

Report on Hirings (ROH) – Data Gateway User Guide – File (BH1202)



Version 4.0

Table of Contents

REPORT ON HIRINGS (ROH) – DATA GATEWAY USER GUIDE – FILE (BH1202)	1
<i>Chapter 1 – Security Notes</i>	3
<i>Chapter 2 – Connecting and Logging Into the ROH Data Gateway Application</i>	4
1. <i>Welcome default page</i>	4
2. <i>Verify the Web server certificate</i>	5
3. <i>Login screen</i>	6
3.1. <i>Logging in</i>	6
3.2. <i>Forgot User ID or Password</i>	7
4. <i>Terms of Use screen</i>	12
5. <i>Change Password</i>	13
<i>Chapter 3 – Report on Hirings (ROH) Program Data Gateway Application Home Page</i>	15
<i>Chapter 4 – ROH Program Reporting Compliance and BH1202 File Submissions</i>	16
1. <i>ROH program reporting requirements</i>	16
2. <i>Uploading BH1202 files</i>	18
3. <i>Viewing and/or deleting uploaded BH1202 files</i>	21
<i>Chapter 5 – BH1202 File Creation Instructions and Requirements</i>	26
1. <i>Description</i>	26
2. <i>Requirements</i>	26
3. <i>BH1202 file transaction content options</i>	30
<i>Chapter 6 – Miscellaneous ROH Data Gateway Application Features and Information</i>	31
1. <i>Government On-Line initiative standard toolbar</i>	31
2. <i>Contact Us</i>	33
3. <i>Help</i>	35
4. <i>What’s New?</i>	37
5. <i>Frequently Asked Questions</i>	38
6. <i>Site Map</i>	40
7. <i>Exiting from the ROH Data Gateway Application</i>	40
8. <i>Secure Session Exit Notice</i>	40

Chapter 1 – Security Notes

All communications between your PC and the ROH Data Gateway application will be encrypted. This behaviour is built into your browser (e.g., Internet Explorer, Firefox) and will be automatically invoked when you connect to the ROH Data Gateway application.

Ensure that you are connected to the ROH Data Gateway application by being familiar with the information contained in this document; in particular, verify that the site you are connected to:

- uses the “https” protocol; i.e. the Uniform Resource Locator (URL) or internet address starts with <https://>;
- presents the screens as displayed in this document;
- presents the Department’s Server Certificate as described; and
- functions in a fashion consistent with that described in this document

Your User ID and Password are an important part of ROH Data Gateway application security.

- It is essential that the User ID and Password knowledge be restricted, both within your organization and at the Department. *If compromise is known or suspected, the User ID and Password must be changed immediately. Use the Change Password function of the ROH Data Gateway application to accomplish this.*
- User IDs and Passwords are verified and a record is kept of who connects, when, for how long, and what files were accessed.
- Your User ID and Password is your “account” as referred to in the “Authorized Users Only” statement on the Login page (see Figure 3).

Detailed information on Web security is available at:

<http://www.entrust.com/resourcecenter/whitepapers.htm>

<http://www.microsoft.com/security/default.asp>

<http://www.verisign.com/>

Chapter 2 – Connecting and Logging Into the ROH Data Gateway Application

Connect to the Internet in the usual fashion.

Enter the URL as provided to you by the Department.

1. Welcome default page

Note the following:

- **For security reasons, your current session will be terminated and you will be returned to this Welcome default page if you have not been active for more than 20 minutes.**
- **If there is a problem with the ROH Data Gateway application, a notification page will be displayed instead of the following Welcome Default Page.**

A successful connection to the ROH Data Gateway application will result in the screen shown below being presented by your browser. To proceed into the ROH Data Gateway application, select the language of your choice.

Terms and conditions are viewable from the welcome page by clicking on the link.

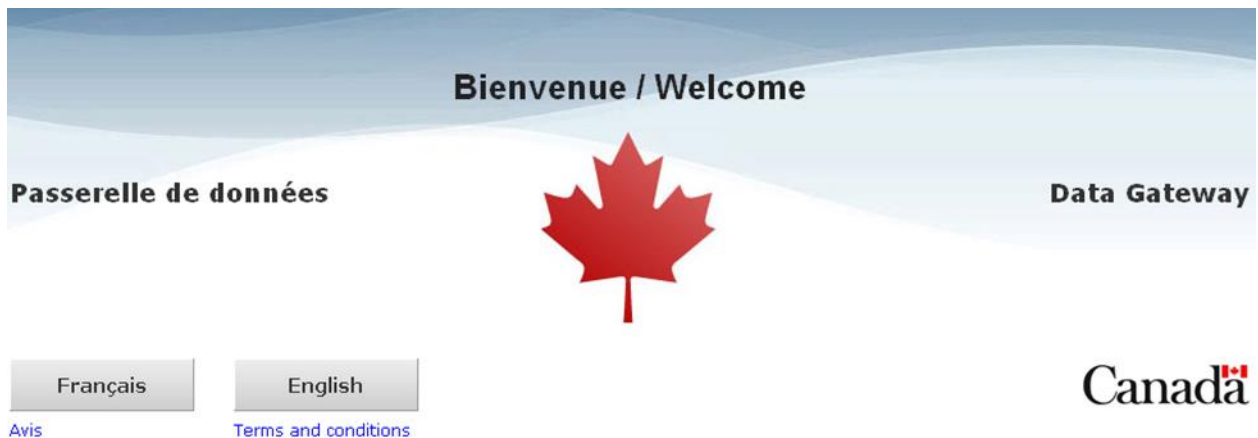


Figure 1 – Welcome default page

To continue, click on the language of your choice.

2. Verify the Web server certificate

To verify the Web server certificate, right-click anywhere on the default.aspx page; select Properties then Certificates. The following screen (or similar) will come up:



Figure 2 – Certificate information

It is very important to take the time to verify the correctness of the information displayed on this screen. If you have any questions, please contact your system administrator or the Department's contact.

To continue, close this window by clicking on OK.

3. Login screen

3.1. Logging in

Enter your User ID and Password as assigned to you by Service Canada. The User ID is not case-sensitive. The Password is case-sensitive.

To continue, click on the SUBMIT AUTHORIZATION button.

Note the following:

- **The password given to you the first time is a temporary one; you will need to change it after your first successful login. It is important to keep your password confidential. Change your password regularly.**
- **For instructions on what to do if you forget your User ID and/or Password, proceed to step 3.2 below.**
- **The “Announcement” section will only be displayed if there are announcements.**
- **For security reasons, your current session will be terminated and you will be returned to the Welcome default page if you have not been active for more than 20 minutes.**

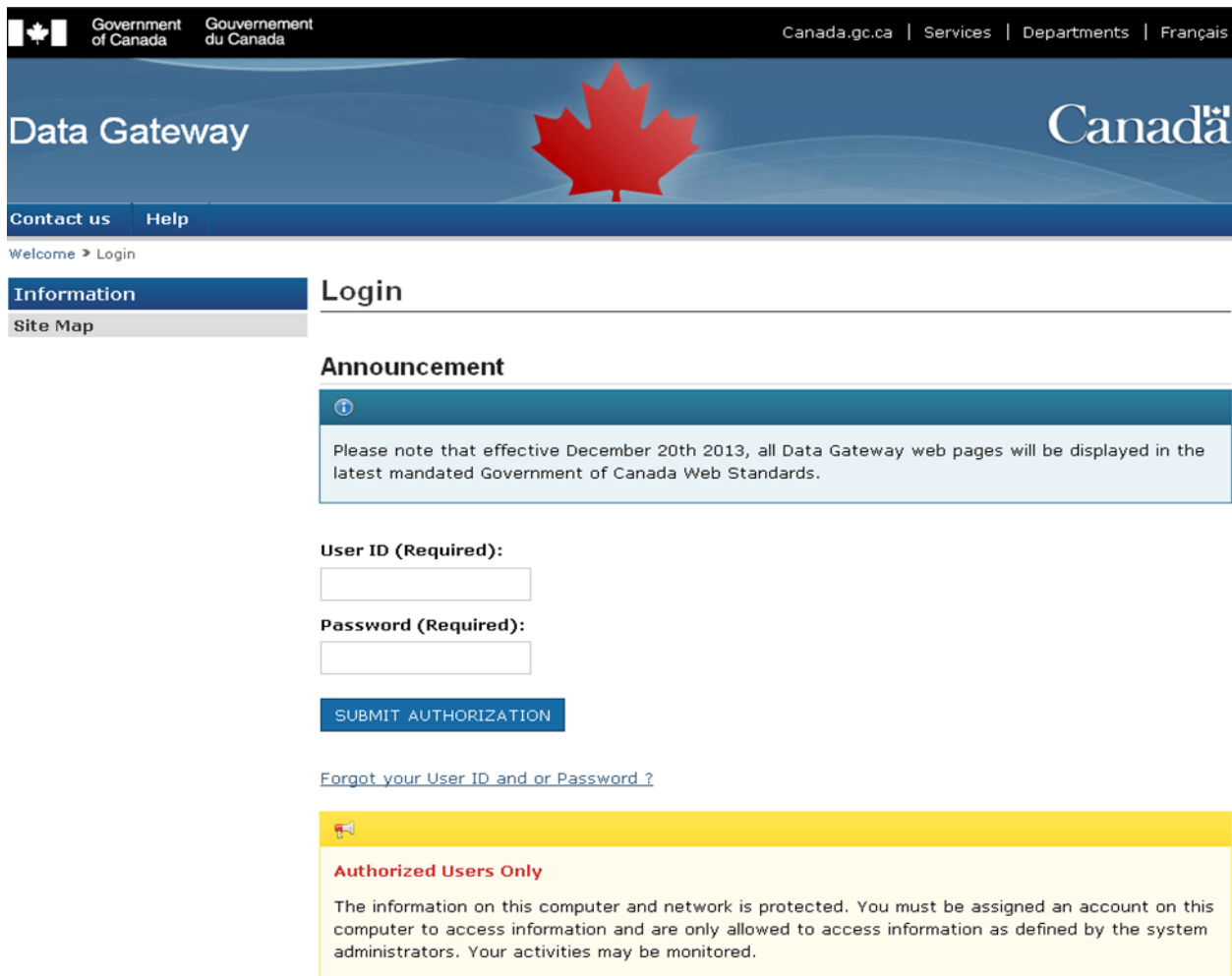


Figure 3 – Login page


3.2. Forgot User ID or Password

3.2.1. Click the [Forgot your User ID and/or Password?](#) link.

The following page will be displayed:



Figure 4 – Forgot User ID or Password page

ROH – Data Gateway User Guide – File (BH1202)

3.2.2. Click the [Participant of the Report on Hirings \(ROH\) program](#) link.

The following page will be displayed:



The screenshot shows the 'Forgot User ID or Password' page on the Data Gateway website. The page header includes the Government of Canada logo and navigation links for Canada.gc.ca, Services, Departments, and Français. The main heading is 'Data Gateway' with a large red maple leaf logo and the word 'Canada'. Below the heading is a navigation menu with 'Contact us' and 'Help'. The page content includes a breadcrumb trail: 'Welcome > Login > Forgot User ID or Password'. A left sidebar contains a 'Menu' with links to 'Home', 'Information', and 'Site Map'. The main content area is titled 'Forgot User ID or Password' and contains the following text: 'If you are a Report on Hirings (ROH) program participant, please enter and submit your Business Number & E-mail address.' Below this text are two input fields: 'Business Number (Required): (ie. 123456789RP0001)' and 'E-mail (Required):'. A blue 'Submit' button is located below the E-mail field. The footer contains links for 'Terms and conditions' and 'Transparency', and a central red maple leaf logo. The footer also includes sections for 'About us' (Publications, Funding programs, Related sites), 'News', 'Contact us', and 'Stay connected' (Video centre, YouTube, Twitter). At the bottom, there are links for 'HEALTH' (healthycanadians.gc.ca), 'TRAVEL' (travel.gc.ca), 'SERVICE CANADA' (servicecanada.gc.ca), 'JOBS' (jobbank.gc.ca), 'ECONOMY' (actionplan.gc.ca), and the 'Canada.gc.ca' logo.

