



2026 Compensation & Employee Turnover Report User Guide

Non-CSSEA/Non-HEABC (Non-Union)

For more information, please visit www.gov.bc.ca/socialservicesreport, call toll free **1-855-625-3244** or email **report@cssea.bc.ca**.



Copyright © 2026 Community Social Services Employers Association of British Columbia (CSSEA)

All rights are reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior and express written permission of CSSEA.

Table of Contents

4	Introduction	40	Schedule S2: Total Compensation Costs by Funding Source
5	FAQ: Report Background	41	Schedule S2: Summary - Total Compensation Costs, Part 2
6	FAQ: Purpose, Definitions, Data Collection and Timeline	42	Schedule T1: Time to Fill Vacancies and Reasons for Termination, Part 1
7	FAQ: Assistance, Report Completion and Contact Information	43	Schedule T1: Time to Fill Vacancies and Reasons for Termination, Part 2
8	Glossary of Terms	44	Schedule T1: Time to Fill Vacancies and Reasons for Termination, Part 3
9	Payroll Extract Reporting	45	Schedule T2-T4: Demographics of Terminated Employees
10	Overview of The Report	46	Report Checklist
11	Where Can I Find the Data Used to Complete My Report?		
12	Navigating the Report		
13	Navigating the Report: Continued		
14	Home Schedule		
15	Home Schedule: Continued		
16	Schedule H2: Flow-Through Funding & School Districts		
17	Schedule Q1: Questions, Part 1		
18	Schedule Q1: Questions, Part 1a - Service Subdivision		
19	Schedule Q1: Questions, Part 2		
20	Schedule Q1: Questions, Part 3		
21	Schedule R1: Part 1, Recruitment		
22	Schedule R1: Part 2, Retention		
23	Schedule N1/B1 Part 1: Hours and Employees		
24	Funder Hours Calculator		
25	Wage Calculator		
26	Schedule N1/B1 Part 2: Straight Time Hours & Pay		
27	Reporting by Individual Walkthrough: Schedule N1/B1, Steps 1-4		
28	Reporting by Individual Walkthrough: Schedule N1/B1, Steps 5-6		
29	Reporting by Individual Walkthrough: Schedule N1/B1, Steps 7-8		
30	Classification Example Walkthrough: Schedule N1/B1, Steps 1-4		
31	Classification Example Walkthrough: Schedules N1/B1, Step 5		
32	Classification Example Walkthrough: Schedules N1/B1, Step 6		
33	Classification Example Walkthrough: Schedules T2/T4, Step 7		
34	Schedule N2/B2: Demographics		
35	Schedule M1: Management - Hours and Employees		
36	Schedule M1: Management - Splitting Wages & Hours		
37	Schedule M2: Management - Demographics		
38	Schedule S1: Summary - Hours, Employees and Additional Information		
39	Schedule S2: Summary - Total Compensation Costs, Part 1		

Introduction

The purpose of this user guide is to assist non-CSSEA/non-HEABC (“Non-Union”) social services agencies and service providers in British Columbia to complete the **2026 Compensation and Employee Turnover Report**. The report collects data in the reporting period from **January 1, 2025 to December 31, 2025** (i.e. calendar year 2025). In the event that your agency needs to report by fiscal year, please contact CSSEA at report@cssea.bc.ca.

Limited data exists to support government funding requests & decisions in relation to non-CSSEA/non-HEABC social services agencies and service providers. To address this information gap, social services government funders have partnered with the Public Sector Employers’ Council Secretariat (PSEC) to collect funding, compensation costs and human resource information from this sector of the social services.

In 2026, the Compensation and Employee Turnover Report continues to collect data from all non-CSSEA/non-HEABC social services agencies and/or service providers that receive Provincial government funding.

The 2026 report, covering 2025 calendar year data, is conducted from spring/summer 2026. The aggregated data provides useful benchmark information to support sector recruitment and retention strategies, understand shifting labour force demographics, and enhance the long-term sustainability of the social services sector in BC.

The completion of the report is required to support government decision making for the non-union social services sector.

Any questions regarding the reporting requirement are to be directed to your Ministry or Crown Corporation Contract Manager.

FAQ: Report Background

REPORT BACKGROUND

Q1. What is the Non-Union Agency Compensation and Employee Turnover Report?

This report is an initiative coordinated by Social Services B.C. Government funders to collect funding, compensation, and human resource information from non-CSSEA/non-HEABC agencies to support the administration of funding for employee compensation.

The data collected is targeted to help the B.C. Government better understand the non-union social services sector's compensation costs, employee turnover rates and human resource demographics.

The 2026 report collects calendar year 2025 information on:

- wages, benefits, paid hours and employee counts; and
- workforce demographics (e.g. gender, age, seniority), benefit participation, employee turnover, vacancies, funding and the number of contracts.

The data gathered by the report is not employee-specific and personal identifiers are not collected.

Q2. Why is B.C. Government collecting this information?

Currently, Government has limited data regarding social services non-union agencies' compensation, costs and human resource practices. This impacts Government's ability to make decisions regarding the funding of non-union agencies.

To address this information gap, social services Government funders have partnered with the Public Sector Employers' Council Secretariat (PSEC) to collect data concerning non-union social services agencies' compensation costs and human resource practices. Government will use the data to support its decision-making regarding future funding of compensation increases for the non-union social services sector.

Q3. Who is leading this reporting initiative?

This is a cross-Government initiative. B.C. Government funders of social services, including the Ministry of Children and Family Development, Community Living BC/Ministry of Social Development and Poverty Reduction, the Ministry of Public Safety & Solicitor General, BC Housing/the Ministry of Housing and Municipal Affairs, the Ministry of Post-Secondary Education and Future Skills (for immigration settlement services), and the Ministry of Education and Child Care are partnering with PSEC Secretariat/Ministry of Finance. CSSEA is administering the report on behalf of Government.

Q4. How have agencies been selected to complete the report?

In 2026, which marks the eleventh year of this annual report, the data collection encompasses non-union agencies (employers) who receive B.C. Government funding.

B.C. Government funders have identified all non-CSSEA/non-HEABC social services agencies who receive B.C. Government funding.

If you did not receive a letter, please contact CSSEA at 1-855-625-3244 or report@cssea.bc.ca

FAQ: Purpose, Definitions, Data Collection and Timeline

Q5. Why is it important to participate in the report?

