |
| Isolated Post – Meals/Rations | Validate – enter if applicable |
| Isolated Post – Housing Benefits | Validate – enter if applicable |
| Isolated Post – Has dependents | Validate – enter if applicable |
| Others - Home Cost Center | No change required |
| Others – IS Relevant | IS Relevant will be blank.  However; if the EE Status = 4 Sec-In; or 5 Sec-Out; or 6 Interchange; or 7 Transfer-In, in those situations IS Relevant =X |
| Others – Timesheet Relevant | Validate – modify if required. For employees in the Innovation, Information and Technology Branch (IITB), Transformation Management Branch (TMB) and Benefits and Integrated Services Branch (BISB). |
| **Text Tab - Text field** | Include comments if required |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | **Basic Pay** |
| Schedule Code | Default – Arrears |
| Classification Region | Validate – change if required |
| Classification | **Enter new Acting classification** |
| Step | Validate – change if required |
| Rate Base | Default – Annual |
| Incremental Date | The increment date is usually one year from date of the initial hire. In an acting situation, if the employee’s incremental date is less than one year from the start of the acting assignment, a new Incremental Date should be entered based on the start date of the acting period. |
| Incremental Frequency | Default – no change |
| Use constant annual amount in forecast | Check if salary is negotiated or fixed and not part of pay scales. For example, when acting in an EX classification |
| Overwrite Amount - Required for “Min-Max” pay rates | When “Use constant annual amount” is selected enter annual salary amount associated with the position in which the employee is acting. |
| **Pay Detail – Allowance Tab** | Forecast Groups for allowances should default based on employment status and type. Review the allowances and add any that might be missing. |
| **Pay Detail – One-Time Allowances Tab** | If an allowance should only be provided or paid in a specific FY enter it here. Full amount will be forecasted for that FY. |
| **Pay Detail - Adjustments** | No change required |
| **Assignment Detail Tab** | The information displayed in this tab cannot be modified. It is for display purposes only. |
| **Cost Assignment Tool** | Review the cost assignment for the acting period and, if no change is required, save the event.  **For “Acting while on Secondment-Out” the cost assignment will remain unchanged but the recoverable flag must be selected.** |

## Assignment

**Purpose**

An assignment is a temporary move of an employee within the department to perform the functions of a position that already exists or to take on a special project.

The assignee maintains their substantive position in their home organization while performing the assigned duties in the host organization within the department.

**Business Process**

When an Assignment situation occurs, the forecasts must be updated to remove the assigned employee from the home organization and add them to the host organization forecasts. To do this, the home organization must release the employee by following the “Forecast Event Locking Authorisation” (Annex A) process which will provide access to SFT users outside the employee group.

These steps must be performed before the employee is released to the host organization:

**Home Organization**

1. Create the Assignment event record and cost assignment for the corresponding period;
2. Create the Return to Substantive event record and corresponding cost assignment;
3. Following the Forecast Event Locking procedure (Annex A), lock the Return to Substantive event to ensure it cannot be modified by the host organization;
4. Using the Forecast Event Locking procedure (Annex A), provide authorization to the host organization to make changes to the Assignment event record;
5. Go to ZZPRI\_NUMBER and set the Employee Group to “Blank”.
6. Contact the host organization to confirm that the Assignment record was created and the Forecast Event Locking was completed.

This process will allow the host organization to access the employees’ forecasting event record, cost assignment and cost adjustment record, limited to their own financial coding, for the length of the assignment period. However, the home organization will retain overall control of the employee’s forecasts.

**Host Organization**

1. Review, and modify as required, the Assignment event record. Note that the host organization cannot modify the length of the assignment record.
2. Update the cost assignment associated to the Assignment period to reflect their financial coding.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee >ZZSF01 – SFT: Forecast by Employee**

**Transaction Code (s)**

**ZZSF01 - SFT: Forecast by Employee**

**ZZPRI\_NUMBER – PRI Information**

**Helpful Hints:**

* When an employee is on assignment with another organizational unit within the department, an event locking authorization must be created to allow the host branch/region to view the event. Refer to the “Forecast Event Locking” section in this document for more information.
* **It is essential that the staffing action and the event locking authorization be completed, by the home organization, as soon as the Assignment is confirmed.** This will ensure that the forecasts for both the home and the host organizations are up-to-date.
* The **Employee Group** in the Employee Master Data **must remain blank for the duration of the assignment period**.
* It is not mandatory for the employee on assignment to be "hosted" against a position number. The duties to be performed, however, must be specified.
* An assignment cannot result in the assigned employee receiving a salary higher than that obtained in their substantive position. In the event where the assignee must perform the functions of a higher classification level, it must be treated as an acting appointment.
* In the event that an assigned employee will also be acting, the “Acting while on Assignment” and the “Assignment” staffing actions will need to be used conjointly as the Assignment and the Acting periods may not always match.
* Use the “Copy record” or “Create with reference” features to simplify and reduce the amount of data entry required to complete this action in SFT.
* At no time will the cost assignment be flagged as recoverable for any Assignment.

**Steps required:**

**Steps to complete an Assignment in SFT (Home Organization):**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record**
4. In the “Create new record event” pop-up:
   1. Indicate the start date of the new event as per the “Letter of Appointment”;
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date;
   5. Click on the green check mark.
5. In the **Substantive** field select “No”.
6. In the **Action code** field, select the “ASSIGN” code from the menu.
7. In the **Position field**, indicate the number of the position to which the employee will be assigned.
8. Click **Authorization** icon and update “Forecast Authorization Event settings” to allow the host organization to make changes to the Assignment event record. (Refer to Annex A – Forecast Even Locking Authorization).
9. **Save**.
10. Select transaction code **ZZPRI\_NUMBER – PRI Information** and set the Employee Group to “Blank”.

**Steps to end an Assignment in SFT (Home Organization):**

1. Select the substantive event record and click **Copy Record**.
2. In the “Copy Action Record” pop-up, indicate the start date of the new event so it corresponds to the day after the assignment is scheduled to end.
3. In the Action code field, select “RTS/RPA” from the menu.
4. Validate the “Step” and “Incremental Date” fields of the **Pay Detail – Basic Pay** tab as required.
5. Click **Authorization** icon and validate “Forecast Authorization Event settings” to ensure the event is restricted to the home organization.
6. **Save**.

### Acting while on Assignment

**Purpose**

An “Acting while on assignment” is a temporary move of an employee within the department to perform the functions of higher classification level.

The assignee maintains their substantive position in their home organization while performing the assigned duties in the host organization within the department.

**Helpful Hints:**

* As the Assignment and the Acting periods will not always match, the “Acting while on Assignment” code will be used conjointly with the “Assignment” staffing action.
* To simplify and reduce the amount of data entry required to complete this action in SFT, select the “Assignment” event record and use the **Copy record** function.
* As assignment periods are between 2 different cost center within ESDC, the cost assignment should NOT be marked as recoverable. Rather, the cost assignment record should be modified to indicate the financial coding of the host fund center and any outstanding expenditures to be realigned will be transferred between fund centers by way of journal vouchers.

**Steps required:**

**Steps to complete an Acting while on Assignment action in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record**
4. In the “Create new record event” pop up:
   1. Indicate the start date of the event as per the “Letter of Appointment”.
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date.
   5. Click on the green check mark.
5. In the **Substantive** field select “No”.
6. In the **Action code** field, select the “ASSIGN2” code from the menu.
7. In the **Position field**, indicate the number of the position in which the employee will be acting.
8. Review the “Other Action Data” tab to validate/modify the Bonuses, Allowances and Timesheet relevant information as required.
9. In the **Pay Detail – Basic Data** tab:
   1. Set the **Forecast Group Code** to “Basic Pay”;
   2. Validate the **Classification region**;
   3. Enter the new **Classification** and **Step**;
   4. Enter the new **Incremental Date**.
10. Review/Validate the allowances in the **Pay Detail – Allowances** and **Pay Detail – One-Time Allowances** tabs.
11. Click **Authorization** icon and update “Forecast Authorization Event settings” to allow the host organization to make changes to the “Acting while on Assignment” event record. (Refer to Annex A – Forecast Even Locking Authorization).
12. **Save**.
13. Select transaction code **ZZPRI\_NUMBER – PRI Information** and set the Employee Group to “Blank”.

**Steps to end Acting while on Assignment action in SFT:**

1. Select the initial assignment event record and click **Copy Record**.
2. In the “Copy Action Record” pop-up, indicate the start date of the new event so it corresponds to the day after the acting assignment is scheduled to end.
3. In the Action code field, select “ASSIGN” or “RTS/RPA” from the menu, depending on the employee’s specific situation.
4. Validate the “Step” and “Incremental Date” fields of the **Pay Detail – Basic Pay** tab as required.
5. Click **Authorization** icon and validate “Forecast Authorization Event settings” to ensure the event is restricted to the appropriate organization (home or host), depending on the employee’s specific situation.
6. Validate/Modify the Cost Assignment as required.
7. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

| **Input - Fields** | **Field Value/Comments** |
| --- | --- |
| **Exclude from Forecast** | **No.** Employees on Assignment **SHOULD NOT be flagged as “Exclude from Forecasts”.** |
| **Event Action ID** | Default |
| **Effective** | Default - Yes |
| **Substantive** | **No** |
| **Assignment Date (From - To)** | Default – Based on Event Records |
| **Action Code** | **ASSIGN – Assignment**  **ASSIGN2 – Acting while on Assignment** |
| **Modified Assignment Date (From - To)** | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | No change required |
| Employment Type | No change required |
| Position | **Position number where employee will be assigned.** |
| HR End Date | **Leave blank** |
| Projected End Date | **Leave blank** |
| Assigned Work Week Default (37.5) | No change required |
| Scheduled Work Week Default (37.5) | No change required |
| Full Time Equivalent (FTE) | Calculated field based on Assigned Work Week |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | Validate – change if required |
| Isolated Post – Location Code | Validate – change if required |
| Isolated Post – Meals/Rations | Validate – change if required |
| Isolated Post – Housing Benefits | Validate – change if required |
| Isolated Post – Has dependents | Validate – change if required |
| Others - Home Cost Center | **No change required** |
| Others – Timesheet Relevant | Validate – modify if required. For employees in the Innovation, Information and Technology Branch (IITB), Transformation Management Branch (TMB) and Benefits and Integrated Services Branch (BISB). |
| Others – IS Relevant | Defaults.  IS Relevant will be blank.  However; if the EE Status = 4 Sec-In; or 5 Sec-Out; or 6 Interchange; or 7 Transfer-In, in those situations IS Relevant =X |
| **Text Tab - Text field** | Include comments if required. |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | No change required |
| Schedule Code | Default – Arrears |
| Classification Region | **Validate – change if required** |
| Classification | Validate – change if required |
| Step | Validate – change if required |
| Rate Base | Default – Annual |
| Incremental Date | Usually one year from date of the initial hire. However, if the incremental date is before the beginning of the assignment, the assignment event won’t be saved.  **Review and update as required.** |
| Incremental Frequency | Default – no change |
| Use constant annual amount in forecast | Check if salary is negotiated or fixed and not part of pay scales. Example: EX classification |
| Overwrite Amount - Required for “Min-Max” pay rates | When “Use constant annual amount” is selected enter annual salary amount |
| **Pay Detail – Allowance Tab** | Forecast Groups for allowances should default based on employment status and type. Review the allowances and add any that might be missing. |
| **Pay Detail – One-Time Allowances Tab** | If an allowance should only be provided or paid in a specific fiscal year enter it here. Full amount will be forecasted for that fiscal year. |
| **Pay Detail – Adjustments** | No change required |
| **Assignment Detail Tab** | The information displayed in this tab cannot be modified. It is for display purposes only. |
| **Cost Assignment Tool** | Cost assignment will need to be updated for the Assignment event record by the Host Organization.  **Employees on Assignment SHOULD NOT be flagged as “Recoverable”.** |

## Change of Employment Status or Type

**Purpose**

A Change of Employment Status or Type corresponds, commonly, to a situation where an employee:

* Changes from Transfer In to Active Employee (After Pay File is transferred from OGD)
* Changes from Part-time to Full-Time, or vice versa;
* Changes from Term to Indeterminate; or
* Changes from Student to Term or Indeterminate.

**Business Process**

When a change in an employee’s status or type occurs, SFT must be modified to:

1. Reflect the potential financial impact of the change on the organization; for example the increased salary cost for an employee changing from a Part-Time to a Full-Time schedule.
2. To ensure that salary costs are allocated to the proper financial coding since the General Ledger (GL) accounts to which expenditures are charged are derived automatically using the employment status and type.
3. To reflect that ESDC is now receiving the pay expenditures directly from Phoenix (Pay file transfer completed) and there is no longer any Interdepartmental settlement required.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee >ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

**ZZSF01 - SFT: Forecast by Employee**

**Helpful Hints:**

* Employment Status and Employment Type are used to assign an employee’s salary expenditures to the appropriate GL account. As such, it is important to update this information as soon as possible to ensure that expenditures are allocated to the appropriate financial coding; and to avoid have to make adjustments to salary expenditures after the fact.
* For employees changing for a Part-Time to a Full-Time schedule, or vice-versa, the Assigned Work Week field should be reviewed and updated as required to reflect the new schedule. Note that the Schedule Work Week field should remain at the default 37.5 hours.
* The **Pay Detail – Allowances** tab should be reviewed when recording an employee’s Change of Employment Type from Part-time to Full-Time and vice-versa. This is particularly important that the allowance for payment in lieu for Statutory Holidays is calculated for Part-Time employees.
* A forecast adjustment to Basic Pay should be recorded to reduce the forecasts by the amount for Statutory Holidays that a Part-Time employee is not entitled to. Refer to the Forecast Adjustment section of this guide to determine the appropriate calculation method.
* As per Terms and Conditions of Employment for Students, these individuals are not eligible for bilingual bonus regardless of their position or Second Language Evaluation (SLE). As such, it is important that the allowances in the “Other Action Data” tab be reviewed in those cases when the employee’s status changes from Student to Term or Indeterminate to ensure that forecasts include all relevant bonuses and allowances.
* Use the “Copy record” or “Create with reference” feature to simplify and reduce the amount of data entry required to complete this action in SFT.
* For more information on Bilingual Bonus and Students please consult the Terms and Conditions of Employment for Students (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12583>) and Bilingual Bonus Directives (<http://www.njc-cnm.gc.ca/directive/index.php?did=1&lang=eng>).

**Steps required:**

**Steps to complete an action Change of Employment Status or Type in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record**.
4. In the “Create new record event” pop up:
   1. Indicate the start date of the new event as per the “Letter of Appointment”;
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date.
5. Click on the green check mark.
6. In the **Action Code field,** select the “CHSTAT” code from the menu.
7. In the **Employment Status** field, click on the match code icon  and select the new status from the available list (if applicable).
8. In the **Employment Type** field, click on the match code icon  and select the new type from available list (if applicable).
9. In the **Assigned Work Week** field, indicate the number of hours per week the employee will be working.
10. Review the “Other Action Data” tab to validate/modify the Bonuses, Allowances and Timesheet relevant information as required.
11. In the **Pay Detail – basic** data tab:
    1. Review/modify the Forecast Group Code to ensure it matches with the employee’s new Employment Status or Type.
    2. Review/modify the Classification region, Classification and Step.
    3. Review/modify the Incremental date
12. Validate/Modify the allowances in the **Pay Detail – Allowances** and **Pay Detail – One-time** Allowances tabs.
13. Validate/Modify the Cost Assignment as required.
14. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

| Input - Fields | Field Value/Comments |
| --- | --- |
| **Exclude from Forecast** | No |
| **Event Action ID** | Default |
| **Effective** | Default - Yes |
| **Substantive** | Yes |
| **Assignment Date (From - To)** | Default – Based on Event Records |
| **Action Code** | **CHSTAT** |
| **Modified Assignment Date (From - To)** | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | **Review/select the appropriate employment status:**  **Active**  **Inactive**  **Student**  **Secondment In**  **Secondment Out (Recoverable)**  **Executive Interchange**  Transfer In  **Lawyer** |
| Employment Type | **Review/select the appropriate employment type:**  **IND FT – Full-Time Indeterminate**  **IND PT - Part-Time Indeterminate**  **SEAS FT – Full-Time Seasonal**  **SEAS PT – Part-Time Seasonal**  **DET FT < 3 MOS – Full-Time Term less than 3mo**  **DET PT < 3 MOS– Part-Time Term less than 3mo**  **DET FT > 3 MOS – Full-Time Term 3mo < but > 6mo**  **DET PT > 3 MOS – Part-Time Term 3mo < but > 6mo**  **CAS FT < 90\*- Full-Time Casual**  **CAS PT < 90\*- Part-Time Casual**  **DET FT > 6 MOS – Full-Time Term < 6 months**  **DET PT > 6 MOS – Part-Time Term < 6 months** |
| Position | Validate – Should remain unchanged |
| HR End Date | **For determinate employees only.** Review based on the change to Employment Status or Type being made. |
| Projected End Date | **For determinate employees only.** Review based on the change to Employment Status or Type being made. |
| Assigned Work Week Default (37.5) | **Validate – updated if required** |
| Scheduled Work Week Default (37.5) | No change required |
| Full Time Equivalent (FTE) | Calculated field based on Assigned Work Week |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | Validate – modify if required |
| Isolated Post – Location Code | Validate – modify if required |
| Isolated Post – Meals/Rations | Validate – modify if required |
| Isolated Post – Housing Benefits | Validate – modify if required |
| Isolated Post – Has dependents | Validate – modify if required |
| Others - Home Cost Center | No change required |
| Others – Timesheet Relevant | Validate – modify if required. For employees in the Innovation, Information and Technology Branch (IITB), Transformation Management Branch (TMB) and Benefits and Integrated Services Branch (BISB). |
| Others – IS Relevant | When a Transfer in from OGD occurs and once an employee’s pay files has been transferred to ESDC, the employee was be marked as Active and the IS Relevant field will be blank. |
| **Text Tab - Text field** | Include comments if required |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | **Dependent on the Status or Type – Select the corresponding Group Code from the pull down menu.** |
| Schedule Code | Default – Arrears |
| Classification Region | Validate – modify if required |
| Classification | Validate – modify if required |
| Step | Validate – modify if required |
| Rate Base | Default – Annual |
| Incremental Date | Usually one year from the date of initial hire. If, however, the incremental date is before the effective date of the Change in Employment Status or Type, the event record will not save.  **Review and update as required.** |
| Incremental Frequency | Default – no change |
| Use constant annual amount in forecast | Check if salary is negotiated or fixed and not part of pay scales. Example: EX classification |
| Overwrite Amount - Required for “Min-Max” pay rates | When “Use constant annual amount” is selected enter annual salary amount |
| **Pay Detail – Allowance Tab** | Forecast Groups for allowances should default based on employment status and type. Review the allowances and add any that might be missing. |
| **Pay Detail – One-Time Allowances Tab** | If an allowance should only be provided or paid in a specific FY enter it here. Full amount will be forecasted for that FY. |
| **Pay Detail – Adjustments** | For Part-time employees a Forecast Adjustment to basic pay should be created to reduce the forecast by the amount of the Statutory Holidays that the employee is not entitled to be paid for. |
| **Assignment Detail Tab** | The information displayed in this tab cannot be modified. It is for display purposes only. |
| **Cost Assignment Tool** | Review the cost assignment and, if no change is required, saved the event. |

## Change Working Hours

**Purpose**

A Change in Working Hours occurs when an employee either reduces or increases their assigned working hours while retaining their Employment Type (e.g. Full-Time, Part-time). There are only 2 common instances in which this type of change in the assigned work schedule occurs:

1. Increase/Decrease of assigned work hours for Part-Time employees, while staying less than the normally scheduled hours of work established for a Full-Time employee of the same occupational group and level.
2. Pre-Retirement Transition Leave (see below).

**Business Process**

When an employees’ assigned work hours changes, the forecasts in SFT should be modified to reflect the increase or decrease in salary expenditures resulting from the employees modified working hours.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

ZZSF01 – SFT: Forecast by Employee

**Helpful Hints**

* A Change in Working Hours **should have no impact on the employees’ employment type**. If, as a result of the change in the assigned work schedule, the employee will be changing from Part-time to Full-Time, or vice versa, the “Change of Employment Type or Status” staffing action should be used.
* An increase/decrease in working hours for a Part-Time employee will impact the forecast adjustment for the Leave without Pay for Statutory Holidays. As such, the calculation for this adjustment should be reviewed any time a Part-Time employee’s assigned work schedule is modified. Refer to the Forecast Adjustment section of this guide to determine the appropriate calculation method.
* For Part-Time and Casual employees who **occasionally work additional hours**, though still less than the normally scheduled hours established for a full-time employee of the same occupational group and level, a forecast adjustment is required to reflect the additional costs of these increase work hours. Refer to the Forecast Adjustment section of this guide to determine the appropriate calculation method.
* Use the “Copy record” or “Create with reference” features to simplify and reduce the amount of data entry required to complete this staffing action in SFT.
* [Changes to your hours of work - Canada.ca (tpsgc-pwgsc.gc.ca)](https://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-paye-pay-services/paye-information-pay/vie-life/emploi-change-employment/change-heures-hours-eng.html#toc1)

**Steps required:**

**Steps to complete a Change Working Hours action in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record.**
4. In the “Create new record event” pop up:
   1. Indicate the start date of the new event;
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date.
5. In the **Action Code** field, select the “CWH/MHT” code from the menu.
6. In the **Assigned Work Week** field, indicate the new assigned working hours.
7. **Save**.

### Change Working Hours – Pre-Retirement Transition Leave (PRTL)

**Purpose**

Pre-Retirement Transition Leave is a special working arrangement that allows employees who are within two years of retirement to reduced their assigned work week by up to 40 per cent; e.g. up to 2 days a week for an indeterminate full-time employee.

While this decrease in working hours will result in reduced pay, the affected employee will retain their pre-arrangement employment status and will continue to be subject to the terms and conditions of the relevant collective agreement.

**Business Process**

Once the application for the Pre-Retirement Transition Leave is approved, the forecasts in SFT should be modified to reflect the decreased salary expenditures resulting from the reduced hours. However, since a key condition of Pre-retirement Transition Leave is that the employee agrees to resign effective at the end of the leave arrangement a “Struck off Strength” event record should also be created at the same time to ensure that multi-year forecasts are accurate as well.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

ZZSF01 – SFT: Forecast by Employee

**Helpful Hints**

* Full-Time employees that reduce their working hours by way of a Pre-Retirement Transition Leave arrangement retain their employment status; i.e. they do not become Part-Time employees. As such, they continue to be paid for Statutory Holidays and so are not entitled to a Payment in Lieu of Statutory Holiday allowance.
* A “Struck off Strength” event record should also be created and dated 2 years after the start of the Pre-Retirement Transition Leave, as per the terms of the agreement that requires the employee to resign effective at the end of the leave arrangement.
* Use the “Copy record” or “Create with reference” features to simplify and reduce the amount of data entry required to complete this staffing action in SFT.
* For more information on Pre-Retirement Transition Leave, please consult the Treasury Board [Directive on Leave and Special Working Arrangements](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=15774) and the Public Works and Government Services Canada [Pre-Retirement Transition Leave (PRTL)](http://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-paye-pay-services/paye-information-pay/vie-life/vie-conge-life-leave/conge-preret-holiday-eng.html) FAQ.

**Steps required:**

**Steps to complete a Pre-Retirement Transition Leave action in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record.**
4. In the “Create new record event” pop up:
   1. Indicate the start date of the new event based on the approved Pre-Retirement Transition Leave Agreement ;
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date.
5. In the **Action Code** field, select the “CWH/MHT” code from the menu.
6. In the **Assigned Work Week** field, indicate the new assigned working hours.
7. In the **Text Tab – Text** field, indicate “Pre-retirement Transition Leave”
8. **Save**.
9. Click on the “Display-Change” icon  and exit “Change” mode.
10. Select the new Change Working Hours – Pre-Retirement Transition Leave event record. **Copy Record**.
11. In the **Start Date** field of the “Copy Record” pop-up, indicate the date on which the employee is required to retire as per the terms of the arrangement, i.e. 2 years after the start of the Pre-Retirement Transition Leave.
12. In the **Exclude from Forecast** field, select “Yes”
13. In the **Action code** field, select the “SOS/RE” code from the menu.
14. In the **Employment Status** field, select “2 – Inactive”
15. In the **Text Tab – Text** field, indicate “Retirement date as per terms of Pre-Retirement Transition Leave Arrangement.”
16. **Save**.

### Change Working Hours – Alternate Work Arrangement

**Purpose**

An Alternate Work Arrangement, also known as Variable Work Hours or a Compressed Work Schedule, is an arrangement by which the employee agrees to work longer periods per day in exchange for a day off. The number of additional hours to be worked per day will depend on the length of the specified period work schedule; e.g. employees on a 2 week cycle will be required to work an additional 50 minutes per day.

**Business Process**

An Alternate Work Arrangement will have an impact on workload management, however **there is no financial impact** associated to these type of arrangement since the employee is still required to work the total number of hours in the established cycle. As such, the **forecast in SFT should NOT be modified**.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

ZZSF01 – SFT: Forecast by Employee

**Helpful Hints**

* Alternate Work Arrangements **have no impact on financial forecasting** since the employee is still be required to work the total number of hours in the established cycle. For record keeping purposes, a note can be added to the Text Tab of the active event record but no further modifications should be made to the forecasts.
* Employees with Alternate Work Arrangements will be required to make-up the difference in time or submit a vacation leave request for any time difference between normal designated holiday hours and their compressed work day.
* For more information on Alternate Work Arrangement, please refer to the Public Works and Government Services Canada [Variable or Compressed Work Week](http://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-paye-pay-services/paye-information-pay/vie-life/emploi-change-employment/sem-var-week-eng.html) FAQ.

**Steps required:**

**Steps to complete a Change Working Hours – Alternate Work Arrangement action in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Select the employee’s active event record.
4. Click on the “Display-Change” icon  and enter “Change” mode.
5. In the **Text Tab – Text** field, indicate “Alternate Work Arrangement.”
6. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

| Input - Fields | Field Value/Comments |
| --- | --- |
| **Exclude from Forecast** | No |
| **Event Action ID** | Default |
| **Effective** | Default - Yes |
| **Substantive** | Yes |
| **Assignment Date (From - To)** | Default – Based on Event Records |
| **Action Code** | **CWH/MHT**  ***\*No event record should be created for a change in working hours resulting from the approval of an Alternate Work Arrangement.*** |
| **Modified Assignment Date (From - To)** | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | **No change required**  ***\*If an employee will be changing from Full-Time to Part-Time, or vice-versa, the “Change of Employment Type or Status” staffing action should be used.*** |
| Employment Type | No change required |
| Position | No change required |
| HR End Date | No change required |
| Projected End Date | No change required |
| Assigned Work Week Default (37.5) | **Indicate the new assigned working hours** |
| Scheduled Work Week Default (37.5) | Default - no change |
| Full Time Equivalent (FTE) | Calculated field based on Assigned Work Week |
| **Other Action Data Tab** | No change required |
| Bonuses - Bilingual Bonus | No change required |
| Isolated Post – Location Code | No change required |
| Isolated Post – Meals/Rations | No change required |
| Isolated Post – Housing Benefits | No change required |
| Isolated Post – Has dependents | No change required |
| Others - Home Cost Center | No change required |
| Others – Timesheet Relevant | No change required |
| Others – IS Relevant | Defaults |
| **Text Tab - Text field** | **Include comments as required for a Pre-Retirement Transitional Leave or an Alternate Work Arrangement.** |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | No change required |
| Schedule Code | No change required |
| Classification Region | No change required |
| Classification | No change required |
| Step | No change required |
| Rate Base | No change required |
| Incremental Date | No change required |
| Incremental Frequency | No change required |
| Use constant annual amount in forecast | No change required |
| Overwrite Amount - Required for “Min-Max” pay rates | No change required |
| **Pay Detail – Allowance Tab** | No change required |
| **Pay Detail – One-Time Allowances Tab** | No change required |
| **Pay Detail - Assignment Detail Tab** | No change required |
| **Cost Assignment Tool** | No change required |

## Deployment (Internal ESDC only)

**Purpose**

A deployment (Internal ESDC only) is the permanent move of an employee from one substantive position to another substantive position within the department and within the same occupational group or, where authorized by regulations of the Public Service Commission of Canada (PSC), to another occupational group.