Figure 5 – Forgot User ID or Password page

3.2.3. Enter your Business Number and E-mail address and click the Submit button.

Note:

The Business Number and E-mail address fields are not case-sensitive.

However, an error message will be displayed if any of the following Business Number and E-mail address rules are violated:

Business Number:

- The first nine digits (positions 1 to 9 from left to right) of the Business Number must be numeric.
- The first nine digits (positions 1 to 9 from left to right) of the Business Number must fulfill conditions of the MOD10 check.
- Character positions 10 to 11 (from left to right) of the Business Number must contain the value "rp" or "RP".
- The last four digits (position 12 to 15 from left to right) of the Business Number must be numeric and greater than zero.

ROH – Data Gateway User Guide – File (BH1202)

E-mail address:

- The E-mail format must be “your name@your domain.com” (the .com can be any extension - i.e., org or .ca).
- The maximum length for the E-mail cannot exceed 105 characters.

3.2.4 If the Business Number and E-mail address pass all the above rules, the following authentication (security) rules will be applied:

Business Number:

- The Business Number must be registered in the ROH program.
- The Business Number must be for an ROH information provider.
- The ROH information provider must be currently participating.

E-mail address:

- The E-mail address must be the same as the E-mail address that is currently registered for the ROH information provider.

3.2.5. If the Business Number and E-mail address pass all the authentication (security) rules:

- An E-mail containing your new (reset) User ID and Password will be sent to your E-mail address. Refer to the sample E-mail below:

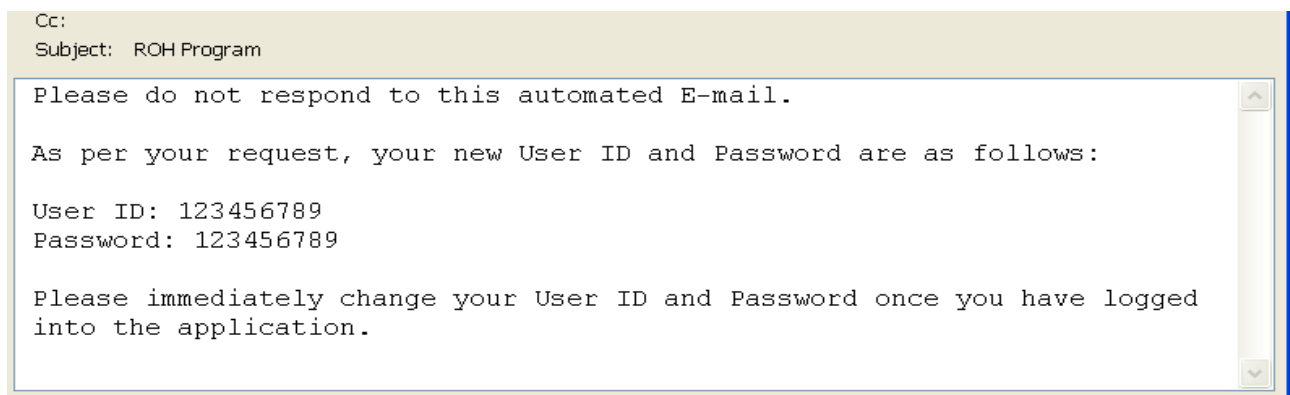


Figure 6 – Sample E-mail

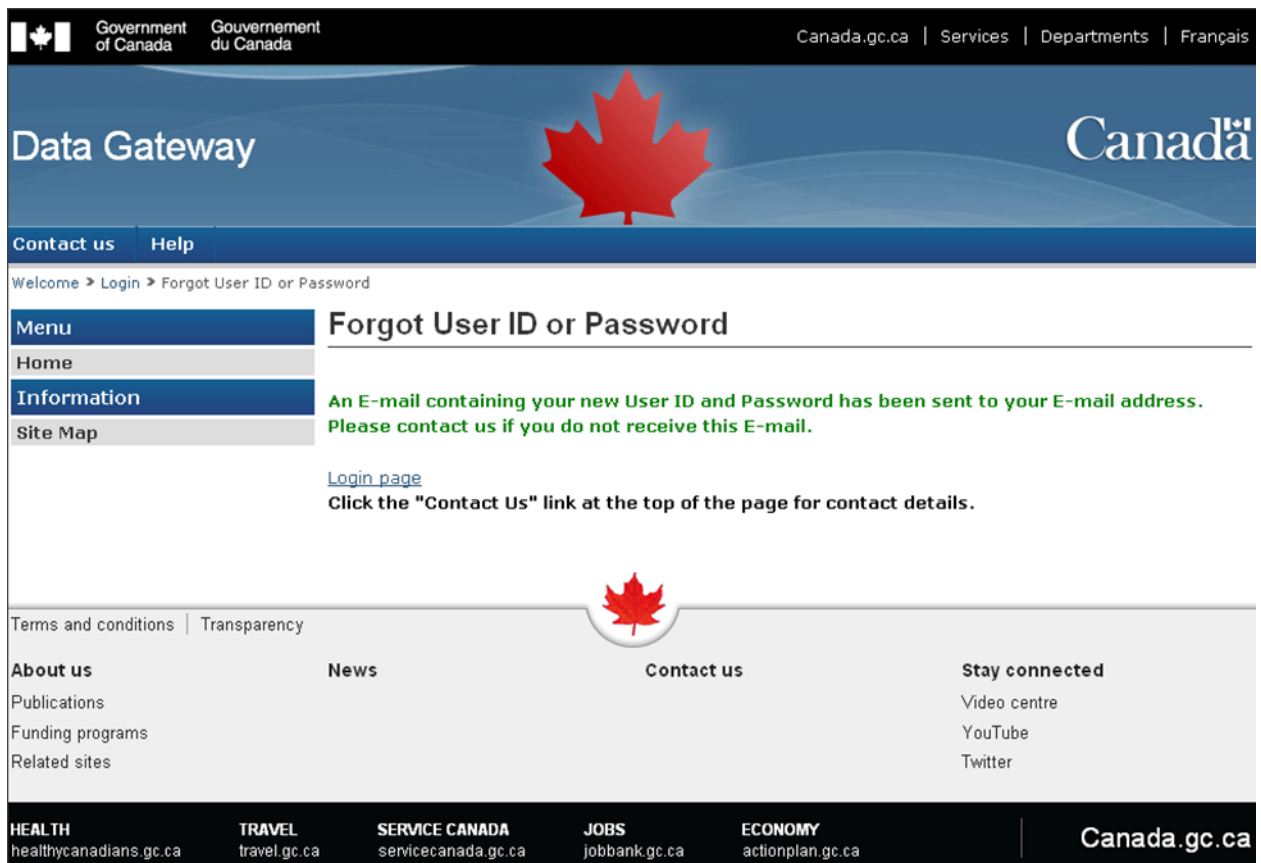
Important note:

Even though the E-mail requests state you can change your User ID and Password, you in fact only have the ability to change your Password.

Only ROH program participants who report organization and hiring details by the ROH Data Gateway application manual data entry (Forms) method have the ability to change both their User ID and Password.

ROH – Data Gateway User Guide – File (BH1202)

- As well, the following notice will be displayed:



The screenshot shows the 'Forgot User ID or Password' page on the Data Gateway website. The page features a blue header with the 'Data Gateway' title and a red maple leaf logo. Below the header, there is a navigation menu with 'Contact us' and 'Help' options. The main content area displays a green message: 'An E-mail containing your new User ID and Password has been sent to your E-mail address. Please contact us if you do not receive this E-mail.' A link to the 'Login page' is provided, along with a note to click the 'Contact Us' link for contact details. The footer contains various links and information, including 'About us', 'News', 'Contact us', 'Stay connected', and 'Canada.gc.ca'.

Figure 7 – Forgot User ID or Password page

ROH – Data Gateway User Guide – File (BH1202)

3.2.6. If the Business Number and/or E-mail address violates any of the authentication (security) rules, then the following notice will be displayed:



Figure 8 – Forgot User ID or Password page

4. Terms of Use screen

Agreeing to comply with the “**Terms of Use**” is a condition of using the ROH Data Gateway application. Please read it carefully.

This window appears the first time a connection is attempted for a User ID and Password that has not previously agreed to this version of the Terms of Use. Should the Terms of Use be amended, you will be required to agree to the amended version prior to using the ROH Data Gateway application.

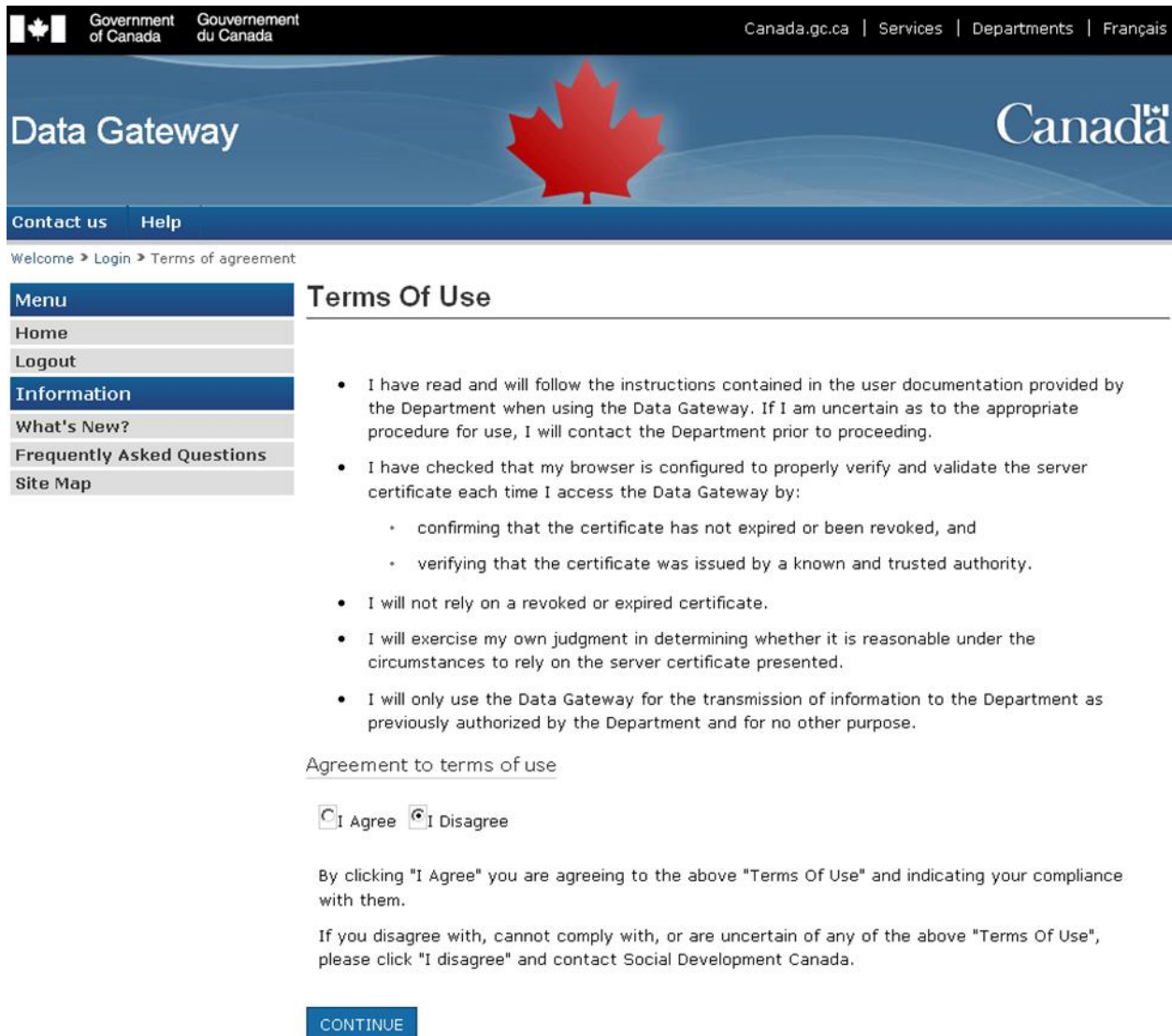


Figure 9 - Terms of Use page

To continue, select either “I Agree” or “I Disagree” and click on the CONTINUE button.

