



Payroll Service Provider

How to remit WorkSafeBC assessments by Electronic Data Interchange

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About this guide

This publication describes how to electronically submit WorkSafeBC remittances to the Automated Clearing and Settlement System (ACSS) used by Canadian financial institutions. You will find full specifications for financial Electronic Data Interchange (EDI) at the Canadian Payments Association (CPA) web site at www.cdnpay.ca by selecting ACSS Rules under RULES.

Tailored to the employees of payroll service providers, this guide is designed to help you successfully generate an ACSS-compliant EDI file from your existing business systems. The financial institution receiving your file will play a major role in defining the final format and content of the EDI file.

About WorkSafeBC

Under the *Workers Compensation Act*, employers who hire workers in British Columbia are required to register their business with WorkSafeBC and pay premiums to fund the workers' compensation system. These premiums are based on the industry in which the firm operates and the firm's assessable payroll — that is, the total insurable earnings of all of the firm's workers, up to an annual maximum established by WorkSafeBC each year. You will find information about calculating assessable payroll in our companion document, *Payroll Service Provider – Client Payroll Reporting Web Service: How to report payroll*.

Employers also report their payroll to WorkSafeBC. Generally, firms whose annual premiums exceed \$1,500 report their payroll four times a year and pay their quarterly premiums through what's known as the *Employer's Remittance Form* (Form 1820). These firms also submit the *Employer Payroll and Contract Labour Report* (Form 1810) annually to reconcile their accounts at the end of the year.

Firms whose annual premiums are less than \$1,500 pay their premiums and report their payroll as well, once a year, through the *Employer Payroll and Contract Labour Report*.

Electronic Remittance

Payroll service providers (PSPs) can fulfill their clients' quarterly remitting requirements by submitting a properly formatted EDI file to their financial institution.

The PSP must structure the EDI file in accordance with specifications defined by the CPA and in collaboration with their financial institution (FI). The following publications provide detailed specifications:

- *Section H of the ACSS Rules defines Payment Services.* Rule H6 defines the process "...wherein Remittances are Exchanged as credit transfers between Financial Institutions."
- *Section E of the ACSS Rules describes Electronic Items.* The requirements for EDI Transactions are defined in CPA Rule E3. When EDI is used to transmit remittance payments the EDI file may also be referred to as an H6 file.

The transaction set, 820 – *Payment Order/Remittance Advice* is the format used for WorkSafeBC remittance payments. An H6 820–formatted file is normally sent by one financial institution to another financial institution to direct the receiving FI to make a payment to a specified party.

For the purpose of remitting WorkSafeBC payments, the PSP should consider itself the "Originator" when reviewing the H6 and E3 documentation. The PSP and the financial institution receiving the file jointly define the final format and content of the EDI file. WorkSafeBC is the "Corporate Creditor" as well as the "Receiver".

WorkSafeBC Business Rules for Remittance

1. An assessment year is always a calendar year representing the period for which a particular classification's base rate is in effect. An assessment quarter is always a calendar quarter: January to March, April to June, July to September, or October to December.
2. The client's WorkSafeBC e-banking number [their six-digit WorkSafeBC account number suffixed by a seventh check-digit] must identify a client's remittance amount.

3. A client's remittance amount must be assigned a unique identifier within the EDI file if payment tracing is required.
4. A client's remittance amount is calculated per employer classification using the employer's assigned net rate per \$100 of assessable payroll; amounts for multiple classifications are summed to a single total.

An employer is initially notified of its rate(s) on their WorkSafeBC welcome letter. Each November, all employers receive notice of their assessment rates for the following year. Quarterly remitting employers receive an Employer's Remittance Form during the last month of each quarter with their assigned classifications and assessment rates. If an employer's rate changes during the year, WorkSafeBC generates and mails a formal notice within days of the new rate coming into effect.

5. The EDI file for any calendar quarter must be transmitted by the twentieth day (or next business day) of the month following the quarter-end. The remittance due dates for quarters one through four are April 20, July 20, October 20 and January 20.
6. The PSP must complete the EDI transmission to its financial institution by 10:00 a.m. Ottawa time (EST). [Note: The payee's financial institution is expected to provide a functional acknowledgement to the clearing system before 5:00 p.m. Ottawa time, the same day.]