A deployment may be made for an indeterminate or a specified period employee. Unlike an assignment or a secondment, an employee gains incumbency in the position to which he or she is deployed and therefore assumes the classification level and any terms and conditions of employment of the new position.

A deployment cannot result in a promotion or a change of tenure. A deployment requires the consent of the employee concerned except in those situations where a willingness to be deployed is a condition of employment of his or her current position.

**Business Process**

When a Deployment (**internal ESDC only**) occurs, the forecast must be updated to remove the employee from the current organizational unit’s forecasts and add them to the new home organization’s forecasts.

In the event that the employee is being deployed to another branch or region, the current home organization must release the employee by following the “Forecast Event Locking Authorization” (Annex A) process that will provide access to SFT users outside the current employee group.

These steps must be performed before the employee is released to the new home organization:

**CURRENT home organization**

1. Created the Deployment event record and the cost assignment for the corresponding period;
2. Using the Forecast Event Locking procedure (Annex A), provide authorization to the receiving organization to make changes to the Deployment event record;
3. Using the Forecast Event Locking procedure (Annex A), provide authorization to the receiving organization to view the employees historical event records;
4. Go to ZZPRI\_NUMBER and set the **Employee Group** to “Blank”;
5. Contact the receiving organization to confirm that the Deployment record was created and the Forecast Event Locking was completed.

This process will allow the new organization to access the employees’ forecasting event record, cost assignment and cost adjustment records from the start date of the Deployment (Internal ESDC Only) and onwards. Providing view access to the historical event records will ensure that they also have access to the employee’s complete staffing history while ensuring that the current organization retains control of those records that impacted their forecast calculations.

**NEW home organization**

1. Change the Position number in the Deployment event record to the employee’s new substantive position;
2. Modify the Home Cost Center in the Deployment event record to reflect the employee’s new organizational unit;
3. Update the cost assignment associated to the Deployment event record to correspond to the new financial coding;
4. Go to ZZPRI\_NUMBER and set the Employee Group to correspond to the new home organization.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

ZZSF01 – SFT: Forecast by Employee

ZZPRI\_NUMBER – PRI Information

**Helpful Hints**

* The “Deployment” staffing action should **only be used for deployments that are internal to ESDC**. For employees being deployed to another government department or agency, use the “Transfer Out” staffing action. While the “Struck off Strength” staffing action should be used in cases where the employee is leaving the government.
* A deployment cannot result in a promotion or a change in the employee’s period of employment.
* **It is important that the staffing action and the event locking authorization be completed, by the current home organization, as soon as the Deployment (Internal ESDC Only) is confirmed.** This will ensure that the forecasts for both organizations are up-to-date.
* **The “Forecast Event Locking Authorization” (Annex A) is only required in the case where the employee is being deployed to another branch or region**. If the deployment is to an organizational unit within the same Employee Group, it will only be necessary to modify the position number, home cost center and cost assignment associated to the “Deployment” event record.
* When updating the forecast event settings for the **historical event record(s),** ensure that the current organization is specified in the **Modification Setting** field.
* The **Employee Group** in the Employee Master Data **must remain blank until the Deployment officially comes into effect (employee start date)**. This will ensure that both the current and new organization have access to the employee’s record during the transition period.
* Use the “copy record” or “Create with reference” features to simplify and reduce the amount of data entry required to complete this action in SFT.

**Steps required:**

**Steps to complete a Deployment (Internal ESDC Only) in SFT:**

**CURRENT home organization**

1. Select transaction code **ZZSF01- SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record**.
4. In the “Create new record event” pop-up:
   1. Indicate the start date of the new event as per the “Letter of Appointment”;
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** field;
   4. Enter or select a reference event date;
   5. Click the green check mark.
5. In the **Action code** field, select “DEPL” code from the menu.
6. Click **Authorization** icon and update “Forecast Authorization Event settings” to allow the receiving organization to make changes to the Deployment event record. (Refer to Annex A – Forecast Event Locking Authorization).
7. **Save**.
8. Select the employee’s historical event record(s). **Change**.
9. Click **Authorization** icon and update “Forecast Authorization Event settings”:
   1. Click **Authorization check at event level**;
   2. Indicate the current organization’s code in the Employee Group field;
   3. Change view settings to “**Allow some to view**”;
   4. Add current and receiving organizations to the **Authorized Employee Group** list.
10. **Save**.
11. Select transaction code **ZZPRI\_NUMBER – PRI Information** and set the Employee Group to “Blank”.

**NEW home organization**

1. Select transaction code **ZZSF01- SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Select the Deployment event record. **Change**.
4. In the **Position** field, indicate the number of the employee’s new substantive position.
5. On the **Other Action Data** tab, indicate the employee’s new home cost center.
6. Validate/Modify information on the **Pay Detail – Basic Data**, **Pay Detail – Allowances** and **Pay Detail – One-Time Allowances** tabs, as required.
7. Select the **Cost Assignment tool** icon.
8. On the Cost Assignment Table, click **Create**. The start date will default based on the date of the event record.
9. Complete the coding line and click the **Simulate Posting** icon in the Cost Splitting tab.
10. **Save**.
11. Select transaction code **ZZPRI\_NUMBER – PRI Information** and set the Employee Group to correspond to the new home organization.

**QUICK REFERENCE - Important Fields in Forecast**

| Input - Fields | Field Value/Comments |
| --- | --- |
| **Exclude from Forecast** | **No** |
| **Event Action ID** | Default – No change |
| **Effective** | Default – No change |
| **Substantive** | **Yes** |
| **Assignment Date (From - To)** | Default – Based on Event Records |
| **Action Code** | **DEPL – Deployment (Internal ESDC Only)** |
| **Modified Assignment Date (From - To)** | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | No change required |
| Employment Type | No change required |
| Position | Enter the new substantive position number |
| HR End Date | For determinate employees only. |
| Projected End Date | For determinate employees only. |
| Assigned Work Week Default (37.5) | No change required |
| Scheduled Work Week Default (37.5) | No change required |
| Full Time Equivalent (FTE) | Calculated field based on Assigned Work Week |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | Validate – modify if required |
| Isolated Post – Location Code | Validate – modify if required |
| Isolated Post – Meals/Rations | Validate – modify if required |
| Isolated Post – Housing Benefits | Validate – modify if required |
| Isolated Post – Has dependents | Validate – modify if required |
| Others - Home Cost Center | Enter the new home cost center. |
| Others - IS Relevant | Defaults. |
| Others – Timesheet Relevant | Validate – modify if required. For employees in the Innovation, Information and Technology Branch (IITB), Transformation Management Branch (TMB) and Benefits and Integrated Services Branch (BISB). |
| **Text Tab - Text field** | Include comments if required |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | No changes required |
| Schedule Code | Default – Arrears |
| Classification Region | Validate – Change if employee is being deployed to new occupational group. |
| Classification | Validate – Change if employee is being deployed to new occupational group |
| Step | Validate – Change if required |
| Incremental Date | Usually one year from date of the initial hire. If, however, the incremental date is before the effective date of the Deployment, the event record will not save.  **Review and update as required.** |
| Incremental Frequency | Validate – Change if required in instances where employee may be deployed to new occupational group. |
| Use constant annual amount in forecast | Validate – Change if required in instances where employee may be deployed to new occupational group. |
| Overwrite Amount - Required for “Min-Max” pay rates | Validate – Change if required in instances where employee may be deployed to new occupational group. |
| **Pay Detail – Allowance Tab** | Forecast Group for allowances should default based on employment status and type. Review the allowances and add any that might be missing. |
| **Pay Detail – One-Time Allowances Tab** | If an allowance should only be provided or paid in a specific fiscal year, enter it here (i.e. Performance Pay). |
| **Pay Detail - Adjustments** | No change required |
| **Assignment Detail Tab** | The information displayed in this tab cannot be modified. It is for display purposes only. |
| **Cost Assignment Tool** | Cost assignment will need to be updated for the Deployment event record by the NEW Home organization.  **Employees that have been Deployed SHOULD NOT be flagged as recoverable.** |

## Education Leave

**Purpose**

Education leave is when an employee is granted a period of leave without pay to attend full-time or part-time courses at a Canadian educational institution, whether university, technical college or another accredited institute of learning, in a field of education needed to fill the employee’s present role in the organization. In some circumstances, education leave for purposes of general education upgrading may also be considered.

**Business Process**

When an Education Leave is granted, the forecast must be updated in SFT to reflect that change in the employee’s situation. At the Employer’s discretion, an employee on education leave without pay may receive an allowance in lieu of salary of up to 100% of the employee’s annual rate of pay, depending on the degree to which the education leave is deemed, by the Employer, to be relevant to organizational requirements.

If the employee is granted an allowance in lieu of salary while on Education Leave, the established amount of the allowance should be entered in the employee forecast under One - Time Allowance.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

ZZSF01 - SFT: Forecast by Employee

**Helpful Hints**

* An allowance in lieu of salary is **discretionary** and will be determined based on the degree of relevancy that education has to the requirements of the organization.
* If the employee is granted an allowance in lieu of salary while on Education Leave, the established amount of the allowance should be entered in the employee forecast under One-Time Allowance. Even though the Education Leave event record is excluded from forecasts, the one-time allowance will be considered in the calculation of the forecasts and will appear in the different SFT reports.
* If the employee’s return to work date is known, create a “Return to Substantive” event record to end the Education Leave period.
* Use the “Copy record” or “Create with reference” features to simplify and reduce the amount of data entry required to complete this action in SFT.
* For more information on Education Leave, refer to the Public Works and Government Services [Education Leave](https://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-paye-pay-services/paye-information-pay/vie-life/vie-conge-life-leave/education-eng.html) fact sheet.

**Steps required:**

**Steps to complete an Education Leave event in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record.**
4. In the “Create new record event” pop up:
   1. Indicate the effective start date of the Education Leave;
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date.
   5. Click on the green check mark.
5. In the **Excluded from Forecast** field, select “Yes”;
6. In the **Action code** field, select “EDU/ETU”;
7. In the **Pay Detail – One-Time Allowances** Tab, enter the amount of the One Time Allowance, if applicable.
8. **Save**.

**Steps to end an Education Leave event in SFT:**

1. Select the substantive event record and click **Copy Record**.
2. In the “Copy Action Record” pop-up, indicate the start date of the new event so it corresponds to the day after the Education Leave is scheduled to end.
3. In the **Action code** field, select “RTS/RPA” from the menu.
4. Validate the “Step” and “Incremental Date” fields of the Pay Detail – Basic Pay tab as required.
5. Validate/Modify the Cost Assignment as required.
6. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

| **Input - Fields** | **Field Value/Comments** |
| --- | --- |
| **Exclude from Forecast** | **Yes** |
| **Event Action ID** | No change required |
| **Effective** | No change required |
| **Substantive** | No change required |
| **Assignment Date (From - To)** | Default – Based on Event Records |
| **Action Code** | **EDU/ETU**- **Education Leave** |
| **Modified Assignment Date (From - To)** | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | No change required |
| Employment Type | No change required |
| Position | No change required |
| HR End Date | **Leave blank** |
| Projected End Date | **Leave blank** |
| Assigned Work Week Default (37.5) | No change required |
| Scheduled Work Week Default (37.5) | No change required |
| Full Time Equivalent (FTE) | Calculated field based on Assigned Work Week |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | No change required |
| Isolated Post – Location Code | No change required |
| Isolated Post – Meals/Rations | No change required |
| Isolated Post – Housing Benefits | No change required |
| Isolated Post – Has dependents | No change required |
| Others - Home Cost Center | No change required |
| Others - IS Relevant | Defaults |
| Others – Timesheet Relevant | Validate – modify if required. For employees in the Innovation, Information and Technology Branch (IITB), Transformation Management Branch (TMB) and Benefits and Integrated Services Branch (BISB). |
| **Text Tab - Text field** | Include comment if required |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | No change required |
| Schedule Code | Default – Arrears |
| Classification Region | No change required |
| Classification | No change required |
| Step | No change required |
| Rate Base | Default – Annual |
| Incremental Date | No change required |
| Incremental Frequency | No change required |
| Use constant annual amount in forecast | No change required |
| Overwrite Amount - Required for “Min-Max” pay rates | No change required |
| **Pay Detail – Allowance Tab** | No change required |
| **Pay Detail – One-Time Allowances Tab** | If applicable, indicate the allowance in lieu the employee will receive using forecast group 91040 – Other Allowance. |
| **Pay Detail – Adjustments** | No change required |
| **Assignment Detail Tab** | No change required |
| **Cost Assignment Tool** | No change required |

## Leave with Income Averaging

**Purpose**

The LIA program allows an indeterminate employee to take up to two periods of Leave without Pay (LWOP) of a minimum of 5 consecutive weeks, up to a cumulative total of 3 months, within a 12-month period. The salary reduction associated to the period of leave without pay is then averaged over the full 12-month period.

**Business Process**

Once an Application for LIA has been approved by the employee’s manager, the forecast in SFT must be updated to reflect the reduced salary expenditures. Specifically, the forecast must be reduced to account for the “Leave without Pay” period of the employee.

The forecast must be adjusted for a 12-month period starting on the date indicated on the approved “Application for Leave with Income Averaging” form.  In SFT, the forecast adjustment is made by reducing the number of hours in the assigned work week field under the “Basic Action Data” tab.

An “**LIA Assigned Work Week Calculator**” tool has been designed to support users in identifying the number of hours to put in the “Assigned Work Week” field based on the regular working hours of the employee. To access the tool, see annex D.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code (s)**

**ZZSF01 - SFT: Forecast by Employee**

**Helpful Hints:**

* Employees on LIA are still eligible for Acting appointments, Assignments and Secondments Out of the department; and specific staffing action codes exist in SFT for some of these types of situations~~.~~ However, note that since the LIA period will not always coincide with the Acting, Assignment or Secondment periods it will be necessary to use both staffing actions conjointly.
* Depending on the particular LIA situation of an employee, it may be necessary to modify the financial coding in the Cost Assignment. Please refer to section Maintain Employee Cost Assignment in this document for more information.
* Use the “Copy record” or “Create with reference” ” features to simplify and reduce the amount of data entry required to complete this action in SFT.
* For more information in Leave with income averaging, refer to the [Directive on Leave and Special Working Arrangements](http://publiservice.tbs-sct.gc.ca/pol/doc-eng.aspx?id=15774) and the [Leave with Income Averaging Online Calculator](#_APPENDIX_D_–).

**Steps required:**

**Steps to complete a Leave with Income Averaging action in SFT:**

1. Select transaction code “ZZSF01 – SFT: Forecast by Employee”.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record**.
4. In the **Create new record event** pop up:
   1. Indicate the start date of the new event as per the approved “Application for Leave with Income Averaging” form.
   2. check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date.
5. Click on the green check mark.
6. In the **Action Code** field select the appropriate “Leave with Income Averaging” code from the menu. In the “LIA Assigned Work Week Calculator” tool, enter the regular number of hours worked by the employee (i.e. 37.5h/week – 30h/week).
7. In the **Assigned Work Week** field in SFT; enter the reduced number of hours associated to the number of weeks on leave without pay as determined with the “LIA Assigned Work Week Calculator” tool.
8. Select the **Cost Assignment Tool** icon.
9. Validate/Modify the Cost Assignment as required.
10. **Save**.

**Steps to end a Leave with Income Averaging action in SFT:**

1. Select the substantive event record and click **Copy Record.**
2. In the “Copy Action Record” pop-up, indicate the start date of the new event so it corresponds to the day after the 12-month salary adjustment period is scheduled to end.
3. In the **Action code** field, select the appropriate “LIA/CER 0 - Return from LIA (RTS)” from the menu.
4. Validate the “Step” and “Incremental Date” fields of the **Pay Detail – Basic Pay** tab as required.
5. Select the **Cost Assignment Tool** icon.
6. Validate/Modify the Cost Assignment as required.
7. **Save**.

### Acting while on Leave with Income Averaging

**Purpose**

Acting while on Leave with Income Averaging is a situation where an employee is required to temporarily perform the duties of a higher classification level for at least the qualifying period specified on a letter of appointment. However, despite the increase salary rate associated to the acting assignment, the salary reduction resulting from the period of leave without pay must still forecasted.

**Helpful Hints:**

* As the LIA and the Acting periods will not always match, the “Acting while on Leave with Income Averaging” code will be used conjointly with the “Leave with Income Averaging” staffing action.
* To simplify and reduce the amount of data entry required to complete this action in SFT, select the “Leave with Income Averaging” event record and use the **Copy record** function.

**Steps required:**

**Steps to complete an Acting while on Leave with Income Averaging action in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. Execute.
3. Click on the **Create** icon and select **Add new event record**.
4. In the “Create new record event” pop up:
   1. Indicate the start date of the event as per the “Letter of Appointment”.
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date.
   5. Click on the green check mark.
5. In the **Substantive** field select “No”.
6. In the **Action code** field, select the “LIA/CER 1” code from the menu.
7. In the **Assigned Work Week** field in SFT; enter the reduced number of hours associated to the number of weeks on leave without pay as determined with the “LIA Assigned Work Week Calculator” tool.
8. Review the “Other Action Data” tab to validate/modify the Bonuses, Allowances and Timesheet relevant information as required.
9. In the **Pay Detail – Basic Data** tab:
   1. Set the **Forecast Group Code** to “Acting Pay”;
   2. Validate the **Classification region**;
   3. Enter the new **Classification** and **Step**;
   4. Enter the new **Incremental Date**.
10. Review/Validate the allowances in the **Pay Detail – Allowances** and **Pay Detail – One-Time Allowances** tabs.
11. Select the **Cost Assignment Tool** icon.
12. Validate/Modify the Cost Assignment as required.
13. **Save**.

**Steps to end Acting while on Leave with Income Averaging action in SFT:**

1. Select the initial LIA event record and click **Copy Record**.
2. In the “Copy Action Record” pop-up, indicate the start date of the new event so it corresponds to the day after the acting assignment is scheduled to end.
3. In the Action code field, select the “LIA/CER” from the menu.
4. Validate the “Step” and “Incremental Date” fields of the **Pay Detail – Basic Pay** tab as required.
5. Select the **Cost Assignment Tool** icon.
6. Validate/Modify the Cost Assignment as required.
7. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

| **Input - Fields** | **Field Value/Comments** |
| --- | --- |
| **Exclude from Forecast** | **No** |
| **Event Action ID** | Default |
| **Effective** | **Yes** |
| **Substantive** | Review/Modify based on specific LIA situation |
| **Assignment Date (From - To)** | Default – Based on Event Records |
| **Action Code** | LIA/CER - Leave with Income Averaging  LIA/CER 0 - Return from LIA (RTS)  LIA/CER 1 - Acting while on LIA  LIA/CER 2 - Assignment while on LIA  LIA/CER 4 - Salary Increase while on LIA  LIA/CER 5 - Change Status while on LIA  LIA/CER 6 - Change working hours while on LIA |
| **Modified Assignment Date (From - To)** | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | Active |
| Employment Type | No change required |
| Position | Review/Modify based on specific LIA situation |
| HR End Date | **Leave blank** |
| Projected End Date | **Leave blank** |
| Assigned Work Week Default (37.5) | Change based on “LIA Assigned Work Week” tool |
| Scheduled Work Week Default (37.5) | Default – no change |
| Full Time Equivalent (FTE) | Calculated field based on Assigned Work Week |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | Validate – change if required |
| Isolated Post – Location Code | Validate – change if required |
| Isolated Post – Meals/Rations | Validate – change if required |
| Isolated Post – Housing Benefits | Validate – change if required |
| Isolated Post – Has dependents | Validate – change if required |
| Others - Home Cost Center | Validate – change if required |
| Others - IS Relevant | Defaults |
| Others – Timesheet Relevant | Validate – change if required |
| **Text Tab - Text field** | Include comments if required |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | Validate – change if required |
| Schedule Code | Validate – change if required |
| Classification Region | Validate – change if required |
| Classification | Validate – change if required |
| Step | Validate – change if required |
| Rate Base | Default – Annual |
| Incremental Date | Usually one year from date of the initial hire. If, however, the incremental date is before the start of the Secondment Out the event record will not save.  **Review and update as required.** |
| Incremental Frequency | No change required |
| Use constant annual amount in forecast | No change required |
| Overwrite Amount - Required for “Min-Max” pay rates | No change required |
| **Pay Detail – Allowance Tab** | Forecast Groups for allowances should default based on employment status and type. Review the allowances and add any that might be missing. |
| **Pay Detail – One-Time Allowances Tab** | If an allowance should only be provided or paid in a specific FY enter it here. |
| **Pay Detail – Adjustments** | No change required |
| **Assignment Detail Tab** | The information displayed in this tab cannot be modified. It is for display purposes only. |
| **Cost Assignment Tool** | Review/Modify based on specific Depending of the LIA situation |

## Leave without Pay

**Purpose**

A Leave without Pay (LWOP) is an authorized during which the employee is temporarily struck off strength. LWOP can be granted for multiple reasons including, but not limited to:

* Illness;
* Injury in the workplace;
* to accept employment in the office of a minister, a minister of State, a secretary of State; or a member of Parliament;
* to seek nomination as or be a candidate in a federal, provincial, territorial or municipal election;
* to serve in the Canadian Forces Reserves;
* are and Nurturing of pre-school age children;
* Care of Immediate Family Leave;
* Family Related Needs Leave;
* Long Term Care of Parent Leave;
* Relocation of Spouse;
* Personal Needs Leave;

**Business Process**

Once the application for LWOP has been approved by the employee’s manager, the forecast in SFT must be updated to reduce the salary expenditures for the period during which the employee will be on leave.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

ZZSF01 – SFT: Forecast by Employee

**Helpful Hints**

* The LWOP action code should not be used to record periods of leave without pay resulting from Maternity (MAT), Parental (PAR) or Education (EDU/ETU) leave. These situations should be forecasted in SFT using the action codes created for those specific purposes.
* If the employee’s return to work date is known, create a “Return to Substantive” event record to end the LWOP period.
* Use the “Copy record” or “Create with reference” features to simplify and reduce the amount of data entry required to complete this action in SFT.
* For more information on Leave without Pay please consult the [Leave without Pay - General](https://iservice.prv/eng/hr/cb/topics/leave/lwop_general.shtml) on iService and the Treasury Board Secretariat [Directive on Leave and Special Working Arrangements](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=15774).

**Steps required:**

**Steps to complete a Leave without Pay in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record.**
4. In the “Create new record event” pop up:
   1. Indicate the start date of the LWOP period as specified in the approved application;
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date.
5. Click on the green check mark.
6. In the **Exclude from Forecast** field, select “Yes”.
7. In the **Action Code** field, select “LWOP/CSS” from the menu.
8. **Save**.

**Steps to end a Leave without Pay action in SFT:**

1. Select the substantive even record and click **Copy record**.
2. In the “Copy Action Record” pop-up, indicate the start date of the new event so it corresponds to the employee’s anticipated return to work.
3. In the **Action Code** field, select “RTS/RPA” from the menu.
4. Validate the “Step” and “Incremental Date” fields of the **Pay Detail – Basic Pay** tab as required.
5. Validate/Modify the Cost Assignment as required.
6. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

| Input - Fields | Field Value/Comments |
| --- | --- |
| **Exclude from Forecast** | **Yes** |
| **Event Action ID** | Default |
| **Effective** | Yes |
| **Substantive** | Yes |
| **Assignment Date (From - To)** | Default – Based on Event Records |
| **Action Code** | **LWOP/CSS – Leave Without Pay** |
| **Modified Assignment Date (From - To)** | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | No change required |
| Employment Type | No change required |
| Position | No change required |
| HR End Date | **Leave blank** |
| Projected End Date | **Leave blank** |
| Assigned Work Week Default (37.5) | No change required |
| Scheduled Work Week Default (37.5) | No change required |
| Full Time Equivalent (FTE) | Calculated field based on Assigned Work Week |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | No change required |
| Isolated Post – Location Code | No change required |
| Isolated Post – Meals/Rations | No change required |
| Isolated Post – Housing Benefits | No change required |
| Isolated Post – Has dependents | No change required |
| Others - Home Cost Center | No change required |
| Other- IS Relevant | Defaults |
| Others – Timesheet Relevant | No change required |
| **Text Tab - Text field** | Include comments if required |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | No change required |
| Schedule Code | Default – Arrears |
| Classification Region | No change required |
| Classification | No change required |
| Step | No change required |
| Rate Base | Default – Annual |
| Incremental Date | No change required |
| Incremental Frequency | Default – no change |
| Use constant annual amount in forecast | No change required |
| Overwrite Amount - Required for “Min-Max” pay rates | No change required |
| **Pay Detail – Allowance Tab** | No change required |
| **Pay Detail – One-Time Allowances Tab** | No change required |
| **Pay Detail - Adjustments** | No change required |
| **Assignment Detail Tab** | The information displayed in this tab cannot be modified. It is for display purposes only. |
| **Cost Assignment Tool** | No change required |

## Maternity Leave

**Purpose**

Maternity Leave is an unpaid leave granted to a female employee for the purpose of dealing with the pregnancy, delivery, and care of her new-born child.

**Business Process**

When an employee confirms that she will be taking maternity leave, the forecasts in SFT should be adjusted to reflect the reduced salary expenditures resulting from the period during which the employee will be away.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

ZZSF01 – SFT: Forecast by Employee

**Helpful Hints**

* Although not required to enter the forecast in SFT, a copy of the employee’s “Application for Leave – Record of Absence” form will provide all the relevant dates for forecasting purposes. Should the employees’ situation change for whatever reason, it is possible to modify the start date of the leave period, at any time.
* While Maternity leave officially corresponds only to the first 17 weeks beginning before, **on** or immediately **after** the end of the pregnancy, it is not necessary to create a separate “Parental Leave” event record in SFT to account for the remaining portion of planned leave.
* To end the Maternity Leave action in SFT, it is necessary to create a “Return to Substantive” event record based on the option chosen by the employee:
  + **Standard Option**: up to 37 consecutive weeks of leave within 52 weeks after the child was born or newly adopted.
    - Note the combined maximum maternity and parental leave is 52 weeks if the parental leave is taken immediately following maternity leave.
    - If both parents are sharing the parental leave, you are eligible for 5 extra weeks of parental leave.
  + **Extended Option**: up to 63 consecutive weeks of leave within 78 weeks after the child was born or newly adopted.
    - Note the combined maximum maternity and parental leave is 78 weeks if the parental leave is taken immediately following maternity leave.
    - If both parents are sharing the parental leave, you are eligible for 8 extra weeks of parental benefits
  + Should the employees’ situation change for whatever reason, it is possible to modify the return to work date, i.e. the start date of the “Return to Substantive”, at any time.
* Employees in the Nursing Group (NU), based on their specific collective agreement, are entitled to an education allowance even while on Maternity Leave. To adequately forecast for this allowance, the amount should be added under Forecast Group 91040 – Other Allowance in the **One-Time Allowance** tab. Even though the Maternity Leave event record is excluded from forecasts, the one-time allowance will be considered in the calculation of the forecasts and will appear in the different SFT reports.
* Use the “Copy record” or “Create with reference” features to simplify and reduce the amount of data entry required to complete this action in SFT.
* For more information on Maternity Leave, please consult the [Leave without Pay - Maternity/Parental](https://iservice.prv/eng/hr/comp/topics/leave/leave_without_pay_greater_than_five_days.shtml) on iService and the Treasury Board Secretariat: <http://www.tbs-sct.gc.ca/hr-rh/bp-rasp/mb-mav/pml-cpcm-eng.asp>.

**Steps required:**

**Steps to complete a Maternity Leave action in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record.**
4. In the “Create new record event” pop up:
   1. Indicate the start date of the Maternity Leave period as specified in the “Application for Leave – Record of Absence” form;
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date.
5. Click on the green check mark.
6. In the **Exclude from Forecast** field, select “Yes”.
7. In the **Action Code** field, select “MAT” from the menu.
8. **Save**.

