



Appendix C – Import XML File Format Specification

File Format: Text File
 File Size: 1,048,576 bytes / characters (maximum)
 Naming convention: Suggested file name is a maximum of 256 alphanumeric, File extension must be 'XML' (ex: IMPORT-00000021-20050722.XML)

Notes: File should be opened using a valid XML parser.

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
<?xml version="1.0" encoding="ISO-8859-1" ?>	0	Y	N/A	This is the first line (pre-processing directive) of the Import XML file. It is included to overwrite the default parsing behavior of Internet Explorer when viewing the content of the Import file within the browser.
ROEHEADER	0	Y	N/A	This tag serves as the root tag of the import 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 (Refer to the List of Attributes Used in the XML Structure): <ul style="list-style-type: none"> Application FileVersion
Issued	1	Y	N/A	This tag indicates the beginning of the ROE records that were issued. The following attribute must be present with a corresponding value (Refer to the List of Attributes Used in the XML Structure): <ul style="list-style-type: none"> Count
Roe	2	Y	N/A	This tag indicates the beginning of an Issued ROE record. Therefore it must be present when the Count is greater than zero. The following attribute could be present with a corresponding value (Refer to the List of Attributes Used in the XML Structure): <ul style="list-style-type: none"> BulkFileName
SerialNumber	3	Y	9/9	ROE Serial Number <ul style="list-style-type: none"> Must be 9 characters.
AmendedSerialNumber	3	N	0/9	S.N. of ROE Amended <ul style="list-style-type: none"> Must be 9 characters.
DateIssued	3	Y	8/8	ROE Date Issued <ul style="list-style-type: none"> Must be 8 characters in the following format: "DDMMYYYY"



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Tag Name	Tag Level	Required Tag (Y/N)	Data Size (Min / Max)	Description
BusinessUnit	3	Y	N/A	<p>This is the parent tag for the Business Unit information.</p> <ul style="list-style-type: none"> • <i>Must be present.</i> • It only contains other tags.
PayrollRefNumber	4	N	0/15	<p>Employer's payroll reference number</p> <ul style="list-style-type: none"> • <i>May be blank</i> • Must be 15 characters or less.
BusinessNumber	4	Y	15/15	Canada Revenue Agency Business Number
Employee	3	Y	N/A	This is the parent tag for the Employee information.
SIN	4	Y	9/9	Social Insurance Number of the employee for whom the ROE will be issued
FirstDayWorked	4	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"
LastDayForWhichPaid	4	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"
FinalPayPeriodEndingDate	4	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"
TotalInsurableEarnings	4	Y	4/9	<p>Total insurable earnings</p> <ul style="list-style-type: none"> • <i>Must not be blank</i> • Maximum is 999999.99
Passed	1	Y	N/A	<p>This tag indicates the beginning of the ROE records that were passed and saved as draft. The following attribute must be present with a corresponding value (Refer to the List of Attributes Used in the XML Structure):</p> <ul style="list-style-type: none"> • Count
Roe	2	Y	N/A	<p>This tag indicates the beginning of a Passed ROE record. Therefore it must be present when the Count is greater than zero. The following attribute could be present with a corresponding value (Refer to the List of Attributes Used in the XML Structure):</p> <ul style="list-style-type: none"> • BulkFileName
AmendedSerialNumber	3	N	0/9	S.N. of ROE Amended
BusinessUnit	3	Y	N/A	This is the parent tag for the Business Unit information.
PayrollRefNumber	4	N	0/15	Employer's payroll reference number