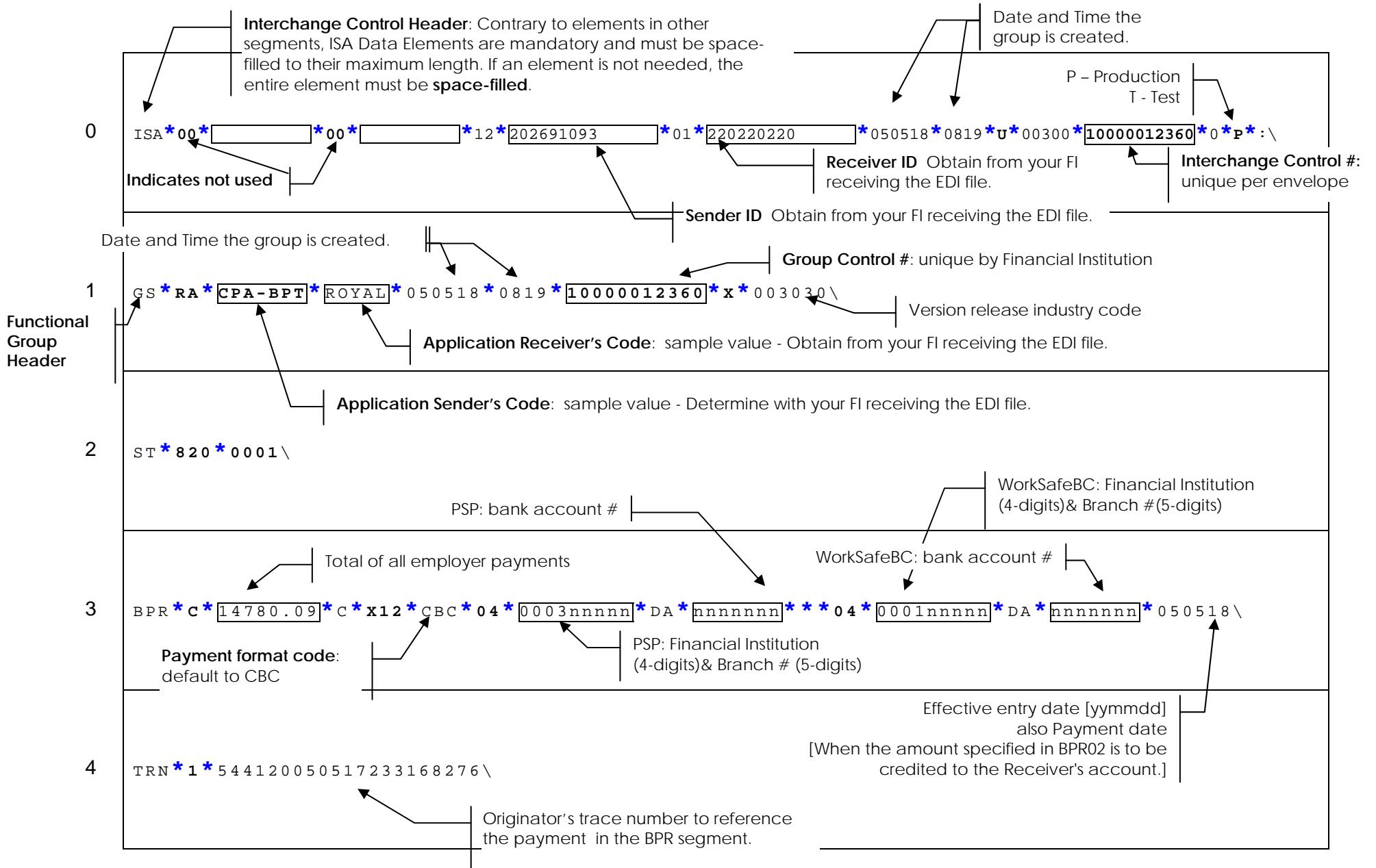
Sample Remittance File

The following pages provide a sample H6 file in a suggested 820 record format. The final format may vary depending on the particular requirements of your financial institution.

Section 2 illustrates a single EDI file containing remittances for four clients with WorkSafeBC accounts. Section 3 repeats the sample file with various data elements labelled for clarification. [NOTE: The asterisks separate the segment elements and must be included in the file.] Each line is a segment and must end with a segment terminator (a "\ " in the sample file). The grey lines indicate segments that may be omitted by the PSP and be added by your financial institution.