5. Change Password

If you are logging into the ROH Data Gateway application for the first time, you will be automatically taken to the Change Password page. On this page you will be asked to enter your current temporary password which will be given to you by Service Canada. Next, enter your new password and confirm it.

The password must follow these rules:

- The password should have a minimum length of 8 characters
- The password must have at least 1 uppercase character
- The password must have at least 1 lowercase character
- The password must have at least 1 numeric character
- The password must have at least 1 special characters or punctuation character (e.g. !\$%&/()?*#-@:)
- The password must be different than your username
- The password must not contain any whitespace
- The password cannot be the same as the current or previous user's passwords

Note the following:

Your user account will be disabled after three (3) unsuccessful login attempts with the same user ID. If 15 unsuccessful login attempts are made with an invalid user ID (inexistent in the Data Gateway), you will be redirected to the account disabled page automatically. Your account will be automatically enabled after 30 minutes.

It is important to keep you password confidential.

Use the Forgot your User Id and/or Password feature described in section 3.2 of the user guide or Contact Service Canada if you forget your User Id or Password.



Government of Canada / Gouvernement du Canada | Canada.gc.ca | Services | Departments | Français

Data Gateway

Contact us | Help

Welcome > Login > Home > Change password

Change Password

Information icon

User: KBAU00021192 | Session Number: 46000

Enter Current Password

User ID:

Current Password (Required):

Enter New password

New Password (Required):

Confirm New Password (Required):

[To show or hide the password rules, click here](#)

Figure 10 – Change Password page

To continue, click on the Change Password button.

Chapter 3 – Report on Hirings (ROH) Program Data Gateway Application Home Page

Note: For security reasons, your current session will be terminated and you will be returned to the Welcome default page if you have not been active for more than 20 minutes.

The following ROH Data Gateway Application home page will be displayed once you have logged into the ROH Data Gateway application. Your User ID and Session Number will be displayed at the top of the page.

This page contains a number of buttons and links to help you navigate through the Web site.

Only your organization name (name of the ROH information provider organization) will appear in the Select an organization drop-down list. The name(s) of the organization(s) that you may report on behalf of (for) will not appear in this drop-down list.

You can upload a file and or view your file upload history. Refer to the following chapters on how to perform these functions.

You can also change your password at any time from this home page (for instructions, refer to Chapter 2, section 5).

The ROH Data Gateway Application Home page can be reached from any page by clicking the [Home](#) link under the left-side Menu section of the page or on the top toolbar.



The screenshot shows the ROH Data Gateway Application Home page. At the top, there is a navigation bar with the Government of Canada logo, the text "Government of Canada" and "Gouvernement du Canada", and links for "Canada.gc.ca", "Services", "Departments", and "Français". Below this is a blue banner with a red maple leaf and the text "Data Gateway" and "Canada". A secondary navigation bar contains "Contact us" and "Help". Below the banner, there is a breadcrumb trail: "Welcome > Login > Home". On the left, there is a "Menu" section with links for "Logout", "Information", "What's New?", "Frequently Asked Questions", and "Site Map". The main content area is titled "Report on Hirings Program" and contains a user information box with "User: KAA00021252" and "Session Number: 47333", and "Selected Organization: ORGANIZATION 1". Below this is a prompt "Select an organization and click on the desired action:" followed by a dropdown menu showing "ORGANIZATION 1" and two buttons: "Upload File" and "View History".

Figure 11 – ROH Data Gateway Application Home page

Chapter 4 – ROH Program Reporting Compliance and BH1202 File Submissions

Note: For security reasons, your current session will be terminated and you will be returned to the Welcome default page if you have not been active for more than 20 minutes.

1. ROH program reporting requirements

As the ROH information provider, you must upload (submit) at least one BH1202.xml file per month. You can upload as many BH1202.xml files per month if you wish. Refer to Chapter 5 for the detailed instructions and requirements on how to properly create the BH1202.xml file.

If you wish to report for an organization for the first time or resume reporting for an organization that previously stopped participating in the ROH program, then simply include in your BH1202.xml file an “organization” transaction for that organization.

Once you start reporting for an organization, you must continue reporting for that organization every month regardless of whether or not the organization had hirings or recalls for that month.

In other words, you must include in your BH1202.xml file one “organization” transaction along with any of its related “hiring_recall” transactions for every organization that you report for.

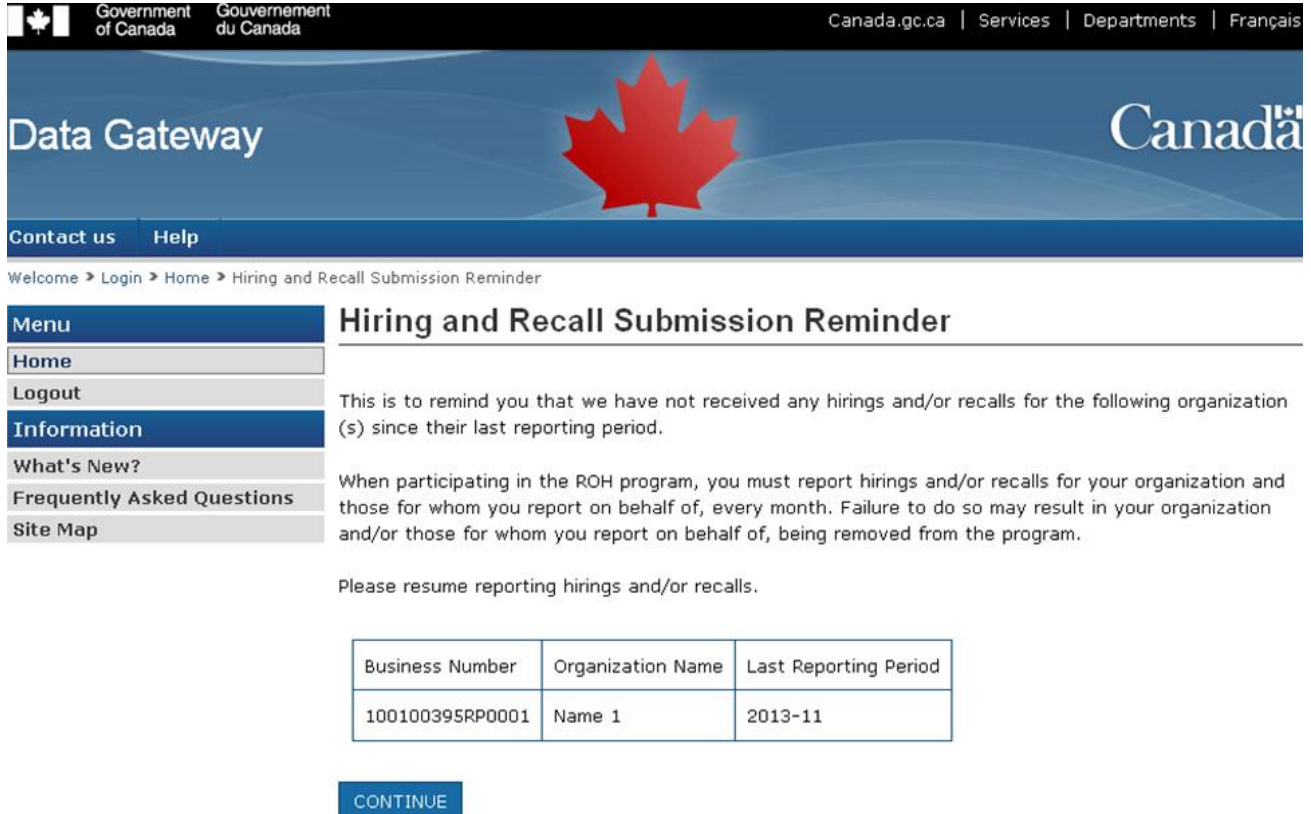
Always provide in your BH1202.xml file the most up-to-date information for all organizations that you report for.

If you wish to stop reporting for an organization, simply omit that organization from your BH1202.xml file.

ROH – Data Gateway User Guide – File (BH1202)

If you forget to upload at least one BH1202.xml file per month, you will be notified in the following ways until you are again in compliance with the ROH program BH1202.xml file reporting requirements:

- a) You will be notified by e-mail.
- b) After you have logged into the ROH Data Gateway application, the following Hiring and Recall Submission Reminder page will be displayed:



The screenshot shows the 'Hiring and Recall Submission Reminder' page. At the top, there is a navigation bar with the Government of Canada logo and the text 'Canada.gc.ca | Services | Departments | Français'. Below this is a blue banner with 'Data Gateway' on the left and a large red maple leaf in the center. A navigation menu on the left includes 'Home', 'Logout', 'Information', 'What's New?', 'Frequently Asked Questions', and 'Site Map'. The main content area has the title 'Hiring and Recall Submission Reminder' and the following text: 'This is to remind you that we have not received any hirings and/or recalls for the following organization (s) since their last reporting period.' Below this is a paragraph: 'When participating in the ROH program, you must report hirings and/or recalls for your organization and those for whom you report on behalf of, every month. Failure to do so may result in your organization and/or those for whom you report on behalf of, being removed from the program.' This is followed by the instruction: 'Please resume reporting hirings and/or recalls.' A table with three columns is displayed: 'Business Number', 'Organization Name', and 'Last Reporting Period'. The table contains one row with the values '100100395RP0001', 'Name 1', and '2013-11'. At the bottom of the page is a blue button labeled 'CONTINUE'.

Business Number	Organization Name	Last Reporting Period
100100395RP0001	Name 1	2013-11

Figure 12 – Hiring and Recall Submission Reminder page

Carefully read the Hiring and Recall Submission Reminder.

Note: Only information on your organization (the ROH information provider) will be displayed. Information on any organization that you may report for will not be displayed.

