Guidance for Preparing Pay Transparency Reports Using the Online Reporting Tool

The following guidelines are meant to assist with completing pay transparency reports using the online Pay Transparency Reporting Tool.

The information needed for creating the pay transparency report is broken down into two parts:

1) **Employee Information**
   The employee pay information is entered into a comma separated value (CSV) file before logging into the Pay Transparency Reporting website. The information required to be entered into the file includes:
   - Gender Classification
   - Hours Worked
   - Ordinary Pay
   - Special Salary
   - Overtime Hours
   - Overtime Pay
   - Bonus Pay

   Please refer to the Employee Information section below on how to fill in each field.

   To download a sample CSV report, go to https://paytransparency.fin.gov.bc.ca/ and click on the Download sample CSV button.

2) **Employer Information**
   The employer information is entered after you login to the Pay Transparency Reporting Tool using your Business BCeID and includes:

   - Employer Name & Address (provided via your BCeID)
   - North American Industry Classification System (NAICS) Code
   - Employee Count Range
   - Reporting Year
   - Time Period

Please refer to the Employer Information section below on how to fill in each field.

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Employee Information

The following information is to be entered into your CSV file:

Gender Classification
Enter the marker as provided by the employee during the collection of gender information:

M = Man
W or F = Woman
X = Non-Binary
U = Unknown or Preferred not to say.

Enter the single character marker only.

Hours Worked
This is the number of hours that can be attributed to the salary and refers to the number of hours for which an employee is paid, including hours on paid leave and excluding overtime hours for which they received overtime pay.

For employees whose hours of work are not recorded, an alternative approach to identify a representative number of hours may be used, such as:

- Conversion formula, or
- Alternate record of hours (such as from a logging device or logbook)

Enter the numeric value only. If no hours were worked, enter 0 or leave blank.

Ordinary Pay
Ordinary Pay, or salary is money paid for hours worked before deductions. It includes paid leaves when the employee is paid at 100% of salary and premiums that are not overtime pay or an allowance. **It does not include:**

- Benefits, including taxable benefits
- Allowances
    - An allowance is any payment to support the duties of the employee's employment that meets **all** of the following criteria:
        - the amount paid is predetermined,
        - the amount is paid for a certain purpose, and
        - the amount paid is at the sole disposition of the employee receiving the payment.
    - These can include payments made for:

        - accommodation
        - transportation
        - materials
        - meals, or
        - cost differences between remote and other locations, if working in isolated locations.
- Reimbursement for employment related expenses
- Severance pay or termination pay
- Vacation payouts when not taken as leave
- Retroactive payments for commitments outside the reporting period
- Securities

Ordinary Pay will be divided by the number of hours worked reported to generate an hourly pay rate for each employee. If flex time can be banked and then paid out, it is to be treated the same as vacation.

Enter the numeric value only. Do not use dollar signs. If no ordinary pay was given, enter 0 or leave blank.

Special Salary
Special salary is to be used in the rare circumstance when an employee is paid a lump sum for work with no set number of hours. This is not to be used for:

- Ordinary Pay
- Allowances
- Benefits, including taxable benefits
- Allowances
- Reimbursement for employment related expenses
- Severance pay or termination pay
- Vacation payouts when not taken as leave
- Retroactive payments for commitments outside the reporting period
- Securities

Enter the numeric value only. If no special salary was paid, enter 0 or leave blank.

Overtime Hours
Report as overtime hours the number of hours that relate to the overtime pay. This excludes overtime worked for which the employee is compensated with time in lieu or banked hours.

Enter the numeric value only. If no overtime hours were worked, enter 0 or leave blank.

Overtime Pay
The amount the employee was paid for overtime hours during the reporting period. Overtime pay is defined as money paid to an employee if the money is for hours worked in excess of the employee's usual hours of work and the money is based on a rate of pay that is at least 1.5 times the usual rate of pay. Report in the reporting period if the overtime has been paid (rather than the reporting period when it was worked). Overtime pay should not include statutory pay. Any pay received as statutory pay should be included as part of ordinary pay and the related hours should be included in the number of hours worked.

Enter the numeric value only. If no overtime pay was given, enter 0 or leave blank.

Bonus Pay
Bonus pay means any additional remuneration paid to an employee as a result of:

- profit sharing
- productivity
- performance
- commissions
- referral bonus, or
- any other incentive (for example, signing bonuses)

If employees receive payments in addition to their ordinary pay as automatic rewards, these should be reported as bonus pay. Compensation for working additional hours should be reported as overtime pay.

Bonuses should be reported for the calendar year they are paid to the employee, even when the bonus was earned in a previous calendar year.

Report non-monetary bonuses that are vested and paid to the employee for the calendar year they are paid. This includes:

- stocks
- shares, and
- any other types of equity compensation

Payments an employee receives as a result of the following should also be reported as bonus pay:

- profit sharing

- other incentive plans introduced by an organization that are dependent on the organization's profitability.