**Steps to end a Maternity Leave action in SFT:**

1. Select the substantive even record and click **Copy record**.
2. In the “Copy Action Record” pop-up, indicate the start date of the new event so it corresponds to the employees anticipated return to work.
3. In the **Action Code** field, select “RTS/RPA” from the menu.
4. Validate the “Step” and “Incremental Date” fields of the **Pay Detail – Basic Pay** tab as required.
5. Validate/Modify the Cost Assignment as required.
6. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

| Input - Fields | Field Value/Comments |
| --- | --- |
| **Exclude from Forecast** | **Yes** |
| **Event Action ID** | Default |
| **Effective** | Yes |
| **Substantive** | Yes |
| **Assignment Date (From - To)** | Default – Based on Event Records |
| **Action Code** | **MAT – Maternity Leave** |
| **Modified Assignment Date (From - To)** | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | No change required |
| Employment Type | No change required |
| Position | No change required |
| HR End Date | No change required |
| Projected End Date | No change required |
| Assigned Work Week Default (37.5) | No change required |
| Scheduled Work Week Default (37.5) | No change required |
| Full Time Equivalent (FTE) | Calculated field based on Assigned Work Week |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | No change required |
| Isolated Post – Location Code | No change required |
| Isolated Post – Meals/Rations | No change required |
| Isolated Post – Housing Benefits | No change required |
| Isolated Post – Has dependents | No change required |
| Others - Home Cost Center | No change required |
| Other - IS Relevant | Defaults |
| Others – Timesheet Relevant | No change required |
| **Text Tab - Text field** | Include comments if required |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | No change required |
| Schedule Code | Default – Arrears |
| Classification Region | No change required |
| Classification | No change required |
| Step | No change required |
| Rate Base | Default – Annual |
| Incremental Date | No change required |
| Incremental Frequency | No change required |
| Use constant annual amount in forecast | No change required |
| Overwrite Amount - Required for “Min-Max” pay rates | No change required |
| **Pay Detail – Allowance Tab** | No change required |
| **Pay Detail – One-Time Allowances Tab** | No change required  ***\*For employees in the Nursing Group, any Education Allowances should be included in this tab. The allowance will be considered in the forecasts even though the event record itself is excluded.*** |
| **Pay Detail - Adjustments** | No change required |
| **Assignment Detail Tab** | The information displayed in this tab cannot be modified. It is for display purposes only. |
| **Cost Assignment Tool** | No change required |

## Parental Leave

**Purpose**

Parental Leave is an unpaid leave granted to an employee, male or female, for the purpose of caring for their new-born or adopted child.

**Business Process**

When an employee confirms that they will be taking parental leave, the forecasts in SFT should be adjusted to reflect the reduced salary expenditures resulting from the period during which the employee will be away.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

ZZSF01 – SFT: Forecast by Employee

**Helpful Hints**

* Although not required to enter the forecast in SFT, a copy of the employee’s “Application for Leave – Record of Absence” form will provide all the relevant dates for forecasting purposes. Should the employees’ situation change for whatever reason, it is possible to modify the start date of the leave period, at any time.
* Parental leave can last up to 37 consecutive weeks in a 52 weeks period or 63 weeks in a 78 weeks period, which starts when the child is born, based on the option chosen by the employee. Note that parental leave can be split between the parents and that, in such a case, employees can be eligible to up to 8 weeks of additional parental leave based on the option chosen.
* To end the Parental Leave action in SFT, it is necessary to create a “Return to Substantive” event record no later than the timelines prescribed by the standard or extended option. Should the employees’ situation change for whatever reason, it is possible to modify the return to work date, i.e. the start date of the “Return to Substantive”, at any time.
* Employees in the Nursing Group (NU), based on their specific collective agreement, are entitled to an education allowance even while on Parental Leave. To adequately forecast for this allowance, the amount should be added under Forecast Group 91040 – Other Allowance in the **One-Time Allowance** tab. Even though the Parental Leave event record is excluded from forecasts, the one-time allowance will be considered in the calculation of the forecasts and will appear in the different SFT reports.
* Use the “Copy record” or “Create with reference” features to simplify and reduce the amount of data entry required to complete this action in SFT.
* For more information on Maternity Leave, please consult the [Leave without Pay - Maternity/Parental](https://iservice.prv/eng/hr/comp/topics/leave/leave_without_pay_greater_than_five_days.shtml) on iService and the Treasury Board Secretariat: <http://www.tbs-sct.gc.ca/hr-rh/bp-rasp/mb-mav/pml-cpcm-eng.asp>.

**Steps required:**

**Steps to complete a Parental Leave action in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record.**
4. In the “Create new record event” pop up:
   1. Indicate the start date of the Parental Leave period as specified in the “Application for Leave – Record of Absence” form;
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date.
5. Click on the green check mark.
6. In the **Exclude from Forecast** field, select “Yes”.
7. In the **Action Code** field, select “PAR” from the menu.
8. **Save**.

**Steps to end a Parental Leave action in SFT:**

1. Select the substantive even record and click **Copy record**.
2. In the “Copy Action Record” pop-up, indicate the start date of the new event so it corresponds to the employees anticipated return to work.
3. In the **Action Code** field, select “RTS/RPA” from the menu.
4. Validate the “Step” and “Incremental Date” fields of the **Pay Detail – Basic Pay** tab as required.
5. Validate/Modify the Cost Assignment as required.
6. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

| Input - Fields | Field Value/Comments |
| --- | --- |
| **Exclude from Forecast** | **Yes** |
| **Event Action ID** | Default |
| **Effective** | Yes |
| **Substantive** | No change required |
| **Assignment Date (From - To)** | Default – Based on Event Records |
| **Action Code** | **PAR – Parental Leave** |
| **Modified Assignment Date (From - To)** | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | No change required |
| Employment Type | No change required |
| Position | No change required |
| HR End Date | No change required |
| Projected End Date | No change required |
| Assigned Work Week Default (37.5) | No change required |
| Scheduled Work Week Default (37.5) | No change required |
| Full Time Equivalent (FTE) | Calculated field based on Assigned Work Week |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | No change required |
| Isolated Post – Location Code | No change required |
| Isolated Post – Meals/Rations | No change required |
| Isolated Post – Housing Benefits | No change required |
| Isolated Post – Has dependents | No change required |
| Others - Home Cost Center | No change required |
| Other - IS Relevant | Defaults |
| Others – Timesheet Relevant | No change required |
| **Text Tab - Text field** | Include comments if required. |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | No change required |
| Schedule Code | Default – Arrears |
| Classification Region | No change required |
| Classification | No change required |
| Step | No change required |
| Rate Base | Default – Annual |
| Incremental Date | No change required |
| Incremental Frequency | No change required |
| Use constant annual amount in forecast | No change required |
| Overwrite Amount - Required for “Min-Max” pay rates | No change required |
| **Pay Detail – Allowance Tab** | No change required |
| **Pay Detail – One-Time Allowances Tab** | No change required  ***\*For employees in the Nursing Group, any Education Allowances should be included in this tab. The allowance will be considered in the forecasts even though the event record itself is excluded.*** |
| **Pay Detail - Adjustments** | No change required |
| **Pay Detail - Assignment Detail Tab** | The information displayed in this tab cannot be modified. It is for display purposes only. |
| **Cost Assignment Tool** | No change required |

## Progressive Return to Work

**Purpose**

A progressive Return to Work situation applies to an employee that has received a medical certificate from a physician recommending a progressive return to work to promote the employee’s reintegration into the workplace.

**Business Process**

A physician will provide a medical certificate that will outline his recommendations on the optimal work schedule to promote the employee’s progressive reintegration into the workplace. This would include details on the number of hours per day and/or on the number of days per week to be worked, as well as the number of weeks required to allow the employee to fully reintegrate the workplace.

The impact on the forecasts will depend on the employee’s specific situation and each Progressive Return to Work situation should be evaluated on a case-by-case basis. Keeping this in mind, the forecast in SFT might have to be adjusted to reflect the reduced hours depending on the situation:

**• Employee with Sick Leave:** If the employee still has sick leave available, this leave should first be used to compensate for the reduced working hours. As a result, the employee will continue to receive their full salary and there will be no impact on the forecasted amount.

**• Employee has exhausted Sick Leave balance:** If the employee has exhausted their sick leave balance, the forecast in SFT must be updated to reduce the salary expenditures to account for the hours when the employee will be away from the workplace. Depending on the prescribed return-to-work schedule, these periods can be accounted for in one of two ways:

1. Create a “Leave without Pay” event record to account for the days the employee will be away from work. This method would be particularly useful for employees who will be absent from work sporadically.

2. Create a “Change in Working Hours” event record and adjust the employee’s **Assigned Work Week** to reflect the reduced average working hours. This method is recommended for employees with a more stable work schedule.

**• Employee returning from extended leave, e.g. on Disability Insurance Plan:** If the employee is returning to work after an extended leave, a “Return to Substantive” event record should first be created to end the leave period. Following this, the impact of the reduced working hours resulting from the Progressive Return to Work schedule can be forecasted for either with a “Leave without Pay” or a “Change in Working Hours” event record.

Note that, regardless of the situation and impact on forecasts, the **employee’s Employment Type remains unchanged**.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

**ZZSF01 – SFT: Forecast by Employee**

**Helpful Hints**

* The impact of a Progressive Return to Work on the forecasts will depend on the employee’s specific circumstances and so each situation should be evaluated on a case by case basis to take into account whether the employee has any sick leave available, their new work scheduled, etc.
* Depending on the employee’s specific situation, the “LWOP/CSS – Leave without Pay” and/or the “CWH/MHT – Change in Working Hours” action codes should be used to modify the employee’s forecasts in SFT.
* For employees reintegrating the workplace after a period of Leave without Pay, create a “Return to Substantive” event record to end the leave period.
* Progressive Return to Work arrangements are **only** available as a result of a health-related situations and employees must have **valid medical certificate**. Employees choosing to reintegrate the workplace with a reduced work schedule following another type of leave; e.g. maternity/parental leave, education leave, other LWOP, etc. must change their Employment Type as well as their work hours. For information on this process, refer to the Change of Employment Status or Type section of this guide.
* A Progressive Return to Work will have **no impact on the employees Employment Type** so that full-time employees working reduced hours as part of a Progressive Return to Work arrangement will continue to be paid for Statutory Holidays and are not entitled to a Payment in Lieu of Statutory Holiday allowance.
* In the **Text Tab – Text** field of any event record associated to the Progressive Return to Work, indicate “Progressive Return to Work” and any other pertinent details regarding the employee’s specific situation.
* Use the “Copy record” or “Create with reference” features to simplify and reduce the amount of data entry required to complete this action in SFT.
* For more information in Progressive Return to Work, refer to the [Return-to-Work](https://iservice.prv/eng/hr/dm/process/return_to_work/index.shtml) section on iService.

**Steps required:**

**Steps to complete a Progressive Return to Work action in SFT:**

1. Select the action code most suited to the employee’s specific situation, either the “LWOP/CSS – Leave without Pay” or the “CWH/MHT – Change in Working Hours”, and refer to the applicable section in this guide.
2. In the **Text Tab – Text** field of any event record associated to the Progressive Return to Work, indicate “Progressive Return to Work” and any other pertinent details regarding the employee’s specific situation.

## Promotion

**Purpose**

A promotion is the appointment of an employee to either another occupational group or classification where the maximum pay rate for the new position exceeds that of the substantive position by:

1. an amount equal to the lowest pay increment for the new position where there is a scale of rates; or
2. an amount equal to four per cent (4%) of the maximum rate of the new position (where there is only one rate);

**Business Process**

When an employee is promoted, the forecast must be modified to reflect the increase rate of pay that the affected employee will be receiving.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

ZZSF01 – SFT: Forecast by Employee

**Helpful Hints**

* Although not required for entering the forecast in SFT, a letter of appointment with the new classification and rate of pay should be used for accurate data entry.
* Depending on the particular situation of an employee, it may be necessary to modify the financial coding in the Cost Assignment. Please refer to section ZZSF01 – Maintain Employee Cost Assignment in this document for more information.
* If the promoted employees’ new substantive position is in another branch or region, an event locking authorization must be created to allow the new home organization to access the employees’ forecasting event record, cost assignment and cost adjustment records from the start date of the promotion and onwards. Furthermore, the authorization settings for historical event records should also be modified to allow the new home organization to view the employee’s complete staffing history while still ensuring that the current organization retains control of those records that impacted their calculations. Refer to the Forecast Event Locking Authorizations (Annex A) for more information.
* If the employee is being promoted to the Executive Group of the Management Category, note that they will not be eligible for the bilingual bonus regardless of their Second Language Evaluation (SLE) results.
* Use the “Copy record” or “Create with reference” features to simplify and reduce the amount of data entry required to complete this staffing action in SFT.

**Steps required:**

**Steps to complete a Promotion in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. Execute.
3. Click on the **Create** icon and select **Add new event record.**
4. In the “Create new record event” pop up:
   1. Indicate the start date of the new event as per the “Letter of Appointment”.
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date.
5. Click on the green check mark.
6. In the **Substantive** field select “Yes”.
7. In the **Action code** field, select the “PROM” code from the menu.
8. In the **Position field**, indicate the employee’s new substantive position.
9. Review the “Other Action Data” tab to validate/modify the Bonuses, Allowances, Timesheet relevant and Home Cost Center information as required.
10. In the **Pay Detail – Basic Data** tab:
    1. Enter new **Classification region**;
    2. Enter the new **Classification** and **Step**;
    3. Enter the new **Incremental Date**.
11. Review/Validate the allowances in the **Pay Detail – Allowances** and **Pay Detail – One-Time Allowances** tabs.
12. Validate/Modify the Cost Assignment as required.
13. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

| Input - Fields | Field Value/Comments |
| --- | --- |
| **Exclude from Forecast** | **No** |
| **Event Action ID** | Default |
| **Effective** | Yes |
| **Substantive** | **Yes** |
| **Assignment Date (From - To)** | Default – Based on Event Records |
| **Action Code** | **PROM - Promotion** |
| **Modified Assignment Date (From - To)** | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | No change required |
| Employment Type | No change required |
| Position | **Indicate new substantive position number** |
| HR End Date | **Leave blank** |
| Projected End Date | **Leave blank** |
| Assigned Work Week Default (37.5) | No change required |
| Scheduled Work Week Default (37.5) | No change required |
| Full Time Equivalent (FTE) | Calculated field based on Assigned Work Week |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | Specify based on position and employee’s Second Language Evaluation (SLE).  **Note that EX are not eligible for bilingual bonus.** |
| Isolated Post – Location Code | Indicate location code, if applicable |
| Isolated Post – Meals/Rations | Indicate if employee is eligible |
| Isolated Post – Housing Benefits | Indicate if employee is eligible |
| Isolated Post – Has dependents | Indicate if applicable |
| Others - Home Cost Center | Validate – modify if applicable |
| Other - IS Relevant | Defaults |
| Others – Timesheet Relevant | Validate – modify if required. For employees in the Innovation, Information and Technology Branch (IITB), Transformation Management Branch (TMB) and Benefits and Integrated Services Branch (BISB). |
| **Text Tab - Text field** | Include comments if required. |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | 91005 – Pay Indeterminate |
| Schedule Code | Default – Arrears |
| Classification Region | **Select new Classification Region** |
| Classification | **Select new Classification** |
| Step | **Select appropriate step** |
| Rate Base | Default – Annual |
| Incremental Date | Increment data is usually one year from the date of the promotion. |
| Incremental Frequency | Validate – modify if required |
| Use constant annual amount in forecast | Check if the new salary is negotiated of fixed and not part of pay scales. For example, when an employee is promoted to the EX group. |
| Overwrite Amount - Required for “Min-Max” pay rates | When “Use constant annual amount” is selected enter annual salary amount associated with the employee’s new substantive position. |
| **Pay Detail – Allowance Tab** | Forecast Groups for allowances should default based on employment status and type. Review the allowances and add any that might be missing. |
| **Pay Detail – One-Time Allowances Tab** | If an allowance should only be provided or paid in a specific FY enter it her. Full amount will be forecasted for that FY. |
| **Pay Detail - Assignment Detail Tab** | The information displayed in this tab cannot be modified. It is for display purposes only. |
| **Cost Assignment Tool** | Review the cost assignment associated with the promotion and, if no change is required, save the event. |

## Reclassification

**Purpose**

A reclassification corresponds to a situation in which a group and/or level is established following a review of the work description. The reclassification of a position can result in a change to the occupational group and/or level due to a significant change in the work assigned to it. A reclassification may be upward, if the work becomes more demanding, or downward, if the work becomes less demanding.

On the other hand, a conversion corresponds to a situation where a new group and/or level, a new classification or a new pay structure is implemented for an established group. Please use CONV TB action code in those situations.

**Business Process**

When either a reclassification or conversion situation occurs, the forecast in SFT should be modified to reflect the modified salary expenditures for the affected employee.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

**ZZSF01 - SFT: Forecast by Employee**

**Helpful Hints**

* A reclassification may be upward, if the work becomes more demanding, or downward, if the work becomes less demanding.
* In the Text Tab – Text field, provide a brief description of the reclassification or conversion situation.
* A reclassification or conversion should have no impact on an employee’s Cost Assignment.
* Use the “Copy record” or “Create with reference” features to simplify and reduce the amount of data entry required to complete this staffing action in SFT.

**Steps required:**

**Steps to complete a Reclassification event in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record.**
4. In the “Create new record event” pop up:
   1. Indicate the start date of the new event;
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date.
5. Click on the green check mark.
6. In the **Action code** filed, select “RECLASS”;
7. In the **Position** field, enter the new position according to the reclassification when applicable;
8. In the **Pay Detail – Basic Data** tab, select the appropriate new Classification Region, Classification and Step and adjust the “Incremental Date” if necessary.
9. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

| **Input - Fields** | **Field Value/Comments** |
| --- | --- |
| **Exclude from Forecast** | **No** |
| **Event Action ID** | Default |
| **Effective** | Yes |
| **Substantive** | **Yes** |
| **Assignment Date (From - To)** | Default – Based on Event Records |
| **Action Code** | **RECLASS - Reclassification** |
| **Modified Assignment Date (From - To)** | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | No change required |
| Employment Type | No change required |
| Position | Enter new position number, if applicable. |
| HR End Date | No change required |
| Projected End Date | No change required |
| Assigned Work Week Default (37.5) | No change required |
| Scheduled Work Week Default (37.5) | No change required |
| Full Time Equivalent (FTE) | No change required |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | No change required |
| Isolated Post – Location Code | No change required |
| Isolated Post – Meals/Rations | No change required |
| Isolated Post – Housing Benefits | No change required |
| Isolated Post – Has dependents | No change required |
| Others - Home Cost Center | No change required |
| Other - IS Relevant | Defaults |
| Others – Timesheet Relevant | No change required |
| **Text Tab - Text field** | Include comments if required |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | No change required |
| Schedule Code | No change required |
| Classification Region | Select the new Classification Region. |
| Classification | Select the new classification and level. |
| Step | Select the new step. |
| Rate Base | Default – Annual |
| Incremental Date | Incremental Date is populated based on the assignment date. Usually one year from date of the initial hire. Update if necessary. |
| Incremental Frequency | No change required |
| Use constant annual amount in forecast | No change required |
| Overwrite Amount - Required for “Min-Max” pay rates | No change required |
| **Pay Detail – Allowance Tab** | No change required |
| **Pay Detail – One-Time Allowances Tab** | No change required |
| **Pay Detail - Adjustments** | No change required |
| **Assignment Detail Tab** | No change required |
| **Cost Assignment Tool** | No change required |

## Re-taken on Strength

**Purpose**

A “Re-taken on Strength” situation occurs when a former Employment and Social Development Canada (ESDC) employee, who had previously left the Public Service, is re-hired by the department.

**Business Process**

When an employee is re-taken on strength, the forecast in SFT must be modified to reflect the increased salary expenditures resulting from the re-hire of the employee.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

ZZSF01 – SFT: Forecast by Employee

**Helpful Hints**

* The employee being “Re-taken on Strength” should have historical data already available in SFT, with the last event record being a “Struck off Strength”.
* A “Re-taken on Strength” event record should only be used for cases where the employee had previously been “Struck off Strength” after leaving the Public Services. This action code **should not be used** to end periods of Leave without Pay or Temporarily Struck-off Strength. In these cases, a “Return to Substantive” event record should be created instead.
* Use the “Copy record” or “Create with reference” features to simplify and reduce the amount of data entry required to complete this staffing action in SFT.

**Steps required:**

**Steps to complete a Re-taken on Strength action in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record.**
4. In the “Create new record event” pop up:
   1. Indicate the start date of the new event as per the “Letter of Appointment”;
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date;
5. Click on green check mark.
6. In the **Exclude from Forecast** field, select “No”.
7. In the **Action Code** field, select the “RTOS/RAE” code from the menu.
8. In the **Position** field, indicate the employee’s new substantive position.
9. Review the “Other Action Data” tab to validate/modify the Bonuses, Allowances, Timesheet relevant and Home Cost Center information as required.
10. In the **Pay Detail – Basic Data** tab:
    1. Enter new **Classification region**;
    2. Enter the new **Classification** and **Step**;
    3. Enter the new **Incremental Date**.
11. Review/Validate the allowances in the **Pay Detail – Allowances** and **Pay Detail – One-Time Allowances** tabs.
12. Validate/Modify the Cost Assignment as required.
13. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

| Input - Fields | Field Value/Comments |
| --- | --- |
| Exclude from Forecast | **No** |
| Event Action ID | Default |
| Effective | Yes |
| Substantive | Yes |
| Assignment Date (From - To) | Default – Based on Event Records |
| Action Code | **RTOS/RAE – Re-Taken on Strength** |
| Modified Assignment Date (From - To) | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | Will default to 1 – Active, except if current status = 4 Sec-In or 7 Transf-In. |
| Employment Type | Indicate new Employment Type |
| Position | **Indicate new substantive position number** |
| HR End Date | Leave blank |
| Projected End Date | Leave blank |
| Assigned Work Week Default (37.5) | Indicate assigned work week |
| Scheduled Work Week Default (37.5) | Default - no change |
| Full Time Equivalent (FTE) | Calculated field based on Assigned Work Week |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | Specify based on position and employee’s Second Language Evaluation (SLE). **Note that EX are not eligible for bilingual bonus.** |
| Isolated Post – Location Code | Indicate location code, if applicable |
| Isolated Post – Meals/Rations | Indicate if employee is eligible |
| Isolated Post – Housing Benefits | Indicate if employee is eligible |
| Isolated Post – Has dependents | Indicate if applicable |
| Others - Home Cost Center | Validate – modify if applicable |
| Other - IS Relevant | Defaults |
| Others – Timesheet Relevant | Validate – modify if required. For employees in the Innovation, Information and Technology Branch (IITB), Transformation Management Branch (TMB) and Benefits and Integrated Services Branch (BISB). |
| **Text Tab - Text field** | Include comments if required. |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | Select correct forecast group based on Employment Status and Type. |
| Schedule Code | Default – Arrears |
| Classification Region | **Select new Classification Region** |
| Classification | **Select new Classification** |
| Step | **Select appropriate step** |
| Rate Base | Default – Annual |
| Incremental Date | Increment data is usually one year from the date of hire. |
| Incremental Frequency | Default – no change |
| Use constant annual amount in forecast | Check if the new salary is negotiated or fixed and not part of pay scales. For example, when an employee is re-hired in the EX group. |
| Overwrite Amount - Required for “Min-Max” pay rates | When “Use constant annual amount” is selected enter annual salary amount associated with the employee’s new substantive position. |
| **Pay Detail – Allowance Tab** | Forecast Groups for allowances should default based on employment status and type. Review the allowances and add any that might be missing. |
| **Pay Detail – One-Time Allowances Tab** | If an allowance should only be provided or paid in a specific FY enter it her. Full amount will be forecasted for that FY. |
| **Pay Detail - Adjustments** | No change required |
| **Assignment Detail Tab** | The information displayed in this tab cannot be modified. It is for display purposes only. |
| **Cost Assignment Tool** | Review the cost assignment associated with the event record and modify as required. |

## Salary Increase

**Purpose**

A “Salary Increase” refers to an increase in an employee’s rate of pay, within the applicable range for their specific classification, based on their assessed level of performance.

**Business Process**

When an employee receives a merit-based salary increase, the forecasts in SFT should be modified to reflect the increase salary expenditures resulting from the employees higher pay rate.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

ZZSF01 – SFT: Forecast by Employee

**Helpful Hints**

* Salary increases based on assessed performance are only applicable to classification with pay ranges, rather than pay scales. For example, the Executive (EX) Group and Law Management Occupational Group (LC).
* Since Performance Pay allowance is partially based on the basic salary pay rate, the forecast for this one-time allowance should always be reviewed when creating a “Salary Increase” event record, when applicable.
* The “Salary Increase” action code should be used to account for salary increases for those classifications with pay ranges. While the new ranges will automatically be uploaded in SFT, the “Use constant annual amount in forecast” field will still have to be modified manually to ensure that the forecasts are calculated based on the correct annual pay rate.
* The “Salary Increase” action code should also be used to account for incremental salary increases for Salary Protected Employees. Because the salary forecasts for these employees is based on the annual pay rate in the “Use constant annual amount in forecast” field, the incremental increase will have to be modified to ensure that the forecasts are calculated based on the correct annual pay rate.
* The “Salary Increase” action code **should not** be used to forecast increases in salary based on the employee’s individual **incremental date**. Rather, this increase is automatically calculated in SFT based on the “Incremental Date” indicated in the employees’ active event record.
* With the exception of those classifications with pay ranges, the “Salary Increase” action code **should not** be used to forecast for newly signed **collective agreements**. Rather, the revised pay scales are uploaded directly into SFT and automatically adjust the affected employees’ forecast calculation.
* The “Salary Increase” action code **should not** be used to forecasts for a **promotion** since the employee will remain in their current classification and the increase cannot exceed the maximum rate for that specific classification.
* Use the “Copy record” or “Create with reference” features to simplify and reduce the amount of data entry required to complete this staffing action in SFT.

**Steps required:**

**Steps to complete a Salary Increase action in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record.**
4. In the “Create new record event” pop up:
   1. Indicate the start date of the new event;
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date;
5. Click on green check mark.
6. In the **Action Code** field, select the “INCR/AUG” code from the menu.
7. In the **Pay Detail – Basic Data** tab:
   1. Select “Use constant annual amount in forecast”;
   2. Indicate the new salary rate in the “Over write Amount” field.
8. Review/Validate the allowances in the **Pay Detail – One-Time Allowances** tabs.
9. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

| Input - Fields | Field Value/Comments |
| --- | --- |
| **Basic Information Data Tab** |  |
| Exclude from Forecast | **No** |
| Event Action ID | Default |
| Effective | Yes |
| Substantive | Yes |
| Assignment Date (From - To) | Default – Based on Event Records |
| Action Code | **INCR/AUG – Salary Increase** |
| Modified Assignment Date (From - To) | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | No change required |
| Employment Type | No change required |
| Position | No change required |
| HR End Date | Leave blank |
| Projected End Date | Leave blank |
| Assigned Work Week Default (37.5) | No change required |
| Scheduled Work Week Default (37.5) | No change required |
| Full Time Equivalent (FTE) | Calculated field based on Assigned Work Week |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | No change required |
| Isolated Post – Location Code | No change required |
| Isolated Post – Meals/Rations | No change required |
| Isolated Post – Housing Benefits | No change required |
| Isolated Post – Has dependents | No change required |
| Others - Home Cost Center | No change required |
| Other - IS Relevant | Defaults |
| Others – Timesheet Relevant | No change required |
| **Text Tab - Text field** | Include comments if required. |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | No change required |
| Schedule Code | Default – Arrears |
| Classification Region | No change required |
| Classification | No change required |
| Step | No change required |
| Rate Base | Default – Annual |
| Incremental Date | Increment data is usually one year from the date of hire. |
| Incremental Frequency | Default – no change |
| Use constant annual amount in forecast | **Check the box to indicate that the employees’ salary is included in a pay range.** |
| Overwrite Amount - Required for “Min-Max” pay rates | **Indicate the new salary pay rate.** |
| **Pay Detail – Allowance Tab** | Forecast Groups for allowances should default based on employment status and type. Review the allowances and add any that might be missing. |
| **Pay Detail – One-Time Allowances Tab** | **If applicable, review Performance Pay allowance forecast.** |
| **Pay Detail - Adjustments** | No change required |
| **Assignment Detail Tab** | The information displayed in this tab cannot be modified. It is for display purposes only. |
| **Cost Assignment Tool** | Review the cost assignment associated with the event record and modify as required. |

## Secondment In

**Purpose**

A Secondment In is a temporary lateral move of an employee from another department or agency to ESDC to perform the functions of a position that already exists or to take on a special project. The employee maintains their substantive position in their home organization while performing the assigned duties in ESDC.