Section 4 provides further information on specific data elements within the file as they pertain to WorkSafeBC payments.

Segment #	Segment Data
0	ISA*00* *00* *12*905795999 *01*220220220 *050518*0819*U*00300*10000012360*0*P*:\
1	GS*RA*CPA-BPT*ROYAL*050518*0819*10000012360*X*003030\
2	ST*820*0001\
3	BPR*C*14780.09*C*X12*CBC*04*0003nnnnn*DA*nnnnnnn***04*0001nnnnn*DA*nnnnnnn*050518\
4	TRN*1*544120050517233168276\
5	REF*TN*544120050517233168276\
5a	REF*RR*00030044120050517233168276\
6	DTM*097*050518\
7	DTM*107*050518\
8	N1*PR*PSPNAME\
9	N1*PE*H-6 WORKSAFEBBC*ZZ*900nnnnn\
10	ENT*000001\
11	N1*PR*DUCHESS COMMUNICATIONS LIMITED\
12	RMR*CR*8910064*FL*958.34\
13	REF*TN*000312345678910064\
14	DTM*109*050518\
15	ENT*000002
16	N1*PR*DEUCE DESTRUCTION TESTING INC\
17	RMR*CR*8446307*FL*11334.76\
18	REF*TN*000312345678446307\
19	DTM*109*050518\
20	ENT*000003
21	N1*PR*ADAMANT ENTERPRISES LTD\
22	RMR*CR*8034256*FL*2454.41\
23	REF*TN*000312345678034256\
24	DTM*109*050518\
25	ENT*000004
26	N1*PR*COHASH PUBLIC RETURNS INC\
27	RMR*CR*8080161*FL*32.58\
28	REF*TN*000312345678080161\
29	DTM*109*050518\
[2-a]	SE*29*0001\
[1-a]	GE*1*10000012360\
[0-a]	IEA*1*10000012360\



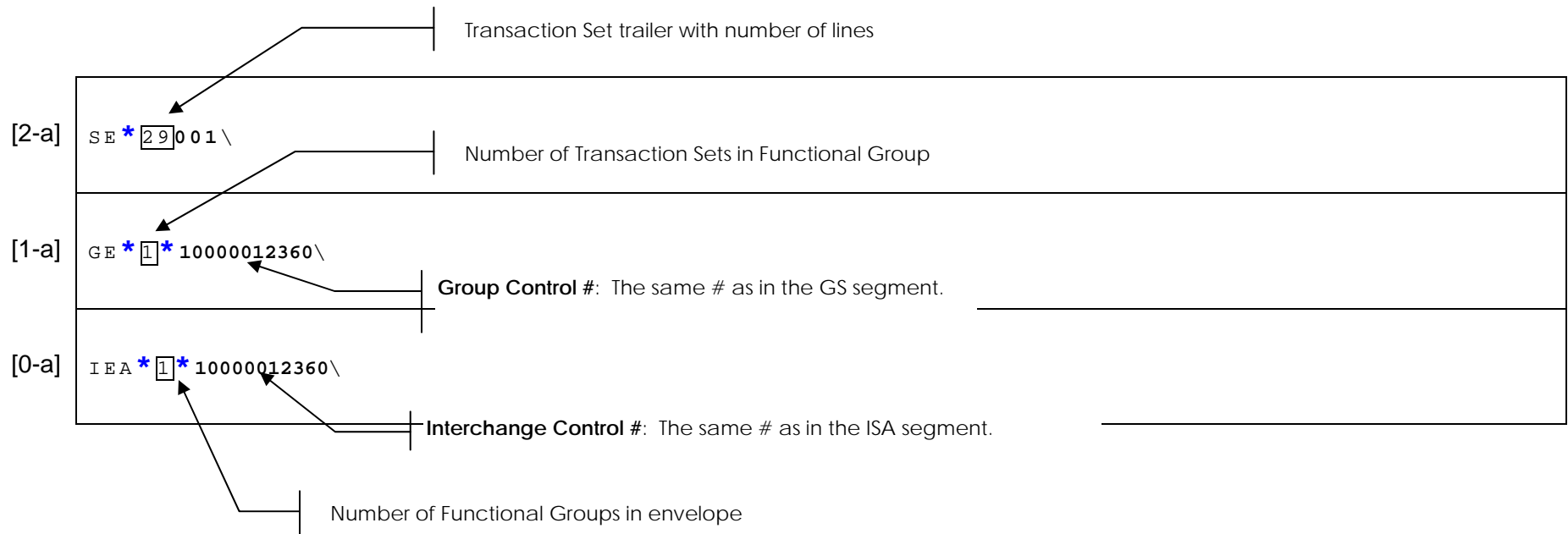
5	REF* TN *544120050517233168276\	<p>Unique tracing number</p> <p>The file generated by the PSP may require this segment depending on the PSP's Sender Profile setup at the receiving FI. Confirm with your FI.</p>
5a	REF* RR *00030044120050517233168276\	<p>Unique Payment tracing number [An audit trail of the 820's movement must be maintained in the 'RR' REF02 reference number. A recommended format is described on page 8 of Rule H6, Part II.]</p> <p>The file generated by the PSP does not include this segment. This segment is inserted by the FI receiving the EDI file.</p>
6	DTM* 097 *050518\	<p>Date 820 created [yymmdd] The file generated by the PSP may not require this segment. This segment may be inserted by the FI receiving the EDI file. Confirm with your FI.</p>
7	DTM* 107 *050518\	<p>Date posted to WorkSafeBC [yymmdd] The file generated by the PSP may not require this segment. This segment may be inserted by the FI receiving the EDI file. Confirm with your FI.</p>
8	N1* PR *PSPNAME\	<p>Name may be up to 35 characters.</p>
9	N1* PE *H-6 WORKSAFEBC* ZZ *900nnnnn\	<p>A valid CCIN for WorkSafeBC issued by CPA</p> <p>Means the next element is a Corporate Creditor Identification Number (CCIN)</p>

