



Appendix B - Bulk Transfer for 53 Weeks (XML File Layout and Edit Rules)

File Format: Text File
 File Size: 1,048,576 bytes / characters
 Naming convention: File name is maximum of 256 alphanumeric, File extension must be 'BLK' (ex: ACME_ROE200.BLK)

Notes: Thousand separators are not permitted.

All amounts fields must have a decimal separator and the decimal separator must be either a period or a comma.

Dates must be valid and must be in the format DDMMYYYY (example: 29032005)

Less Than and *Greater Than* signs should not be used in any fields.

Codes and types are not case sensitive.

XML tag names and attributes are case sensitive.

Bulk XML File Format Specification

Note: The tag level represents if the tag is contained within another tag or not. The parent tag would be the first previous tag with a lower tag level number.

Tag Name	Tag Level	Required Tag (Y/N)	Data Size (Min / Max)	Description
ROEHEADER	0	Y	N/A	This tag serves as the root tag of the bulk file therefore it must be present even though it contains only other tags within it. The following attributes must be present with a corresponding value (See List of Attributes Used in the XML Structure): <ul style="list-style-type: none"> Application FileVersion
Roe	1	Y	N/A	This tag indicates the beginning of each ROE record. The following attributes must be present with a corresponding value (See List of Attributes Used in the XML Structure): <ul style="list-style-type: none"> PrintingLanguage Issue
B2	2	N	0/9	S.N. of ROE Amended or replaced <ul style="list-style-type: none"> <i>May be blank</i> Must be 9 characters.
B3	2	N	0/15	Employer's payroll reference number <ul style="list-style-type: none"> <i>May be blank</i> Must be 15 characters or less.
B5	2	Y	15/15	Canada Revenue Agency Business Number <ul style="list-style-type: none"> <i>Must not be blank</i> The first character must be an '8' or a '1' The first 9 characters must be numeric and must not be all zeros. Characters ten and eleven must be 'RP'.



Employment Insurance

Tag Name	Tag Level	Required Tag (Y/N)	Data Size (Min / Max)	Description
				<ul style="list-style-type: none"> The last four characters must be numeric and greater than '0000'
B6	2	Y	1/1	Pay period type <ul style="list-style-type: none"> <i>Must not be blank</i> Must be one of the following codes: <ul style="list-style-type: none"> B = Bi-weekly M = Monthly O = Monthly non-standard S = Semi-Monthly E = Semi-Monthly non-standard H = Thirteen per year W = Weekly
B8	2	Y	9/9	Social Insurance Number of the employee for whom the ROE will be issued <ul style="list-style-type: none"> <i>Must not be all zeros.</i> <i>All 9 characters must be numeric.</i> 1st character could not be a '0', '3', or an '8'
B9	2	Y	N/A	This is the parent tag for the Employee information. <ul style="list-style-type: none"> <i>Must be present.</i> It only contains other tags.
FN	3	Y	1/20	First name of the employee for whom the ROE will be issued <ul style="list-style-type: none"> <i>Must not be blank</i> Must be 20 characters or less.
MN	3	N	0/4	Initial of the employee for whom the ROE will be issued <ul style="list-style-type: none"> <i>May be blank</i> Maximum of 4 characters.
LN	3	Y	1/28	Last name of the employee for whom the ROE will be issued <ul style="list-style-type: none"> <i>Must not be blank</i> Must be 28 characters or less.
A1	3	Y	1/35	Line 1 of the address of the employee for whom the ROE will be issued (Number and street name) <ul style="list-style-type: none"> <i>Must not be blank</i> Must be 35 characters or less.
A2	3	N	0/35	Line 2 of the address of the employee for whom the ROE will be issued (Place/City/Municipality) <ul style="list-style-type: none"> <i>May be blank</i> Maximum of 35 characters.