Completion of the 2026 report is required to support government funding decisions and ensure appropriate funding for compensation increases in the non-union social services sector.

The collection of this data is integral to supporting the long-term sustainability of the social services sector. The funding, compensation and human resource data collected by the report is used to provide Government with an in-depth picture of the non-union social services sector, which helps to address compensation disparities across the sector.

The data collected also provides agencies with useful benchmarking information to support their own recruitment and retention strategies. Agencies will have private access to CSSEA-prepared reports regarding their own agency-specific demographics.

Q6. What is considered a ‘non-union agency’?

For the purposes of the report, a non-union agency is a service provider with employees that is not affiliated with CSSEA or HEABC. Participants in the non-union report may have staff that are unionized (e.g., CUPE, BCGEU), but the agency itself is not a member of either CSSEA or HEABC.

Q7. Why is the Community Social Services Employers’ Association (CSSEA) collecting this data?

CSSEA is collecting the data on behalf of Government to protect agency anonymity and leverage CSSEA’s existing data collection capacity. Currently, CSSEA has the infrastructure, capacity and systems/processes that can be extended to the non-union sector in a cost-effective way to collect the data.

Q8. Is personal information captured in the report, and if so, how is privacy protected?

Personal identifiers will not be captured in the report. Agencies will enter aggregate, non-employee specific data. Government will review the report data in the aggregate to better understand social services as a whole.

Q9. What is the timeline to complete the report?

Participating agencies will receive the report template and report user guide the week of March 23, 2026. The report should be completed and returned before June 30, 2026.

ORIENTATION SESSIONS

Q10. Where can agencies get help to complete the report?

Orientation sessions will be held starting March 30, 2026. Register for a session at gov.bc.ca/socialservicesreport. These orientation sessions provide agencies with the necessary information, walkthroughs and tips to effectively and efficiently complete the report.

Additionally, dedicated CSSEA phone support at 1-855-625-3244 and email support at report@cssea.bc.ca is available during the reporting period.

Q11. Who should be attending the orientation session and webinar?

The person who will be completing the report for your agency should attend the session.

FAQ: Assistance, Report Completion and Contact Information

Q12. Is attendance at the orientation session mandatory?

While attendance at the orientation session is not mandatory, it is recommended in order to assist you in the completion of the report and to provide you with an opportunity to ask any questions that you may have.

COMPLETING THE REPORT

Q13. How long does it take to complete the report?

While the report itself is a simple Excel-based reporting tool, completion times will vary from agency to agency depending on each agency's number of employees, administration processes, and whether the agency has had previous experience with the report.

While a small agency should be able to rely on simple and readily-available T4 information to complete the report, a large organisation completing the report for the first time may take around a week to complete it.

If your agency uses Comvida or Payworks or Avanti Software as its payroll provider, there may be an opportunity to obtain a data extract of the required report information directly from their payroll provider – contact CSSEA at 1-855-625-3244 or report@cssea.bc.ca for more information on this option.

Q14. What if I'm missing information requested and am unable to provide all of the information necessary to fully complete the report?

Please contact CSSEA at 1-855-625-3244 or report@cssea.bc.ca should you encounter any issues in completing the report.

Q15. Which employee positions will the report collect information on?

The report will collect information on all of your employee positions, including those employees working on programs not funded by B.C. Government. All funding sources should also be included in the reported data. Employee position/role descriptions are available in the report User Guide.

Q16. I didn't receive a letter to participate in the report. Can I still participate?

In 2026, all non-union B.C. Government funded agencies delivering comparable services to their unionized counterparts will receive a letter to participate in the data collection. If you did not receive a letter, please contact CSSEA at 1-855-625-3244 or report@cssea.bc.ca

CONTACT INFORMATION

**Questions about this reporting initiative should be directed to your ministry or crown corporation contract manager.
For assistance with completing the report, please contact 1-855-625-3244 or email report@cssea.bc.ca.**

Payroll Extract Reporting

Note: If the agency uses Avanti, ComVida, or Payworks, the payroll extract system can be utilized to significantly reduce the time required for the report. A fee applies for using the payroll extract system. For more information, please refer to the contacts listed below.

Avanti Software Inc.

CSSEA Sales Support Team
Phone: 1-800-660-0464 ext.4
Email: support@avanti.ca

ComVida Corporation

Gord Gruger, CPA, CA
Vice President, Sales
Toll Free: 1-866-266-8432 ext. 111
Direct: 604-540-3011 Cell: 778-883-4409
Email: ggruger@comvida.com

Payworks

Mike Leon
Vice President of Sales
Phone: 604-460-2862
Mobile: 604-818-1744
Email: mike.leon@payworks.ca

If your agency is reporting using the payroll extract method, please obtain the payroll extract from your payroll provider and complete the supplementary report.

For additional assistance please contact our support team at: [1-855-625-3244](tel:1-855-625-3244) or report@cssea.bc.ca