**Business Process**

When a Secondment In situation occurs, the forecasts must be updated to add the seconded employee into the host organization’s forecasts. Though the other department or agency will continue to pay for the employee, these costs will eventually be charged to ESDC by way of an Interdepartmental Settlement (IS). As such, the forecasts must be modified to reflect the increased salary expenditures.

These steps must be performed when a new employee from another department or agency joins the department on a Secondment In:

1. Ensure that all the HR processes have been completed and the employee exists in SFT.
2. Create the “Secondment In” event record.
3. Submit the letter of offer to the FMA/BMS and through the iService Accounting Operations Service Catalogue. The Integrated Corporate Accounting and Accountability Directorate (ICAAD) will provide the department code, reference code and organization code to the OGD.
4. Submit the completed FIN5027 form (Sect 34) and the invoice through the iService Accounting Operations Service Catalogue.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee >ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

**ZZSF01 - SFT: Forecast by Employee**

**Helpful Hints:**

* Insert “**OGD/AMG**” in the Home Cost Center field.
* If the PRI is not available in a timely manner, and all HR Processes have been completed, an incident should be opened through the myEMS (SAP) Portal. The incident should include the Start and End dates of the Secondment In, the employee PRI and specify “OGD/AMG**”** as the Home Cost Center information.
* Pending the creation of the seconded employee’s PRI in SFT, and to have an accurate salary forecast, it is recommended that the host organization create a planned staffing (forecast by position) to account for the seconded employee’s salary costs. Note that once the PRI is available, the forecast by position must be deleted to avoid a duplicate forecast for the same employee.
* It is not mandatory for the employee on Secondment In to be "hosted" against a position number. The duties to be performed, however, must be specified.
* While on Secondment In, the home organisation will continue to pay for the employee and these costs will eventually be charged to ESDC by way of an Interdepartmental Settlement (IS). In the event where an employee’s cost assignment contains multiple lines of coding, ICAAD will select the cost assignment with the highest percentage to process the transfer from the home organization. As such, **it is recommended that the cost assignment include only one line of financial coding for the period of the Secondment In**, though this is not mandatory. On a periodical basis, the FMA/BMS will need to process a JV in order to realign the expenditures as per the cost assignment.
* A variant entitled “SEC\_IN” has been created for use with the Employee Forecast Reconciliation Report (ZKSM\_EE\_DTL) to review the IS transactions.
* For more information on Secondments, please consult the iService: [Secondment In (iservice.prv)](https://iservice.prv/eng/hr/comp/topics/secondment_in/index.shtml)

**Steps required:**

**Steps to complete a Secondment In action in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record.**
4. In the “Create new record event” pop up the system will generate the initial start date based on the PRI Master Data. **Execute**.
5. In the **Action code** field, select the “SI/DI” code from the menu.
6. In the **Employment Status** field select “4 - Secondment In” from the menu.
7. In the **Employment Type** field, indicate the appropriate employment type.
8. In the **Other Action Data – Others tab**, manually insert “**OGD/AMG**” in the Home Cost Center field.
9. In the **Pay Detail – Basic Pay Tab** indicate the seconded employee’s “Forecast Group Code”, “Classification Region”, “Classification”, “Step” and “Incremental Date”.
10. In the **Pay Detail – Allowances** and **Pay Detail – One-Time Allowances** tabs, included any applicable allowances.
11. Select the **Cost Assignment Tool** icon.
12. On the Cost Assignment Table, click **Create**.
13. Input the appropriate cost assignment information.
14. **Save**.

**Steps to end a Secondment In action in SFT:**

1. Select the initial Secondment In event record and click **Copy Record.**
2. In the “Copy Action Record” pop-up, indicate the start date of the new event so it corresponds to the day after the secondment is scheduled to end.
3. In the **Exclude from forecast** field select “Yes”.
4. In the **Action code field**, select “SOS/RE” from the menu.
5. **Save.**

### Acting while on Secondment In

**Purpose**

Acting while on Secondment In is a temporary move of an employee from another department or agency to ESDC to perform the functions of a higher classification level.

**Business Process**

When an “Acting while on Secondment In” situation occurs, the forecasts must be modified to reflect the increased rate of pay the effected employee will receive for the period of the acting assignment. This will results in an increase of the expenditures that the department will need to reimburse the home department/agency.

**Helpful Hints:**

* A Secondment In cannot result in the seconded employee receiving a salary higher than that obtained in their substantive position. In the event where the seconded employee must perform the functions of a higher classification level, it must be treated as an acting appointment.
* There is no specific action code in SFT for recording periods of “Acting while on Secondment In”. However, since the Secondment In and the Acting periods may not always match it will be necessary to create two separate “Secondment In” event records to record the different rates of pay associated to these events.

**Steps required:**

**Steps to complete an Acting while on Secondment In action in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Select the initial Secondment In event record and click **Copy Record.**
4. In the **Action Code** select **ACT/INT**
5. In the **Text tab** indicate “Acting while on Secondment In” and specify the dates of the acting period.
6. In the **Pay Detail – Basic Data** tab:
   1. Set the **Forecast Group Code** to “Basic Pay”;
   2. Validate the **Classification region**;
   3. Enter the new **Classification** and **Step**;
   4. Enter the new **Incremental Date**.
7. Review/Validate the allowances in the **Pay Detail – Allowances** and **Pay Detail – One-Time Allowances** tabs.
8. Validate/Modify the Cost Assignment as required.
9. **Save**.

**Steps to end Acting while on Secondment In action in SFT:**

1. Select the initial Secondment In event record and click **Copy Record.**
2. In the “Copy Action Record” pop-up, indicate the start date of the new event so it corresponds to the day after the acting period is scheduled to end.
3. If the end of the Acting period coincides with the end of the Secondment In:
   1. In the **Exclude from forecast** field select “Yes”.
   2. In the **Action code field**, select “SOS/RE” from the menu.
   3. **Save.**
4. If the Secondment In assignment will continue past the end of the Acting period:
   1. Validate the “Step” and “Incremental Date” fields of the **Pay Detail – Basic Pay** tab as required.
   2. Validate/Modify the Cost Assignment as required.
   3. **Save**.

## Interchange Canada In from OGD

**Purpose**

Interchange Canada is an exchange program between the core public administration and other organizations in private, public and not-for-profit sectors in Canada and internationally. An Interchange Canada In situation occurs when an employee is temporarily transferred to ESDC based on an Interchange Canada Agreement. While on temporary assignment, participants remain employees of the sponsoring organization to ensure an employer-employee relationship with the host organization is not created.

**Business Process**

When an Interchange Canada In from OGD situation occurs, the forecasts must be updated to add the Interchange Canada In (with an OGD) employee into the host organization’s forecasts. Though the other department or agency will continue to pay for the employee, these costs will eventually be charged to ESDC by way of an Interdepartmental Settlement (IS). As such, the forecasts must be modified to reflect the increased salary expenditures.

These steps must be performed when a new employee from another department or agency joins the department on an Interchange Canada In (OGD):

1. Ensure that all the HR processes have been completed and the employee exists in SFT.
2. Create the “Interchange In” event record.
3. Submit the Interchange Canada Agreement to the FMA/BMS and through the iService Accounting Operations Service Catalogue. The Integrated Corporate Accounting and Accountability Directorate (ICAAD) will provide the department code, reference code and organization code to the OGD.
4. Submit the completed FIN5027 form (Sect 34) and the invoice through the iService Accounting Operations Service Catalogue.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee >ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

**ZZSF01 - SFT: Forecast by Employee**

**Helpful Hints:**

* Insert “OGD/AMG” in the Home Cost Center field.
* If the PRI is not available in a timely manner, and all HR Processes have been completed, an incident should be opened through the myEMS (SAP) Portal. The incident should include the Start and End dates of the Interchange Canada In (OGD), the employee PRI and specify “OGD/AMG**”** as the Home Cost Center information.
* Pending the creation of the Interchange Canada In (OGD) employee’s PRI in SFT, and to have an accurate salary forecast, it is recommended that the host organization create a planned staffing (forecast by position) to account for the Interchange Canada In (OGD) employee’s salary costs. Note that once the PRI is available, the forecast by position must be deleted to avoid a duplicate forecast for the same employee.
* It is not mandatory for the employee on Interchange Canada In (OGD) to be "hosted" against a position number. The duties to be performed, however, must be specified.
* While on Interchange Canada In (OGD), the home organisation will continue to pay for the employee and these costs will eventually be charged to ESDC by way of an Interdepartmental Settlement (IS). In the event where an employee’s cost assignment contains multiple lines of coding, ICAAD will select the cost assignment with the highest percentage to process the transfer from the home organization. As such, it is recommended that the cost assignment include only one line of financial coding for the period of the Interchange Canada In (OGD), though this is not mandatory. On a periodical basis, the FMA/BMS will need to process a JV in order to realign the expenditures as per the cost assignment.

As the other department or agency will continue to pay for the employee, these costs that will eventually be charged to ESDC by way of an IS could be based on a rate of pay doesn’t exist within our department. In this case, use the *Use constant annual amount* field in **Pay Details** tab in order to have accurate forecasts. Charges paid to OGD will appear in SFT under the document type I8 or YX (PAYE-OGD) in GL 521XXX.

* For assistance with creating a manual fund commitment, please contact the [Financial Management and Advisory Services](http://iservice.prv/eng/finance/fms/index.shtml#contact_list).
* A variant entitled “SEC\_IN” has been created for use with the Employee Forecast Reconciliation Report (ZKSM\_EE\_DTL) to review the IS transactions.
* For more information on Interchange Canada, please consult the Treasury Board Secretariat: <http://www.tbs-sct.gc.ca/psm-fpfm/learning-apprentissage/pdps-ppfp/ic-ec/index-eng.asp>

**Steps required:**

**Steps to complete an Interchange Canada In (OGD) action in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record.**
4. In the “Create new record event”, pop up the system will generate the initial start date based on the PRI Master Data. **Execute**.
5. In the **Action code** field, select the “IC/EC IN” code from the menu.
6. In the **Employment Status** field select “6 - Executive Interchange” from the menu.
7. In the **Employment Type** field, indicate the appropriate employment type.
8. In the **Other Action Data – Others tab**, manually insert “**OGD/AMG**” in the Home Cost Center field.
9. In the **Pay Detail – Basic Pay Tab** indicate the seconded employee’s “Forecast Group Code”, “Classification Region”, “Classification”, “Step” and “Incremental Date”.
10. In the **Pay Detail – Allowances** and **Pay Detail – One-Time Allowances** tabs, included any applicable allowances.
11. Select the **Cost Assignment Tool** icon.
12. On the Cost Assignment Table, click **Create**.
13. Input the appropriate cost assignment information.
14. **Save**.

**Steps to end an Interchange Canada In (OGD) action in SFT:**

1. Select the initial Interchange Canada In (OGD) event record and click **Copy Record.**
2. In the “Copy Action Record” pop-up, indicate the start date of the new event so it corresponds to the day after the secondment is scheduled to end.
3. In the **Exclude from forecast** field select “Yes”.
4. In the **Action code field**, select “SOS/RE” from the menu.
5. **Save.**

**QUICK REFERENCE - Important Fields in Forecast**

| **Input - Fields** | **Field Value/Comments** |
| --- | --- |
| Exclude from Forecast | **No** |
| Event Action ID | Default |
| Effective | Yes |
| Substantive | Yes |
| Assignment Date (From - To) | Default – Based on Event Records |
| Action Code | **IC/EC IN – Interchange in from OGD** |
| Modified Assignment Date (From - To) | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | **Interchange OGD** |
| Employment Type | **Specify seconded employee’s Employment Type** |
| Position | **Position number where employee will be assigned** |
| HR End Date | **Leave blank** |
| Projected End Date | **Leave blank** |
| Assigned Work Week Default (37.5) | No change required |
| Scheduled Work Week Default (37.5) | No change required |
| Full Time Equivalent (FTE) | Calculated field based on Assigned Work Week |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | No change required |
| Isolated Post – Location Code | No change required |
| Isolated Post – Meals/Rations | No change required |
| Isolated Post – Housing Benefits | No change required |
| Isolated Post – Has dependents | No change required |
| Others - Home Cost Center | Manually insert “**OGD/AMG**” |
| Others – Timesheet Relevant | No change required |
| Others – IS Relevant | Defaults to Yes |
| **Text Tab - Text field** | **For periods of Acting while on Secondment In indicate “Acting while on Secondment In” and specify the dates of the acting period.** |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | Basic Pay |
| Schedule Code | Default – Arrears |
| Classification Region | Select the appropriate Classification Region. |
| Classification | Select the appropriate classification and level. |
| Step | Select the appropriate step. |
| Rate Base | Default – Annual |
| Incremental Date | Usually one year from date of the initial hire; confirm with employee. |
| Incremental Frequency | Default – no change |
| Use constant annual amount in forecast | Check if salary is negotiated or fixed and not part of pay scales. Example: EX classification |
| Overwrite Amount - Required for “Min-Max” pay rates | When “Use constant annual amount” is selected enter annual salary amount. |
| **Pay Detail – Allowance Tab** | Forecast Groups for allowances should default based on employment status and type. Review the allowances and add any that might be missing. |
| **Pay Detail – One-Time Allowances Tab** | If an allowance should only be provided or paid in a specific fiscal year enter it here. Full amount will be forecasted for that fiscal year. |
| **Pay Detail – Adjustments** | No change required |
| **Assignment Detail Tab** | The information displayed in this tab cannot be modified. It is for display purposes only. |
| **Cost Assignment Tool** | Enter the appropriate financial coding. It can be split by multiple coding lines if applicable. Follow Instruction **“Maintain an Employee Cost Assignment”.**  **Employees on Secondment In / Interchange Canada In (OGD) SHOULD NOT be flagged as “Recoverable”.** |

## 

## Interchange In from Non-OGD

**Purpose**

Interchange Canada is an exchange program between the core public administration and other organizations in private, public and not-for-profit sectors in Canada and internationally. An Interchange Canada In situation occurs when an employee is temporarily transferred to ESDC based on an Interchange Canada Agreement. While on temporary assignment, participants remain employees of the sponsoring organization to ensure an employer-employee relationship with the host organization is not created.

**Business Process**

When an Interchange Canada In from a Non-OGD situation occurs, e.g. with a private organization or another level of government, the forecasts should **not** be entered in SFT.

Rather a funds commitment should be create against “GL524101 – Payment of salary and related costs – Secondments of employees from non-OGD to ESDC (Interchange Canada)” using Transaction Code “FMZ1 – Create”. (Select Accounting > Public Sector Management > Funds Commitment > Earmarked Funds > Funds Commitment > FMZ1 – Create)

**Transaction Code**

**FMZ1 – Create**

**Helpful Hints:**

* To view manual funds commitment and expenditures associated to Interchange Canada in from a Non-OGD, use FMRP\_RFFMEP1AX and FMRP\_RFFMEP1FX.
* To include the anticipated expenditures link to Interchange Canada in from a Non-OGD, a forecast adjustment should be manually created against Forecasting Group 91015 for the FMA.
* For an Interchange Canada In from a Non-OGD the manual fund commitment can be created against multiple lines of coding, if required.

## Canada Free Agent Program

**Purpose**

The Canada Free Agent (CFA) initiative is a new model for talent mobility that offers non-EX indeterminate federal public servants the autonomy to select work that matches their skills and interests. This allows them to make contributions that they find meaningful across the Public Service. The program also supports managers looking to rapidly and easily acquire top talent with emerging and core skills in order to support their short-term project needs.

**Business Process**

When a Canada Free Agent situation occurs, the forecasts should **not** be entered in SFT.

Rather, a manual fund commitment must be created in myEMS (SAP) against “**GL525121** – Incremental costs – Payments to OGD – Personnel costs” using Transaction Code “FMZ1 – Create”.

The additional 15% of the employee’s salary represent an O&M cost should also be recorded using a manual fund commitment must be created in myEMS (SAP) against “**GL552301** – Incremental costs – Payments to OGD – O&M costs”.

**Transaction Code**

**FMZ1 – Create**

**Helpful Hints:**

* To view manual funds commitment and expenditures associated to Interchange Canada in from a Non-OGD, use FMRP\_RFFMEP1AX and FMRP\_RFFMEP1FX.
* To include the anticipated expenditures link to Canada Free Agent, a forecast adjustment should be manually created against Forecasting Group 91015 for the FMA.
* For a Canada Free Agent, the manual fund commitment can be created against multiple lines of coding, if required.

## Secondment Out

**Purpose**

A Secondment Out is a temporary lateral move of an ESDC employee to another department or agency to perform the functions of a position that already exists or to take on a special project. The employee maintains their substantive position in their home organization while performing the assigned duties in the host organization outside the department.

**Business Process**

When a Secondment Out situation occurs, ESDC will continue to pay for the employee’s salary and benefits. However, these costs will eventually be reimbursed by the host organization. The following steps must be performed to exclude the seconded employee from the home organization forecasts.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee >ZZSF01 – SFT: Forecast by Employee**

**Transaction Code (s)**

**ZZSF01 - SFT: Forecast by Employee**

**Helpful Hints:**

* The “Recoverable” flag must be activated in the Cost assignment prior to saving a “Secondment Out” event record.
* For increased accuracy, make reference to the secondment agreement.
* Use the “Copy record” or “Create with reference” ” features to simplify and reduce the amount of data entry required to complete this action in SFT.
* While on Secondment Out, ESDC will continue to pay for the employee and these costs will then be recouped from the host organization by way of an Interdepartmental Settlement (IS). In the event where an employee’s cost assignment contains multiple lines of coding the ICAAD will select the cost assignment with the highest percentage to process the salary recovery from the host organization. As such, it is recommended that the cost assignment be reviewed to include only on line of financial coding for the period of the Secondment Out, though this is not mandatory.
* For more information on Secondments, please consult the iService: [Secondment Out (iservice.prv)](https://iservice.prv/eng/hr/comp/topics/secondment_out/index.shtml)

**Steps required:**

**Steps to complete a Secondment Out action in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. Execute.
3. Click on the **Create** icon and select **Add new event record.**
4. In the “Create new record event” pop up:
   1. Indicate the start date of the new event as per the “Letter of Appointment”.
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date.
   5. Click on the green check mark.
5. In the **Exclude from forecast** field select “Yes”.
6. In the **Action code** field, select the “SO/DE” code from the menu.
7. In the **Employment Status** field select “5 - Secondment Out to OGD (Recoverable)”from the menu.
8. Select the **Cost Assignment Tool** icon.
9. On the Cost Assignment Table, click **Create**.
10. Using the “Create with reference” function, copy current cost assignment record and set the Recoverable flag to on.
11. **Save**.

**Steps to end a Secondment Out action in SFT:**

1. Select the substantive event record and click **Copy Record.**
2. In the “Copy Action Record” pop-up, indicate the start date of the new event so it corresponds to the day after the secondment is scheduled to end.
3. In the Action code field, select “RTS/RPA” from the menu.
4. Validate the “Step” and “Incremental Date” fields of the **Pay Detail – Basic Pay** tab as required.
5. Select the **Cost Assignment Tool** icon.
6. On the Cost Assignment Table, click **Create**.
7. Using the “Create with reference” function, copy substantive cost assignment record.
8. **Save.**

### Acting while on Secondment Out

**Purpose**

Acting while on Secondment-Out is when an employee makes a temporary move to another department or agency to perform the functions of a higher classification level.

**Business Process**

When an “Acting while on Secondment-Out” situation occurs, the forecasts must be modified to reflect the increased rate of pay the effected employee will receive for the period of the acting assignment. This will results in an increase of the expenditures that the department will need to recover from the host department/agency.

**Helpful Hints:**

* A Secondment Out cannot result in the seconded employee receiving a salary higher than that obtained in their substantive position. In the event where the seconded employee must perform the functions of a higher classification level, it must be treated as an acting appointment.
* In the event that a seconded employee will also be acting, the “Acting” and the “Secondment Out” staffing actions will need to be used conjointly as the Secondment Out and the Acting periods may not always match.

**Steps required:**

**Steps to complete an Acting while on Secondment-Out action in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record**
4. In the “Create new record event” pop up:
   1. Indicate the start date of the event as per the “Letter of Appointment”.
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date.
   5. Click on the green check mark.
5. In the **Substantive** field select “Yes”.
6. In the **Action code** field, select the “ACT/INT” code from the menu.
7. In the **Employment Status** field select “5 - Secondment Out to OGD (Recoverable)”.
8. Review the “Other Action Data” tab to validate/modify the Bonuses, Allowances and Timesheet relevant information as required.
9. In the **Pay Detail – Basic Data** tab:
   1. Set the **Forecast Group Code** to “Basic Pay”;
   2. Validate the **Classification region**;
   3. Enter the new **Classification** and **Step**;
   4. Enter the new **Incremental Date**.
10. Review/Validate the allowances in the **Pay Detail – Allowances** and **Pay Detail – One-Time Allowances** tabs.
11. Select the **Cost Assignment Tool** icon.
12. On the Cost Assignment Table, click **Create**.
13. Using the “Create with reference” function, copy current cost assignment record and set the Recoverable flag to on.
14. **Save**.

**Steps to end Acting while on Secondment-Out action in SFT:**

1. Select the initial Secondment-Out event record and click **Copy Record**.
2. In the “Copy Action Record” pop-up, indicate the start date of the new event so it corresponds to the day after the acting assignment is scheduled to end.
3. In the Action code field, select “SO/DE” or “RTS/RPA” from the menu, depending on the employee’s specific situation.
4. Validate the “Step” and “Incremental Date” fields of the **Pay Detail – Basic Pay** tab as required.
5. Select the **Cost Assignment Tool** icon.
6. Validate/Modify the Cost Assignment as required.
7. **Save.**

## Interchange Canada Out (ESDC Employee)

**Purpose**

Interchange Canada is a skills-exchange program with a developmental focus between the core public administration and other organizations in the private, public and not for profit sectors in Canada and internationally. An Interchange Canada Out situation occurs when an ESDC employees is temporarily transferred to an organization outside the department.

**Business Process**

When an Interchange Canada Out situation occurs, ESDC will continue to pay for the employee’s salary and benefits. However, these costs will eventually be reimbursed by the host organization. The following steps must be performed to exclude the Interchange Canada employee from the home organization forecasts.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee >ZZSF01 – SFT: Forecast by Employee**

**Transaction Code (s)**

**ZZSF01 - SFT: Forecast by Employee**

**Helpful Hints:**

* The “Recoverable” flag must be activated in the Cost assignment prior to saving an “Interchange Canada Out” event record.
* For increased accuracy, make reference to the Interchange Canada agreement.
* Use the “Copy record” or “Create with reference” ” features to simplify and reduce the amount of data entry required to complete this action in SFT.
* While on Interchange Canada Out, ESDC will continue to pay for the employee and these costs will then be recouped from the host organization by way of an Interdepartmental Settlement (IS) or by creating an Account Receivable in DARS for the Interchange Canada (Non-OGD).
* In the event where an employee’s cost assignment contains multiple lines of coding the ICAAD will select the cost assignment with the highest percentage to process the salary recovery from the host organization. As such, it is recommended that the cost assignment be reviewed to include only on line of financial coding for the period of the Interchange Canada Out, though this is not mandatory.
* Interdepartmental Settlement transactions will appear in SFT under the document type D1 in **GL 521XXX** while actuals recouped from Non-OGD organizations will appear in SFT under the document type SZ with Fund F123 in **GL 521XXX**.
* For more information on Interchange Canada, please consult the Treasury Board Secretariat <http://www.tbs-sct.gc.ca/prg/iec-eng.asp>.

**Steps required:**

**Steps to complete an Interchange Canada Out action in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. Execute.
3. Click on the **Create** icon and select **Add new event record.**
4. In the “Create new record event” pop up:
   1. Indicate the start date of the new event as per the “Interchange Canada Agreement”.
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date.
   5. Click on the green check mark.
5. In the **Exclude from forecast** field select “Yes”.
6. In the **Action code** field, select the “IC/EC” code from the menu.
7. In the **Employment Status** field select “6 - Interchange OGD” from the menu.
8. Select the **Cost Assignment Tool** icon.
9. On the Cost Assignment Table, click **Create**.
10. Using the “Create with reference” function, copy current cost assignment record and set the Recoverable flag to on.
11. **Save**.

**Steps to end an Interchange Canada Out action in SFT:**

1. Select the substantive event record and click **Copy Record.**
2. In the “Copy Action Record” pop-up, indicate the start date of the new event so it corresponds to the day after the Interchange is scheduled to end.
3. In the Action code field, select “RTS/RPA” from the menu.
4. Manually change the Employment Status from 6 to 1 Active.
5. Validate the “Step” and “Incremental Date” fields of the **Pay Detail – Basic Pay** tab as required.
6. IS Relevant flag should be blank if the Status = 1 Active.
7. Select the **Cost Assignment Tool** icon.
8. On the Cost Assignment Table, click **Create**.
9. Using the “Create with reference” function, copy substantive cost assignment record and ensure the recoverable field is blank. (You might receive an error stating Recoverable Flag must be on. Ignore the error since it is because the forecast has not been saved yet and the system thinks it is still for a Secondment action.
10. **Save forecast.** System will validate recoverable flag should be off before it saves.

**QUICK REFERENCE - Important Fields in Forecast**

| **Input - Fields** | **Field Value/Comments** |
| --- | --- |
| **Basic Information Data Tab** |  |
| Exclude from Forecast | **Yes** |
| Event Action ID | Default |
| Effective | Yes |
| Substantive | No |
| Assignment Date (From - To) | Default – Based on Event Records |
| Action Code | **IC/EC – Interchange out to OGD** |
| Modified Assignment Date (From - To) | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | **6 - Interchange OGD** |
| Employment Type | No change required |
| Position | No change required |
| HR End Date | **Leave blank** |
| Projected End Date | **Leave blank** |
| Assigned Work Week Default (37.5) | No change required |
| Scheduled Work Week Default (37.5) | No change required |
| Full Time Equivalent (FTE) | Calculated field based on Assigned Work Week |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | Validate – change if required |
| Isolated Post – Location Code | Validate – change if required |
| Isolated Post – Meals/Rations | Validate – change if required |
| Isolated Post – Housing Benefits | Validate – change if required |
| Isolated Post – Has dependents | Validate – change if required |
| Others - Home Cost Center | **No change required** |
| Others – Timesheet Relevant | No change required |
| Others – IS Relevant | Defaults to Yes for Interchange Out |
| **Text Tab - Text field** |  |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | No change required |
| Schedule Code | Default – Arrears |
| Classification Region | Validate – change if required |
| Classification | Validate – change if required |
| Step | Validate – change if required |
| Rate Base | Default – Annual |
| Incremental Date | Usually one year from date of the initial hire. If, however, the incremental date is before the start of the Secondment Out the event record will not save.  **Review and update as required.** |
| Incremental Frequency | Default – no change |
| Use constant annual amount in forecast | Check if salary is negotiated or fixed and not part of pay scales. Example: EX classification |
| Overwrite Amount - Required for “Min-Max” pay rates | When “Use constant annual amount” is selected enter annual salary amount |
| **Pay Detail – Allowance Tab** | Forecast Groups for allowances should default based on employment status and type. Review the allowances and add any that might be missing. |
| **Pay Detail – One-Time Allowances Tab** | If an allowance should only be provided or paid in a specific fiscal year enter it here. Full amount Will be forecasted for that fiscal year. |
| **Pay Detail – Adjustment** | No change required |
| **Pay Detail - Assignment Detail Tab** | The information displayed in this tab cannot be modified. It is for display purposes only. |
| **Assignment Detail Tab** | **In the Cost Assignment for the Secondment Out / Interchange Canada Out period, ensure that the Recoverable flag to on.** |

## Struck off Strength

**Purpose**

The Struck off Strength transaction is used when an employee leaves the public sector or to end a Secondment-In.