Employment Insurance

Tag Name	Tag Level	Required Tag (Y/N)	Data Size (Min / Max)	Description
A3	3	N	0/35	<p>Line 3 of the address of the employee for whom the ROE will be issued (Province, Country and Postal Code)</p> <ul style="list-style-type: none"> • <i>May be blank</i> • Maximum of 35 characters.
B10	2	Y	8/8	<p>First day worked</p> <ul style="list-style-type: none"> • <i>Must not be blank</i> • Must be 8 characters in the following format: “DDMMYYYY” • Must be earlier than or equal to the Last day for which paid. • Must be earlier than or equal to the Final pay period ending date. • Must pass the following overlapped ROE rule: The First day worked and Last day for which paid for the current ROE must not be overlapped with the First day worked and Last day for which paid for all previous ROEs issued by the same employer Canada Revenue Agency Business Number (CRABN) for the same employee (SIN), unless the Employer Business Number has been registered with the capability to issue overlap Records of Employment.
B11	2	Y	8/8	<p>Last day for which paid</p> <ul style="list-style-type: none"> • <i>Must not be blank</i> • Must be 8 characters in the following format: “DDMMYYYY” • Must be equal to or after the First day worked. • Must be earlier than or equal to the Final pay period ending date.
B12	2	Y	8/8	<p>Final Pay Period Ending Date</p> <ul style="list-style-type: none"> • <i>Must not be blank</i> • Must be 8 characters in the following format: “DDMMYYYY” • Must be equal to or after the First day worked. • Based on the Pay period type, must also match the following rule: <ul style="list-style-type: none"> Weekly (W): cannot be more than 6 days after Last day for which paid. Bi-weekly (B): cannot be more than 13 days after Last day for which paid. Semi-monthly (S): cannot be more than 15 days after Last day for which paid and must be the 15th or the last day of the month. Monthly (M): cannot be more than 30 days after Last day for which paid and must be the last day of the month. 13 PP/year (H): cannot be more than 27 days after Last day for which paid. Non-standard semi-monthly (E): cannot be more than 15 days after Last day for which paid and cannot be the 15th or the last day of the month. Non-standard monthly (O): cannot be more than 30



Employment Insurance

Tag Name	Tag Level	Required Tag (Y/N)	Data Size (Min / Max)	Description
				days after Last day for which paid and cannot be the last day of the month.
B13	2	N	0/40	Employee occupation <ul style="list-style-type: none"> • <i>May be blank</i> • Maximum of 40 characters.
B14	2	N	N/A	This is the parent tag for the Expected recall information. <ul style="list-style-type: none"> • It only contains other tags. • Must be present when expected recall information is completed.
CD	3	N	0/1	Expected recall code <ul style="list-style-type: none"> • <i>May be blank</i> • If blank or other than the codes below, U is the default value. • Must be one of the following codes: Y-Date of recall N-Not returning U-Unknown S-Unspecified • If the code is Y, the Expected date of recall must be entered.
DT	3	N	8/8	Expected date of recall <ul style="list-style-type: none"> • <i>May be blank</i> • Mandatory if the Expected recall code is Y. • If completed, must be 8 characters in the following format: "DDMMYYYY" • Must be later than the Last day for which paid if value is present. • Must be blank when Reason for issuing is Quit (E), Retired (G) or Dismissal (M).
B15A	2	Y	1/4	Total insurable hours <ul style="list-style-type: none"> • <i>Must not be blank</i> • Must be 4 characters or less. • Valid value from 1 to 8904 (Must be rounded to the next available value because decimals are not permitted). • Must be less or equal to: (Last day for which paid - First day worked + 1) multiplied by 24 • Number of pay periods used to calculate this value must not exceed possible pay periods given pay period type period (refer to chart I at the end of Appendix A).
B15B	2	Y	0/9	Total insurable earnings <ul style="list-style-type: none"> • <i>Must not be blank</i> • <i>Must not be equal to 0.00</i> • Maximum is 999999.99 • This amount will be overwritten by 15C values but must not exceed the maximum pay periods possible in the required period (refer to chart II at the end of