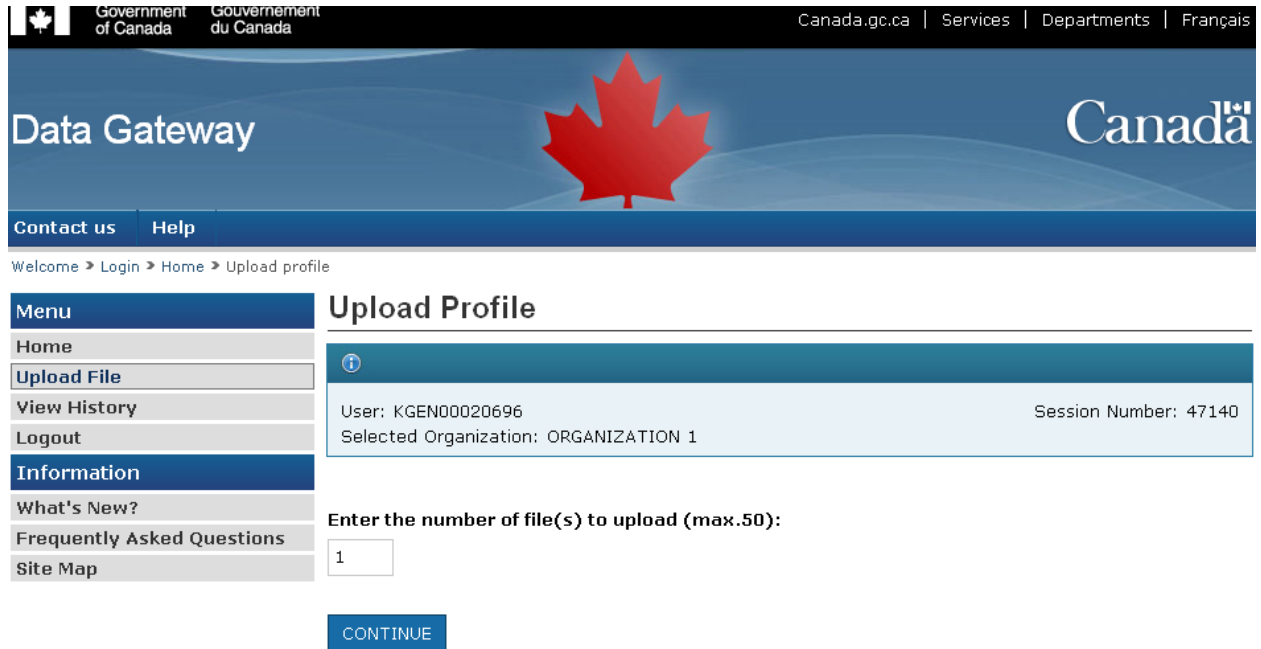
Click the CONTINUE button to acknowledge that you have read the Hiring and Recall Submission Reminder.

Once you have clicked the CONTINUE button, the following will occur:

- The ROH Data Gateway Application home page will be displayed.
- If our internal records indicate that your organization and/or any one of the organizations that your report for has a Participation Status of "Late or Not Reporting," the Participation Status of these organizations will be updated to "Notified as a Result of Late or Not Reporting."

2. Uploading BH1202 files

2.1. From the Home page, click the Upload File button. The following page will then be displayed:



The screenshot shows the 'Data Gateway' interface. At the top, there is a navigation bar with the Government of Canada logo and text in both English and French, along with links for 'Canada.gc.ca', 'Services', 'Departments', and 'Français'. Below this is a blue banner with a red maple leaf and the text 'Data Gateway' and 'Canada'. A secondary navigation bar contains 'Contact us' and 'Help'. The main content area has a breadcrumb trail: 'Welcome > Login > Home > Upload profile'. On the left is a 'Menu' sidebar with options: Home, Upload File (highlighted), View History, Logout, Information, What's New?, Frequently Asked Questions, and Site Map. The main content area is titled 'Upload Profile' and includes a user profile box with 'User: KGEN00020696' and 'Session Number: 47140', and 'Selected Organization: ORGANIZATION 1'. Below this is a form with the label 'Enter the number of file(s) to upload (max.50):' and a text input field containing the number '1'. A blue 'CONTINUE' button is positioned below the input field.

Figure 13 – Upload Profile page

ROH – Data Gateway User Guide – File (BH1202)

2.2. Enter the number of files you wish to upload (usually 1) and click the CONTINUE button.

If your previously submitted file was not rejected, the Upload page below will be displayed:

Important Note:

If your previously submitted file was rejected then the warning message below will be displayed.

Please rectify the problem with your previously submitted file and resubmit before submitting a new file.

Click the OK button to acknowledge the message. The Upload page below will be displayed.

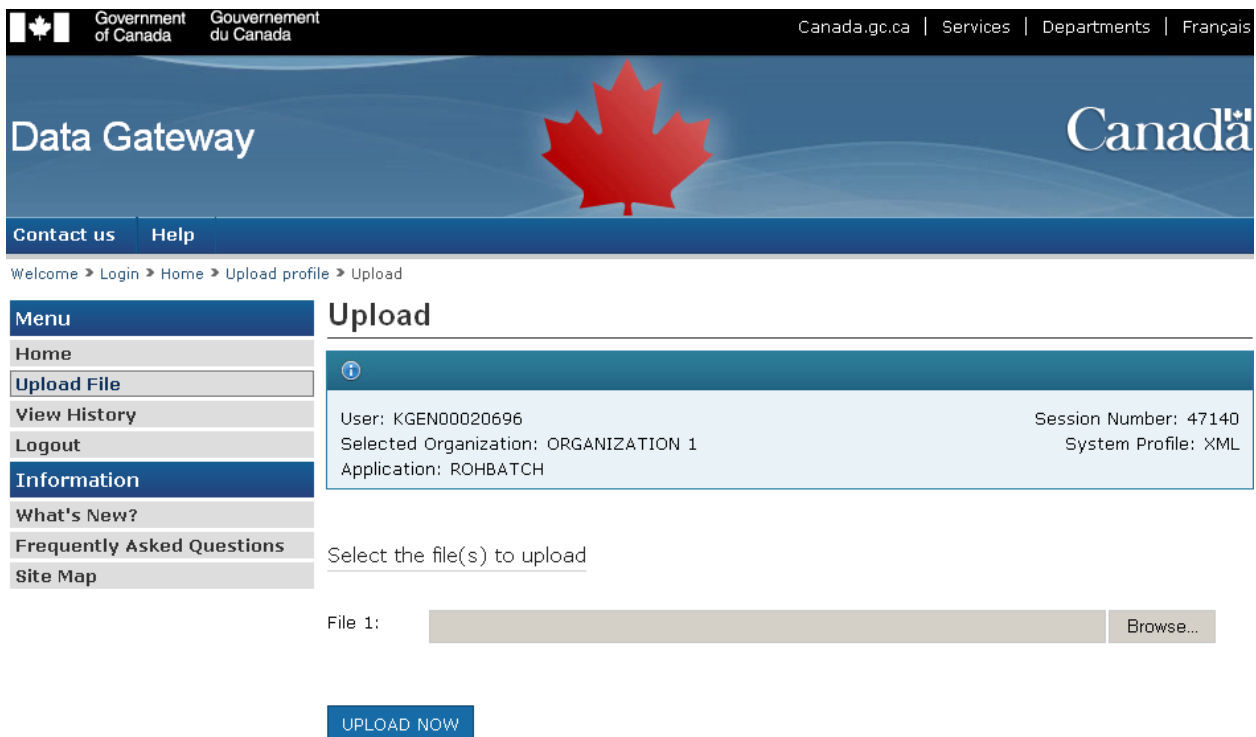
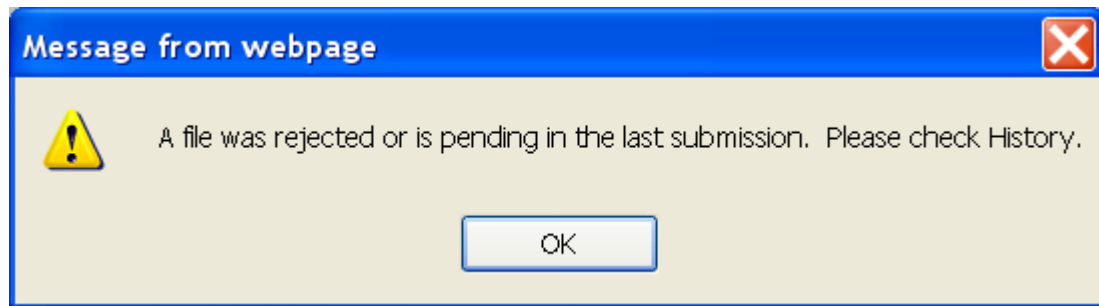


Figure 14 – Upload page


2.3. Use the Browse button to select and enter your file for upload in the "Select the file(s) to upload" field.

ROH – Data Gateway User Guide – File (BH1202)

2.4 Click the **UPLOAD NOW** button. The following page will then be displayed:

Important Notes:

- A **“The file to be uploaded was not found”** error message will be displayed if you did not enter a value in the **“Select the file(s) to upload”** field. In this event, select the correct file (file directory path and file name) and resubmit.
- A **“The file to be uploaded was not found or empty”** error message will be displayed if you uploaded a file with no data. In this event, upload a file that contains data.



The screenshot shows the 'Upload Results' page in the Data Gateway. The page header includes the Government of Canada logo and navigation links. The main content area displays the following information:

Upload Results

User: KGEN00020696 Session Number: 47140
 Selected Organization: ORGANIZATION 1 System Profile: XML
 Application: ROHBATCH

Upload Completed

1 file(s) total to be uploaded, 1 file(s) accepted, 0 file(s) discarded.

Numéro de référence	Nom du fichier	Message
47140_1	100000363rp0001.txt	Fichier téléchargé

[Click here to upload other file\(s\)](#) or return [Home](#) for more options.

Figure 15 – Upload Results page

The page will contain the file upload statistics along with the specific file upload details like the Reference Number, etc.

It is recommended that you keep a record of the Reference Number for future reference.

Important Notes:

- You will receive a ***notification by e-mail once your uploaded file has been processed (validated, etc.) by the ROH program (*usually within two business days).**
- You have until the end of the day (midnight) of the file upload to delete the uploaded file before it is processed (validated, etc.) by the ROH program. For instructions on how to delete an uploaded file, refer to section 3. Viewing and/or deleting uploaded BH1202 files.

3. Viewing and/or deleting uploaded BH1202 files

To view the processing results of previously uploaded BH1202 files and/or delete previously uploaded BH1202 files, perform the following steps:

3.1. From the Home page, click the View History button. The following page will then be displayed:



Government of Canada / Gouvernement du Canada | Canada.gc.ca | Services | Departments | Français

Data Gateway

Contact us | Help

Welcome > Login > Home > Upload history

Menu

- Home
- Upload File
- View History**
- Logout

Information

- What's New?
- Frequently Asked Questions
- Site Map

Upload History

i User: KGEN00020696 Session Number: 47140
 Selected Organization: ORGANIZATION 1 Application: ROHBATCH

	Reference Number	Upload Date	Upload Status	User	Uploaded File
Delete	47140_1	06/12/2013 4:08:05 PM	File received	KGEN00020696	100000363rp0001.txt

Figure 16 – Upload History page

The list of uploaded files will be displayed in descending Upload date and time order (from the latest to the oldest).