It is very important to use the SOS/RE action code for Terms, Students, Casual and Special employees. Please do not simply use the HR or Projected End dates to end. This is essential to ensure that we can obtain accurate statistics on departures.

**Business Process**

Perform this procedure when forecasts must be reduced to reflect the fact that an employee has left the organization permanently.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

**ZZSF01 - SFT: Forecast by Employee**

**Helpful Hints**

* Use the “Copy record” or “Create with reference” features to simplify and reduce the amount of data entry required to complete this action in SFT.
* The Cost Assignment for the employee does not change.

**Steps required:**

**Steps to complete a Struck off Strength event in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record.**
4. Select the substantive event record and click **Copy Record**.
5. In the “Copy Action Record” pop up, indicate effective date of the SOS.
6. In the **Exclude from Forecas**t field, select “Yes”;
7. In the **Action code** field, select “SOS/RE” from the menu;
8. In the **Employment Status** field, select “2” (Inactive).
9. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

| **Input - Fields** | **Field Value/Comments** |
| --- | --- |
| **Basic Information Data Tab** |  |
| Exclude from Forecast | **Yes** |
| Event Action ID | Default – no change |
| Effective | No change required |
| Substantive | No change required |
| Assignment Date (From - To) | Default – Based on Event Records |
| Action Code | **SOS/RE - Struck off Strength** |
| Modified Assignment Date (From - To) | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | **Inactive** |
| Employment Type | No change required |
| Position | No change required |
| HR End Date | No change required |
| Projected End Date | No change required |
| Assigned Work Week Default (37.5) | No change required |
| Scheduled Work Week Default (37.5) | No change required |
| Full Time Equivalent (FTE) | No change required |
| **Other Action Data Tab** | No change required |
| Bonuses - Bilingual Bonus | No change required |
| Isolated Post – Location Code | No change required |
| Isolated Post – Meals/Rations | No change required |
| Isolated Post – Housing Benefits | No change required |
| Isolated Post – Has dependents | No change required |
| Others - Home Cost Center | No change required |
| Others – Timesheet Relevant | No change required |
| **Text Tab - Text field** | Include comments if required |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | No change required |
| Schedule Code | No change required |
| Classification Region | No change required |
| Classification | No change required |
| Step | No change required |
| Rate Base | No change required |
| Incremental Date | Incremental Date is populated based on the assignment date. Usually one year from date of the initial hire. Update the incremental date if necessary. |
| Incremental Frequency | No change required |
| Use constant annual amount in forecast | No change required |
| Overwrite Amount - Required for “Min-Max” pay rates | No change required |
| **Pay Detail – Allowance Tab** | No change required |
| **Pay Detail – One-Time Allowances Tab** | No change required |
| **Pay Detail – Adjustments** | No change required |
| **Assignment Detail Tab** | No change required |
| **Cost Assignment Tool** | No change required |

## Taken on Strength

**Purpose**

A “Taken on Strength” situation occurs when a new employee is hired by the department from outside the public service.

**Business Process**

When an employee is taken on strength, the forecasts in SFT must be modified to reflect the increased salary costs associated to this new employee.

The “Taken on Strength” Action Code is used to enter forecasts for all newly hired employees regardless of their Employment Status; e.g. Indeterminate, Term (including students), and Casual employees.

If, despite having completed all necessary HR processes, the PRI is not available in a timely manner, an [incident](https://masge-myems.service.gc.ca/irj/servlet/prt/portal/prtroot/pcd!3aportal_content!2fca.hrsdc.HRSDC!2fSolMan!2fRFC5000002469-ForceLanguage!2fiViews!2fca.esdc.k5.iview.solman.SolMan_EN) must be opened through the SAP Portal. The incident should include all the appropriate information: Start Date, End Date (for specified period employees and students), Employee Name, PRI and Home Cost Center.

Pending the creation of the PRI in SFT, a Planned Staffing (Forecast by position) should be created to ensure that salary forecasts are accurate. In this case, the **Pending PRI creation** item has to be selected in the drop-down menu of the Planned Staffing Type Code field and the **Exclude from forecast** field should be set to “No”. Once the PRI becomes available in SFT, the forecast by position must be deleted to avoid a duplicate forecast for the same employee.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

**ZZSF01 - SFT: Forecast by Employee**

**Helpful Hints**

* Although not required to enter the forecast in SFT, a letter of appointment with the classification and rate of pay should be used for accurate data entry.
* The start date of the “Taken on Strength” event record will be defaulted based on the initial Start Date in the Employee Master Data. If the information in the Employee Master Data is incorrect, refer to the “SFT: Tips and Tricks – Change Initial Start Date in Employee Master Data” for information on how to make the necessary correction.
* Employees are eligible for “Bilingual Bonus “if they occupy a position which has been classified bilingual and if they meet the requirements of the positon. Note however, that employees in the Executive Group of the Management Category (EX), Students, Casuals and Determinate employees less than 3 months are not entitled to receive bilingual bonus regardless of their position and Second Language Evaluation (SLE) results. For more information on the Bilingual Bonus, refer to the [Bilingual Bonus Directives](http://www.njc-cnm.gc.ca/directive/index.php?did=1&lang=eng&merge=1).
* Other allowances will default based on the employees Employment Status and Type. However, the **Pay Detail – Allowances** tab should be reviewed to ensure that their forecasts consider all allowances to which the employee is eligible.
* Students, Casuals and Determinate employees less than 3 months, are not entitled to vacation leave. Rather, they receive Vacation Pay which is equal to 4 % of their gross earnings.
* A Cost Assignment must be maintained and saved prior to saving a forecast assignment.
* Create the Struck Off Strength (SOS/RE) action immediately following the hire as per the LOO End date for Term; Students and Casual or Special Employees. This is important for departure statistics.

**Steps required:**

**Steps to complete a Taken on Strength event in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute.**
3. Click on the **Create** icon and select **Add new event record.** The initial start date will default from the Employee Master Data.
4. Click on the green check mark.
5. In the **Substantive** field, select “Yes”
6. In the **Action code** field, select the “TOS/PE” code from the menu.
7. In the **Employment Status** field, select “Active” from the menu.
8. In the **Employment Type** field, indicate the appropriate employment type.
9. In the **Other Action Data – Others tab**, specify the Home Cost Center.
10. In the **Pay Detail – Basic Pay Tab** indicate the employee’s “Forecast Group Code”, “Classification Region”, “Classification”, “Step” and “Incremental Date”.
11. In the **Pay Detail – Allowances** and **Pay Detail – One-Time Allowances** tabs, included any applicable allowances.
12. Click on the **Cost Assignment Tool** icon.
13. Click on the **Create** icon. The initial start date will default from the Employee Master Data.
14. Complete the coding line and click the **Simulate posting** icon in the Cost splitting tab.
15. **Save**.

### Taken on Strength – Part-Time Employee

**Purpose**

A “Taken on Strength – Part-Time Employee” situation occurs when a new employee is hired by the department from outside the public service with assigned weekly working hours less than the normally scheduled hours of work established for a full-time employee of the same occupational group and level.

**Business Process**

When a Part-Time employee is taken on strength, the forecasts in SFT must be modified to reflect the increased salary costs related to the new employee. When recording Part-Time employees in the SFT it is important to remember to use one of the following Employment Types:

* “B” IND PT Part Time Indeterminate Employee
* “D” SEAS PT Part Time Seasonal Employee
* “F” DET PT < 3 MOS Part time Determinate Employee Less than 3 month
* “H” DET PT > 3 MOS Part Time determinate employee greater than 3 months, less than 6 months
* “L” CAS PT <90\* Part time casual employee less than 90 days
* “T” DET PT > 6 MOS Part time determinate employee greater than six months

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

**ZZSF01 - SFT: Forecast by Employee**

**Helpful Hints**

* Although not required to enter the forecast in SFT, a letter of appointment with the classification and rate of pay should be used for accurate data entry.
* Part-time employees, regardless of their employment status or type, are not paid for designated holidays. Rather, these employees receive a premium of 4.25% of their gross earnings as compensation.
* A forecast adjustment to Basic Pay should be recorded to reduce the forecasts by the amount for Statutory Holidays that a Part-time employee is not entitled to receive. Refer to the Forecast Adjustment section of this guide to determine the appropriate calculation method.
* A Cost Assignment must be maintained and saved prior to saving a forecast assignment.
* Create the Struck Off Strength (SOS/RE) action immediately following the hire as per the LOO End date for Term; Students and Casual or Special Employees. This is important for departure statistics.

**Steps required:**

**Steps to complete a Taken on Strength event in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute.**
3. Click on the **Create** icon and select **Add new event record.** The initial start date will default from the Employee Master Data.
4. Click on the green check mark.
5. In the **Substantive** field, select “Yes”
6. In the **Action code** field, select the “TOS/PE” code from the menu.
7. In the **Employment Status** field, select “Active” from the menu.
8. In the **Employment Type** field, indicate the appropriate employment type.
9. In the **Assigned Work Week** field, indicate the assigned working hours.
10. In the **Other Action Data – Others tab**, specify the Home Cost Center.
11. In the **Pay Detail – Basic Pay Tab** indicate the employee’s “Forecast Group Code”, “Classification Region”, “Classification”, “Step” and “Incremental Date”.
12. In the **Pay Detail – Allowances** and **Pay Detail – One-Time Allowances** tabs, included any applicable allowances.
13. Click on the **Cost Assignment Tool** icon.
14. Click on the **Create** icon. The initial start date will default from the Employee Master Data.
15. Complete the coding line and click the **Simulate posting** icon in the Cost-splitting tab.
16. **Save**.

### Taken on Strength – Student

**Purpose**

A “Taken on Strength – Student” situation occurs when a new employee is hired by the department from outside the public service under one of the employment programs.

**Business Process**

When a Student is taken on strength, the forecasts in SFT must be modified to reflect the increased salary costs related to the new employee. To record Students in the SFT, it is important to use the “Student” Employment Status and one of the following classifications: SUA-0, SUB-0, SUC-0, SUD-0 or SUE-0.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

**ZZSF01 - SFT: Forecast by Employee**

**Helpful Hints**

* Although not required to enter the forecast in SFT, a letter of appointment with the classification and rate of pay should be used for accurate data entry.
* Students are not entitled to receive bilingual bonus regardless of their position and Second Language Evaluation (SLE) results. For more information on the Bilingual Bonus, refer to the [Bilingual Bonus Directives](http://www.njc-cnm.gc.ca/directive/index.php?did=1&lang=eng&merge=1).
* Students are not entitled to vacation leave. Rather, they receive Vacation Pay which is equal to 4 % of their gross earnings. This allowance should default based on the “Student” Employment Status. However, the **Pay Detail – Allowances** tab should be reviewed to ensure that the allowance has been added to the forecasts.
* Students on full-time assignment are entitled to be paid for a designated holiday. However, students hired on a part-time assignment are not paid for designated holidays, but are instead eligible to receive a premium of 4.25% of their gross earnings as compensation. This allowance should default based on the Employment Type. However, the **Pay Detail – Allowances** tab should be reviewed to ensure that the allowance has been added to the forecasts.
* When creating an event record for a Student, the **HR End Date field must be completed**; the event record will not save if this field is left blank.
* Even thought Students have a fixed HR end date, a Struck off Strength event record **must always be created** following the end of the student’s employment contract. Failure to create an SOS/RE action once the employee have left the depart will result incorrect reporting results.
* For more information on Students please consult the [Terms and Conditions of Employment for Students](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12583).
* A Cost Assignment must be maintained and saved prior to saving a forecast assignment.

**Steps required:**

**Steps to complete a Taken on Strength - Student event in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute.**
3. Click on the **Create** icon and select **Add new event record.** The initial start date will default from the Employee Master Data.
4. Click on the green check mark.
5. In the **Substantive** field, select “Yes”.
6. In the **Action code** field, select the “TOS/PE” code from the menu.
7. In the **Employment Status** field, select “Student” from the menu.
8. In the **Employment Type** field, indicate the appropriate employment type.
9. In the **Assigned Work Week** field, indicate the assigned working hours.
10. In the **HR End Date** field, indicate the employees’ official end date as per the “Letter of Appointment”.
11. In the **Other Action Data – Others tab**, specify the Home Cost Center.
12. In the **Pay Detail – Basic Pay Tab** indicate “91015 – Pay Determinate” in the **Forecast Group Code** field.
13. In the **Pay Detail – Basic Pay Tab** indicate “Classification Region”, “Classification”, “Step” and “Incremental Date”.
14. In the **Pay Detail – Allowances**, included Vacation Pay allowance at 4% and, if applicable, Payment in Lieu allowance at 4.25%
15. Click on the **Cost Assignment Tool** icon.
16. Click on the **Create** icon. The initial start date will default from the Employee Master Data.
17. Complete the coding line and click the **Simulate posting** icon in the Cost splitting tab.
18. **Save**.

**Steps to complete end a Student contract in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record.**
4. Select the substantive event record and click **Copy Record**.
5. In the “Copy Action Record” pop up, indicate effective date of the SOS.
6. In the **Exclude from Forecas**t field, select “Yes”;
7. In the **Action code** field, select “SOS/RE” from the menu;
8. In the **Employment Status** field, select “2” (Inactive).
9. **Save**.

### Taken on Strength – Casual Employee

**Purpose**

A “Taken on Strength – Casual Employee” situation occurs when a new employee is hired by the department from outside the public service for a short period of time that will not exceed 90 working days in a given calendar year.

**Business Process**

When a Casual employee is taken on strength, the forecasts in SFT must be modified to reflect the increased salary costs related to the new employee.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

**ZZSF01 - SFT: Forecast by Employee**

**Helpful Hints**

* For more information on Casual Employees, please consult the Casual Worker page here: [Casual Worker - Canada.ca](https://www.canada.ca/en/treasury-board-secretariat/services/staffing/public-service-workforce/casual-worker.html).
* When creating an event record for a Casual Employee the **HR End Date field must reflect the end date from the letter of offer.**
* Even though Casual Employees have a fixed HR end date, a Struck off Strength event record **must always be created** following the end of the casual employment contract. Failure to create an SOS action once the employee have left the depart can result in incorrect reporting results.
* Note that casual employees are different from “Special employee – Works on an as required basis”. Nevertheless, for special employees (i.e. Employment Type “M”) a Struck off Strength event record **must always be created** to identify the end of the special employment period.

**Steps required:**

**Steps to complete a Taken on Strength event in SFT for a Casual Employee:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute.**
3. Click on the **Create** icon and select **Add new event record.** The initial start date will default from the Employee Master Data.
4. Click on the green check mark.
5. In the **Substantive** field, select “Yes”
6. In the **Action code** field, select the “TOS/PE” code from the menu.
7. In the **Employment Status** field, select “Active” from the menu.
8. In the **Employment Type** field, indicate the appropriate employment type.
9. In the **Other Action Data – Others tab**, specify the Home Cost Center.
10. In the **Pay Detail – Basic Pay Tab** indicate the employee’s “Forecast Group Code”, “Classification Region”, “Classification”, “Step” and “Incremental Date”.
11. In the **Pay Detail – Allowances** and **Pay Detail – One-Time Allowances** tabs, included any applicable allowances.
12. Click on the **Cost Assignment Tool** icon.
13. Click on the **Create** icon. The initial start date will default from the Employee Master Data.
14. Complete the coding line and click the **Simulate posting** icon in the Cost splitting tab.
15. **Save**.

**Steps to complete end a Casual employment contract in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record.**
4. Select the substantive event record and click **Copy Record**.
5. In the “Copy Action Record” pop up, indicate effective date of the SOS.
6. In the **Exclude from Forecas**t field, select “Yes”;
7. In the **Action code** field, select “SOS/RE” from the menu;
8. In the **Employment Status** field, select “2” (Inactive).
9. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

| **Input - Fields** | **Field Value/Comments** |
| --- | --- |
| **Exclude from Forecast** | **No** |
| **Event Action ID** | Default |
| **Effective** | **Yes** |
| **Substantive** | **Yes** |
| **Assignment Date (From - To)** | Default – Based on Event Records |
| **Action Code** | **TOS/PE – Taken on Strength** |
| **Modified Assignment Date (From - To)** | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | **Active**  **Student** |
| Employment Type | **DET FT < 3 MOS – Full-Time Term less than 3mo**  **DET PT < 3 MOS– Part-Time Term less than 3mo**  **DET FT > 3 MOS – Full-Time Term 3mo < but > 6mo**  **DET PT > 3 MOS – Part-Time Term 3mo < but > 6mo**  **CAS FT < 90\*- Full-Time Casual**  **CAS PT < 90\*- Part-Time Casual**  **DET FT > 6 MOS – Full-Time Term < 6 months**  **DET PT > 6 MOS – Part-Time Term < 6 months** |
| Position | Enter the position number that the employee is assigned to. |
| HR End Date | Indicate the HR End Date as per the Letter of Appointment for students and specified period employees.  ***DO NOT indicate an HR End Date for indeterminate employees.*** |
| Projected End Date | For students and specified period employees only. Projected End Date is the date the manager believes the employee will finish. This date will supersede the HR date. |
| Assigned Work Week Default (37.5) | Enter the number of hours the resource will work. |
| Scheduled Work Week Default (37.5) | Enter the number of hours the employee will be required to work as per the Collective Agreement. |
| Full Time Equivalent (FTE) | Calculated Field based on Assigned Work Week. |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | Set to “Yes” if the employee is eligible for bonus  If not, set to “No”.  ***Note that EXs, Students, Casuals and Determinate employees less than 3 months, are not entitled to receive bilingual bonus.*** |
| Isolated Post – Location Code | Write in the location code, if applicable |
| Isolated Post – Meals/Rations | Choose Yes or No, if applicable |
| Isolated Post – Housing Benefits | Choose the type of housing benefits, if applicable |
| Isolated Post – Has dependents | Choose Yes or No, if applicable |
| Others - Home Cost Center | Make sure that the Home Cost Centre is entered. Can be used for Headcount and Strength reporting. Identifies where the employee belongs to (substantively). |
| Others – Timesheet Relevant | Check the box only if the employee will be working if the employee will be working in the Innovation, Information and Technology Branch (IITB), Transformation Management Branch (TMB) and Benefits and Integrated Services Branch (BISB). |
| **Text Tab - Text field** | Include comments if required. |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | Select the appropriate forecast group based on the employees’ Employment Status and Type:  **91005 – Pay Indeterminate** (Ind. employees)  **91015 – Pay Determinate** (specified period employees, including Students) |
| Schedule Code | Default - Arrears |
| Classification Region | Select the appropriate Classification Region. |
| Classification | Select the appropriate classification and level. |
| Step | Select the appropriate step |
| Rate Base | Default - Annual |
| Incremental Date | Incremental Date is populated based on the assignment date. Usually one year from date of the initial hire. |
| Incremental Frequency | Default - Annual |
| Use constant annual amount in forecast | This flag will indicate that the salary is negotiated or fixed (i.e. EX). No pay scales, just a min and max. Must be selected if an overwrite amount was specified. In this case Step should be at 0 in the Step field. |
| Overwrite Amount - Required for “Min-Max” pay rates | Annual amount to be used in forecast. Must be entered if a Constant flag has been indicated. |
| **Pay Detail – Allowance Tab** | Forecast Group for allowances should default based on employment status and type:  **91030 – Vacation Pay** (Students, Casuals and Determinate employees less than 3 months).  **91035 – Payment in Lieu** (part-time employees, regardless of their employment status or type) |
| **Pay Detail – One-Time Allowances Tab** | If an allowance should only be provided or paid in a specific fiscal year, enter it here (i.e. Performance Pay). |
| **Pay Detail - Adjustments** | To increase or decrease the employee forecast basic pay or allowances by an absolute amount in an effort to increase the accuracy of a Manager’s forecast. |
| **Assignment Detail Tab** | The information displayed in this tab cannot be modified. It is for display purposes only. |
| **Cost Assignment Tool** | Enter the appropriate financial coding. It can be split by multiple coding lines if applicable. Follow Instruction **“Maintain an Employee Cost Assignment”.** |

## Term Extension

**Purpose**

A term extension is the renewal of a specified period employees’ working agreement for an additional fixed duration.

**Business Process**

When an employees’ fixed duration appointment is renewed, the forecasts in SFT should be modified to reflect the increase salary expenditures resulting from the employees’ extended period of employment.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

ZZSF01 – SFT: Forecast by Employee

**Helpful Hints**

* Term Extensions must be forecasted by creating an event record referring to appropriate dates and by using the “Extension of Term” action code. Term extensions **should not be forecasted by changing the HR or Projected End Date** of the existing event record.
* While a term extension can be granted to casual employees, it is important to note that these employees may not work more than 90 days in a calendar year.
* A term extension should not result in a change of employment type. If the affected employee’s employment type, as outlined in the new letter of appoint, is different from the previous event record, the “Change of Employment Type or Status” action code should be used to record the new event.
* Use the “Copy record” or “Create with reference” features to simplify and reduce the amount of data entry required to complete this staffing action in SFT.
* For more information on Term Employees, please refer to the Treasury Board Secretariat [Term Employment Policy](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12584).

**Steps required:**

**Steps to complete a Term Extension action in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute.**
3. Click on the **Create** icon and select **Add new event record.**
4. In the “Create new record event” pop up:
   1. Indicate the start date of the new event as per the “Letter of Appointment”;
   2. Check the **Create with reference** box;
   3. Enter the employee’s PRI in the **Personnel no.** fields;
   4. Enter or select a reference event date.
5. Click on the green check mark.
6. In the **Action Code** field, select the “EXT/PROL” code from the menu.
7. In the **HR End Date** field, indicate the employees’ official end date as per the “Letter of Appointment”.
8. In the **Pay Detail – Basic Data** tab:
   1. Validate/Modify the Classification Region, Classification and Step;
   2. Validate/Modify the Incremental date.
9. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

| Input - Fields | Field Value/Comments |
| --- | --- |
| **Basic Action Data Tab** |  |
| Exclude from Forecast | **No** |
| Event Action ID | Default |
| Effective | Yes |
| Substantive | Yes |
| Assignment Date (From - To) | Default – Based on Event Records |
| Action Code | **EXT/PROL – Extension of Term** |
| Modified Assignment Date (From - To) | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | No change required |
| Employment Type | No change required |
| Position | No change required |
| HR End Date | **Indicate end date as per Letter of Appointment** |
| Projected End Date | **Leave blank** |
| Assigned Work Week Default (37.5) | No change required |
| Scheduled Work Week Default (37.5) | No change required |
| Full Time Equivalent (FTE) | Calculated field based on Assigned Work Week |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | No change required |
| Isolated Post – Location Code | No change required |
| Isolated Post – Meals/Rations | No change required |
| Isolated Post – Housing Benefits | No change required |
| Isolated Post – Has dependents | No change required |
| Others - Home Cost Center | No change required |
| Others – Timesheet Relevant | No change required |
| **Text Tab - Text field** | Include comments if required |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | No change required |
| Schedule Code | Default – Arrears |
| Classification Region | No change required |
| Classification | No change required |
| Step | **Validate – modify if applicable** |
| Rate Base | Default – Annual |
| Incremental Date | **Validate – modify if applicable** |
| Incremental Frequency | No change required |
| Use constant annual amount in forecast | No change required |
| Overwrite Amount - Required for “Min-Max” pay rates | No change required |
| **Pay Detail – Allowance Tab** | Forecast Groups for allowances should default based on employment status and type. Review the allowances and add any that might be missing. |
| **Pay Detail – One-Time Allowances Tab** | If an allowance should only be provided or paid in a specific FY enter it her. Full amount will be forecasted for that FY. |
| **Pay Detail - Adjustments** | No change required |
| **Assignment Detail Tab** | The information displayed in this tab cannot be modified. It is for display purposes only. |
| **Cost Assignment Tool** | Review the cost assignment associated with the event record and modify as required. |

## Transfer In from OGD

**Purpose**

A Transfer In is a situation where an employee permanently transfers from another government department (OGD), where the Treasury Board Secretariat (TBS) is the employer, to ESDC.

**Business Process**

When a Transfer In situation occurs, the forecast in SFT must be created to add the new employee coming into the department and account for those additional salary costs.

Since the OGD may not transfer the employee pay file in a timely manner, there may be a delay before pay actuals are charged to the department. In the meantime, the OGD will continue to pay the employee’s salary until the file is transferred, though these costs will eventually be invoiced to the Department at some point during the fiscal year. ICAAD will process this payment using GL 525101, which is mapped to Forecast Group 91005 Pay Indeterminate.

If the PRI is not available in a timely manner, an [incident](https://masge-myems.service.gc.ca/irj/servlet/prt/portal/prtroot/pcd!3aportal_content!2fca.hrsdc.HRSDC!2fSolMan!2fRFC5000002469-ForceLanguage!2fiViews!2fca.esdc.k5.iview.solman.SolMan_EN) must be opened through the SAP Portal. The incident should include all the appropriate information: Start Date, Employee Name, PRI and Home Cost Center.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting >** **Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

**ZZSF01 - SFT: Forecast by Employee**

**Helpful Hints**

* Although not required to enter the forecast in SFT, a letter of appointment with the classification and rate of pay should be used for accurate data entry.
* A Cost Assignment must be maintained and saved prior to saving a forecast assignment.
* Employee Status will be “7 - Transfer In from OGD”. This **status should be used** for all future staffing actions until the pay file is transferred to ESDC.
* Once the transfer is completed, a “Change of Employment Status” event record should be created and the Employment Status can be changed to “1 – Active”

**Steps required:**

**Steps to complete a Transfer In event in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Click on the **Create** icon and select **Add new event record.** The initial start date will default from the PRI Master Data.
4. In the **Substantive** field, select “Yes”
5. In the **Action code** field, select the “TI/MI 2” code from the menu.
6. In the **Employment Status** field will default “7 - Transfer In from OGD”.
7. In the **Employment Type** field, indicate the appropriate employment type.
8. In the **Other Action Data – Others tab**, specify the Home Cost Center field.
9. In the **Pay Detail – Basic Pay Tab** indicate the employee’s “Forecast Group Code”, “Classification Region”, “Classification”, “Step” and “Incremental Date”.
10. In the **Pay Detail – Allowances** and **Pay Detail – One-Time Allowances** tabs, included any applicable allowances
11. Click on the **Cost Assignment Tool** icon. The initial start date will default from the PRI Master Data.
12. Complete the coding line and click the **Simulate posting** icon in the Cost splitting tab.
13. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

| **Input - Fields** | **Field Value/Comments** |
| --- | --- |
| **Exclude from Forecast** | **No** |
| **Event Action ID** | Default – Based on event records |
| **Effective** | **Yes** |
| **Substantive** | **Yes** |
| **Assignment Date (From - To)** | Default – Based on event records |
| **Action Code** | **TI/MI 2 - Transfer in from OGD** |
| **Modified Assignment Date (From - To)** | Default – Based on event records |
| **Basic Action Data Tab** |  |
| Employment Status | **7 – Transfer In from OGD** |
| Employment Type | Select the appropriate entry |
| Position | Enter the position number that the employee is assigned to. |
| HR End Date | For determinate employees only. Enter the expected end date as per Letter of Offer. |
| Projected End Date | For determinate employees only. Projected End Date is the date the manager believes the employee will finish. This date will supersede the HR date. |
| Assigned Work Week Default (37.5) | Enter the number of hours the resource will work. |
| Scheduled Work Week Default (37.5) | Enter the number of hours the employee will be required to work as per the Collective Agreement. |
| Full Time Equivalent (FTE) | Calculated field based on Assigned Work Week |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | Set to “Yes” if the employee is eligible for bonus  If not, set to “No”.  ***Note that EXs, Students, Casuals and Determinate employees less than 3 months, are not entitled to receive bilingual bonus.*** |
| Isolated Post – Location Code | Write in the location code, if applicable. |
| Isolated Post – Meals/Rations | Choose Yes or No, if applicable. |
| Isolated Post – Housing Benefits | Choose the type of housing benefits, if applicable. |
| Isolated Post – Has dependents | Choose Yes or No, if applicable. |
| Others - Home Cost Center | Make sure that the Home Cost Centre is entered. Can be used for Headcount and Strength reporting. Identifies where the employee belongs to (substantively). |
| Others – Timesheet Relevant | Check the box only if the employee will be working if the employee will be working in the Innovation, Information and Technology Branch (IITB), Transformation Management Branch (TMB) and Benefits and Integrated Services Branch (BISB). |
| Others – IS Relevant | The IS Relevant Flag will default X since the employee is being paid by the OGD and ESDC is being invoiced. |
| **Text Tab - Text field** | Include comments as required. |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | Select the appropriate group to meet your requirement. |
| Schedule Code | Default – Arrears |
| Classification Region | Select the appropriate Classification Region. |
| Classification | Select the appropriate classification and level. |
| Step | Select the appropriate step. |
| Rate Base | Default - Annual |
| Incremental Date | Usually one year from date of the initial hire; confirm with employee. |
| Incremental Frequency | Default Yearly incremental at every 365 days. |
| Use constant annual amount in forecast | This flag will indicate that the salary is negotiated or fixed (i.e. EX). No pay scales, just a min and max. Must be selected if an overwrite amount was specified. In this case Step should be at 0 in the Step field. |
| Overwrite Amount - Required for “Min-Max” pay rates | Annual amount to be used in forecast. Must be entered if a Constant flag has been indicated. |
| **Pay Detail – Allowance Tab** | Forecast Group for allowances should default based on employment status and type. Review the allowances and add any that might be missing. |
| **Pay Detail – One-Time Allowances Tab** | If an allowance should only be provided or paid in a specific fiscal year, enter it here (i.e. Performance Pay). |
| **Pay Detail - Adjustments** | To increase or decrease the employee forecast basic pay or allowances by an absolute amount in an effort to increase the accuracy of a Manager’s forecast. |
| **Assignment Detail Tab** | The information displayed in this tab cannot be modified. It is for display purposes only. |
| **Cost Assignment Tool** | Enter the appropriate financial coding. It can be split by multiple coding lines if applicable. Follow Instruction **“Maintain an Employee Cost Assignment”.** |

## Transfer Out to OGD

**Purpose**

A Transfer Out is a situation where an ESDC employee is transferring permanently to another government department (OGD) TBS is the employer.