Overview of The Report

	For Each Employee Group:	For Each Position Type/Classification:		
Data Collected by Reporting Unit	Agency overall or aggregate for each group: Provincially Funded (PF) vs. Non-Provincially Funded (NPF), each by employee group (Non-Union, Management, Bargaining Unit)	Non-Union [N1,N2] Non-Union by Funder [N1]	Bargaining Unit [B1,B2] Bargaining Unit by Funder [B1]	Management [M1,M2]
List of Position Types and Job Classifications	Non-Union [N1] Management [M1] Bargaining Unit [B1]	Regular full-time/part-time and Casual/additional hours [N1,B1]		Gender of employee [M1]
Number of Hours [Jan.1 to Dec.31, 2025]	PF and NPF Regular/Casual/Additional Hours [N1/M1/B1] PF and NPF Overtime Hours [S1] PF and NPF Paid Sick Leave Hours [S1] PF and NPF Unpaid Sick Leave Hours [S1] PF and NPF Paid Education, Training, and Orientation Hours [S1] PF and NPF all other paid leave hours [S1]	Standard hours per year [N1,B1]		
		NPF Hours Paid in Total [N1,B1,M1]		
		PF hours paid in total [N1,B1,M1]		
		Backfill rate by Classification [A2,B1,M1]		
Amount in \$ [Jan.1 to Dec.31, 2025]	Funding amount per source [Home] PF and NPF Sick Leave Wage Costs [S1] PF and NPF Premium Pay [S2] PF and NPF Vacation & Statutory Holiday In-Lieu Pay [S2] PF and NPF Compensation costs, Expenses & Allowances, and Benefit Costs [S2]	Weighted average hourly pay for NPF and PF hours [N1,B1]		Average annual salary [M1] NPF and PF payroll amount and expenses paid [M1]
Number of Employees [Jan.1 to Dec.31, 2025]	Active, Regular, and Casual PF employees by seniority [N2,M2,B2] Active, Regular, and Casual PF employees by age & gender [N2,M2,B2] Executive Directors, CEOs, or highest-ranking employees by Seniority [M2] PF and NPF employees by job status [S1] PF and NPF employees by region [S1] PF and NPF bargaining unit employees by union [S1]	Active NPF and PF employees [N1,M1,B1] PF employees on leaves of absence [N1,M1,B1] Total number of unfilled vacancies [N1,M1,B1]		
Others [Jan.1 to Dec.31, 2025]	Agency details and contact information [Home, H2] Number of contracts per funding source [Home, H2] Legal Status, Service Subdivision, EHT, EI Premium Reduction Status, BC Housing Funding %, Live-In Support Worker Status, CLBC Funded Supplementary questions, Live-In Support Worker status, Child Care Provider status, Payroll System, Group Benefit Provider, STIIP [Q1] Recruitment and Retention [R1] Average number of days to fill vacancies per job family [T1] Where Terminated employees go to work [T1]	Total number of Terminated employees [N1,M1,B1] Number of Terminated employees by age [T2-T4] Number of Terminated employees by gender [T2-T4] Number of Terminated employees by length of service [T2-T4] Number of Terminated employees by region [T2-T4]		
<i>Note: Information in BOLDED SQUARE BRACKETS indicate the schedule number(s) where the required data should be reported.</i>				

Where Can I Find the Data Needed to Complete My Report?

The majority of the data needed to complete the Compensation and Employee Turnover Report can be found in the following documents and reports in the agency's payroll system:

Pay Stubs

Employee #0020 001503 Department #00 1 Period End 20230501 2 Payday 20230501 Sequence 5515860

3

STATEMENT OF EARNINGS BULLETIN DE PAIE					EMPLOYEE'S DEDUCTIONS AND EMPLOYER CONTRIBUTIONS RÉSUMÉ DES DÉDUCTIONS ET CONTRIBUTIONS PATRONALES					
TYPE	HOURS HEURES	RATE TAUX	AMOUNT MONTANT	YTD A. JOUR	TYPE	DEPOSIT COURANT	YTD A. JOUR	TYPE	DEPOSIT COURANT	YTD A. JOUR
REG EARN	86.66	10.578	916.67	22,000.08	FED INX	160.57	3,974.64	DENDL-R	5.00	120.00
OVERTIME	4.00	15.987	63.97	634.7	OT-P	32.54	723.92			
					B	23.52	529.53			
					OFFEE	1.00	24.00			
					CHARITY	10.00	120.00			
					DENDL	5.00	120.00			
					EX DEBNS	20.00	60.00			

5

6

SUMMARY SYNTHÈSE	GROSS PAY PAIE BRUTE	DEDUCTIONS DÉDUCTIONS	NET PAY PAIE NETTE	NET PAY ALLOCATION DÉPÔTS	DÉTAILS DE LA PAIE NETTE
Current Courant	980.14	292.63	727.51	972.51	010 00012 XXX00678
Year-to-date Cumul annuel	22,003.55	5,532.03	18,181.46		

8

COMPANY LTD
City, Province, Postal Code

9

CONTENTS IMPORTANT - DO NOT DESTROY
DOCUMENT IMPORTANT - NE PAS DÉTRUIRE
CONFIDENTIAL/CONFIDENTIEL

D 2 10
4000-0 11
0015 03 12

Time Sheets

Weekly Time Sheet

Name _____ Contract / Project Name _____

Client Name _____ Week Beginning _____

DAY	DATE	START TIME	END TIME	DEDUCT LUNCH
MON				
TUE				
WED				
THU				
FRI				
SAT				
SUN				

TOTAL FOR WEEK NEAREST 14 HOUR

Records of Employment

RECORD OF EMPLOYMENT (ROE)