Employment Insurance

Tag Name	Tag Level	Required Tag (Y/N)	Data Size (Min / Max)	Description
				Appendix A). <ul style="list-style-type: none"> Number of consecutive pay periods used to complete 15B must not exceed the maximum pay periods possible in the required period (refer to chart II at the end of Appendix A).
B15C	2	Y	N/A	This is the parent tag for the insurable earnings from B15C information. <ul style="list-style-type: none"> Must be present. It only contains other tags.
PP	3	Y	N/A	This is the parent tag for each Pay Period information. <ul style="list-style-type: none"> It only contains other tags. If completed, the following attribute must be present to identify each Pay Period (See <i>List of Attributes Used in the XML Structure</i>): nbr
AMT	4	Y	0/9	Earnings for Pay Period 1 <ul style="list-style-type: none"> <i>See instructions for block 15C at the end of Appendix A, Chart III.</i> Must not be blank Must be 9 characters or less. Valid value range between '1.00' to '999999.99' Last 2 characters are assumed to be the decimal part of the amount (this applies to all earning type fields). Earnings for Pay Period 2...53 <ul style="list-style-type: none"> <i>See instructions for block 15C at the end of Appendix A, Chart III.</i> May be blank Maximum of 9 characters. A pay period within the period of employment with no insurable earnings should equal '0.00' Valid value range between '0.00' to '999999.99'
B16	2	Y	N/A	This is the parent tag for the Reason for issuing and Contact person information. <ul style="list-style-type: none"> Must be present. It only contains other tags.
CD	3	Y	1/1	Reason for issuing this ROE <ul style="list-style-type: none"> Must not be blank Must be one of the following codes: A = Shortage of Work B = Strike or Lockout C = Return to School D = Illness or Injury E = Quit F = Maternity G = Retirement H = Work sharing J = Apprentice Training K = Other M = Dismissal N = Leave of Absence



Employment Insurance

Tag Name	Tag Level	Required Tag (Y/N)	Data Size (Min / Max)	Description
				P = Parental Z = Compassionate Care If 'K' - 'Other' is indicated then additional information must be given in the Comments Section (Block 18)
FN	3	Y	1/20	First name (only) for the contact person <ul style="list-style-type: none"> <i>Must not be blank</i> Must be 20 characters or less.
LN	3	Y	1/28	Last name for the contact person <ul style="list-style-type: none"> <i>Must not be blank</i> Must be 28 characters or less.
AC	3	Y	3/3	Phone area code for the contact person <ul style="list-style-type: none"> <i>Must not be blank</i> Must be 3 numeric characters.
TEL	3	Y	7/7	Phone number for the contact person <ul style="list-style-type: none"> <i>Must not be blank</i> Must be 7 numeric characters.
EXT	3	N	0/5	Phone extension for the contact person <ul style="list-style-type: none"> <i>May be blank</i> Maximum of 5 numeric characters.
B17A	2	N	0/9	Vacation Pay amount <ul style="list-style-type: none"> <i>May be blank</i> Maximum of 9 characters. Valid value range between '0.01' to '999999.99'
B17B	2	N	N/A	This is the parent tag for the list of Statutory Holiday information. <ul style="list-style-type: none"> It only contains other tags. Must be present when statutory holiday information is completed.
SH	3	N	N/A	This is the parent tag for each specific Statutory Holiday information. <ul style="list-style-type: none"> It only contains other tags. If completed, the following attribute must be present to identify each Statutory Holiday paid (<i>See List of Attributes Used in the XML Structure</i>): nbr
DT	4	N	8/8	Statutory Holiday Pay Date <ul style="list-style-type: none"> <i>May be blank</i> If completed, must be 8 characters in the following format: "DDMMYYYY". If completed then it must have a corresponding dollar value in Statutory Holiday Pay amount. If completed then it must be different than the dates in the other 2 Statutory Holiday Pay Date.