ROH – Data Gateway User Guide – File (BH1202)

The following table contains information on the main file upload statuses that may be displayed.

Upload Status	Meaning	Required Action by User	Can the uploaded file instance be deleted if it has this upload status?
File received	The file has been successfully transferred to the Data Gateway application.	None	Yes
An error occurred while transferring the file	The file was not successfully transferred to the Data Gateway application.	Delete the uploaded file instance and attempt to upload the file again. Contact us if the problem persists.	Yes
The file transfer failed	The file cannot be saved in the Data Gateway application.	Attempt to upload the file again. Contact us if the problem persists. Note: The user is unlikely to see this message	No
The file could not be copied to the application queue	The file could not be transferred from the Data Gateway application to the ROH application. An attempt to transfer the file will be made at a later time.	None. Note: The user is unlikely to see this message.	No
The validation of the XML file against the XSD schema was completed successfully	The file passed the validation against the XSD schema.	None. Further processing of the file must still take place. Once the processing of the file has been completed, the Upload Status will be changed to either "Accepted", "Accepted with errors" or "Rejected - Please correct and resubmit".	No
The validation of the XML file against the XSD schema failed	The file failed the validation against the XSD schema.	None. Further processing of the file must still take place. Once the processing of the file has been completed, the Upload Status will be changed to "Rejected - Please correct and resubmit".	No
Accepted	The processing of the file by the ROH application has completed and no major errors were detected.	None	No
Accepted with errors	The processing of the file by the ROH application has completed and no major errors were detected but one or more of the file's transactions have been rejected.	Review the reasons why one or more of the file's transactions have been rejected. To review the reasons, refer to section 3.1.2. below. Correct the rejected transactions and include these corrected transactions in your next month's regularly scheduled file submission. Refer to Chapter 5 – BH1202 File Creation Instructions and Requirements.	No

ROH – Data Gateway User Guide – File (BH1202)

Upload Status	Meaning	Required Action by User	Can the uploaded file instance be deleted if it has this upload status?
Rejected – Please correct and resubmit	The processing of the file by the ROH application has completed and one or more major errors were detected.	Review the reason why the file has been rejected. To review the reasons, refer to section 3.1.2. below. Create a new corrected file as soon as possible and submit it (upload it) prior to your next month's regularly scheduled file submission. Refer to Chapter 5 – BH1202 File Creation Instructions and Requirements.	No
Rejected – Do not resubmit	The user's Data Gateway account was deleted or disabled before the file could be processed by the ROH application.	None	No

3.1.1. To delete an uploaded file instance:

- Click the uploaded file's Delete button which is located to the left of the Reference Number.

Only submitted files with specific Upload Statuses can be deleted. Refer to the above table for the specific Upload Statuses.

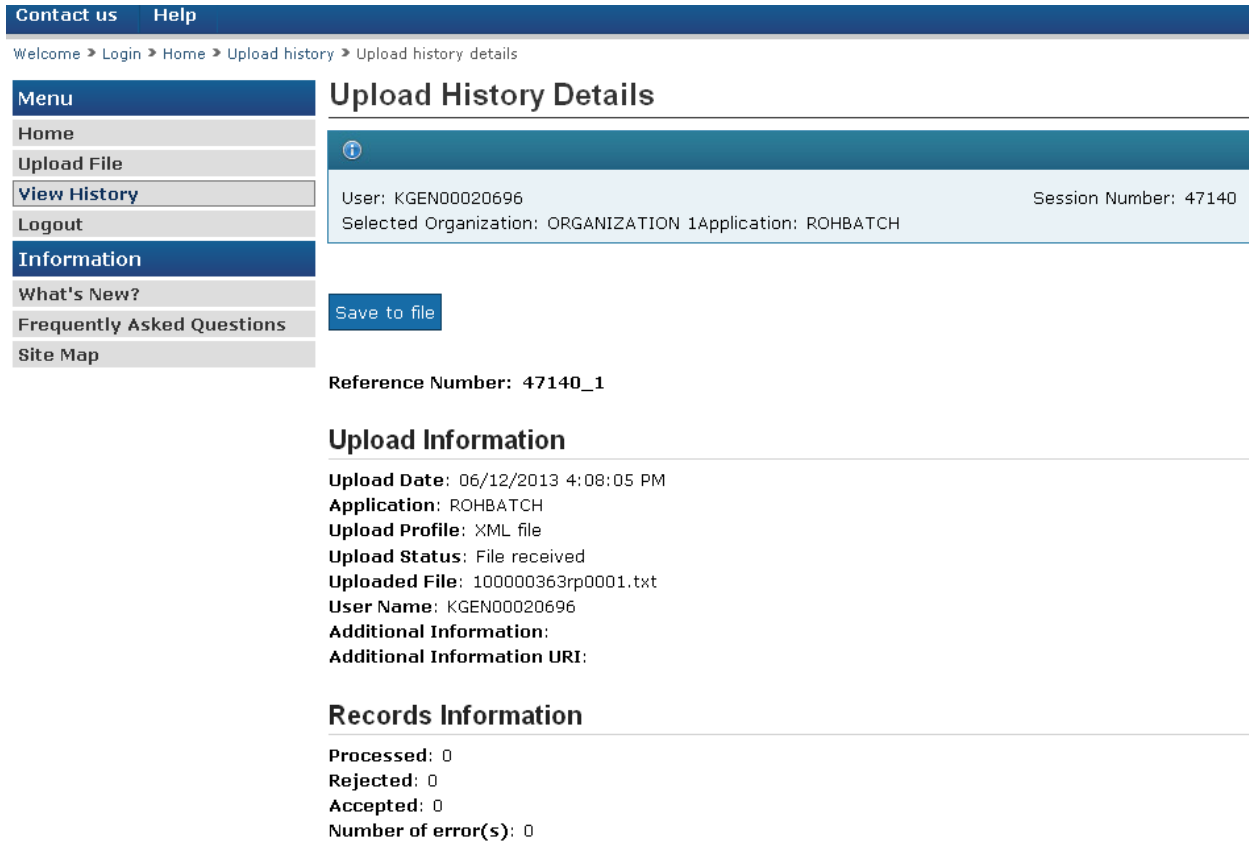
- Confirm that you want the uploaded file deleted.

The Upload History page will then be automatically refreshed with the uploaded file instance omitted.

ROH – Data Gateway User Guide – File (BH1202)

3.1.2. To view the file’s Upload History Details, click the file’s corresponding [Reference Number](#) link.

The following page will then be displayed:



The screenshot shows the 'Upload History Details' page. At the top, there is a navigation bar with 'Contact us' and 'Help'. Below it is a breadcrumb trail: 'Welcome > Login > Home > Upload history > Upload history details'. On the left is a 'Menu' with options: Home, Upload File, View History, Logout, Information, What's New?, Frequently Asked Questions, and Site Map. The main content area is titled 'Upload History Details' and contains a header box with user information: 'User: KGEN00020696', 'Selected Organization: ORGANIZATION 1', 'Application: ROHBATCH', and 'Session Number: 47140'. Below this is a 'Save to file' button. The 'Reference Number' is '47140_1'. The 'Upload Information' section lists: 'Upload Date: 06/12/2013 4:08:05 PM', 'Application: ROHBATCH', 'Upload Profile: XML file', 'Upload Status: File received', 'Uploaded File: 100000363rp0001.txt', 'User Name: KGEN00020696', 'Additional Information:', and 'Additional Information URI:'. The 'Records Information' section shows: 'Processed: 0', 'Rejected: 0', 'Accepted: 0', and 'Number of error(s): 0'.

Figure 17 – Upload History Details page

Note the following:

- a) If you would like to save the details that are displayed on the Upload History Details page to a file, click the Save to file button and then follow the instructions.
- b) The Records Information section contains the following BH1202 file processing grand totals:
 - **“Processed”**: Refers to the total of all the organization and hiring_recall transactions/records processed.
 - **“Accepted”**: Refers to the total of all the organization and hiring_recall transactions/records accepted.
 - **“Rejected” and “Number of error(s)”**: Refers to the total of all the organization and hiring_recall transactions/records rejected.

ROH – Data Gateway User Guide – File (BH1202)

c) The first message under the Messages section will usually contain the following BH1202 file processing sub-totals:

- Total organization transactions/records:
 - "Processed"
 - "Accepted"
 - "Rejected"

- Total hiring_recall transactions/records:
 - "Processed"
 - "Accepted"
 - "Rejected"

Any remaining messages under the Messages section will contain the BH1202 file processing warning and/or error messages listed in the order of their detection.

Chapter 5 – BH1202 File Creation Instructions and Requirements

1. Description

The BH1202 file contains information on organizations that participate in the ROH program by the "File" reporting method along with their corresponding hirings and recalls. The BH1202 file replaces the previous ROH CPS (Centralized Payroll System) file.

2. Requirements

2.1. You can name the file whatever you wish, but we recommend the following format:

Note: The only restriction on the file name is to limit the length of the file name including extension to 36 characters.

<BH1202><Your 15 character CRA Account Number><File Creation Date – YYYYMMDD><.xml>

For example: [BH1202999999999999RP9999920110930.xml](#)

2.2. The file content must adhere to the requirements outlined in the BH1202.xsd file (XML Schema).

The entire BH1202.xml file will be rejected if this requirement is not met.

Note the following about the BH1202.xsd file:

- A link to the BH1202.xsd file is located at the following official Report on Hiring Program Employer site:

http://www1.servicecanada.gc.ca/eng/ei/employers/automated_report.shtml

- The purpose of the BH1202.xsd (XML Schema) file is to define the legal building blocks and structure of the BH1202.xml file.

To be more specific, the BH1202.xsd (XML Schema) file:

- defines elements that can appear in the BH1202.xml file
 - defines attributes that can appear in the BH1202.xml file
 - defines which elements are child elements in the BH1202.xml file
 - defines the order of child elements in the BH1202.xml file
 - defines the number of child elements in the BH1202.xml file
 - defines data types for elements and attributes in the BH1202.xml file
 - defines default and fixed values for elements and attributes in the BH1202.xml file
- The name of the root element in the BH1202.xsd file is "BH1202".
 - Every element in the BH1202.xsd file has a corresponding description.
 - Every English element name in the BH1202.xsd file has a corresponding French element name. As a result, your BH1202.xml file can contain either English or French element names.
 - Almost every element full (long) name in the BH1202.xsd file has a corresponding short name (acronym). It is **strongly** recommended that you use the short name in your BH1202.xml file in order to reduce the size of your file.

ROH – Data Gateway User Guide – File (BH1202)

- **Prior to submitting a BH1202.xml file to the ROH program, validate your BH1202.xml file against the BH1202.xsd (XML Schema) file and make, if applicable, the necessary corrections.**

In other words, only submit BH1202.xml files that have met all the requirements defined in the BH1202.xsd (XML Schema) file.

- It is strongly recommend that you use a professional XML editor that supports XML Schemas to view this BH1202.xsd file.

As well, a professional XML editor will help you to:

- create a sample BH1202.xml file
- create an error-free BH1202.xml file
- validate your BH1202.xml file against the BH1202.xsd schema file
- stick to a valid XML structure

2.3. In addition to the requirements defined in the BH1202.xsd (XML Schema) file, the following requirements must also be adhered to:

Note:

The following requirements are enforced by our ROH program software that processes your submitted BH1202.xml file(s). They are not enforced by the BH1202.xsd (XML Schema) file.