1. EMPLOYER'S IDENTIFICATION NUMBER: 8000000000

2. EMPLOYER'S MAILING ADDRESS: 300 BATHURST BLVD, OTCHEVA, ON

3. EMPLOYEE'S INITIAL REFERENCE NO.: 32566

4. EMPLOYEE'S SOCIAL INSURANCE NUMBER: 9999999999999999

5. EMPLOYEE'S FULL NAME: JANE SMITH

6. EMPLOYEE'S POSITION/TITLE: Assistant

7. EMPLOYEE'S SOCIAL INSURANCE NUMBER: 123456789

8. EMPLOYEE'S DATE OF BIRTH: 01/01/1980

9. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

10. EMPLOYEE'S DATE OF TERMINATION: 05/01/2023

11. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

12. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

13. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

14. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

15. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

16. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

17. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

18. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

19. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

20. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

21. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

22. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

23. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

24. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

25. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

26. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

27. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

28. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

29. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

30. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

31. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

32. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

33. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

34. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

35. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

36. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

37. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

38. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

39. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

40. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

41. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

42. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

43. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

44. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

45. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

46. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

47. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

48. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

49. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

50. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

51. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

52. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

53. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

54. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

55. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

56. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

57. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

58. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

59. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

60. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

61. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

62. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

63. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

64. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

65. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

66. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

67. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

68. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

69. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

70. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

71. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

72. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

73. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

74. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

75. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

76. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

77. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

78. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

79. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

80. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

81. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

82. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

83. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

84. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

85. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

86. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

87. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

88. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

89. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

90. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

91. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

92. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

93. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

94. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

95. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

96. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

97. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

98. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

99. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

100. EMPLOYEE'S DATE OF ENTRY INTO CANADA: 01/01/2023

T4 Forms

Canada Revenue Agency / Agence du revenu du Canada

Year / Année: 2023

Statement of Remuneration Paid / État de la rémunération payée

1. Employer's name - Nom de l'employeur: SMITH JANE

2. Employer's legal, operating or trade name: JANE SMITH

3. Mailing address: 123 456 789

4. City, Province or territory: OTCHEVA, ON

5. Postal Code: 1A1A1A

6. Employer's account number / Numéro de compte de l'employeur: 123456789

7. Social insurance number / Numéro d'assurance sociale: 123456789

8. Exempt - Exemption: EI, PPIP, RPP, RPPA

9. Province of employment / Province d'emploi: ON

10. Employment code / Code d'emploi: 14

11. Employee's name and address - Nom et adresse de l'employé: SMITH JANE

12. Employee's home address: 123 456 789

13. City, Province or territory: OTCHEVA, ON

14. Postal Code: 1A1A1A

15. Other information (see over):

16. Autres renseignements (voir au verso):

17. Employment income / Revenu d'emploi: 35,000.00

18. Income tax deducted / Impôt sur le revenu retenu: 4,354.22

19. Employee's CPP contributions - see over / Cotisations de l'employé au RPC - voir au verso: 1,874.25

20. Employee's second CPP contributions - see over / Deuxièmes cotisations de l'employé au RPC - voir au verso: 0.00

21. Employee's EI premiums / Cotisations de l'employé à l'AE: 0.00

22. Employee's RPP contributions / Cotisations à un RPA: 0.00

23. Pension adjustment / Facteur d'équivalence: 0.00

24. RPP or DPSP registration number / N° d'enregistrement d'un RPA ou d'un DPSP: 0.00

25. Employee's PPIP premiums - see over / Cotisations de l'employé au RPPA - voir au verso: 0.00

26. PPIP insurable earnings / Gains assurableux du RPPA: 0.00

27. Charitable donations / Donations de bienfaisance: 0.00

28. Union dues / Cotisations syndicales: 0.00

29. CRRRO / 0.00

30. Charitable donations / Donations de bienfaisance: 0.00

31. Union dues / Cotisations syndicales: 0.00

32. CRRRO / 0.00

33. Charitable donations / Donations de bienfaisance: 0.00

34. Union dues / Cotisations syndicales: 0.00

35. CRRRO / 0.00

36. Charitable donations / Donations de bienfaisance: 0.00

37. Union dues / Cotisations syndicales: 0.00

38. CRRRO / 0.00

39. Charitable donations / Donations de bienfaisance: 0.00

40. Union dues / Cotisations syndicales: 0.00

41. CRRRO / 0.00

42. Charitable donations / Donations de bienfaisance: 0.00

43. Union dues / Cotisations syndicales: 0.00

44. CRRRO / 0.00

45. Charitable donations / Donations de bienfaisance: 0.00

46. Union dues / Cotisations syndicales: 0.00

47. CRRRO / 0.00

48. Charitable donations / Donations de bienfaisance: 0.00

49. Union dues / Cotisations syndicales: 0.00

50. CRRRO / 0.00

51. Charitable donations / Donations de bienfaisance: 0.00

52. Union dues / Cotisations syndicales: 0.00

53. CRRRO / 0.00

54. Charitable donations / Donations de bienfaisance: 0.00

55. Union dues / Cotisations syndicales: 0.00

56. CRRRO / 0.00

57. Charitable donations / Donations de bienfaisance: 0.00

58. Union dues / Cotisations syndicales: 0.00

59. CRRRO / 0.00

60. Charitable donations / Donations de bienfaisance: 0.00

61. Union dues / Cotisations syndicales: 0.00

62. CRRRO / 0.00

63. Charitable donations / Donations de bienfaisance: 0.00

64. Union dues / Cotisations syndicales: 0.00

65. CRRRO / 0.00

66. Charitable donations / Donations de bienfaisance: 0.00

67. Union dues / Cotisations syndicales: 0.00

68. CRRRO / 0.00

69. Charitable donations / Donations de bienfaisance: 0.00

70. Union dues / Cotisations syndicales: 0.00

71. CRRRO / 0.00

72. Charitable donations / Donations de bienfaisance: 0.00

73. Union dues / Cotisations syndicales: 0.00

74. CRRRO / 0.00

75. Charitable donations / Donations de bienfaisance: 0.00

76. Union dues / Cotisations syndicales: 0.00

77. CRRRO / 0.00

78. Charitable donations / Donations de bienfaisance: 0.00

79. Union dues / Cotisations syndicales: 0.00

80. CRRRO / 0.00

81. Charitable donations / Donations de bienfaisance: 0.00

82. Union dues / Cotisations syndicales: 0.00

83. CRRRO / 0.00

84. Charitable donations / Donations de bienfaisance: 0.00

85. Union dues / Cotisations syndicales: 0.00

86. CRRRO / 0.00

87. Charitable donations / Donations de bienfaisance: 0.00

88. Union dues / Cotisations syndicales: 0.00

89. CRRRO / 0.00

90. Charitable donations / Donations de bienfaisance: 0.00

91. Union dues / Cotisations syndicales: 0.00

92. CRRRO / 0.00

93. Charitable donations / Donations de bienfaisance: 0.00

94. Union dues / Cotisations syndicales: 0.00

95. CRRRO / 0.00

96. Charitable donations / Donations de bienfaisance: 0.00

97. Union dues / Cotisations syndicales: 0.00

98. CRRRO / 0.00

99. Charitable donations / Donations de bienfaisance: 0.00

100. Union dues / Cotisations syndicales: 0.00

Navigating the Report

Use the shortcut bars at the top and bottom of the report to assist with easy navigation of the report.

Home	Bargaining Unit	Non-Union	Management & Excl'd	Summary	Termination	References
Home: Funding & Contracts	A1: Classification & Hours	B1: Hours & Employees	C1: Hours & Employees	D1: Hours & Employees	E1: Time to Fill & Reasons	Funder Hours Calculator
H2: Other Funding Sources	A2: Employee Counts	B2: Demographics	C2: Demographics	D2: Total Compensation	E2: Bargaining Unit	Wage Grid
Q1: Questions	A3: Demographics				E3: Non-Union	Job Families
R1: Recruitment & Retention					E4: Management & Excl'd	Wage Calculator



2026 Compensation and Employee Turnover Report

For the period of January 1, 2025 - December 31, 2025

Agency Information

Agency name:	
Prepared by:	
Title of person completing report:	
Telephone:	
Email:	

IMPORTANT: ENTER INFORMATION IN THE BLUE, GREEN AND RED CELLS ONLY

WHITE, PURPLE AND ORANGE CELLS ARE AUTOMATICALLY CALCULATED

Funding Sources

January 1, 2025 - December 31, 2025

Report all monies received from any and all sources.