Enter the numeric value only. If no bonus pay was given, enter 0 or leave blank.

Once you have completed the CSV file save it to a known location.

Employer Information

The following information is required to use the Pay Transparency Reporting Tool. After you have saved the CSV file, login to the Pay Transparency Reporting website with your Business BCeID. If you do not currently have a Business BCeID, please go to www.bceid.ca to begin the online registration process.

After you have logged in using your Business BCeID, click on the 'Upload your CSV here' button.

Enter your employer's information by completing each of the required fields. You may also enter information into the optional fields.

Employer Name & Address
This information will be automatically populated based on your BCeID. Please ensure the information is accurate.

NAICS Code
The North American Industry Classification System (NAICS) code represents a sector; select the one that best represents your employer. If your employer is composed of multiple sectors, select the code that covers the majority of employees.
Available codes are:

- 11 Agriculture, forestry, fishing and hunting
- 21 Mining, quarrying, and oil and gas extraction
- 22 Utilities
- 23 Construction
- 31-33 Manufacturing
- 41 Wholesale trade
- 44-45 Retail trade

- 48-49 Transportation and warehousing
- 51 Information and cultural industries
- 52 Finance and insurance
- 53 Real estate and rental and leasing
- 54 Professional, scientific and technical services
- 55 Management of companies and enterprises
- 56 Administrative and support, waste management and remediation services
- 61 Educational Services
- 62 Health care and social assistance
- 71 Arts, entertainment and recreation
- 72 Accommodation and food services
- 81 Other services (except public administration)
- 91 Public administration

Employee Count Range
Select the range which includes the number of employees as of January 1 of the reporting year. Choose from one of the following.
-50 to 299 employees;
-300 to 999 employees; or
-1000 or more employees

Reporting Year
Select the reporting year from the dropdown menu.

Time Period
Select the starting month and year to the ending month and year. This will be for a 12-month time period only (either the most recently completed calendar year or financial year, chosen at the employer's discretion).

Employer Statement (optional)
Enter any general information about your employer**.**

Data Constraints (optional)
Enter relevant information, such as limitations, constraints, or dependencies, that may help explain your payroll data.

Report Finalization

Once you have filled in the required fields, click on the **Upload file** button to upload the completed CSV file and then click Submit.

Any errors in the file will be displayed on the webpage (with the line number where the error has occurred). Please correct any errors in the CSV file and resubmit.

If there are no errors in the CSV file, a draft pay transparency report will display. Please review the draft report to ensure it displays the correct information.

If you are satisfied with the draft report scroll toward the bottom of the page and place a **check mark beside,** *I am ready to create a final report that will be shared with the B.C. Government and can be shared publicly by my employer. Please note, this draft report will not be saved after closing this window or logging out of the system.*

Click on the **Generate Final Report** button.

You will receive a message stating that you have successfully created a pay transparency report. Please click on the **Download PDF** button. This will be the published report that you are required to display on your employer website.

Collecting Employee Information

Reasonable efforts must be made to collect gender information from employees. This collection should include a notice to employees that the collection of gender information is for the purpose of preparing a pay transparency report[1]. Gender information used in this analysis must be voluntarily provided by employees. If an employee chooses not to provide their gender information for the purpose of preparing the pay gap report, their pay information will still be used to prepare the report and their gender will be marked as unknown (in accordance with B.C.'s Gender and Sex Data standard).

It is possible for this gender information to be used for other purposes if employees are provided notice of that purpose at the time of collection and if they provide their consent[2]. This collection of gender information could occur at the start of the employment relationship and does not need to be repeated every year that a pay transparency report is prepared. However, employees should be given the opportunity to withdraw their consent at any time or to correct information that they

have previously provided. Further employers should not use gender information collected for the purposes of pay transparency reporting for other purposes, unless required to do so by law or where consent has been obtained from employees.

It is recommended that B.C.'s Gender and Sex Data Standard (PDF, 192KB) be used when collecting employee information. When people can self-identify their gender, employers can engage with them in an inclusive, safe and respectful way. Gender is how a person identifies as being a boy/man, girl/woman, a blend of both or neither.

Please see Gender and Sex Data Standard Guidelines (PDF, 384KB) for help using the standard.

Employers are responsible for collecting and managing personal information in compliance with their obligations under the Freedom of Information and Protection of Privacy Act or the Personal Information Protection Act.

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[1] Note that for public bodies, a collection notice has specific requirements under FOIPPA 27(2). For private organizations, requirements are under section 8(3) of PIPA.

[2] Consent requirements are different for public bodies subject to the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and for non-public bodies (i.e. private organizations) subject to the *Personal information Protection Act* (PIPA). Guidance related to consent requirements under FOIPPA is available here: https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/privacy/agreements-contracts/guidance-on-consent