N1 segments identify Originator (PSP) and Receiver (WorkSafeBC)

A counter of the ENT segments. It can simply increment for each ENT loop present in the file.

10	ENT * 000001 \	Employer name (limit of 30 characters in length) [Basic valid characters include 0-9, A-Z and limited characters – confirm with FI receiving EDI file]
11	N1 * PR * DUCHESS COMMUNICATIONS LIMITED \	
12	RMR * CR * 8910064 * FL * 958.34 \	WorkSafeBC account number (seven-digits including check-digit) and individual assessment amount
13	REF * TN * 000312345678910064 \	
14	DTM * 109 * 050518 \	A tracing number to uniquely identify the client's assessment payment. The first four digits is the PSP's Financial Institution (e.g. 0003 for RBC) Note: See <i>Supplementary Remittance File Information</i> for a sample format.
15	ENT * 000002	Remittance Date; the date the EDI file is transmitted (also Payment date)
16	N1 * PR * DEUCE DESTRUCTION TESTING INC \	
17	RMR * CR * 8446307 * FL * 11334.76 \	
18	REF * TN * 000312345678446307 \	
19	DTM * 109 * 050518 \	
20	ENT * 000003	
21	N1 * PR * ADAMANT ENTERPRISES LTD \	
22	RMR * CR * 8034256 * FL * 2454.41 \	
23	REF * TN * 000312345678034256 \	
24	DTM * 109 * 050518 \	
25	ENT * 000004	
26	N1 * PR * COHASH PUBLIC RETURNS INC \	
27	RMR * CR * 8080161 * FL * 32.58 \	
28	REF * TN * 000312345678080161 \	
29	DTM * 109 * 050518 \	

Repeating group of individual employers		
	Assessment	
	958.34	
	11334.76	
	2454.41	
	<u>32.58</u>	
TOTAL	<u>14780.09</u>	(total amount on BPR line)