Total funding received in the reporting period:	\$0.00	\$0.00	\$0.00	← (Automatically calculated) →	Provincial Funding as % of Total Funding	
Total number of contracts:	0	0	0	← (Automatically calculated) →	Non-Provincial Funding as % of Total Funding	

	Funding for Union Programs	Funding for Non-Union Programs	Total Funding Amount	Percentage of Union Funding	Percentage of Non-Union Funding	Percentage of Total Funding	Number of Union Contracts	Number of Non-Union Contracts	Total Number of Contracts
Provincial Funding									
Crown Corporations									
Community Living BC			\$0.00						0
BC Housing			\$0.00						0
BC Housing Tenant Fees			\$0.00						0
BC Transit			\$0.00						0
Columbia Basin Trust			\$0.00						0
BC Health Authorities									
Fraser Health Authority			\$0.00						0
Interior Health Authority			\$0.00						0

Home	H2	Q1	R1	A1	A2	A3	B1	B2	C1	C2	D1	D2	E1	E2	E3	E4	Funder Hours Calculator	Wage Calculator	...	+	:	←
------	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-------------------------	-----------------	-----	---	---	---

Navigating the Report: Continued

Blue cells allow you to choose data from a drop-down menu. If the specifics of your agency are not listed, you will also be able to enter data manually by typing in the cell.

Schedule N1: Non-Union Regular (Full-Time/Part-Time) and Casual Employee Information							
Classification <i>(Enter the job title manually if it is not listed in the drop-down menu)</i>	Funder <i>Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder.</i>	Regular (FT/PT) or Casual/Additional Hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate <i>Include all worked and non-worked hours paid at the regular rate (including sick/vacation hours; excluding overtime hours) (Jan. 1, 2025 - Dec. 31, 2025)</i>			
				Hours Paid at Straight Time		Weighted Average Hourly Pay	
				Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded \$	Provincially Funded \$

Cells that turn red indicate an answer is required. You must input data into cells that turn red. Once you have inputted your data, you will see the cell turn back to its original color.
Reports with red cells will be sent back for corrections.

Home Schedule

On the Home Schedule, please provide the following information:

A - The agency name and the **contact details** of the individual completing the report

B - Funding amount in dollars for Union/Non-Union programs, by funding source

C - Number of Union and Non-Union contracts, by funding source

NOTE: Any funding that does not fall into the available list can be listed under 'Other Provincial Funding' or 'Other Non-Provincial Funding'.

2026 Compensation and Employee Turnover Report

For the period of January 1, 2025 - December 31, 2025

Agency Information

Agency name:	A
Prepared by:	
Title of person completing report:	
Telephone:	
Email:	

IMPORTANT: ENTER INFORMATION IN THE BLUE, GREEN AND RED CELLS ONLY

WHITE, PURPLE AND ORANGE CELLS
ARE AUTOMATICALLY CALCULATED

Funding Sources

January 1, 2025 - December 31, 2025

Report all monies received from any and all sources.

Total funding received in the reporting period:	\$0.00	\$0.00	\$0.00	← (Automatically calculated) →	Provincial Funding as % of Total Funding	
Total number of contracts:	0	0	0	← (Automatically calculated) →	Non-Provincial Funding as % of Total Funding	

	Funding for Union Programs	Funding for Non-Union Programs	Total Funding Amount	Percentage of Union Funding	Percentage of Non-Union Funding	Percentage of Total Funding	Number of Union Contracts	Number of Non-Union Contracts	Total Number of Contracts
Provincial Funding									
Crown Corporations									
Community Living BC			\$0.00						0
BC Housing			\$0.00						0
BC Housing Tenant Fees			\$0.00						0
BC Transit			\$0.00						0
Columbia Basin Trust			\$0.00						0
BC Health Authorities									
Fraser Health Authority			\$0.00						0
Interior Health Authority			\$0.00						0
Northern Health Authority			\$0.00						0
Vancouver Coastal Health Authority			\$0.00						0

Home Schedule: Continued

Two conventions you will see throughout the report are “**Provincially Funded**” and “**Non-Provincially Funded**”. Crown Corporations, BC Health Authorities and BC Provincial Ministries are all considered “**Provincially Funded**”.

Federal Government, Other Provincial and Territorial Government(s), Municipal Government(s), First Nations Health Authority and Others are considered “**Non-Provincially Funded**”.

NOTE: Total funding will be computed automatically. Please verify that this number is correct with the agency's funding contracts or funding pool.

Funding Sources			
January 1, 2025 - December 31, 2025			
<i>Report all monies received from any and all sources.</i>			
Total funding received in the reporting period:	\$0.00	\$0.00	\$0.00
Total number of contracts:	0	0	0
	Funding for Union Programs	Funding for Non-Union Programs	Total Funding Amount
Provincial Funding			
Crown Corporations			
Community Living BC			\$0.00
BC Housing			\$0.00
BC Housing Tenant Fees			\$0.00
BC Transit			\$0.00
Columbia Basin Trust			\$0.00
BC Health Authorities			
Fraser Health Authority			\$0.00
Interior Health Authority			\$0.00
Northern Health Authority			\$0.00
Vancouver Coastal Health Authority			\$0.00
Vancouver Island Health Authority			\$0.00
Provincial Health Services Authority			\$0.00
BC Provincial Ministries			
Agriculture and Food			\$0.00
Attorney General			\$0.00
Children and Family Development			\$0.00
Other Provincial Funding			
BC Gaming Grant			\$0.00
Flow Through Funding from Other Provincially-Funded Agencies	\$0.00	\$0.00	\$0.00
Other Provincial Funding			\$0.00
Non-Provincial Funding			
Federal Government			\$0.00
Other Provincial and Territorial Government(s)			\$0.00
Municipal Government(s)			\$0.00
First Nations Health Authority			\$0.00
Other Non-Provincial Funding			\$0.00

Other Provincial and Non-Provincial Funding Sources:
 Please report any additional funding from sources not listed in Schedules Home and H2. This includes, but is not limited to, donations, grants, and revenue from activities such as thrift stores.