**Business Process**

When a Transfer Out situation occurs, the forecast in SFT must be modified to reflect that the employee as left the department and to account for the decrease in salary costs. .

Since there is likely to be a delay in transferring the employee file, pay actuals will continue to be charged to the department until the transfer is complete. The department will eventually invoice the OGD for these costs at some point during the fiscal year. ICAAD will process this payment using GL 525101 which is mapped to Forecast Group 91005 Pay Indeterminate.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

**ZZSF01 - SFT: Forecast by Employee**

**Helpful Hints**

* Although not required to enter the forecast in SFT, a letter of appointment from the OGD should be used for accurate data entry.
* Use the “Copy record” or “Create with reference” ” features to simplify and reduce the amount of data entry required to complete this action in SFT.
* A Cost Assignment with the recoverable flag selected to `**On**` must be maintained and saved prior to saving a Transfer out event record.

**Steps required:**

**Steps to complete a Transfer Out event in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. Execute.
3. Select the substantive event record and click **Copy Record**.
4. In the “Copy Action Record” pop up, indicate effective date of the Transfer out.
5. In the **Action code field**, select “TO/ME” from the menu;
6. In the **Exclude from Forecast** field, will default “Yes”;
7. In the Employment Status field, will default “2” (inactive);
8. Click on the **Cost Assignment Tool** icon.
9. Click on the **Create** icon. Using the “Create with reference” function, copy current cost assignment record and set the Recoverable flag to on.
10. Click the **Simulate posting** icon in the Cost-splitting tab.
11. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

| **Input - Fields** | **Field Value/Comments** |
| --- | --- |
| **Exclude from Forecast** | Default - **Yes** |
| **Event Action ID** | Default – Based on Event Records |
| **Effective** | No change required |
| **Substantive** | No change required |
| **Assignment Date (From - To)** | Default – Based on Event Records |
| **Action Code** | **TO/ME- Transfer out to OGD** |
| **Modified Assignment Date (From - To)** | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | **Inactive** |
| Employment Type | No change required |
| Position | No change required |
| HR End Date | No change required |
| Projected End Date | No change required |
| Assigned Work Week Default (37.5) | No change required |
| Scheduled Work Week Default (37.5) | No change required |
| Full Time Equivalent (FTE) | No change required |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | No change required |
| Isolated Post – Location Code | No change required |
| Isolated Post – Meals/Rations | No change required |
| Isolated Post – Housing Benefits | No change required |
| Isolated Post – Has dependents | No change required |
| Others - Home Cost Center | No change required |
| Other – IS Relevant | Defaults to yes |
| Others – Timesheet Relevant | No change required |
| **Text Tab - Text field** | Include comments if required |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | No change required |
| Schedule Code | No change required |
| Classification Region | No change required |
| Classification | No change required |
| Step | No change required |
| Rate Base | No change required |
| Incremental Date | No change required |
| Incremental Frequency | No change required |
| Use constant annual amount in forecast | No change required |
| Overwrite Amount - Required for “Min-Max” pay rates | No change required |
| **Pay Detail – Allowance Tab** | No change required |
| **Pay Detail – One-Time Allowances Tab** | No change required |
| **Pay Detail - Adjustments** | No change required |
| **Assignment Detail Tab** | No change required |
| **Cost Assignment Tool** | Enter the appropriate financial coding. It can be split by multiple coding lines if applicable. Follow Instruction **“Maintain an Employee Cost Assignment”.** Make sure the Recoverable Flag is set to “**On**”. |

### Transfer Out to OGD Completed (Reserved for ICAAD)

**Purpose**

A Transfer Out Completed i situation occurs when an ESDC employee has been transferred permanently to another government department (OGD) TBS is the employer and the final invoice has been process by National Accounts Payable (NAP) after the pay file has been transferred to the new government department.

**Business Process**

Once the final recovery has been made from the OGD, and after the employee pay file has transferred out, the forecast in SFT must be modified to remove the IS Relevant flag.

NAP ICAAD will be the only users able to create the Transfer Out Completed action. This action will be done upon completion of the final IS Settlement for the PRI.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

**ZZSF01 - SFT: Forecast by Employee**

**Helpful Hints**

* Use the “Copy record” or “Create with reference” ” features to simplify and reduce the amount of data entry required to complete this action in SFT.
* A Cost Assignment with the recoverable flag selected to `**On**` must be maintained and saved prior to saving a Transfer out Completed event record.

**Steps required:**

**Steps to complete a Transfer Out event in SFT:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. Execute.
3. Select the TO/ME event record and click **Copy Record**.
4. In the “Copy Action Record” pop up, indicate effective date of the Transfer out.
5. In the **Action code field**, select “TO/ME 2” from the menu;
6. In the **Exclude from Forecast** field, will default “Yes”;
7. In the Employment Status field, will default “2” (inactive);
8. If required, click on the **Cost Assignment Tool** icon.
9. Click on the **Create** icon. Using the “Create with reference” function, copy current cost assignment record and set the Recoverable flag to on.
10. Click the **Simulate posting** icon in the Cost splitting tab.
11. **Save**.

**QUICK REFERENCE - Important Fields in Forecast**

|  |  |
| --- | --- |
| **Input - Fields** | **Field Value/Comments** |
| **Exclude from Forecast** | Default - **Yes** |
| **Event Action ID** | Default – Based on Event Records |
| **Effective** | No change required |
| **Substantive** | No change required |
| **Assignment Date (From - To)** | Default – Based on Event Records |
| **Action Code** | **TO/ME 2 - Transfer out to OGD Completed** |
| **Modified Assignment Date (From - To)** | Default – Based on Event Records |
| **Basic Action Data Tab** |  |
| Employment Status | **Inactive** |
| Employment Type | No change required |
| Position | No change required |
| HR End Date | No change required |
| Projected End Date | No change required |
| Assigned Work Week Default (37.5) | No change required |
| Scheduled Work Week Default (37.5) | No change required |
| Full Time Equivalent (FTE) | No change required |
| **Other Action Data Tab** |  |
| Bonuses - Bilingual Bonus | No change required |
| Isolated Post – Location Code | No change required |
| Isolated Post – Meals/Rations | No change required |
| Isolated Post – Housing Benefits | No change required |
| Isolated Post – Has dependents | No change required |
| Others - Home Cost Center | No change required |
| Others – Timesheet Relevant | No change required |
| Others – IS Relevant | Defaults - blank |
| **Text Tab - Text field** | Include comments if required with respect to final recovery from OGD. |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | No change required |
| Schedule Code | No change required |
| Classification Region | No change required |
| Classification | No change required |
| Step | No change required |
| Rate Base | No change required |
| Incremental Date | No change required |
| Incremental Frequency | No change required |
| Use constant annual amount in forecast | No change required |
| Overwrite Amount - Required for “Min-Max” pay rates | No change required |
| **Pay Detail – Allowance Tab** | No change required |
| **Pay Detail – One-Time Allowances Tab** | No change required |
| **Pay Detail - Adjustments** | No change required |
| **Assignment Detail Tab** | No change required |
| **Cost Assignment Tool** | IF required. Enter the appropriate financial coding. It can be split by multiple coding lines if applicable. Follow Instruction **“Maintain an Employee Cost Assignment”.** Make sure the Recoverable Flag is set to “**On**”. |

# Allowances

**Purpose**

Allowances correspond to additional compensation provided to employees for any number of reasons, such as the employee’s language profile, employment type, location or even their classification. The most common allowances include:

* Bilingual Bonus;
* Vacation Pay;
* Payment in Lieu (of Statutory Holidays);
* Isolated Post Allowances;
* Performance Pay;
* Education Allowances - Nursing Group.

**Business Process**

If an employee is eligible for one, or multiple allowances, the forecast in SFT must be entered in such as to reflect the additional salary costs. Depending on the nature of the allowance, the method for entering these forecasts in the system will vary however. While some allowances are department defined and dependent on the employment conditions of the employee, such as Vacation Pay, others are fiscal year specific and must be entered in the system manually.

**Menu Path**

Use the following menu path to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee > ZZSF01 – SFT: Forecast by Employee**

**Transaction Code**

ZZSF01 – SFT: Forecast by Employee

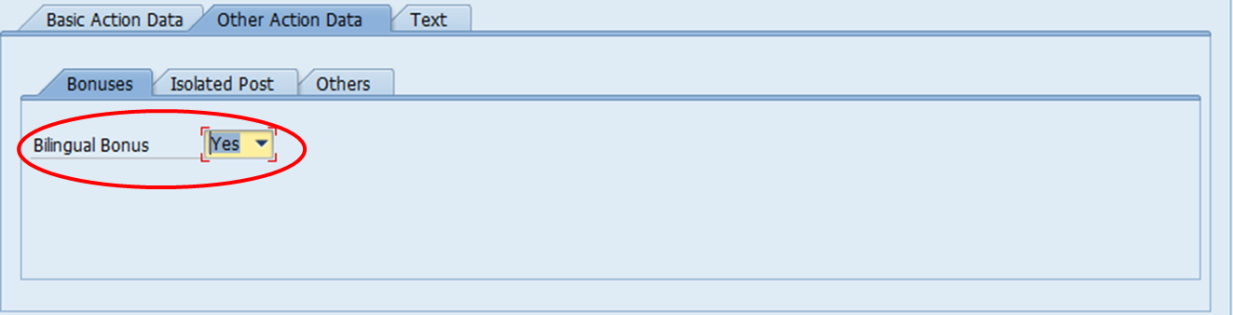
**Helpful Hints:**

* Allowances, located in the **Pay Detail** tab, are department defined (i.e. pre-established rate or value), valid for the length of the event records.
* One time allowances are a one-time fiscal year dependent payments. These types of payments are not prorated and are paid in a lump sum. The forecast amount for the current year will be the exact amount entered in SFT. If a forecasted value should only be valid for one fiscal year, the fiscal year must be specified, otherwise, the amount will be forecasted perpetually. Note that future year’s forecasts need to be entered manually in every fiscal year, if not the amount will be zero.

**Steps required:**

## Bilingual Bonus

The bilingual bonus is a sum of money paid to eligible employees occupying bilingual positions. If the employee is eligible for this allowance, the “Bilingual Bonus” field on the **Other Action Data** tab must be set to “Yes” to ensure that the forecasts include these costs.

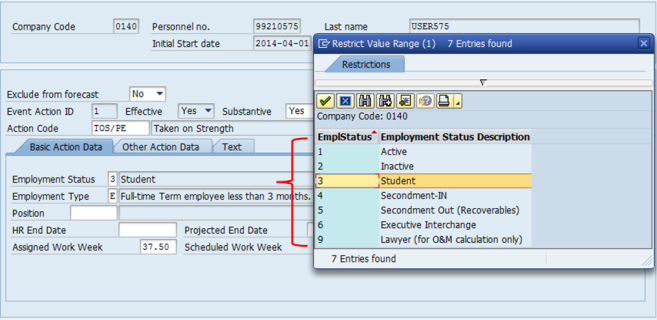
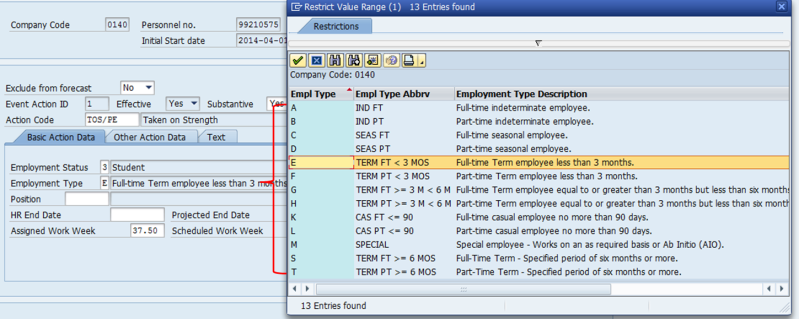


**Image – Not for translaion**

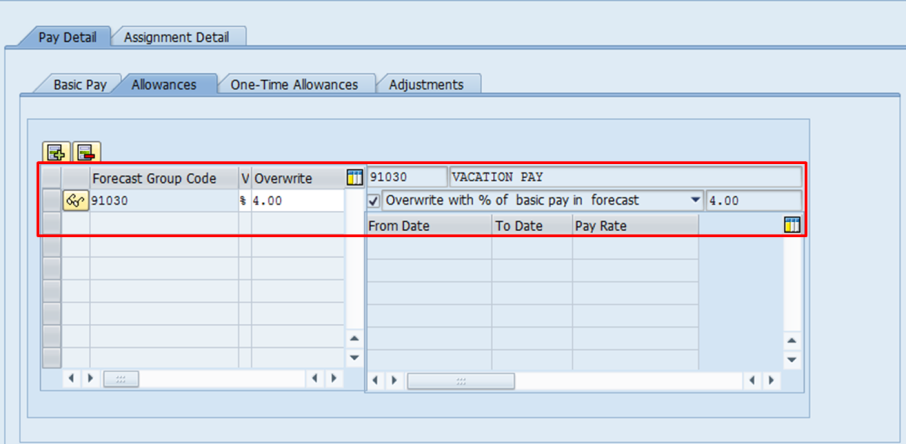
Note that employees in the Executive Group of the Management Category (EX), Students, Casuals and Determinate employees less than 3 months, as well as any employee working less than 12.5 hours per week are not entitled to receive bilingual bonus regardless of their Second Language Evaluation (SLE) results. For more information on the Bilingual Bonus, refer to the [Bilingual Bonus Directives](http://www.njc-cnm.gc.ca/directive/index.php?did=1&lang=eng&merge=1).

## Vacation Pay

Students, Casuals and Determinate employees less than 3 months, are not entitled to vacation leave. Rather, they receive vacation pay which is equal to 4 % of their gross earnings. This allowance is automatically defaulted in the forecasts for an employee based on their specific employment status and type.



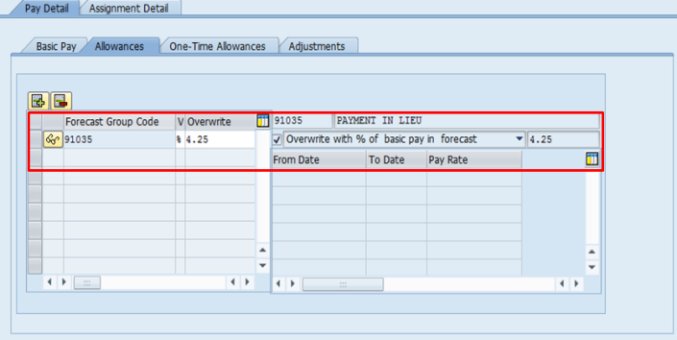
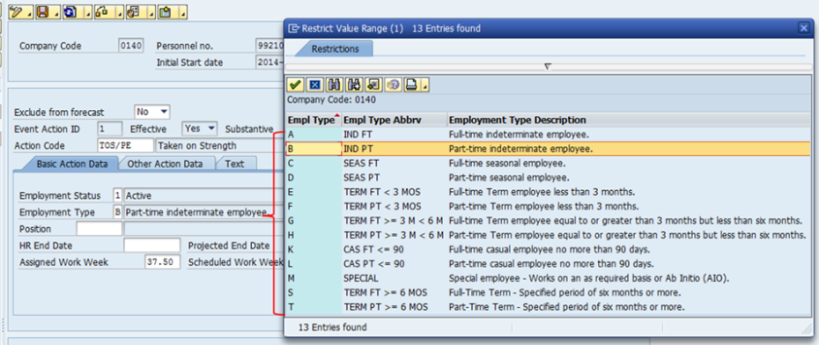
Nevertheless, when forecasting for these types of employees it is important to review the **Pay Detail – Allowances** tab to ensure that the system as added the allowance to the forecasts.



## Payment in Lieu (of Statutory Holidays)

Part-time employees, regardless of their employment status or type, are not paid for designated holidays. Rather, these employees receive a premium of 4.25% of their gross earnings as compensation. Payment in lieu of statutory holiday is automatically defaulted in the forecast for any part-time employee with the correct value of employment status and type. Nevertheless, when forecasting for these types of employees it is important to review the **Pay Detail – Allowances** tab to ensure that the system as added the allowance to the forecasts.

Note that any employee working less than 12.5hrs per week is not eligible to received Payment in Lieu Allowance.



## Payment in Lieu ( Cash out)

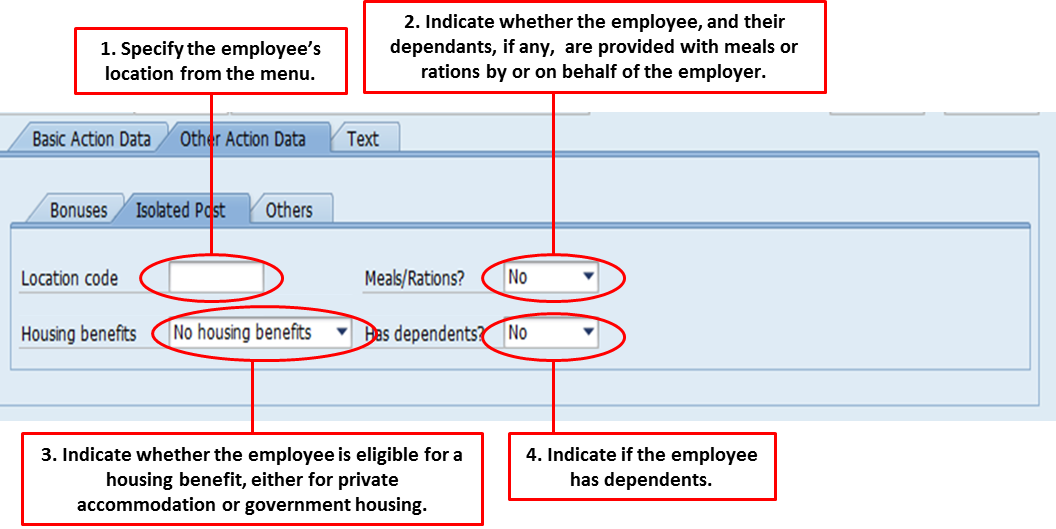
Under certain circumstances set out in certain collective agreements, an employee may request the cashing out of annual leave or compensatory leave. This is typically at the employer’s discretion and must meet certain criteria set out in the applicable collective agreement. In certain circumstances, a collective agreement may set out articles with require annual leave and/or compensatory leave to be paid out to an employee.

Payment in Lieu of leave cash out are not automatically calculated by SFT. Rather, the employees forecast must be adjusted manually to include the total monetary value of the leave to be cashed out:

1. Select the **Pay Detail – One-Time Allowances** tab;
2. Click on the **Add row** icon;
3. In the **Forecast Group Code** field, select “**91035 – Payment in lieu of**” from the menu;
4. In the **Fiscal Year** field, indicate the applicable fiscal year in which the leave will be paid;
5. In the **Pay Rate** field, indicate the estimated amount for leave.

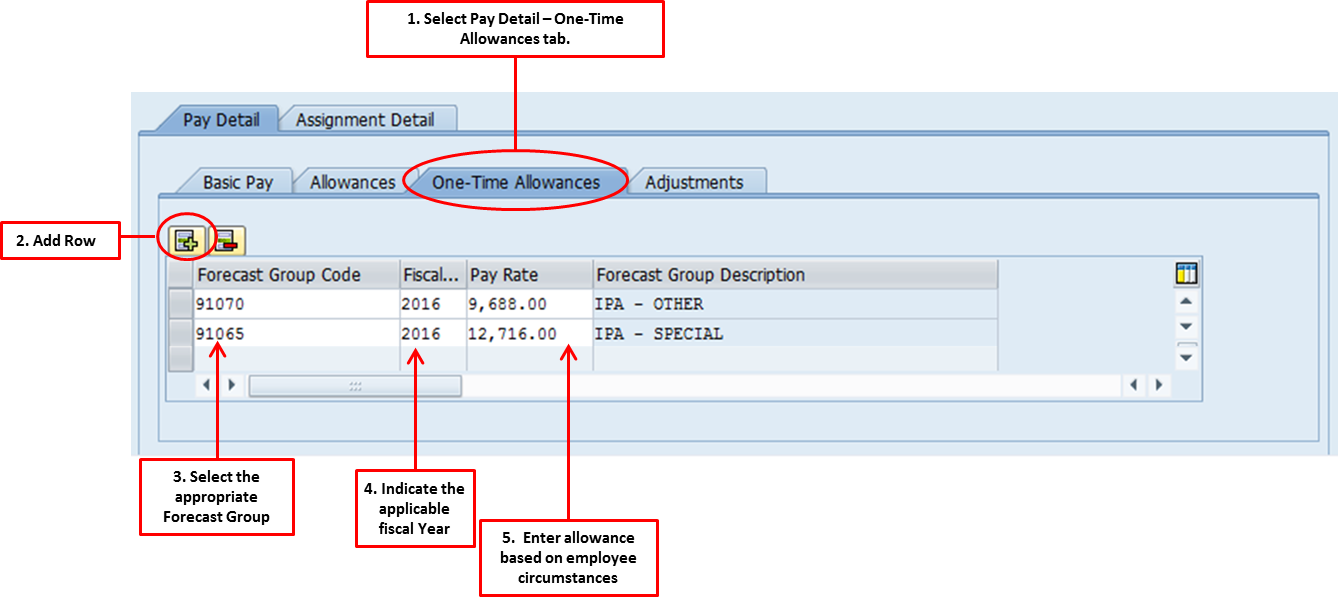
## Isolated Post Allowances

Isolated Post Allowances are given to employees in isolated posts within Canada to address unique attributes of the communities where they work or to provide reimbursement for high costs and special expenses. Most of these allowances will be automatically defaulted in the forecasts for an employee based on the Location code, housing, meals and dependants indicators information entered in the **Other Action Data – Isolated Post** tab. By completing the fields in this tab, SFT will determine if the employee is eligible for the Environment, Fuel, Living and/or Shelter allowances and calculate what amount they are entitled to receive.



If the employee is eligible for a Special Location, Travelling and Transportation Expenses and/or Vacation Travel Assistance allowance, the forecast will have to be added manually in SFT as a one-time allowance. These entries should be made directly in the **Pay Details – One-Time Allowances** tab, since rates are reviewed regularly and will vary on the employees specific circumstances:

1. Select the  **Pay Detail One-Time Allowances** tab;
2. Click on the **Add row** icon;
3. In the **Forecast Group Code** field, select the appropriate Forecast Group;
4. In the **Fiscal Year** field, indicate the applicable fiscal year in which the allowance will be paid;
5. In the **Pay Rate** field, indicate the lump sum allowance based on the employees specific circumstances.

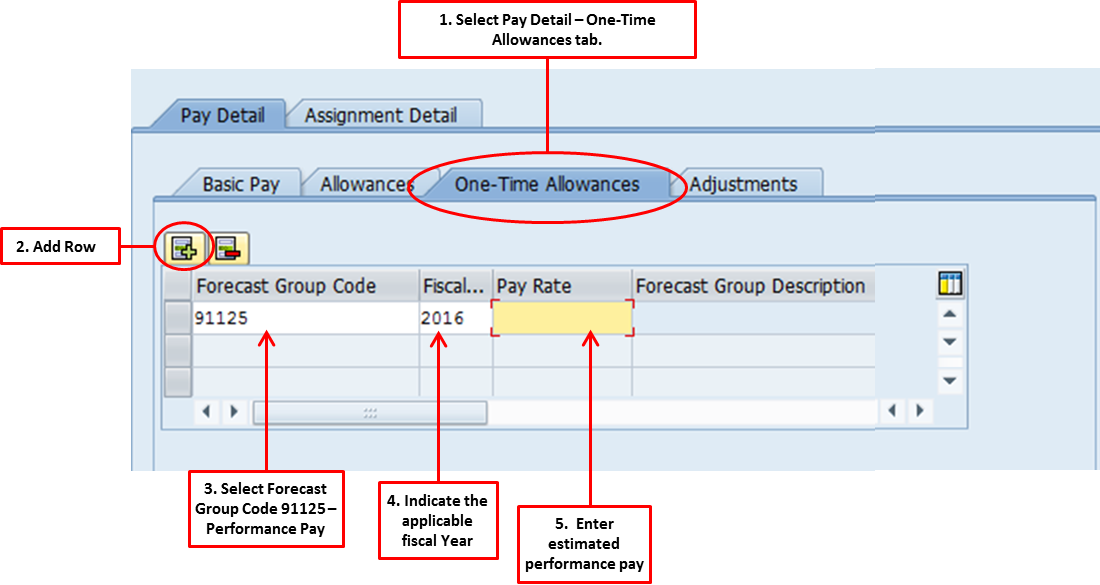


For more information on Isolated Post Allowances, refer to the [Isolated Posts and Government Housing Directive](http://www.njc-cnm.gc.ca/directive/index.php?did=4&lang=eng).

## Performance Pay

Performance Pay is a component of the Executive pay that is dependent on the employee’s achievements against individual and corporate commitments. The amount of Performance Pay will vary from year to year based on the employee’s Level and on their performance. As such, Performance Pay must be forecasted in SFT as a One-Time Allowance:

1. Select the **Pay Detail – One-Time Allowances** tab;
2. Click on the **Add row** icon;
3. In the **Forecast Group Code** field, select “91125 – Performance Pay” from the menu;
4. In the **Fiscal Year** field, indicate the applicable fiscal year in which the Performance Pay will be paid;
5. In the **Pay Rate** field, indicate the estimated amount for Performance Pay based on the employees basic pay rate.



Note that Performance Pay will be paid for by the organisation where the employee is working on March 31st. As such, ESDC will be responsible for the Performance Pay for employees on Transfer-In, regardless of the amount of time they have worked in the department. Oppositely, the other government department will need to assume the costs associated to Performance Pay for employees on Transfer-Out of the department.

The instructions above apply unless there is an agreement between both parties in regards to the payment of the performance pay. If there is an agreement, the forecast for performance pay in SFT should respect the agreement.

**Unless otherwise indicated in the secondment agreement**, the same rule will apply for employees seconded to or from the department. As such, ESDC must forecast for the Performance Pay of employees on Secondment-In on March 31st. However, for employees on Secondment-Out of the department, these expenditures will need to be paid by the other government department.