2.3.1. The "creation_date_time" element value must be unique.

This requirement is in place to ensure that you only submit BH1202.xml files that have not been previously submitted.

The entire BH1202.xml file will be rejected if this requirement is not met.

2.3.2. The "creation_date_time" element value must be greater than all of the previously submitted BH1202.xml file's "creation_date_time" element values.

This requirement is in place to ensure that you submit your BH1202.xml files in the proper sequence (for example: January, February, March...).

The entire BH1202.xml file will be rejected if this requirement is not met.

2.3.3. The "creation_date_time" element value must not be in the future.

The entire BH1202.xml file will be rejected if this requirement is not met.

2.3.4. The first "organization" transaction in your BH1202.xml file must contain the *ROH information provider organization details.

*The organization that is registered in the ROH program as the legitimate provider of ROH information on behalf of itself and/or other organizations via the BH1202.xml file reporting method.

The entire BH1202.xml file will be rejected if this requirement is not met.

2.3.5. The first "cra_account_number" element instance value in your BH1202.xml file must be the same as the CRA Account Number value of the organization that is registered in the ROH program as the legitimate ROH information provider of this BH1202.xml file.

Important note:

If your organization's (ROH information provider) CRA_account_number changes, notify us (see Chapter 6, section 2. Contact Us) before submitting your next file. We need to update your organization's CRA account number in our ROH program's data base. Otherwise, your next file will be rejected.

The entire BH1202.xml file will be rejected if this requirement is not met.

ROH – Data Gateway User Guide – File (BH1202)

2.3.6. The “business_number” element value must fulfill conditions of the MOD10 check for every organization transaction in your BH1202.xml file that represents a *child organization.

*An organization that the ROH information provider reports for (on behalf of).

The entire “organization” and related “hiring_recall” transaction(s) will be rejected if this requirement is not met.

2.3.7. Every “zip_code” element value in your BH1202.xml file must correspond to a legitimate US state, etc.

In most cases, the entire “organization” and related “hiring_recall” transaction(s) will be rejected if this requirement is not met.

2.3.8. Every “postal_code” element value in your BH1202.xml file must adhere to the following requirement:

If the first character position (from the left) is X, then the next two character positions (from the left) must be one of the following allowable values: 0A, 0B, 0C, 0E, 0G, 0H, 0K, or 1A.

In most cases, the entire “organization” and related “hiring_recall” transaction(s) will be rejected if this requirement is not met.

2.3.9. If the organization transaction represents a *child organization that is participating in the ROH program for the first time or is resuming their participation in the ROH program, then their “cra_account_number” element value must:

*An organization that the ROH information provider reports for (on behalf of).

- be registered with the Canada Revenue Agency (CRA), and their account with CRA must be open; and
- not correspond to an organization that is currently participating in the Automated Earnings Reporting System (AERS).

The entire “organization” and related “hiring_recall” transaction(s) will be rejected if this requirement is not met.

2.3.10. You can only report for participating child organizations (include child organization transactions in your BH1202.xml file) that are currently registered/linked in the ROH program to your organization (ROH information provider).

The entire “organization” and related “hiring_recall” transaction(s) will be rejected if this requirement is not met.

2.3.11. Every “social_insurance_number” element value in your BH1202.xml file must fulfill conditions of the MOD10 check.

The entire “hiring_recall” element transaction will be rejected if this requirement is not met.

2.3.12. Every “first_day_worked” element value in your BH1202.xml file must not be in the future or more than six months old.

The entire “hiring_recall” element transaction will be rejected if this requirement is not met.

2.3.13. A *hiring_recall transaction that has been previously reported for the same corresponding “organization” transaction is not allowed.

*A “hiring_recall” transaction that has the same “social_insurance_number” and “first_day_worked” element values as a previously reported “hiring_recall” transaction for the same corresponding “organization” transaction.

The entire “hiring_recall” element transaction will be rejected if this requirement is not met.

ROH – Data Gateway User Guide – File (BH1202)

2.3.14. The "hiring_recall" transaction's "first_day_worked" element value must not be within seven calendar days (before or after) of a previously reported "hiring_recall" transaction for the same "social_insurance_number" element value and corresponding "organization" element instance.

The entire "hiring_recall" element transaction will be rejected if this requirement is not met.

ROH – Data Gateway User Guide – File (BH1202)

3. BH1202 file transaction content options

3.1. If you are an ROH information provider organization that will report all hirings and recalls under only one (your) CRA Account Number, then:

3.1.1. If there are no hirings or recalls to report, your BH1202.xml file must contain only your ROH information provider details.

For example:

Only one "organization_and_hiring" transaction containing only a corresponding "organization" transaction.

3.1.2. If there are one or more hirings or recalls to report, your BH1202.xml file must contain only your ROH information provider organization and hiring/recall details:

For example:

Only one "organization_and_hiring" transaction containing:

- a corresponding "organization" transaction; and
- followed by one or more corresponding "hiring_recall" transactions.

3.2. If you are an ROH information provider organization that will report hirings and recalls for multiple organizations, your BH1202.xml file must contain:

3.2.1. Only one ROH information provider "organization_and_hiring" transaction containing:

- a corresponding "organization" transaction; and
- optionally followed by one or more corresponding "hiring_recall" transactions.

3.2.2. Followed by only one "*"organization_and_hiring" transaction for each child organization that the ROH information provider reports for containing:

- a corresponding child "organization" transaction; and
- optionally followed by one or more corresponding child "hiring_recall" transactions.

Chapter 6 – Miscellaneous ROH Data Gateway Application Features and Information

Note: For security reasons, your current session will be terminated and you will be returned to the Welcome default page if you have not been active for more than 20 minutes.

1. Government On-Line initiative standard toolbar

The ROH Data Gateway application uses the Government On-Line initiative standard toolbar at the top of every page.



Figure 18 – GOL top toolbar

The following table defines each of the terms used in the Government On-Line standard top toolbar.

Canada.gc.ca	This link opens the Canada.gc.ca website.
Services	This link brings you to the Service Canada website.
Departments	This link opens to the departments pages of the Government of Canada web page.
Français	This link changes the language of the Data Gateway to French.
Contact us	This link opens a page containing important contact information.
Help	This link opens the on-line help of the current page.

ROH – Data Gateway User Guide – File (BH1202)



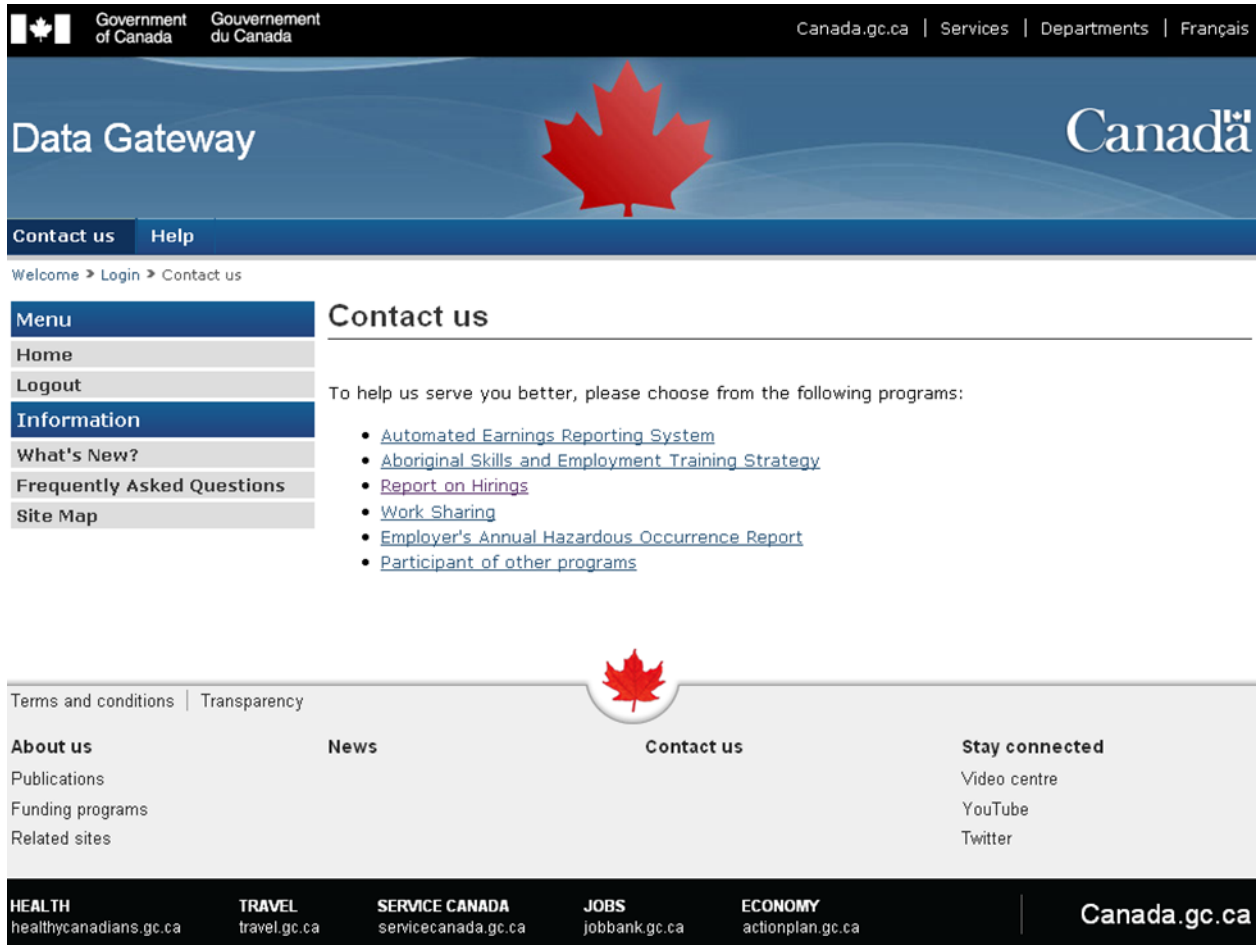
The following table defines each of the terms used in the Government On-Line standard toolbar.

Terms and conditions	This link opens to the Terms and conditions of Service Canada.
About us	This link brings you to About us page of the Service Canada website.
Publications	This link opens to the Publications page of the Service Canada website.
Funding programs	This link opens to the Funding Programs page from the Employment and Social Development Canada website.
Related sites	This link opens a page to Related sites on the Service Canada website.
News	This link opens the Canada News Centre website.
Contact us	This link opens a page containing important contact information.
Stay connected	This link brings you to Stay Connected page of the Service Canada website.
Your comments	This links opens up the Your Comments page of the Service Canada website.
Find a Service Canada Office	This links brings you to the Find a Service Canada Office on the Service Canada website.
Video Centre	This link opens to the Video Centre page of the Service Canada website.
YouTube	This link opens up the Service Canada channel on the You Tube website.
Twitter	This link opens a Service Canada page on Twitter.