 Top-up funding should also be reported as a Non-Provincial Funding source.

Schedule H2: Flow-Through Funding & School Districts

Flow-Through Funding from Other Provincially Funded (PF) Agencies:

If the agency receives funding from another Provincially Funded agency to deliver services, please report the name of that agency, along with the corresponding funding amounts and number of contracts in the designated spaces.

Flow-Through Funding from Other Provincially-Funded Agencies

	Funding for Union Programs	Funding for Non-Union Programs	Total Funding Amount	Percentage of Union Funding	Percentage of Non-Union Funding	Percentage of Total Funding	Number of Union Contracts	Number of Non-Union Contracts	Total Number of Contracts
Agency Name(s) (Please type):			\$0.00						0
			\$0.00						0
			\$0.00						0
			\$0.00						0
			\$0.00						0
			\$0.00						0
			\$0.00						0
			\$0.00						0
			\$0.00						0
			\$0.00						0
			\$0.00						0

BC School Districts:

If the agency receives funding from a BC School District, please report the funding amount along with the corresponding contracts.

BC School Districts

	Funding for Union Programs	Funding for Non-Union Programs	Total Funding Amount	Percentage of Union Funding	Percentage of Non-Union Funding	Percentage of Total Funding	Number of Union Contracts	Number of Non-Union Contracts	Total Number of Contracts
Provincial Funding									
5 Southeast Kootenay			\$0.00						0
6 Rocky Mountain			\$0.00						0
8 Kootenay Lake			\$0.00						0
10 Arrow Lakes			\$0.00						0
19 Revelstoke			\$0.00						0
20 Kootenay-Columbia			\$0.00						0
22 Vernon			\$0.00						0
23 Central Okanagan			\$0.00						0
27 Cariboo-Chilcotin			\$0.00						0
28 Quesnel			\$0.00						0
33 Chilliwack			\$0.00						0
34 Abbotsford			\$0.00						0
35 Langley			\$0.00						0
36 Surrey			\$0.00						0
37 Delta			\$0.00						0
38 Richmond			\$0.00						0
39 Vancouver			\$0.00						0
40 New Westminster			\$0.00						0
41 Burnaby			\$0.00						0
42 Maple Ridge-Pitt Meadows			\$0.00						0
43 Coquitlam			\$0.00						0

Schedule Q1: Questions, Part 1a - Service Subdivision

On Schedule Q1 under "**Service Subdivision**", please indicate if the agency provides the following services. Indicate **Y** or **N** to the below services provided:

Child Care Services

Providing support and resources to children. Services are often funded by the Ministry of Education and Child Care.

Child & Family Services

Providing support and resources to children and families, including child welfare, parenting life skills, safety, and fostering family stability.

Community Justice

Program focused on promoting rehabilitation, community engagement & education, and victim support services.

Community Living Services

These services include all those tailored to the needs of people with diverse mental and physical abilities in order to support increased independence and accessibility.

Housing Services

These services provide on-site supports and shelter for individuals who cannot live independently or are experiencing homelessness, and can include youth in care, foster housing programs, and other housing assistance initiatives.

Immigrant & Settlement Services

These services are designed to assist newcomers, including immigrants, refugees, and individuals seeking culturally specific programming.

Indigenous Services

Programs and supports specifically designed for Indigenous, First Nations, Métis, and Inuit peoples, offering services such as cultural education, mental health care, peer support, and more.

Women's Services

Programs can include supporting women in crisis, advocacy, education & training, emergency shelter services, and more.

Other Services

Service Subdivision

Indicate services provided by the agency.

Child Care Services

Child & Family Services

Community Justice

Community Living Services

Housing Services

Immigrant & Settlement Services

Indigenous Services

Women's Services

Other Services

<input type="checkbox"/>

Schedule Q1: Questions, Part 2

On Schedule Q1, Part 2, please provide the following information:

A - EI Premium Reduction Program utilization

B - % of BC Housing Funding used for employee compensation

C - CLBC Funding Questions

A - EI Premium Reduction Program

Does the agency utilize the employer EI Premium Reduction Program? [See parameters here](#)

B - BC Housing Funding - Supplementary Question (If Applicable)

For agencies funded by BC Housing in 2025: Enter the percentage of the BC Housing funding for employee compensation.

C - CLBC Funding - Supplementary Question (If Applicable)

For agencies funded by Community Living BC in 2025: Enter the total amount paid in 2025 to home share providers (not including user fees and oversight).

CLBC Funded Employees (If Applicable)

For agencies funded by Community Living BC in 2025: Indicate the number of new hires in 2025 that are in whole or in part funded by CLBC monies.

Indicate how many of the CLBC funded new hires came from outside of the social services sector (leave blank if unable to answer or if not applicable).

Indicate how many of the agency's new hires in 2025, both internal and external, provide services for CLBC programs.

Schedule Q1: Questions, Part 3

On Schedule Q1, Part 3, please provide the following information:

A - If the agency employs Live-In Home Support Workers

B - Child Care Workers

A - Live-In Home Support Workers

Does the agency employ any live-in home support workers at a flat daily rate? Indicate Yes or No.

B - Child Care Workers

Is the agency a licensed child care program provider in BC? Indicate Yes or No.

Does the agency provide extra staffing to other child care program providers? Indicate Yes or No.

Does the agency employ any out-of-school care workers? Indicate Yes or No.

If yes, how many out-of-school care workers were employed with the agency between January 1st – December 31st, 2025?

Schedule Q1: Questions, Part 4

On Schedule Q1, Part 4, please provide the following information:

A - The agency's Payroll Vendor(s)

B - The agency's Group Benefit Provider(s)

C - Pension or Retirement Plan status

D - Short Term Illness and Injury Plan

NOTE: Drop-down options are available for these sections. If options are inapplicable, please type in the **blue** cell.

A - Payroll Vendor/System

Select or enter the payroll vendor(s) and/or system(s). Choose multiple if applicable.