Employment Insurance

Tag Name	Tag Level	Required Tag (Y/N)	Data Size (Min / Max)	Description
AMT	4	N	0/9	Statutory Holiday Pay amount <ul style="list-style-type: none"> • <i>Must be blank if no date is specified in the corresponding Statutory Holiday Pay Date</i> • Maximum of 9 characters. • Valid value range between '0.01' to '999999.99'
B17C	2	N	N/A	This is the parent tag for the list of Other Monies information. <ul style="list-style-type: none"> • It only contains other tags. • Must be present when other monies information is completed.
OM	3			This is the parent tag for each specific Other Monies information. <ul style="list-style-type: none"> • It only contains other tags. • If completed, the following attribute must be present to identify each Other Monies paid (<i>See List of Attributes Used in the XML Structure</i>): nbr
CD	4	N	0/1	Other monies code <ul style="list-style-type: none"> • <i>May be blank</i> • If completed then it must be one of the following codes: A = Anniversary Payout B = Bonus E = Severance Pay G = Gratuities H = Honorariums I = Sick Leave Credits O = Other R = Retirement Leave Credits S = Settlement Pay U = Supplemental Unemployment Benefits Y = Pay in Lieu of Notice • If Other monies code is not blank, there must be a corresponding amount in Other monies amount.
AMT	4	N	0/9	Other monies amount <ul style="list-style-type: none"> • <i>Must be blank if corresponding "Other monies code" is blank.</i> • Maximum of 9 characters. • Valid value range between '0.01' to '999999.99'
B18	2	N	0/160	Comments <ul style="list-style-type: none"> • <i>May be blank</i> • <i>Mandatory if Reason for issuing this ROE is 'K-Other'.</i> • Maximum of 160 characters.
B19	2	N	N/A	This is the parent tag for the list of Special Payment information. <ul style="list-style-type: none"> • It only contains other tags. • Must be present when special payment information is completed.



Employment Insurance

Tag Name	Tag Level	Required Tag (Y/N)	Data Size (Min / Max)	Description
SP	3			<p>This is the parent tag for each specific Special Payment.</p> <ul style="list-style-type: none"> It only contains other tags. If completed, the following attribute must be present to identify which Special Payment type is used (<i>See List of Attributes Used in the XML Structure</i>): cd
DT	4	N	0/8	<p>Special Payment Date</p> <ul style="list-style-type: none"> <i>May be blank</i> If completed, must be 8 characters in the following format: "DMMYYYYY". If completed then there must be a corresponding dollar value in Special Payment Amount.
AMT	4	N	0/9	<p>Special Payment Amount</p> <ul style="list-style-type: none"> <i>May be blank</i> Maximum of 9 characters. Valid value range between '0.01' to '999999.99'
Period	4	N	0/1	<p>Special Payment Period</p> <ul style="list-style-type: none"> <i>May be blank</i> If completed, must have one of the following codes: D: Per Day W: Per Week
B20	2	N	1/1	<p>Communication Preferred In</p> <ul style="list-style-type: none"> <i>May be blank</i> If blank, E is the default value. If completed it must have one of the following codes: E: English F: French



Employment Insurance

List of Attributes Used in the XML Structure

Name	Used with tag(s)	Description	Value
Application	ROEHEADER	Indicates the application used to submit the file. It is a fixed value.	RoeWeb
FileVersion	ROEHEADER	Indicates the file format version. It is a fixed value.	1.00
PrintingLanguage	Roe	Indicates the language to be used to print the Roe. If blank, the default value will be "E".	E or F
Issue	Roe	Indicates which processing method should be attempted on the Roe. If blank, the default value will be "D".	D or S
nbr	PP, SH, and OM	Indicates which pay period, statutory holiday, and other monies within the list. It is a numeric value.	1 to 53 (pay periods) 1 to 3 (statutory holiday or other money)
cd	SP	Indicates the special payment type.	psl or wli

The two XSD files [BulkRoeHeader.xsd](#) and [BulkRoe.xsd](#) can be used to validate the XML and the bulk file structure prior to transfer the file using ROE Web. In order to perform this kind of validation, a tool which is capable of validating an XML Schema is necessary.