Supplementary Remittance File Information

<p>Segment ISA:</p>	<p>The Sender ID (ISA05/06) - determine values of Qualifier and ID with your financial institution receiving the EDI file</p> <p>The Receiver ID (ISA07/08) - determine values of Qualifier and ID with your financial institution receiving the EDI file</p> <p>(values may differ for testing and production)</p>
<p>Segment GS:</p>	<p>The Application Sender Code (GS02) must begin with CPA-BPT followed by any additional character string to a maximum length of 15. (e.g. CPA-BPTXXXPSP)</p> <p>The Application Receiver Code (GS03) value is determined by your financial institution receiving the EDI file</p> <p>Group Control # (GS06) – this element for a single/first group can have the same value as the Interchange Control # (ISA13)</p>
<p>Segment BPR:</p>	<p>The Payment Format Code (BPR05) value should be “CBC”.</p> <p>The Identification Number (BPR13) and Account Number (BPR15) require WorkSafeBC bank account information.</p> <p>NOTE: WorkSafeBC will provide this information separately via a jointly agreed secured medium.</p>
<p>Envelope segments before the ENT loops.</p> <p>Consult with your financial institution receiving the EDI file to confirm if they will insert these segments</p>	
<p>Segment REF*RR*</p> <p>Segment DTM*097*</p> <p>Segment DTM*107*</p>	<p>(Represents the transaction creation date – typically taken from BPR16 if transmission and settlement is on the same day.)</p> <p>(Represents the deposit date – typically taken from BPR16 if transmission and settlement is on the same day.)</p>
<p>Segment N1*PR* :</p>	<p>The Payor Name identifies the PSP. Determine the exact value with your financial institution receiving the EDI file.</p>

<p>Segment N1*PE* :</p>	<p>The Payee Name should specify H6 WORKSAFEBC.</p> <p>NOTE: WorkSafeBC will provide its CCIN Number (N104) under separate cover.</p>						
<p>Segment ENT:</p>	<p>The Assigned Number (ENT01) is a counter of the ENT segments and can simply be incremented for each ENT loop present in the file.</p>						
<p>Segment REF*TN* within the ENT loop:</p>	<p>The Reference Identification (REF02) is a unique trace number assigned to the payment. This number appears in the consolidated file and helps WorkSafeBC to identify the payment. The REF*TN trace number appears on the report / file received by WorkSafeBC next to each individual PSP client (employer) payment.</p> <p>The first four digits of the REF02 must identify the financial institution used by the PSP followed by any generated alpha-numeric to a maximum length of 30, ensuring uniqueness.</p> <p>A suggested format:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">FI #</td> <td style="text-align: center;">WorkSafeBC Account #</td> </tr> <tr> <td style="text-align: center;">9 9 9 9 1 2 3 4 5 6 7 9 9 9 9 9 9</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>PSP System-generated number</i></td> </tr> </table>	FI #	WorkSafeBC Account #	9 9 9 9 1 2 3 4 5 6 7 9 9 9 9 9 9		<i>PSP System-generated number</i>	
FI #	WorkSafeBC Account #						
9 9 9 9 1 2 3 4 5 6 7 9 9 9 9 9 9							
<i>PSP System-generated number</i>							
<p>Segment N1*PR* within the ENT loop:</p>	<p>The Name (N102) contains the PSP client (WorkSafeBC employer) name to a maximum of 35 characters. Basic valid characters include 0-9, A-Z and limited special characters such as " . , ' - ". Contact your financial institution to determine specific restrictions.</p>						
<p>Segment DTM*109 within the ENT loop:</p>	<p>The Date (DTM02) value is the EDI file transmission date and considered the Remittance Date or Payment Date by WorkSafeBC.</p>						

Supplementary Remittance Process Information

As stated earlier, an employer whose annual premiums exceed \$1,500 will report four times a year and remit quarterly payments. If the employer's annual premiums fall below \$1,500, the WorkSafeBC system will normally reduce the firm's remitting frequency to once a year.

All PSP clients electing to use this service should be directed to contact WorkSafeBC to ensure they are assigned and retain a quarterly remittance frequency to avoid transaction errors.

In the event of transmission failure on the due date of the 20th, there is a 10-day grace period available for re-submission before WorkSafeBC quarter processing cut-off. If technical challenges will prevent timely resubmission, a cheque payment with a manual report of remitting clients must be provided before the cut-off as per a pre-established contingency process.

Testing Considerations

EDI testing requires the co-operation and coordination of at least four participating parties: PSP, financial institution of PSP, financial institution of WorkSafeBC, and WorkSafeBC.

There is an EDI testing protocol available to financial institutions. The EDI test environment for financial institutions requires all date values to be current calendar dates. Testing simulations with future dates will fail validations.