Payroll vendor/system 1:	
Payroll vendor/system 2 (if applicable):	
Payroll vendor/system 3 (if applicable):	

B - Group Benefit Provider/Broker

Select or enter the agency's accredited group benefit provider(s). Choose multiple if applicable.

Group benefit provider 1:	
Group benefit provider 2 (if applicable):	
Group benefit provider 3 (if applicable):	

C - Pension or Retirement Plan

Select or enter the pension or retirement plan provided to each employee group.

Bargaining Unit:	
Management & Excluded:	
Non-Union:	

D - Short Term Illness and Injury Plan

Does the agency have a STIIP (Short Term Illness and Injury Plan) for each employee group? Please indicate Yes or No.

[See parameters here.](#)

	Provincially Funded			Non-Provincially Funded		
	Non-Union	Management	Bargaining Unit	Non-Union	Management	Bargaining Unit
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

Schedule R1: Part 1, Recruitment

On Schedule R1, Part 1, please provide the following information:

- A - Does the agency have a problem in **recruiting Full-Time employees?**
- B - Does the agency have a problem in **recruiting Part-Time employees?**
- C - Does the agency have a problem in **recruiting Casual employees?**
- D - **Recruiting Full-Time employees in the Past 2 years** has been difficult.
- E - **Recruiting Part-Time employees in the Past 2 years** has been difficult.
- F - **Recruiting Casual employees in the Past 2 years** has been difficult.

Schedule R1: Recruitment and Retention

Rate each statement from "Strongly Agree" to "Strongly Disagree."

Recruitment Situation in the Past Year

- A - There is a problem in recruiting Full-Time employees.
- B - There is a problem in recruiting Part-Time employees.
- C - There is a problem in recruiting Casual employees.

Recruitment Situation in the Past 2 Years

- D - Recruiting Full-Time employees in the past 2 years has been difficult.
- E - Recruiting Part-Time employees in the past 2 years has been difficult.
- F - Recruiting Casual employees in the past 2 years has been difficult.

Strongly Agree
Agree
Neither Agree nor Disagree
Disagree
Strongly Disagree

NOTE:
Please use the following drop-down options for answering recruitment and retention questions on Schedule R1.

Schedule R1: Part 2, Retention

On Schedule R1, Part 2, please provide the following information:

- A - Does the agency have a problem in **retaining Full-time employees?**
- B - Does the agency have a problem in **retaining Part-time employees?**
- C - Does the agency have a problem in **retaining Casual employees?**
- D - **Retaining Full-Time employees in the Past 2 years** has been difficult.
- E - **Retaining Part-Time employees in the Past 2 years** has been difficult.
- F - **Retaining Casual employees in the Past 2 years** has been difficult.

Retention Situation in the Past Year

- A - There is a problem in retaining Full-Time employees.
- B - There is a problem in retaining Part-Time employees.
- C - There is a problem in retaining Casual employees.

Retention Situation in the Past 2 Years

- D - Retaining Full-Time employees in the past 2 years has been difficult.
- E - Retaining Part-Time employees in the past 2 years has been difficult.
- F - Retaining Casual employees in the past 2 years has been difficult.

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree

NOTE:
Please use the following drop-down options for answering recruitment and retention questions on Schedule R1.

Schedule N1/B1 Part 1: Hours and Employees

Schedules N1 and B1 serve the same purpose: **Schedule N1 applies to non-union employees, while Schedule B1 applies to unionized employees.** Throughout this guide, Schedule N1 is used as the reference. These schedules exclude management employees.

If your agency does not have any unionized employees, please skip Schedule B1.

On the applicable schedule, please provide the following information for all Non-Union and/or Bargaining Unit positions within the agency.

- A - Classification**
- B - Funder**
- C - Regular or Casual Status**
- D - Standard Hours per Year**
- E - Total Hours paid at Straight Time Pay Rate and Weighted Average Hourly Pay**
- F - Number of Active and Inactive Non-Provincially Funded employees**
- G - Number of Active Provincially Funded employees**
- H - Number of Provincially Funded employees on Leave**
- I - Number of Vacant Positions unfilled**
- J - Number of Terminated employees**
- K - Number of New External and Internal Hires**
- L - Backfill Rate by Classification**

PLEASE AVOID DOUBLE COUNTING if a position/classification is funded by multiple funders. Report the status under the funder that funds the majority of hours.

Schedule N1: Non-Union Regular (Full-Time/Part-Time) and Casual Employee Information													Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)							
													Non-Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)							
Classification <small>(Enter the job title manually if it is not listed in the drop-down menu)</small>	Funder <small>Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder.</small>	Regular (FT/PT) or Casual/Additional Hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate <small>Include all worked and non-worked hours paid at the regular rate (including sick/vacation hours; excluding overtime hours) (Jan. 1, 2025 - Dec. 31, 2025)</small>				Number of Employees as of December 31, 2025						Vacancy, Termination, and New Hires				Backfill <small>(Jan. 1 - Dec. 31, 2025)</small>				
				Hours Paid at Straight Time		Weighted Average Hourly Pay		Non-Provincially Funded		Provincially Funded				Vacant Positions <small>(As of Dec. 31)</small>	Terminated Employees <small>(Jan. 1 - Dec. 31, 2025)</small>	New Hires External <small>(Jan. 1 - Dec. 31, 2025)</small>	New Hires Internal <small>(Jan. 1 - Dec. 31, 2025)</small>	Classification	Backfill Rate by Classification			
				Hours	Hours	\$	\$	Active	Inactive	Active	LTD Leave	WCB Leave	Maternity/Parental Leave							Other Leave	#	#
A	B	C	D	E				F	G	H			I	J	K	L						

NOTE: If any Terminated employees are reported in this section, we recommend completing Schedule T3 alongside Schedule N1.

Funder Hours Calculator

The Funder Hours Calculator is used when an employee or classification is funded by more than one source and worked hours need to be split by funder. Each funder must be reported on a separate line.

The calculator allocates hours proportionally, based on the relative funding amounts associated with each funder on the Home Schedule.