2. Contact Us

2.1. Click the [Contact Us](#) link in the standard toolbar at the top of the page.

The following Contact Us page will be displayed:



The screenshot shows the 'Contact Us' page of the Data Gateway website. At the top, there is a navigation bar with the Government of Canada logo, the text 'Government of Canada' and 'Gouvernement du Canada', and links for 'Canada.gc.ca', 'Services', 'Departments', and 'Français'. Below this is a blue banner with 'Data Gateway' on the left, a large red maple leaf in the center, and 'Canada' on the right. A secondary navigation bar contains 'Contact us' and 'Help'. Below the banner, there is a breadcrumb trail: 'Welcome > Login > Contact us'. On the left side, there is a 'Menu' section with links for 'Home', 'Logout', 'Information', 'What's New?', 'Frequently Asked Questions', and 'Site Map'. The main content area is titled 'Contact us' and contains the text: 'To help us serve you better, please choose from the following programs:'. Below this text is a list of five links: 'Automated Earnings Reporting System', 'Aboriginal Skills and Employment Training Strategy', 'Report on Hirings', 'Work Sharing', 'Employer's Annual Hazardous Occurrence Report', and 'Participant of other programs'. At the bottom of the page, there is a footer with a red maple leaf logo in the center. To the left of the logo are links for 'Terms and conditions' and 'Transparency'. Below the logo are four columns of links: 'About us' (Publications, Funding programs, Related sites), 'News', 'Contact us', and 'Stay connected' (Video centre, YouTube, Twitter). At the very bottom, there is a black bar with white text for 'HEALTH' (healthycanadians.gc.ca), 'TRAVEL' (travel.gc.ca), 'SERVICE CANADA' (servicecanada.gc.ca), 'JOBS' (jobbank.gc.ca), 'ECONOMY' (actionplan.gc.ca), and 'Canada.gc.ca'.

Figure 19 – Contact Us page

ROH – Data Gateway User Guide – File (BH1202)

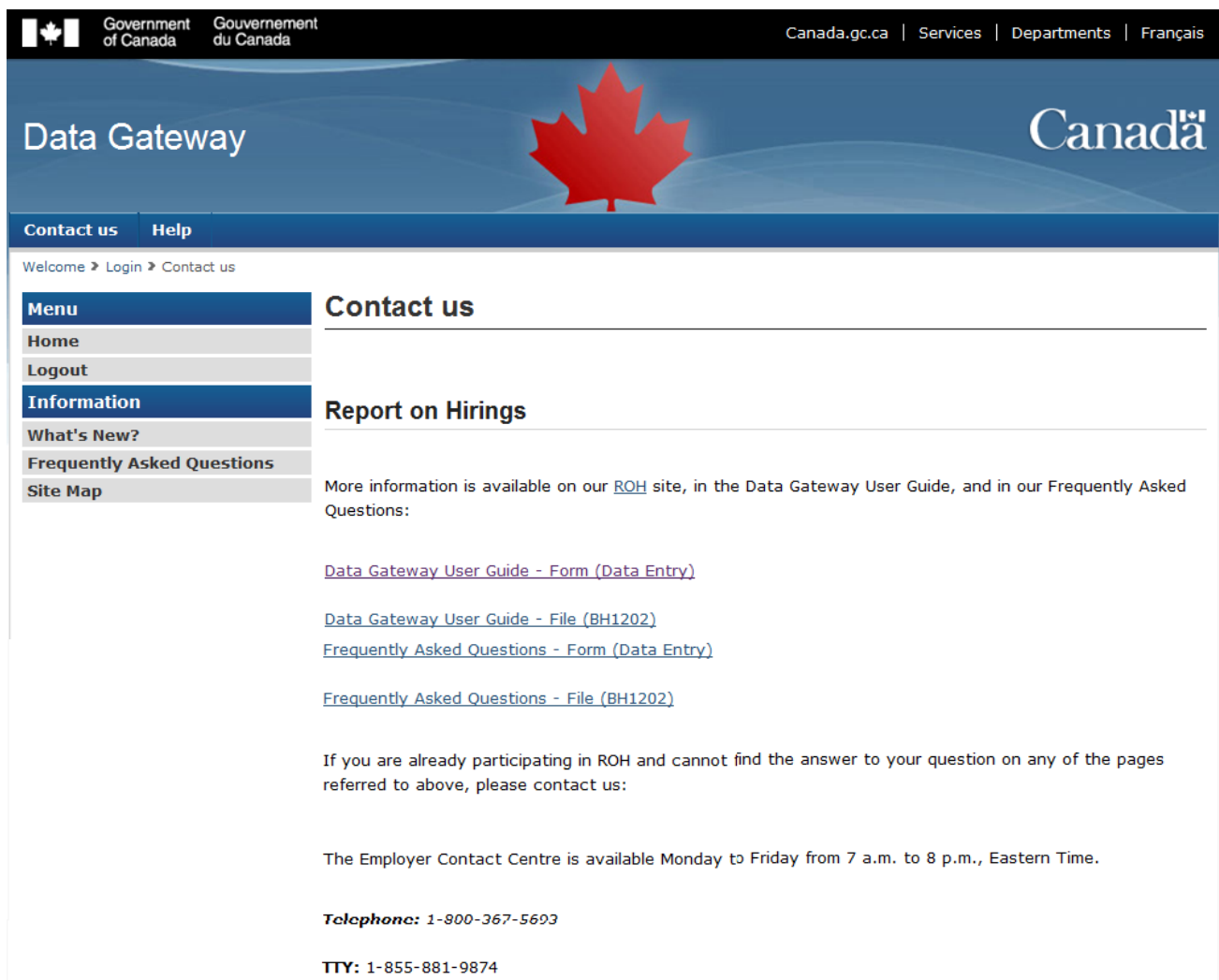
2.2. Click the page's [Report on Hirings](#) program link option.

The following Contact Us page will be displayed. Follow the instructions on the page.

Note:

The Data Gateway User Guide – File (BH1202) will be displayed if you click the page's [Data Gateway User Guide – File \(BH1202\)](#) link.

The Frequently Asked Questions – File (BH1202) page will be displayed if you click the page's [Frequently Asked Questions – File \(BH1202\)](#) link. Refer to section 6 of this chapter for more information on the Frequently Asked Questions pages.



The screenshot shows the 'Contact us' page of the Data Gateway. At the top, there is a navigation bar with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. To the right, there are links for 'Canada.gc.ca', 'Services', 'Departments', and 'Français'. Below this is a blue header with 'Data Gateway' on the left and the 'Canada' logo on the right. A red maple leaf is centered in the background. Below the header is a dark blue navigation bar with 'Contact us' and 'Help' tabs. The main content area has a breadcrumb trail: 'Welcome > Login > Contact us'. On the left, there is a 'Menu' section with links for 'Home', 'Logout', 'Information', 'What's New?', 'Frequently Asked Questions', and 'Site Map'. The main heading is 'Contact us'. Below it is a section titled 'Report on Hirings' with a horizontal line. The text reads: 'More information is available on our [ROH](#) site, in the Data Gateway User Guide, and in our Frequently Asked Questions:'. There are four links listed: [Data Gateway User Guide - Form \(Data Entry\)](#), [Data Gateway User Guide - File \(BH1202\)](#), [Frequently Asked Questions - Form \(Data Entry\)](#), and [Frequently Asked Questions - File \(BH1202\)](#). Below these links, it says: 'If you are already participating in ROH and cannot find the answer to your question on any of the pages referred to above, please contact us:'. At the bottom, it states: 'The Employer Contact Centre is available Monday to Friday from 7 a.m. to 8 p.m., Eastern Time.' and provides contact information: 'Telephone: 1-800-367-5693' and 'TTY: 1-855-881-9874'.

Figure 20 – Contact Us page

3. Help

3.1. Clicking on the [Help](#) link in the standard toolbar at the top of every page brings up the following Help page.




The screenshot shows the 'Data Gateway' Help page. At the top, there is a navigation bar with the Government of Canada logo, the text 'Government of Canada / Gouvernement du Canada', and links for 'Canada.gc.ca', 'Services', 'Departments', and 'Français'. Below this is a blue banner with a red maple leaf and the text 'Data Gateway' and 'Canada'. A secondary navigation bar contains 'Contact us' and 'Help' (which is highlighted). Below the banner, there is a breadcrumb trail: 'Welcome > Login > Help'. On the left side, there is a 'Menu' section with links for 'Home', 'Logout', 'Information', 'What's New?', 'Frequently Asked Questions', and 'Site Map'. The main content area is titled 'Help' and contains the following text: 'The Data Gateway application is used as a secure transfer mechanism by various Service Canada Programs to exchange data with Service Canada. It provides the identification, authentication and ensures the privacy of data as it is transmitted from your browser to our site.' Below this, it says 'For general help information, visit the [Service Canada Help Page](#).' and 'To help us serve you better, please choose from the following programs:'. A bulleted list of links follows: 'Automated Earnings Reporting System', 'Aboriginal Skills and Employment Partnership Program', 'Aboriginal Skills and Employment Training Strategy', 'Report on Hirings – Forms (Data Entry)', 'Report on Hirings – File (BH1202)', 'Work Sharing', and 'General'. At the bottom of the page, there is a footer with a red maple leaf logo, links for 'Terms and conditions' and 'Transparency', and four columns of links: 'About us' (Publications, Funding programs, Related sites), 'News', 'Contact us', and 'Stay connected' (Video centre, YouTube, Twitter). The very bottom of the page has a dark blue bar with links for 'HEALTH' (healthycanadians.gc.ca), 'TRAVEL' (travel.gc.ca), 'SERVICE CANADA' (servicecanada.gc.ca), 'JOBS' (jobbank.gc.ca), 'ECONOMY' (actionplan.gc.ca), and the 'Canada.gc.ca' logo.

Figure 21 – Help page

ROH – Data Gateway User Guide – File (BH1202)

3.2. Click on the [Report on Hirings - File \(BH1202\)](#) link to bring up the following Help page.



The screenshot shows the top navigation bar of the Data Gateway website. It includes the Government of Canada logo, the text 'Government of Canada' and 'Gouvernement du Canada', the URL 'Canada.gc.ca', and links for 'Services', 'Departments', and 'Français'. Below the navigation bar is a blue banner with a red maple leaf and the text 'Data Gateway' and 'Canada'. A secondary navigation bar contains 'Contact us' and 'Help' links. Below this is a breadcrumb trail: 'Welcome > Login > Help'. On the left is a 'Menu' sidebar with links for 'Home', 'Logout', 'Information', 'What's New?', 'Frequently Asked Questions', and 'Site Map'. The main content area is titled 'Help' and contains the following text: 'The Data Gateway application is used as a secure transfer mechanism by various Service Canada Programs to exchange data with Service Canada. It provides the identification, authentication and ensures the privacy of data as it is transmitted from your browser to our site.' Below this is a link to the 'Service Canada Help Page'. Further down, it states: 'To access the Portable Document Format (PDF) version of the Data Gateway User Guide you must have a PDF reader installed. If you do not already have such a reader, there are numerous PDF readers available for free download or for purchase on the Internet:' followed by a bulleted list of links: 'Adobe Reader download', 'Foxit Reader for Windows', 'Xpdf', and 'eXpert PDF Reader'. At the bottom of the screenshot, there is a section titled 'Report on Hirings – File (BH1202)' with a sub-section 'This page provides help information on the following pages:'.

Figure 22 – Help page

The Help page contains a general information section for every ROH Data Gateway application page (screen).

To view a page's general information section;

- Click on the page's corresponding name link located under the Report on Hirings – File (BH1202) section of the Help page.

For example, if you are interested in viewing the general information section of the Accessibility Help page, click the [Accessibility Help](#) link. You will then be brought to the Accessibility Help general information section of the Help page.