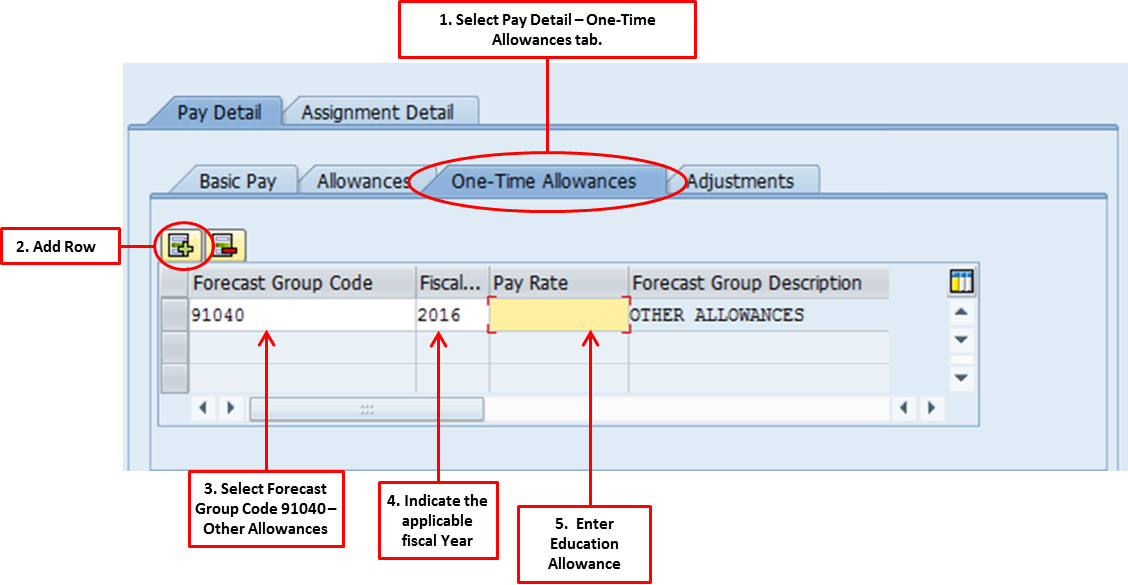
Note that there is a substitution rule in SFT where the PAYE and the actual payment for performance pay will not show in SFT for confidentiality/sensitivity purposes.

For more information on Performance Pay, refer to [the Frequently Asked Questions on the Performance Management Program Results for Executives](https://www.tbs-sct.gc.ca/prg/faq-eng.asp#a8).

## Education Allowances - Nursing Group

Employees in the Nursing Group (NU), based on their specific collective agreement, are entitled to an education allowance to undertake training or education that is utilized in the performance of their duties\*. The amount of the allowance will vary depending on the length and level (i.e. baccalaureate, master’s degree). As such, the Education Allowance must be forecasted in SFT as a One-Time Allowance:

1. Select the **Pay Detail – One-Time Allowances** tab;
2. Click on the **Add row** icon;
3. In the **Forecast Group Code** field, select “91040 – Other Allowance” from the menu;
4. In the **Fiscal Year** field, indicate the applicable fiscal year in which the Education Allowance will be paid;
5. In the **Pay Rate** field, indicate the amount of Education Allowance based on the employee’s chose training program.



For more information on the Education Allowances for members of the Nursing Group, refer to the [Health Services collective agreement.](http://www.tbs-sct.gc.ca/agreements-conventions/view-visualiser-eng.aspx?id=19)

*\*Note that employees in the Nursing Group are entitled to the Education Allowance even while on Maternity/Parental Leave. In this situation, the allowance should be added in the Pay Detail – One-Time Allowances tab of the Maternity/Parental leave event record. Even though the event record is excluded from forecasts, the one-time allowance will be considered in the calculation of the forecasts and will appear in the different SFT reports.*

# ZZSF02 - Planned Staffing Forecast

**Purpose**

Maintain planned position data to forecast anticipated staffing requests.

Perform this procedure when there is a requirement to forecast for anticipatory staffing of a currently filled position or for future planned staffing. This functionality is used for business planning purposes and enables better integration of planned staffing information from both a financial and human resource perspective.

**Business Process**

The position number record must exist in the system. If a position number does not exist, [refer to section ZZPOS\_NUMBER - Creating a position under the specific section Planned (unclassified).](#_Creating_a_Position)

A forecast by position (planned staffing) should be created when there is a need to forecast for:

1. Existing vacant positions;
2. Positions that will become vacant in the future;
3. Newly created positions;
4. An employee for whom the PRI is not yet available in SFT (Note that as soon as the PRI is available in SFT, the planned staffing needs to be deleted accordingly to avoid a duplicate forecast for the same employee).

As a general rule, for the first three cases listed above, a planned staffing forecast should only be created when the employee that will fill the position is either external to the department or is unknown.

If the employee that will likely fill the position exists in SFT (the PRI is available in SFT) the forecast should be entered directly in that employee’s forecast by adding an event.

Therefore, a planned staffing forecast should be created for the following staffing actions:

* Acting for more than four months (if the person is unknown);
* Appointment (Indeterminate and Term);
* Deployment;
* Secondment In (from OGD);
* Casual Employment;
* Student Employment;
* Part-time Worker.

Note that short term acting periods (less than four months) and assignments should be forecasted at the employee level as much as possible (i.e. when the person is known) by adding an event. In cases where this is not possible (i.e. when the person is unknown), a planned staffing forecast can be created, but must be deleted as soon as the employee’s record can be updated.

Forecast for acting under planned staffing should be done using a constant amount equal to the increment only (otherwise forecasts will be overstated).

Term extensions must be done directly in the employee’s forecast by adding an event referring to appropriate dates and by using the Action Code EXT/PROL – Extension of Term. Term extensions should not be done by changing the end date of the existing event.

Also, it is mandatory to identify for each planned staffing the Planned Staffing Type Code, which indicates whether the planned staffing is internal or external; and the Anticipated Staffing Action to the best of the manager’s knowledge at the time of the creation of the planned staffing (please refer to the following link in order to obtain descriptions of each anticipated staffing action: <http://hrsc-csrh.prv/webforms/Home.aspx>).

While planned staffings identified as “Internal to branch/region” are not excluded from forecasts, when consolidating the forecast at the branch level, an adjustment in FMBB must be done (using budget type (FAPS)) to reduce the overall branch/region forecast and to ensure that the effect of this planned staffing is nil. Note that FMBB adjustments must be properly identified using the appropriate Planned Staffing Type code (i.e. INT BR/DG; INT DEP/MIN; INT PS/FS; EXT PS/FP; PRI/CIDP).

Important to note that the HR End Date and/or Projected End Date should only be used when planned staffing is for a specific period (i.e. term, casual, and student). They should never be used with indeterminate employees.

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Position > ZZSF02 – SFT: Forecast by Position**

**Transaction Code**

**ZZSF02 - SFT: Forecast by Position**

**Helpful Hints:**

* Authorization to maintain or to view data is required. If no authorization is given, the system will display the message “Not authorized to change based on position record”. You will only be authorized to view/assign a position that is part of your position group.
* The Position Status and Position Type must be used to reflect various situations that can occur in planned staffing. The Position Type is a mandatory field.
* Most short term acting periods (acting less than four months) are related to holiday replacement. In those cases, even if the employee is unknown, we strongly suggest that the forecast be recorded as an event under the employee within the unit who will most likely do the acting. Immediately after, a Return to Substantive should be created in order to end the acting period. Note that the forecasted acting and return to substantive can be changed to someone else at any time to reflect who will actually be doing the acting once this information is known.
* If the person that will most likely do the short term acting is unknown and you do not want to put a temporarily forecast under an employee (for e.g. because the employee is from another business line) a planned staffing could be created and the *Use constant annual amount* *in forecast* field should be used to account for the difference between the regular salary and the acting.
* Planned position forecasts will decrease every month on a prorated basis over the course of the fiscal year.
* A planned staffing forecast cannot be saved unless a cost assignment is entered.
* The position cost assignment determines where expenditures should be allocated for the position only. An employee who is assigned to a position does not inherit the position cost assignment.
* Event record can only be modified or deleted one at the time.
* The planned staffing forecast must be deleted once an employee is assigned to the position to avoid having duplicate forecast.
* Once the planned staffing forecast is created, reports are available to review the information. The proposed report in this case is the Planned Staffing Detail Report ZKSM\_DTL\_PS. That report has two lines by transaction because planned staffing forecasts are amortized the 1rst of the month, the first line being the amount that will be decreased the next month if not materialized.



**Steps required:**

**Steps to create a Forecast by position:**

1. Select transaction code **ZZSF02 – SFT: Forecast by Position**.
2. Click the **Enter** icon to go to the *SFT: Forecast by Position* screen.
3. Complete the field Employment Position and click the **Execute** icon to go to the **Forecast by position – Display record screen.**
4. Click the Drop-down list icon on the right of the **Create** button then select **Add new Event Record** to go to the **Create new event record screen**.
5. Click beside the **Start Date** field. Enter the start date that the forecast should be forecasted from. This date can be any date in the past or the present.
6. Click the **Continue** icon to go to the **Forecast by position – Create record screen**.
7. Complete the required fields of the screen in various tabs. Use the table below as a quick reference guide.
8. Click the **Simulate posting** icon in the **Assignment Detail tab**.
9. If no error was detected in the previous step, click the **Save** icon and select **Save with Post**.

For detailed instructions on how to create a Forecast by position, refer to the [step-by-step documentation](http://nspkipws.service.gc.ca/gm/folder-1.11.3508?mode=EU&originalContext=1.11.199336).

**Steps to modify a Forecast by position:**

1. Select transaction code **ZZSF02 – SFT: Forecast by Position**.
2. Click the **Enter** icon to go to the *SFT: Forecast by Position* screen.
3. Complete the field Employment Position and click the **Execute** icon to go to the *SFT: Forecast by position – Display record* screen.
4. In the left pane, select the event record that needs to be modified.
5. Select the **Change** icon.
6. Make the changes you need to the event record and click the **Save** icon and select **Save with Post**.

For detailed instructions on how to modify a Forecast by position, refer to the [step-by-step documentation](http://nspkipws.service.gc.ca/gm/folder-1.11.3659?mode=EU&originalContext=1.11.199336).

**Steps to delete a Forecast by position:**

1. Select transaction code **ZZSF02 – SFT: Forecast by Position**.
2. Click the **Enter** icon to go to the *SFT: Forecast by Position* screen.
3. Complete the field Employment Position and click the **Execute** icon to go to the *SFT: Forecast by position – Display record* screen.
4. In the left pane, select the event record that has to be deleted.
5. Select **Delete Event Record** and click **Yes** and **Save.**

For detailed instructions on how to delete a Forecast by position, refer to the [step-by-step documentation](http://nspkipws.service.gc.ca/gm/folder-1.11.3671?mode=EU&originalContext=1.11.199336).

**QUICK REFERENCE - Important Fields in Forecast**

| **Input - Fields** | **Field Value/Comments** |
| --- | --- |
| **Exclude from Forecast** | No |
| **Planned Staffing** | Defaults as Yes. Planned staffing is a flag that indicates to the system to forecast the position since there is no employee forecast available. |
| **Assignment Date (From - To)** | The period of the assignment. The ‘To’ date will be delimited when a new event record is added. |
| **Modified Assignment Date (From - To)** | Modified Assignment Date will differ from assignment date only if a HR or Projected end date is used. |
| **HR End Date** | For determinate (i.e. term, causal, and student) employees only. Since there is no letter of Offer for a planned staffing position, this end date should reflect the anticipated end date for a determinate position. |
| **Projected End Date** | For determinate (i.e. term, causal, and student) employees only. Projected End Date is (Enter YYYY-03-31) should staff the date the manager believes the position. |
| **Assigned Work Week Default (37.5)** | Enter the number of hours the resource will be required to work. |
| **Scheduled Work Week Default (37.5)** | Enter the number of hours the position will be staffed for as per the Collective Agreement. |
| **Full Time Equivalent (FTE)** | This field is automatically calculated based on the Assigned Work Week vs Scheduled Work Week. |
| **Position Status** | Select the appropriate status. Status 1 is used for all active employees except for: Students, Secondments and Executive Interchanges. |
| **Position Type** | Select the appropriate type. i.e. Type A is for full-time indeterminate employee. This field is mandatory. |
| **Type of Planned Staffing Code** | Select the appropriate Type of Planned Staffing to indicate if it’s whether Internal to branch/region, Internal to department but external to branch/region, External to department but internal to Public Service, External to Public Service (public) or Pending the creation of the PRI. This field is mandatory. |
| **Anticipated Staffing Action** | Select the appropriate Anticipated Staffing Action to the best of the manager’s knowledge. This field is mandatory. |
| **Pay Detail – Basic Pay Tab** |  |
| Forecast Group Code | Select the appropriate group to meet your requirement. |
| Schedule Code | Default “A” (Arrears). As of April 1, 2014, the pay schedule code for all employees will be “A” (Arrears). This information is used in calculating the accruals for inbound pay files. |
| Classification Region | Select the appropriate Classification Region. |
| Classification | Select the appropriate classification and level. |
| Step | Select the appropriate step. |
| Rate Base | If pay rate is blank or 00, you must use the overwrite flag and enter an amount. Annual salary amounts that default from the pay rates table. The amounts will have different dates and pay levels for each CBA revision and employee increment dates. |
| Incremental Date | Incremental Date is populated based on the assignment date. Usually one year from date of the initial hire. |
| Incremental Frequency | Default Yearly incremental at every 365 days. |
| Use constant annual amount in forecast | This flag will indicate that the salary is negotiated or fixed (i.e. EX). No pay scales, just a min and max. Must be selected if an overwrite amount was specified. In this case Step should be at 0 in the Step field. |
| Overwrite Amount - Required for “Min-Max” pay rates | Annual amount to be used in forecast. Must be entered if a Constant flag has been indicated. |
| **Pay Detail – Allowance Tab** | Able to add Forecast Group entries or delete entries with the 'icons' create and delete if the information is known for the position to field (i.e. add FG 91025 – Bilingual Bonus if applicable). |
| **Assignment Detail Tab** | Enter the financial coding for the anticipated staffing. It can be split by multiple coding lines if applicable. |
| **Text Tab - Text field** | Include comments as required. |

# ZZSF03 - Maintain Global forecast

**Purpose**

Global forecasts represent payroll expenditures that are more difficult or time consuming to forecast on a PRI or position level rather than at the Funds Center level.

**Business Process**

A Global Forecast should be entered in the Fund Center where the actual expenditures will be posted. This will avoid un-forecasted amounts when reconciling actuals with forecast.

Global Forecasts are done at the Fund Center level using a manager code. This code must be created in SFT before a Global Forecast can be entered.

A Global Forecast should only be used to forecast for the following type of expenditures:

* Transitional Pay (FG 91003)
* Other Personnel (FG 91110)
* Overtime (FG 91115)
* Retroactive Pay (FG 91140)
* Separation & Term Benefits (FG 91145)
* Minister’s Car Allowance (FG 91160)
* Pride & Recognition (FG 91165)

Monitoring will be done by Corporate Resource Management (CRM) to validate that forecasts made in Global Forecast are appropriate.

**Menu Path**

Use the following menu path to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Global > ZZSF03 – SFT : Global Forecast**

**Transaction Code**

**ZZSF03 – SFT: Global Forecast**

**Helpful Hints:**

General

* Authorization to maintain or to view data is required and is based on Home Cost Center. If no authorization is given, the system will display the message “Not authorized to change based on xx”.
* A Manager Code can only be used by on person at a time to entre Global Forecasts in SFT.
* Only CRM has access to create period folders (April 1, YYYY to March 31, YYYY under a Manager Code folder.
* All forecasted values are treated as annual amounts and are not prorated as the year progresses, but they can be modified and/or adjusted throughout the year;

**Example:** If a global forecast for one million dollars is added for overtime on March 31, 2014, the entire one million dollars will be added to the full-year forecast for the 2015 fiscal year.

* If a forecasted value should only be valid for a single fiscal year, the fiscal year must be specified; otherwise, the amount will be forecasted perpetually for the validity period of the assignment.

**Example:** If a global forecast for one million dollars is added for overtime on March 31, 2014, with Fiscal Year 2014 specified the entire one million dollars is added to the full-year forecast for the 2014 fiscal year only. No forecast will be shown in fiscal year 2015.

* If the cost assignment is not entered, the system will not allow the global forecast to be saved.
* A global forecast should not be used to forecast for acting assignments, even if the person who will do to the acting is unknown. Refer to the Planned Staffing Forecast section of the guide to determine the appropriate method for forecasting these acting assignments.
* In some circumstances, there might be a need to copy and paste some data from one Manager Code to another to avoid having to input duplicate information, e.g. following the creation of a new Manager Code. To do this, use Ctrl-Y to select the appropriate data, along with the Ctrl-C and Ctrl-V functionality to paste the information in the other Manager Code.
* Global forecasts can be reviewed using the ZKSM\_DTL\_GLB - Global Forecast Reconciliation report.
* While some salary related expenditures are recorded at the Fund Center lever using the Global forecast function, expenditures are always recorded directly against the employee PRI. This will result in variances in the ZKSM\_DTL\_EE - Employee Forecast Reconciliation report.

Transitional Pay (FG 91003)

* This Forecast Group should only be used for expenditures that will be posted to the GL account 112600 – A/R - Other - Transition Payment - Pay in arrears.
* Note that there will not be interdepartmental payments for transition payment, i.e. departments cannot invoice each other to recover the amount of the transition payment. Therefore, please ensure that no charge and forecasts are reflected for employees on Secondment In.

Other Personnel (FG 91110)

* This Forecast Group should only be used for the type of expenditures that will be posted to the following GL accounts:
* Non-Standard Hours Premium (GL 521301)
* Retroactive Pay – Pay Equity (GL 521921)
* Compensatory Allowances for Employee Expenses (GL 523101)
* Pay Equity Allowances (GL 523301)
* Pay Equity Interest (GL 523311)
* Equalization Adjustment (GL 523501)
* Other Specified Allowances (GL 523561)
* Supplementary Employee Benefits (GL 524201)
* Other Supplementary Personnel Costs (GL 524401)

A detailed description beside each transaction is required in order to justify the use of the Forecast Group Other Personnel.

Overtime (FG 91115)

* This Forecast Group should only be used for expenditures that will be posted to the GL account 521501 – Overtime.
* If overtime is forecasted perpetually, SFT will prorate the forecast based on the working days of that specific year. The future years amount may differ slightly, depending on the number of paid days in the year (e.g. 261 vs 262).
* If there is an agreement between ESDC and an OGD to borrow their employees to help on a temporary basis, these additional costs for this temporary help must be forecasted for in SFT. The OGD will initiate an Interdepartmental Settlement (IS) in order to charge ESDC for the overtime incurred which will be processed using PRI 999999999. In this situation, the forecast related to that amount should be added under Global Forecast – FG 91115 Overtime. If these hours are not overtime, e.g. borrowed employee for a 2 week period during normal working days, the expenditures will be process as non-salary expenditures. In this case these costs should be added to the non-salary forecast against Commitment Item 92440 – Business Services using BI-IP, even if these constitute salary expenditures for the OGD.

Retroactive Pay (FG 91140)

* This Forecast Group should only be used for expenditures that will be posted to the GL account 521901 – Retroactive Pay – Previous Years. For example, retroactive pay following the renewal of collective agreements.

Separation and Term Benefits (FG 91145)

* This Forecast Group should only be used for the type of expenditures that will be posted to the following GL accounts:
* Termination Gratuity (GL 521702)
* Separation Benefit - Work Force Adjustment (WFA) (GL 521703)
* Death Gratuity (GL 521710)
* If an employee in a WFA situation has chosen the Transition Support Measure (TSM) option, the TSM must be entered in SFT as a Global Forecast using the forecasting group 91145 - Separation & Term. Note that this type of payment is not prorated and is paid in a lump sum.

Minister’s Car Allowance (FG 91160)

* This Forecast Group should only be used for expenditures that will be posted to the GL account 523102 – Minster’s Car Allowance.

Pride & Recognition (FG 91165)

* This Forecast Group should only be used for the type of expenditures that will be posted to the following GL accounts:
* Pride and Recognition - Day-to-Day (GL 524301)
* Pride and Recognition - Years of Service (GL 524302)
* Pride and Recognition - Retirement (GL 524303)
* Pride and Recognition - National Public Service Week (NPSW) (GL 524304)

**Steps required:**

**Steps to create a Global Forecast in SFT:**

1. Select transaction code **ZZSF03 – SFT: Global Forecast**.
2. Enter the Manager code in the **Manager** field and the applicable dates in the **Forecast Period** field. **Execute**.
3. In the “Create new record” pop-up, indicate the Start Date and click **Continue**.
4. In the Forecast Group field, indicate the appropriate Forecast Group code.
5. Complete the remainder of the required fields of the screen. Use the table below as a quick reference guide.
6. Click the **Simulate posting** icon to ensure there are no coding errors.
7. **Save**.
8. Click the **Continue** icon to return to the *Forecast by Organization – Change* screen.

For detailed instructions on how to modify a Global Forecast, refer to the [step-by-step documentation](http://nspkipws.service.gc.ca/gm/folder-1.11.3516?mode=EU&originalContext=1.11.199336).

**Steps to modify a Global Forecast in SFT:**

1. Select transaction code **ZZSF03 – SFT: Global Forecast**.
2. Enter the Manager code in the **Manager** field and the applicable dates in the **Forecast Period** field. **Execute**.
3. Double click on the forecast record to be modified.
4. Click the **Display/Change** icon to activate the change functionality.
5. Modify all affected field as required.
6. Click the **Simulate posting** icon to ensure there are no coding errors.
7. **Save**.
8. Click the **Continue** icon to return to the **Forecast by Organization – Change screen**.

For detailed instructions on how to modify a Global Forecast, refer to the [step-by-step documentation](http://nspkipws.service.gc.ca/gm/folder-1.11.3675?mode=EU&originalContext=1.11.199336).

**Steps to delete a Global Forecast in SFT:**

1. Select transaction code **ZZSF03 – SFT: Global Forecast**.
2. Enter the Manager code in the **Manager** field and the applicable dates in the **Forecast Period** field. **Execute**.
3. Double click on the forecast record that needs to be deleted.
4. Click the **Display/Change** icon to activate the change functionality of the screen.
5. Select the row of the record to be deleted by clicking on the selection block at the far left of the applicable row.
6. Click the **Delete Row** icon.
7. Click the **Continue** icon to return to the *Forecast by Organization – Change* screen.

For detailed instructions on how to delete a Global Forecast, refer to the [step-by-step documentation](http://nspkipws.service.gc.ca/gm/folder-1.11.3683?mode=EU&originalContext=1.11.199336).

**QUICK REFERENCE - Important Fields in Forecast**

| **Input - Fields** | **Field Value/Comments** |
| --- | --- |
| **Header Information** |  |
| Company Code | Default as 0140 |
| Manager | The Manager code represents the sector related to the Fund Center where the Global Forecast will be entered. Corresponds to an HXXXXXX code. |
| Start Date | The beginning of period of time for which the forecast is effective. |
| End Date | The end of period of time for which the forecast is effective. |
| **Main screen** |  |
| Forecast Group | Indicate the applicable Forecast Group. |
| Forecast Group Description | Information will default based on the forecast group value entered. |
| Global Forecast | Enter the forecasted amount associated to the specified Forecast Group. |
| Fiscal Year | Indicate the fiscal year for which the forecast is valid. A blank value in this field will ensure that the amount will be forecasted perpetually. |
| Cost Center | Enter the appropriate cost center. |
| Funds Center | Information will default based on the cost center value entered. |
| Fund | Enter the appropriate Fund. |
| Functional Area | Enter the functional area (PAA). |
| Order | Financial coding element used in project management to monitor and allocate costs. Complete this field when the employee’s expenditures and forecasts should be coded to a specific project. |
| Network | Financial coding element used in project management to monitor and allocate costs. Complete this field when the employee’s expenditures and forecasts should be coded to a specific project or task within a project. |
| Activity | Financial coding element used in project management to monitor and allocate costs. Complete this field when the employee’s expenditures and forecasts should be coded to a specific project or task within a project. Note that this coding element must be used conjointly with Network. |
| Text | Add a detailed description beside each transaction. For FG 91110 – Other Personnel, a detailed description must be entered to justify the use of that FG. |

# Employee Forecast Adjustments

**Purpose**

An Employee Forecast Adjustment is used to increase or decrease an employee forecast event record for basic pay or allowances by an absolute amount. The purpose of which is to forecast for out of the ordinary situations which are difficult to capture by other means, and so increase overall forecasting accuracy.

The most common situations in which these forecasts adjustments can be used include, but are not limited to:

* Short Periods of Leave Without Pay;
* Additional Hours (Not Overtime) for Part-Time and Casual employees;
* Changes to Bilingual Bonus;
* Additional Expenditures for employees Struck of Strength;
* Changes to Isolated Post Allowances;
* Leave without Pay for Statutory Holidays for Part-Time employees;
* Adjustments for Overpayments and Underpayments.