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Tag Name	Tag Level	Required Tag (Y/N)	Data Size (Min / Max)	Description
BusinessNumber	4	Y	15/15	Canada Revenue Agency Business Number
Employee	3	Y	N/A	This is the parent tag for the Employee information.
SIN	4	Y	9/9	Social Insurance Number of the employee for whom the ROE will be issued
FirstDayWorked	4	Y	8/8	First day worked <ul style="list-style-type: none"> • <i>Must not be blank</i> • Must be 8 characters in the following format: "DDMMYYYY"
LastDayForWhichPaid	4	Y	8/8	Last day for which paid <ul style="list-style-type: none"> • <i>Must not be blank</i> • Must be 8 characters in the following format: "DDMMYYYY"
FinalPayPeriodEndingDate	4	Y	8/8	Final pay period ending date <ul style="list-style-type: none"> • <i>Must not be blank</i> • Must be 8 characters in the following format: "DDMMYYYY"
Failed	1	Y	N/A	This tag indicates the beginning of the ROE records that were failed and saved as draft. The following attribute must be present with a corresponding value (Refer to the List of Attributes Used in the XML Structure): <ul style="list-style-type: none"> • Count
Roe	2	Y	N/A	This tag indicates the beginning of a Failed ROE record. Therefore it must be present when the Count is greater than zero. The following attribute could be present with a corresponding value (Refer to the List of Attributes Used in the XML Structure): <ul style="list-style-type: none"> • BulkFileName
AmendedSerialNumber	3	N	0/9	S.N. of ROE Amended
BusinessUnit	3	Y	N/A	This is the parent tag for the Business Unit information.
PayrollRefNumber	4	N	0/15	Employer's payroll reference number
BusinessNumber	4	Y	15/15	Canada Revenue Agency Business Number
Employee	3	N	N/A	This is the parent tag for the Employee information.
SIN	4	N	9/9	Social Insurance Number of the employee for whom the ROE will be issued
FirstDayWorked	4	N	8/8	First day worked <ul style="list-style-type: none"> • <i>May be blank</i> • Must be 8 characters in the following format: "DDMMYYYY"
LastDayForWhichPaid	4	N	8/8	Last day for which paid



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Tag Name	Tag Level	Required Tag (Y/N)	Data Size (Min / Max)	Description
				<ul style="list-style-type: none"> • <i>May be blank</i> • Must be 8 characters in the following format: "DDMMYYYY"
FinalPayPeriodEndingDate	4	N	8/8	Final pay period ending date <ul style="list-style-type: none"> • <i>May be blank</i> • Must be 8 characters in the following format: "DDMMYYYY"
Rejected	1	Y	N/A	This tag indicates the beginning of the ROE records that were rejected. The following attribute must be present with a corresponding value (Refer to the List of Attributes Used in the XML Structure): <ul style="list-style-type: none"> • Count
Roe	2	Y	N/A	This tag indicates the beginning of a Rejected ROE record. Therefore it must be present when the Count is greater than zero. The following attribute could be present with a corresponding value (Refer to the List of Attributes Used in the XML Structure): <ul style="list-style-type: none"> • BulkFileName
AmendedSerialNumber	3	N	0/9	S.N. of ROE Amended
BusinessUnit	3	Y	N/A	This is the parent tag for the Business Unit information.
PayrollRefNumber	4	N	0/15	Employer's payroll reference number
BusinessNumber	4	Y	15/15	Canada Revenue Agency Business Number
Employee	3	N	N/A	This is the parent tag for the Employee information.
SIN	4	N	9/9	Social Insurance Number of the employee for whom the ROE will be issued
FirstDayWorked	4	N	8/8	First day worked <ul style="list-style-type: none"> • <i>May be blank</i> • Must be 8 characters in the following format: "DDMMYYYY"
LastDayForWhichPaid	4	N	8/8	Last day for which paid <ul style="list-style-type: none"> • <i>May be blank</i> • Must be 8 characters in the following format: "DDMMYYYY"
FinalPayPeriodEndingDate	4	N	8/8	Final pay period ending date <ul style="list-style-type: none"> • <i>May be blank</i> • Must be 8 characters in the following format: "DDMMYYYY"



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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
Count	Issued, Passed, Rejected and Failed	Indicates the number of ROE for each category included in the import file. If no record for a category the value is zero.	Up to 9 characters.
BulkFileName	Roe	Indicates the file name if the ROE was transferred by bulk. Otherwise, the attribute is blank.	Up to 256 characters.