Employment Insurance

Sample of most basic Bulk XML structure that could be submitted and accepted as a valid file (277 bytes/characters):

```

<ROEHEADER Application="RoeWeb" FileVersion="1.00">
  <Roe>
    <B5>100000000RP9999</B5>
    <B6>B</B6>
    <B8>999999999</B8>
    <B9>
      <FN>XXXXXX</FN>
      <LN>XXXXXXXXXXXX</LN>
      <A1>123 XXXXXXXXXXXX</A1>
    </B9>
    <B10>01012005</B10>
    <B11>14012005</B11>
    <B12>15012005</B12>
    <B15A>80</B15A>
    <B15B>800.00</B15B>
    <B15C>
      <PP nbr="1">
        <AMT>800.00</AMT>
      </PP>
    </B15C>
    <B16>
      <CD>A</CD>
      <FN>XXXXXXXX</FN>
      <LN>XXXXXXXXXXXX</LN>
      <AC>819</AC>
      <TEL>1234567</TEL>
    </B16>
  </Roe>
  <Roe>
    <B5>100000000RP9999</B5>
    <B6>B</B6>
    <B8>999999998</B8>
    <B9>
      <FN>XXX</FN>
      <LN>XXXXXXXXXXXX</LN>
      <A1>789 XXXXXXXXXXXX</A1>
    </B9>
    <B10>01012005</B10>
    <B11>14012005</B11>
    <B12>15012005</B12>
    <B15A>70</B15A>
    <B15B>700.00</B15B>
    <B15C>
      <PP nbr="1">
        <AMT>700.00</AMT>
      </PP>
    </B15C>
    <B16>
      <CD>A</CD>
      <FN>XXXXXXXX</FN>
      <LN>XXXXXXXXXXXX</LN>
      <AC>819</AC>
      <TEL>1234567</TEL>
    </B16>
  </Roe>
  <Roe>
    ...
  </Roe>
</ROEHEADER>

```



Employment Insurance

Sample of most complete Bulk XML structure that could be submitted and accepted as a valid file:

```

<ROEHEADER Application="RoeWeb" FileVersion="1.00">
  <Roe PrintingLanguage="F" Issue="S">
    <B3>9999-12345</B3>
    <B5>100000000RFP9999</B5>
    <B6>W</B6>
    <B8>999999999</B8>
    <B9>
      <FN>XXXXXX</FN>
      <MN>XXXX</MN>
      <LN>XXXXXXXXXXXX</LN>
      <A1>123 XXXXXXXXXXX</A1>
      <A2>XXXXXXXX</A2>
      <A3>XXXXXX, XXXXXX</A3>
    </B9>
    <B10>01012005</B10>
    <B11>31122005</B11>
    <B12>31122005</B12>
    <B13>XXXXXXXXXXXX</B13>
    <B14>
      <CD>Y</CD>
      <DT>06022006</DT>
    </B14>
    <B15A>1040</B15A>
    <B15B>10400.00</B15B>
    <B15C>
      <PP nbr="1">
        <AMT>200.00</AMT>
      </PP>
      <PP nbr="2">
        <AMT>200.00</AMT>
      </PP>
      ...
      <PP nbr="53">
        <AMT>200.00</AMT>
      </PP>
    </B15C>
    <B16>
      <CD>A</CD>
      <FN>XXXXXXXX</FN>
      <LN>XXXXXXXXXXXX</LN>
      <AC>819</AC>
      <TEL>1234567</TEL>
      <EXT>12345</EXT>
    </B16>
    <B17A>250.00</B17A>
    <B17B>
      <SH nbr="1">
        <DT>01012005</DT>
        <AMT>50.00</AMT>
      </SH>
      <SH nbr="2">
        <DT>28042005</DT>
        <AMT>50.00</AMT>
      </SH>
      <SH nbr="3">
        <DT>25122005</DT>
        <AMT>50.00</AMT>
      </SH>
    </B17B>
    <B17C>
      <OM nbr="1">

```



Employment Insurance

```
<CD>A</CD>
<AMT>75.00</AMT>
</OM>
<OM nbr="2">
<CD>B</CD>
<AMT>125.00</AMT>
</OM>
<OM nbr="3">
<CD>H</CD>
<AMT>25.00</AMT>
</OM>
</B17C>
<B18>Xxxxx xxxxx xxxxxxxx xxx xxxxxxxx.</B18>
<B19>
<SP cd="psl">
<DT>01112005</DT>
<AMT>25.00</AMT>
<Period>W</Period>
</SP>
</B19>
<B20>F</B20>
</Roe>
</ROEHEADER>
```