**Business Process**

|  |  |
| --- | --- |
| Short Periods of Leave without Pay (LWOP) – Less than 7.5 hours | If an employee takes a period of LWOP less than 7.5 hours, a forecast adjustment should be made in the active event record using the **Forecast Adjustment** function. Users should calculate the dollar value of the leave without pay and reduce the Basic Pay forecast group by this amount. If the employee takes more than 1 period of LWOP this method should also be used, provided that the **cumulative total of the LWOP for the fiscal year is less than 37.5 hours**.  Once an employee has accumulated 37.5 hours of LWOP however, the forecast adjustment should be deleted and a LWOP event record should be created to account for both the reduction in salary expenditures and the impact on Full-Time Equivalents (FTE). |

|  |  |
| --- | --- |
| Additional Hours for Part-time and Casual Employees (Not Overtime) | Additional hours are extra hours worked by part-time employees, regardless of their tenure (indeterminate, term or casual) that, when added to the employees regular work week, do not exceed the normally scheduled hours of work established for a full-time employee in the same occupational group and level, e.g. 37.5 hours per work week. Note that these hours are **not overtime** hours but rather additional hours worked paid at straight time.  **Additional Hours totalling less than 37.5 hours in a fiscal year**  For part-time employees who work a cumulative total of Additional Hours (Not Overtime) less than 37.5 hours in a fiscal year, a forecast adjustment should be made in the active event record using the **Forecast Adjustment** function. Users should calculate the dollar value of the additional hours and increase the Basic Pay forecast group by this amount.  **Regularly working Additional Hours**  For part-time employees who regularly work additional hours, the hours indicated in the **Assigned Work Week** field of the active event record **should be modified** to reflect the weighted average of hours worked/to be worked for the length of the event based on the information provided by the manager, regardless of the assigned work scheduled indicated in the Letter of Appointment. If, as per the direction of the manager, the employee’s weighted average of hours work/to be worked is expected to change significantly, a “Change of Working Hours” event record should be created and the Assigned Work Week field should be modified to reflect the new average working hours, regardless of the assigned work schedule indicated in the Letter of Appointment. |
| Bilingual Bonus – Forecasting Error | * If an employee was eligible for Bilingual Bonus but the allowance was not reflected in SFT, the event record(s) should be reviewed and the **Bilingual Bonus** field on the **Other Action Data** tab should be set to “Yes”. * If an employee was not eligible for Bilingual Bonus but the allowance was included in SFT, the event record(s) should be review and the **Bilingual Bonus** field on the **Other Action Data** tab should be set to “No”. |
| Bilingual Bonus – Change in Eligibility | * For an employee who previously met the language requirements of their position but, following a Second Language Evaluation (SLE), **no longer meets** them, a new event record should be created to account for the change. The new event record should keep the same staffing action as the previous record and start on the date from which the employee is no longer eligible. The **Bilingual Bonus** field on the **Other Action Data** tab should be set to “No” and a note should be added to the **Text Tab – Text field** to indicate “Change in Bilingual Bonus Eligibility”.   For an employee who previously did not meet the language requirements of their position but, following a Second Language Evaluation (SLE), **now meets** them, a new event record should be created to account for the change. The new event record should keep the same staffing action as the previous record and start on the date from which the employee became eligible. The **Bilingual Bonus** field on the **Other Action Data** tab should be set to “Yes” and a note should be added to the **Text Tab – Text field** to indicate “Change in Bilingual Bonus Eligibility”. |
| Bilingual Bonus – Not paid due to number of days worked | Even if an employee meets the language requirements of their position, they must work a minimum of 10 days in a month to be eligible to receive the bilingual bonus. Employees who take Leave with Income Averaging (LIA) remain eligible for the bilingual bonus except for the month(s) where the scheduled leaves result in them not working the minimum 10 days. However, this adjustment is not automatically calculated since the LIA event record reflects the total period during which the employee’s salary will be reduced rather than the period of the actual leave. As such, the employee’s forecasts should be reduced to account for the lost bilingual bonus for that short period:   1. Identify the exact dates of the employee’s scheduled leave and determine if the employee will be ineligible to receive the bilingual bonus for one or more months as a result of the 10 days minimum requirement. 2. Calculate the dollar value of the lost bilingual bonus. 3. Using the **Forecast Adjustment** function, reduce the Bilingual Bonus forecasting group in the LIA event record by this amount.   *\*If the LIA deduction period overlaps 2 fiscal years, it is possible to split the LIA by creating 2 separate event records and making the forecasts adjustment in the event record corresponding to the fiscal year when the leave will be taken.* |
| Struck off Strength (SOS) – Additional Expenditures | Occasionally, expenditures such as “Payment for Month of Death” or retroactive payments, for an employee that has been Struck off Strength are recorded after the employee’s departure date. To ensure that the SOS date is accurate, these additional expenditures must be forecasted using the **Forecast Adjustment** function. However, the adjustment itself cannot be made in the SOS event record since this record is excluded from the forecasts. Rather, the forecast adjustment should be made in the **employee’s last active event record**, i.e. the last event record before the SOS, since these costs are relevant to that period even if they were paid after the employee’s departure.  However, if the last active event record was in a **previous fiscal year**, and so the expenditures are relevant to a previous fiscal year, they should be **transferred back using the PAYE process and no forecast adjustment is required**. In the event where the last active event record was in a previous fiscal year and **no PAYE was established** for whatever reason, **a forecast should be included under “Global Forecast” using the “91140 – Retroactive Pay Previous Year”** forecast group.  *\* If an employee was SOS in a previous fiscal year, and you see an expense in the current year with current year entitlement dates, please contact SFA Surveillance\_Salaire / Salary\_Monitoring FAS (EDSC/ESDC)* [*EDSC.SFA.SURVEILLANCE\_SALAIRE-SALARY\_MONITORING.FAS.ESDC@hrsdc-rhdcc.gc.ca*](mailto:EDSC.SFA.SURVEILLANCE_SALAIRE-SALARY_MONITORING.FAS.ESDC@hrsdc-rhdcc.gc.ca) *for assistance and guidance.* |
| Isolated Post Allowance (IPA) – Change in Eligibility | For an employee who was previously eligible for an IPA allowance but, for whatever reason, **no longer qualifies** for one or more allowances, a new event record should be created to account for the change in eligibility. The new event record should keep the same staffing action as the previous record and start on the date from which the employee is no longer eligible:   1. On the **Other Action Data** tab, modify/remove the Location and set the indicator for the affected allowance(s) to “No”; 2. On the **One-Time Allowance** tab, remove any IPA allowance(s) for which the employee is no longer eligible; 3. In the **Text Tab – Text field**, indicate “Change in IPA Allowance Eligibility”.   For an employee who previously was not eligible for an IPA allowance but, for whatever reason, **now qualifies** for one or more allowances, a new event record should be created to account for the change in eligibility. The new event record should keep the same staffing action as the previous record and start on the date from which the employee becomes eligible:   1. On the **Other Action Data** tab, modify/add the Location and set the indicator for the affected allowance(s) to “Yes”; 2. On the **One-Time Allowance** tab, add any IPA allowance(s) for which the employee is now eligible; 3. In the **Text Tab – Text field**, indicate “Change in IPA Allowance Eligibility”. |
| Isolated Post Allowance (IPA)– Change in Rates | IPA forecasts are calculated based on rate tables integrated into SFT. Occasionally however, there are delays in updating these tables which can result in a minor understatement of the total IPA annual forecasts. Once the rate tables are modified, the forecasts calculation will be updated to reflect the new costs as of the date on which the change was made in SFT. However, this delay can cause some small discrepancies between forecasts and expenditures. As such, an adjustment should be made directly in the active event record using the **Forecast Adjustment** function. Users should calculate the dollar value of the change in rate for the applicable allowance(s) and modify the affected forecast group by this amount. |
| Part-Time Employees – LWOP for Statutory Holidays | When calculating forecasts for Part-Time employees, SFT uses the number of hours in the **Assigned Work Week** field and does not take into account the day(s) the employee does not work or how these coincide with Statutory Holidays. However, the system does automatically calculate the 4.25% Payment in Lieu of Statutory Holiday allowance that the employee receives instead. As such, Basic Pay forecasts for Part-Time employees are regularly overstated and must be adjusted. How this adjustment is made will depend on the employee’s actual work schedule.  **Employees only works 1 to 4 days in a week**   1. Determine which weekday(s) the employee is not scheduled to work (e.g. employee does not work on Fridays); 2. Determine on which weekday the different Statutory Holidays in a given fiscal year fall; 3. Create a LWOP event for all Statutory Holidays that coincide with a day on which the employee is scheduled to work.   **Employees who works the same number of reduced hours per day 5 days a week**   1. Determine the total number of Statutory Holidays in a given fiscal year; 2. Create a LWOP event for each Statutory Holiday. LWOP can be done in bulk in order to reduce the number of events created for the employee.   **Employees who doesn’t work the same number of reduced hours per day in a week**   1. Determine the number of hours the employee is scheduled to work each day of the week (e.g. Monday 5 hours, Tuesday 3.5 hours, Wednesday 6 hours, Thursday 5 hours and Friday 3.5 hours); 2. Determine on which weekday the different Statutory Holidays in a given fiscal year fall;   Using the **Forecast Adjustment** function, reduce the employee’s salary forecast of the amount corresponding to the number of hours the employee will not work because of the Statutory Holidays. |

**Menu Path**

Use the following menu path(s) to begin this transaction:

* Select **Accounting > Salary Forecasting Tool > Forecasting > Employee> ZZSF01 – SFT Forecast by Employee**

**Transaction Code**

ZZSF01 – SFT Forecast by Employee

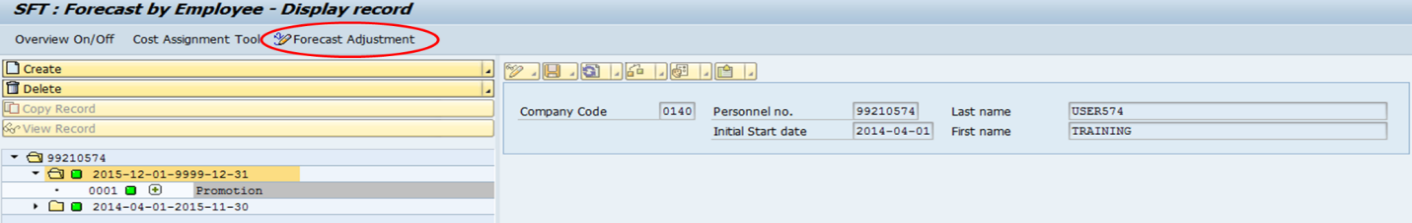
**Helpful Hints:**

* Employee Forecasts Adjustments should be used sparingly and **only in those situations where no other business process, as defined in this Reference Guide, exists**.
* When creating an Employee Forecast Adjustment, a note explaining the reasons for the adjustment **should always** be entered in the **Adjustment Comments** field. These notes will appear on SFT reports for managers and provide useful information.
* If the employee has multiple event records, these will all appear in the View Forecasts Adjustment pop-up. As such, special care should be taken to ensure that the Employee Forecasts Adjustment is made against the appropriate event record.
* Forecast adjustments often occur following the reconciliation of employee forecasts and expenditures. While the “Reconcile to” date function is a useful tool for reconciling information, forecasts adjustments are pro-rated throughout the entire length of the event record and so the use of the “Reconcile to” function may result in significant variance when comparing forecasts to expenditures on a given date. Note that the SFT is an annualized forecasting tool and so the focus when making adjustments should be to ensure accurate full-year forecasts rather than reconciling by pay period. As such, it is important to consider materiality when making these adjustments. A materiality threshold of $500 by employee is recommended, though this can be adjusted depending on the size of the organization.

**Steps required:**

**Steps to create an Employee Forecast Adjustment:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute.**
3. Click the **Forecasts Adjustment** icon at the top of the *SFT: Forecast by Employee* screen.



1. In the View Forecast Adjustment pop-up, activate the **Change** mode.
2. In the **Adjustment Amount** field, against the appropriate event record and forecasts group, indicate the value of the Forecast Adjustment.
3. In the Effective Date field, indicate the effective date of the adjustment.
4. In the Adjustment Comments field, add a note explaining the reason(s) for the forecasts adjustment.
5. **Save**.

|  |
| --- |
|  |

**Steps to modify/delete an Employee Forecast Adjustment:**

1. Select transaction code **ZZSF01 – SFT: Forecast by Employee**.
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute.**
3. Click the **Forecasts Adjustment** icon at the top of the *SFT: Forecast by Employee* screen.
4. In the View Forecast Adjustment pop-up, activate the **Change** mode.
5. **Modify or erase** the information related tothe appropriated fields of the screen, whether the Adjustment Amount, Effective Date or Adjustment Comments.
6. **Save.**

# Salary Expenditures Adjustments

## Partial Salary Adjustment – ZZSM40

A ZZSM40 – Partial Salary Adjustment should be performed when, for a single PRI, partial expenditures amount for a specific pay (from Phoenix system) have to be realigned to a different financial coding. Document type created for this type of adjustment is SF.

The procedure on how to perform the above salary adjustment can be found at the following link: [http://nspkipws.service.gc.ca/gm/folder-1.11.3524?mode=EU&originalContext=1.11.199336](http://nspkipws.service.gc.ca/gm/folder-1.11.3524?mode=EU&originalContext=1.11.199336%20)

## Full Salary Adjustment – ZZSM41

A ZZSM41 – Full Salary Adjustment should be performed when, for a single PRI, full expenditures amount for one or several specific pay (from Phoenix system) have to be realigned to a different financial coding. Document type created for this type of adjustment is SF.

The procedure on how to perform the above salary adjustment can be found at the following link: <http://nspkipws.service.gc.ca/gm/folder-1.11.197115?mode=EU&originalContext=1.11.199336>

## Reverse Salary Adjustment – ZZSM50

A ZZSM50 – Reverse Salary Adjustment should be perform when the reversal of a salary JV adjustment ZZSM40 or ZZSM41 has to be done.

The procedure on how to perform the above salary adjustment reversal can be found at the following link: <http://nspkipws.service.gc.ca/gm/folder-1.11.3528?mode=EU&originalContext=1.11.199336>

## Cross Branch or Cross Authority JVs

A Cross Branch or Cross Authority JV has to be performed when an adjustment of salary expenditures has to be done either within different branches or different authorities. A specific template has to be completed in order for Accounting Operations to process it via the iService Catalogue.

The JV template to use to perform the above salary adjustment can be found at the following link:

<http://iservice.prv/eng/service_catalogues/index.shtml>

## Year-End and quarterly Mass Realignment Salary JVs

Quarterly Mass JVs Realignment to projects (Network / Activity) and Year-End Mass JVs Realignment by FAs can be done by using the FB50/ZKFI JV (JV uploader) utility. These types of salary adjustments can only be processed by NHQ FMAs.

Please contact your FMA for additional information.

# 

# APPENDIX A - Forecast Event Locking Authorizations for Inter-Branch Acting; Assignments; Deployments

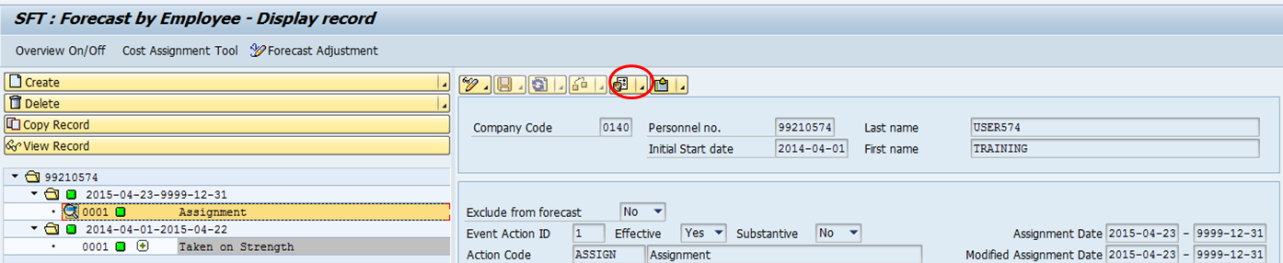
The sub menu bar of every event record in ZZSF01 - SFT: Forecast by Employee includes an “**Authorization**”  function which enables users to access additional levels of protection for maintenance or viewing of a specific event record.

All employee forecast records are protected by the PRI assignment to an Employee Group (ZZPRI\_NUMBER – PRI Information) that must be modified for the following situations (Staffing Actions):

1. Acting while on assignment in another Branch/Region ;
2. Assignment to another Branch/ Region;
3. Deployment (internal) to another Branch / Region;
4. Promotion or Reclassification to a new position in another Branch/Region.

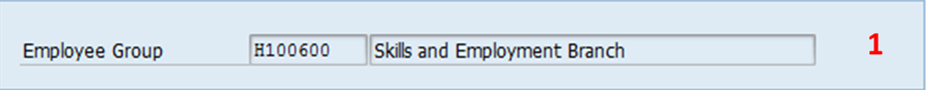
**Steps to modify the Authorization settings of an event record:**

1. Select the event record[[4]](#footnote-4) for which the Authorization settings must be modified. Select **Change**.
2. Select **Authorization**. 



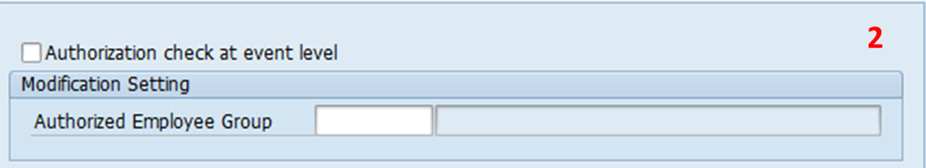
The “Forecast Event Authorization Setting” screen will open. This screen is divided in 3 sections:

**Section 1: Header Information**



| **Field Name** | **User Action and Values** |
| --- | --- |
| **Employee Group** | This indicates the Employee Group that the PRI is assigned to in the Employee Master Record (ZZPRI\_NUMBER – PRI Information).  Any user with access to this specific employee group can access the employee record. A **blank value** indicates that there is no employee group assignment and that, as such, **all users can access to the employee record.** |

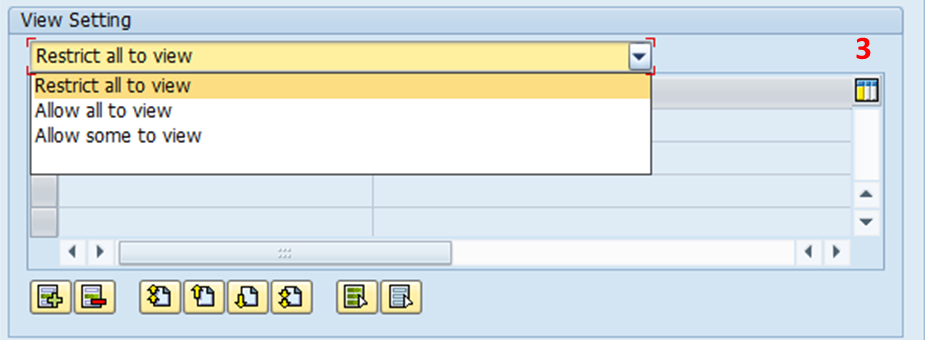
**Section 2: Modification Setting**



| **Field Name** | **User Action and Values** |
| --- | --- |
|  | Check this box to lock the forecast event to a specific Employee Group. Note that by activating this flag the “Authorized Employee Group” field becomes mandatory. |
| **Authorized Employee Group** | This is required if the event locking authorization check is activated.  Click on the Match code  to see the listing of Employee Groups and select the group that should be allowed to modify the record. Note that only a single value can be entered in this field and that it can differ from the Employee Group indicated in the Employee Master Record. |

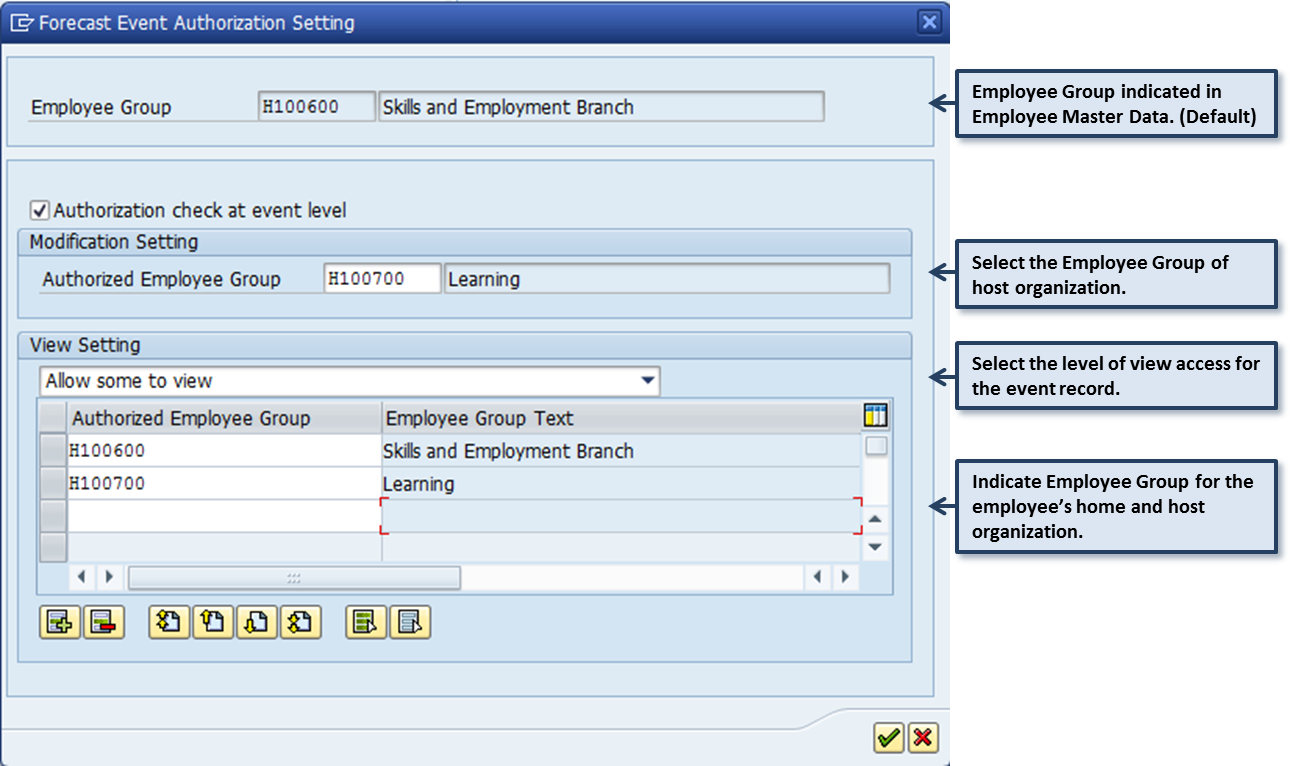
**Section 3: View Setting**

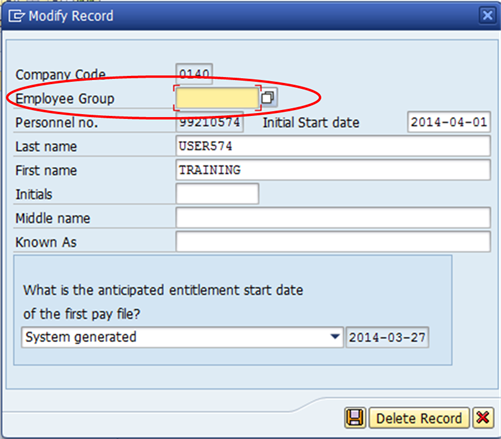
This section specifies the parameters that control which users are able to view the specific event record.



| **Field Name** | **User Action and Values** |
| --- | --- |
| **View Setting** | * **Restrict all to view (default setting)** prevents all users who do not have access to the Employee Group indicated in the Employee Master Record from viewing the event record. * **Allow all to view** permits all users, regardless of their Employee Group access, to view the event record in ZZSF01\_VIEW - Display Forecast by Employee. * **Allow some to view** permits some users, based on their Employee Group access, to view the event record in ZZSF01\_VIEW - Display Forecast by Employee. If this option is selected, the Employee Groups must be specified by adding them to the “Authorized Employee Group” list. |
| **Authorized Employee Group** | The Employee Groups indicated in the “Authorized Employee Group” list will be able to **view** the event record in ZZSF01\_VIEW - Display Forecast by Employee. However, they will **not be able to modify the record**. |

1. In the “Forecast Event Authorization Setting” pop-up, check the **Authorization check at event level** box.
2. Using the drop-down menu, select **the Authorized Employee Group** that will be permitted to modify the specific event record; i.e. the host organization (Assignments) or the new home organization (Deployments, Promotions or Reclassification in another branch/region).
3. In **View Setting[[5]](#footnote-5)**, select “Allow some to view”.
4. In the **Authorized Employee Group** column, add all the Employee Groups that require view access to the specific event record; i.e. the host and home organizations.



1. From the SAP Easy Access Menu, select transaction code **ZZPRI\_NUMBER – PRI Information.**
2. Enter the employee’s PRI in the **Personnel Number** field. **Execute**.
3. Drill-down to find the PRI under the Employee Group folder and double-click.
4. In the “Modify Record” pop-up, remove the Employee Group (set entry to blank) from the Employee Master Data. **Save**.[[6]](#footnote-6)

# APPENDIX B – Request form to have a SFT report layout shared

|  |  |
| --- | --- |
| Report Name/ Nom du rapport (T-Code): |  |
| Audience / Audience ciblé: |  |
| Layout information / Information sur la mise en forme : |  |
| Name of Layout / Nom de la mise en forme: |  |
| Description of Layout / Description de la mise en forme: |  |
| Purpose of Layout / Raison pour la mise en forme : |  |
| Additional Comments / Commentaires additionnels: |  |
| Please include screen shots of Layout below. S.v.p. inclure une impression de l’écran de la mise en forme ci-bas. | |

# 

# APPENDIX C - Allowance Rate Quick Reference Lookup Tables

## Forecast Group A01 - Bilingual Bonus

**Note that employees in the Executive Group of the Management Category (EX), Students, Casuals and Determinate employees less than 3 months, as well as any employee working less than 12.5 hours per week, are not entitle to receive bilingual bonus regardless of their Second Language Evaluation (SLE) results.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Employment Status** | | | | | | |
| **Employment Type** | **1**  Active | **2**  Inactive | **3**  Student | **4**  Sec-In | **5**  Sec-Out | **6**  Interchange | **7**  Transfer In from OGD |
| **A** IND FT | Yes | Yes |  | Yes | Yes | Yes | Yes |
| **B** IND PT | Yes | Yes |  | Yes | Yes | Yes | Yes |
| **C** SEAS FT | Yes | Yes |  | Yes | Yes | Yes | Yes |
| **D** SEAS PT | Yes | Yes |  | Yes | Yes | Yes | Yes |
| **E** DET FT < 3 MOS |  |  |  |  |  |  |  |
| **F** DET PT < 3 MOS |  |  |  |  |  |  |  |
| **G** DET FT > 3 MOS | Yes | Yes |  | Yes | Yes | Yes | Yes |
| **H** DET PT > 3 MOS | Yes | Yes |  | Yes | Yes | Yes | Yes |
| **K** CAS FT < 90 |  |  |  |  |  |  |  |
| **L** CAS PT < 90 |  |  |  |  |  |  |  |
| **S** DET FT > 6 MOS | Yes | Yes |  | Yes | Yes | Yes | Yes |
| **T** DET PT > 6 MOS | Yes | Yes |  | Yes | Yes | Yes | Yes |

If you try to save a forecast with Bilingual Bonus for a Student, Term < 3 MOS, Casual or employees classified at the EX level, the system will return the following error:



## Forecast Group A02 - Vacation Pay 4%

**Please note that this allowance rate is only available for Students, Casuals and Term employees < less than 3 months.**

MyEMS (SAP) will default the correct value for the specified Employment Status and Type.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Employment Status** | | | | | | |
| **Employment Type** | **1**  Active | **2**  Inactive | **3**  Student | **4**  Sec-In | **5**  Sec-Out | **6**  Interchange | **7**  Transfer In from OGD |
| **A** IND FT |  |  |  |  |  |  |  |
| **B** IND PT |  |  |  |  |  |  |  |
| **C** SEAS FT |  |  |  |  |  |  |  |
| **D** SEAS PT |  |  |  |  |  |  |  |
| **E** DET FT < 3 MOS | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| **F** DET PT < 3 MOS | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| **G** DET FT > 3 MOS |  |  | Yes |  |  |  |  |
| **H** DET PT > 3 MOS |  |  | Yes |  |  |  |  |
| **K** CAS FT < 90 | Yes | Yes |  | Yes | Yes | Yes | Yes |
| **L** CAS PT < 90 | Yes | Yes |  | Yes | Yes | Yes | Yes |
| **S** DET FT > 6 MOS |  |  | Yes |  |  |  |  |
| **T** DET PT > 6 MOS |  |  | Yes |  |  |  |  |

## 

## Forecast Group A03 - Payment in Lieu of Stat 4.25%

Note that any employee working less than 12.5hrs per week is not eligible to received Payment in Lieu Allowance.

MyEMS (SAP) will default the correct value for the specified Employment Status and Type.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Employment Status** | | | | | | |
| **Employment Type** | **1**  Active | **2**  Inactive | **3**  Student | **4**  Sec-In | **5**  Sec-Out | **6**  Inactive | **7**  Transfer In from OGD |
| **A** IND FT |  |  |  |  |  |  |  |
| **B** IND PT | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| **C** SEAS FT |  |  |  |  |  |  |  |
| **D** SEAS PT | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| **E** DET FT < 3 MOS |  |  |  |  |  |  |  |
| **F** DET PT < 3 MOS | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| **G** DET FT > 3 MOS |  |  |  |  |  |  |  |
| **H** DET PT > 3 MOS | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| **K** CAS FT < 90 |  |  |  |  |  |  |  |
| **L** CAS PT < 90 | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| **S** DET FT > 6 MOS |  |  |  |  |  |  |  |
| **T** DET PT > 6 MOS | Yes | Yes | Yes | Yes | Yes | Yes | Yes |

# 

# APPENDIX D – Leave with Income Averaging Assigned Work Week Calculator



Double click on the above table in order to activate the Excel table to use the tool.

1. Basic Pay and Allowances are customizable to meet department specific reporting requirements. [↑](#footnote-ref-1)
2. Global forecasts are considered additional expenditures too time consuming to be forecasted at the employee level. [↑](#footnote-ref-2)
3. Only used once during original conversion in April 2014. [↑](#footnote-ref-3)
4. For Deployments and Promotions or Reclassifications to a new position in another Branch/Region, the Authorization settings must be modified for all past event records. Furthermore, the Employee Group will need to be modified to reflect the employees new home cost center. [↑](#footnote-ref-4)
5. It is only possible to specify the View Setting if the event has been locked using the “Authorized check at event level”. [↑](#footnote-ref-5)
6. For employees on “Assignment” or “Acting while on Assignment”, the **Employee Group** in the Employee Master Data **must remain blank for the duration of the assignment period**. For “Deployment”, “Promotion” or “Reclassification” to another branch/region, the Employee Group must be modified to correspond with the new home organizations access. [↑](#footnote-ref-6)