- Or, scroll up or down on the Help page until you have reached the page's general information section.

Note: Each general information section will also include the location within the Data Gateway User Guide as well as a link to the [Data Gateway User Guide](#) where you can view detailed information and instructions on the page.

4. What's New?

This page provides the user with new information relating to the ROH Data Gateway application. Check this page occasionally for news and updates.

To go back to where you were, click on **Back**. Or go to any other link from the toolbar.

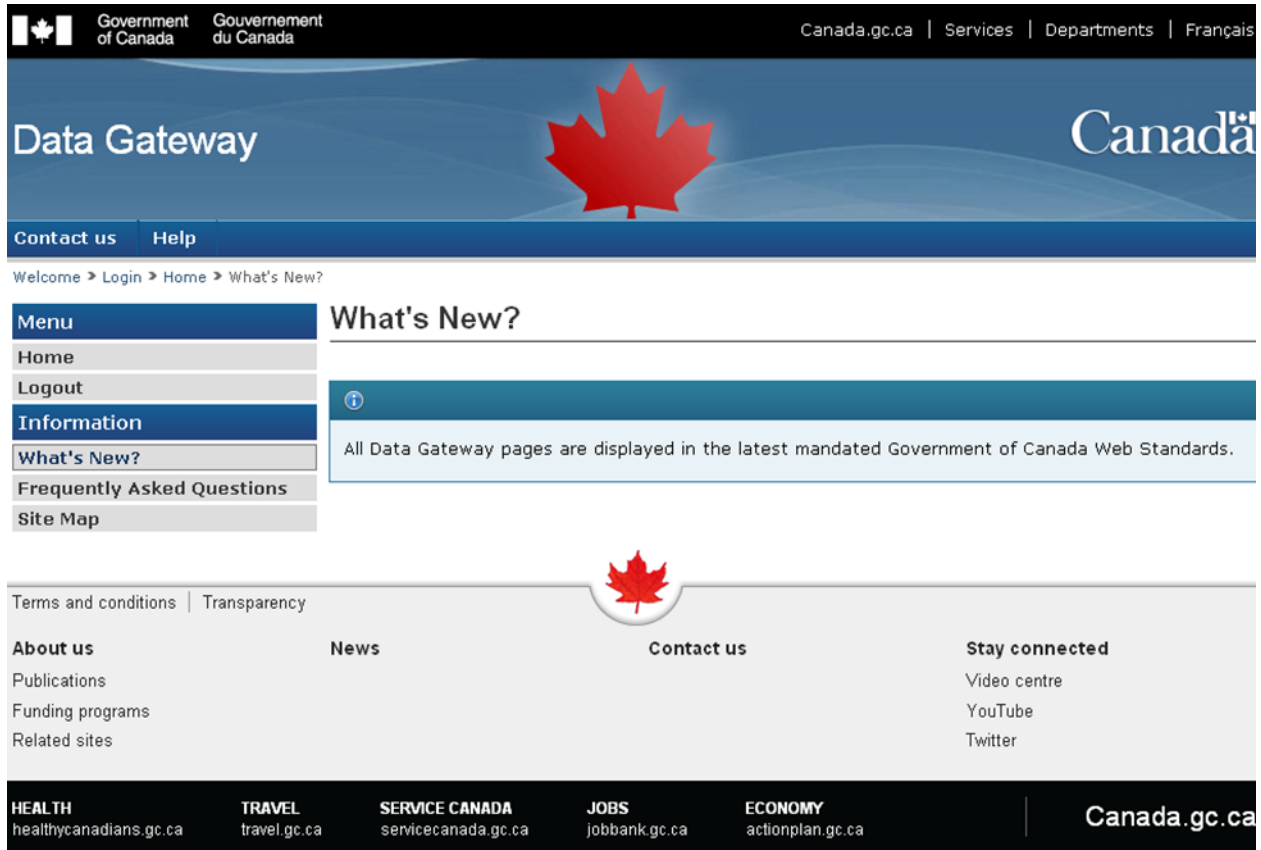
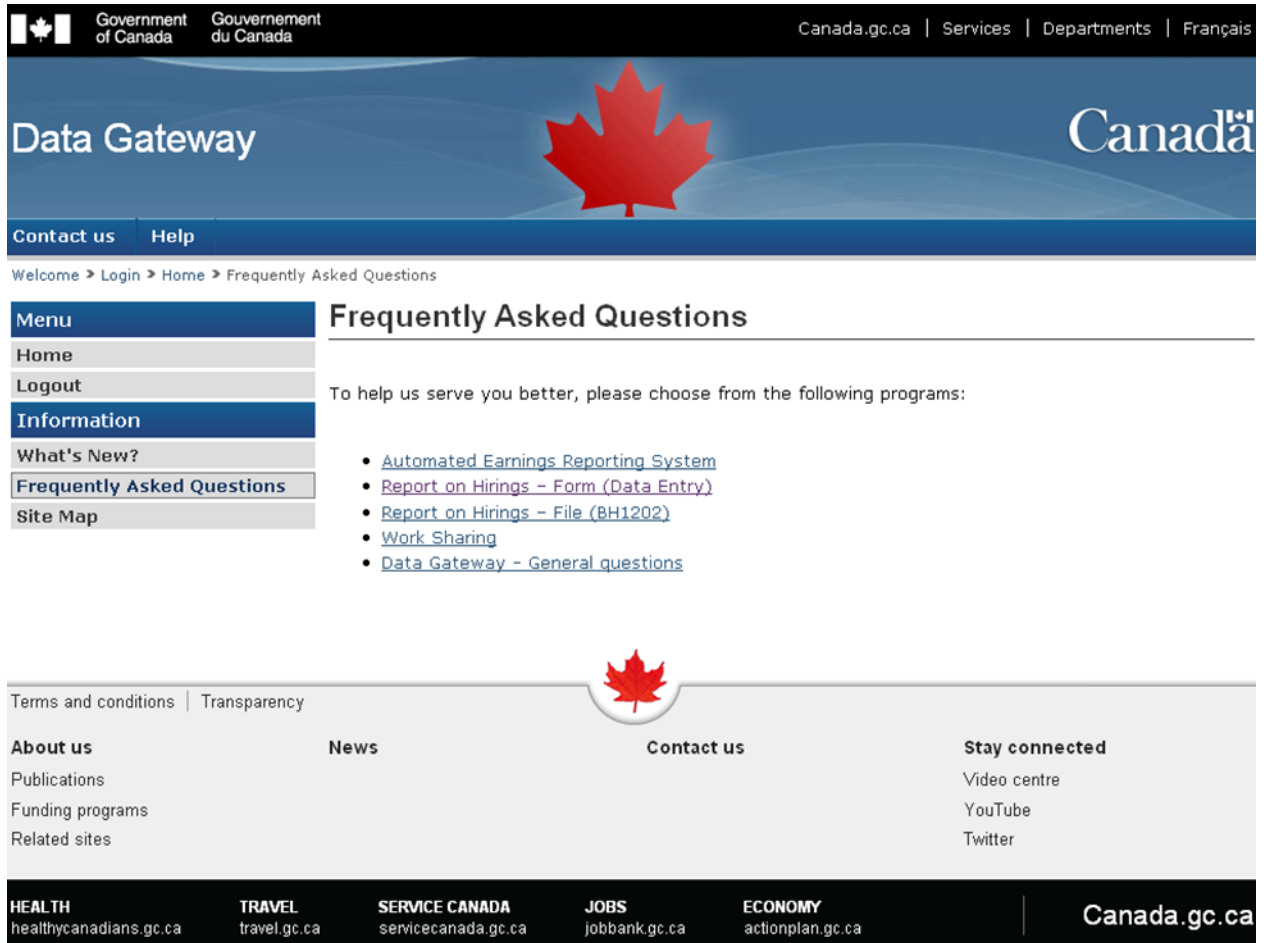


Figure 23 – What's New? page

5. Frequently Asked Questions

5.1. Click the [Frequently Asked Questions](#) link on the page. The following Frequently Asked Questions page will be displayed:



The screenshot shows the 'Frequently Asked Questions' page on the Data Gateway website. The page features a blue header with the 'Data Gateway' title and a red maple leaf logo. Below the header is a navigation menu with links for 'Home', 'Logout', 'Information', 'What's New?', 'Frequently Asked Questions', and 'Site Map'. The main content area is titled 'Frequently Asked Questions' and includes a list of links to various programs: 'Automated Earnings Reporting System', 'Report on Hirings - Form (Data Entry)', 'Report on Hirings - File (BH1202)', 'Work Sharing', and 'Data Gateway - General questions'. The footer contains links for 'Terms and conditions', 'Transparency', 'About us', 'News', 'Contact us', 'Stay connected', and a row of departmental links: 'HEALTH', 'TRAVEL', 'SERVICE CANADA', 'JOBS', and 'ECONOMY'.

Figure 24 – Frequently Asked Questions page

ROH – Data Gateway User Guide – File (BH1202)

5.2. Click the page's [Report on Hirings – File \(BH1202\)](#) program link option. The following Frequently Asked Questions page will be displayed. Simply scroll down to your question to view the answer.



The screenshot shows the 'Frequently Asked Questions' page for the 'Report on Hirings – File (BH1202)' program. The page has a blue header with the 'Data Gateway' and 'Canada' logos. Below the header is a navigation menu with options like 'Home', 'Logout', 'Information', 'What's New?', 'Frequently Asked Questions', and 'Site Map'. The main content area contains a question: 'Where can I get general information about the ROH program?' and an answer: 'Please visit the [ROH](#) site for general information about this program.' Below this is another question: 'What if I experience technical problems with the Data Gateway application or have other program-related questions?' and an answer: 'Support is available Monday to Friday between 7:00 a.m. and 8:00 p.m. EST. For enquiries about Data Gateway or ROH, call 1-800-367-5693.' At the bottom, there is a question: 'Which browser should I use to access the Data Gateway application?'

Figure 25 – Frequently Asked Questions page

6. Site Map

Click the [Site Map](#) link under the left-side Info section of the page to view the current official version.

7. Exiting from the ROH Data Gateway Application

Click on the [Logout](#) link under the left-side Menu section of the page to exit the ROH Data Gateway application.

8. Secure Session Exit Notice

The following warning page will be displayed when you attempt to leave a secure session in the Data Gateway application.

Click Yes if you wish to terminate your session in Data Gateway and be redirected to the new chosen link.

Click No if you wish to continue your session in Data Gateway and cancel the redirection to the new link.



The screenshot shows the 'Secure Session Exit Notice' page in the Data Gateway application. The page header includes the Government of Canada logo and navigation links for 'Canada.gc.ca', 'Services', 'Departments', and 'Français'. The main content area features a 'Warning!' message in a red box, stating: 'Caution: The destination of the link you have selected is not part of Data Gateway. Continuing to this link will close your Data Gateway session. Do you want to close this session and go to the selected link?'. Below the message are 'No' and 'Yes' buttons. A left-side menu contains links for 'Home', 'Logout', 'Information', 'What's New?', 'Frequently Asked Questions', and 'Site Map'. The footer contains various service links such as 'HEALTH', 'TRAVEL', 'SERVICE CANADA', 'JOBS', and 'ECONOMY', along with a 'Stay connected' section for video, YouTube, and Twitter.

Figure 26 – Warning! page