Instructions:

1. Indicate the total number of hours worked by the classification in the green cell
2. Select the applicable funders using the drop-down menu
3. Review the calculated split hours
4. Copy and paste the split hours into the relevant schedule (N1 or B1), reporting the classification on separate lines for each funder

Example:

An Adult, Youth and/or Child Worker is funded by both the Ministry of Children and Family Development (MCFD) and Community Living BC (CLBC), with 1820 total hours worked and no known split between funders. The agency enters the total hours and selects both funders in the calculator, which applies funding ratios based on funding amounts from the Home Schedule. If CLBC represents 78.6% of funding and MCFD 21.4%, the hours are split into 1430 hours for CLBC and 390 hours for MCFD and reported on separate lines in the relevant schedule.

Funder Ratio Calculator

White cells are automatically calculated based on values from the Home Schedule

Please indicate the sources of funding for the employee or employees working this classification

Total Hours Worked	1820
---------------------------	------

Please indicate the funding profile of the employee or employees working this classification

Funder Drop Down	Funding Amount	Ratio %	Split Hours
Community Living BC	\$5,500,000.00	79%	1,430.0
Children and Family Development	\$1,500,000.25	21%	390.0
Total	\$7,000,000.25		

Schedule N1: Non-Union Regular (Full-Time/Part-Time) and Casual Employee Information							
Classification <small>(Enter the job title manually if it is not listed in the drop-down menu)</small>	Funder <small>Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder.</small>	Regular (FT/PT) or Casual/Additional Hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate <small>Include all worked and non-worked hours paid at the regular rate (including sick/vacation hours; excluding overtime hours) (Jan. 1, 2025 - Dec. 31, 2025)</small>			
				Hours Paid at Straight Time		Weighted Average Hourly Pay	
				Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded \$	Provincially Funded \$
Adult, Youth and/or Child Worker	Community Living BC	Regular	1820	1,430.0	390.0	\$23.00	\$23.00
Adult, Youth and/or Child Worker	Children and Family Development	Regular	1820	390.0	1,430.0	\$23.00	\$23.00

Wage Calculator

The Wage Calculator is used to calculate total straight-time hours and the weighted average wage rate when reporting by classification and employees have different hours and wage rates.

Instructions:

1. Enter the number of paid straight time hours for each employee
2. Enter the hourly wage rate for that employee in the adjacent cell
3. Review the calculated total paid straight time hours and weighted average wage rate
4. Copy and paste the total paid straight time hours and weighted average wage rate into the relevant schedule (N1 or B1)

Example:

3 Adult, Youth and/or Child Workers are funded by the Federal Government, below are their individual total straight time hours and wage rates.

Employee 1: 1092 hours, \$25/hr

Employee 2: 1456 hours, \$26/hr

Employee 3: 1820 hours, \$27/hr

Enter the above information into the Wage Calculator, as shown in the example below.

Weighted Average Wage Rate Calculator

Total Paid Straight Time Hours	4368.0
Weighted Average Wage Rate	\$26.17

Paid Straight Time Hours	Hourly Wage Rate	Straight Time Wages
1092.0	\$25.00	\$27,300.00
1456.0	\$26.00	\$37,856.00
1820.0	\$27.00	\$49,140.00
		\$0.00
		\$0.00

Schedule N1: Non-Union
Regular (Full-Time/Part-Time) and Casual Employee Information

Classification <small>(Enter the job title manually if it is not listed in the drop-down menu)</small>	Funder <small>Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder.</small>	Regular (FT/PT) or Casual/Additional Hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate <small>Include all worked and non-worked hours paid at the regular rate (including sick/vacation hours; excluding overtime hours) (Jan. 1, 2025 - Dec. 31, 2025)</small>			
				Hours Paid at Straight Time		Weighted Average Hourly Pay	
				Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded \$	Provincially Funded \$
Adult, Youth and/or Child Worker	Federal Government	Regular	1820	4,368.0		\$26.17	

Schedule N1/B1 Part 2: Straight Time Hours & Pay

On Schedule N1/B1, please provide the following information for all Regular and Casual positions in the agency:

Total Hours Paid at Straight Time Pay Rate

Total hours paid includes all hours worked at straight time pay rate, as well as all hours for time off, such as statutory holidays, vacation and sick leave, and any other paid leaves. Please make sure to exclude overtime hours.

If 2 or more employees in the same classification are paid different hourly wage rates, please use the Wage Calculator to calculate the weighted average hourly wage. **Please note that employees may only be grouped by classification if they are funded by the same funding source.**

Total Hours Paid at Straight Time Pay Rate			
Include all worked and non-worked hours paid at the regular rate (including sick/vacation hours; excluding overtime hours) (Jan. 1, 2025 - Dec. 31, 2025)			
Hours Paid at Straight Time		Weighted Average Hourly Pay	
Non-Provincially Funded	Provincially Funded	Non-Provincially Funded	Provincially Funded
Hours	Hours	\$	\$
4,368.0		\$26.17	

Weighted Average Wage Rate Calculator

Total Paid Straight Time Hours	4368.0
Weighted Average Wage Rate	\$26.17

Paid Straight Time Hours	Hourly Wage Rate	Straight Time Wages
1092.0	\$25.00	\$27,300.00
1456.0	\$26.00	\$37,856.00
1820.0	\$27.00	\$49,140.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00

Reporting by Individual Walkthrough: Schedule N1/B1, Steps 1-4

Agencies can complete the report in one of two ways: individual employee by classification, or grouping employees by classification.

Agencies with fewer than 20 employees find it easier to complete the report by individual employee, while agencies with greater than 20 employees find it more efficient to report by classification.

In the next few pages, we will walk through an example showing how to complete the **report by individual** for an **Activity Worker paid at \$25/hr**, who was a **new external hire**. This employee is also 50% funded by CLBC and 50% funded by MCFD.

NOTE: As this employee is funded by two funders, please enter the information twice on two separate lines—one for each funder. If the employee is only funded by one funder, report all data on 1 line.

Step 1.

Select the **classification** of the employee you are reporting. We selected "**Activity Worker**". Type in the job title in the **blue** box if it is not listed in the drop-down menu.

Step 2.

Next, select the **funder** that funds the employee(s) or classification you are reporting. For this example, we will select CLBC on the first line, and MCFD on the second line.

Step 3.

Then, we select whether the employees work **regular or casual** hours. For this example, we will assume the employee works regular hours. If employees also have casual or additional hours, report those hours on a separate line.

Step 4.

Assuming that the employee works **37.5 hour/week** with **260 working days or 52 working weeks in the year**, we will select **1950** from the **Standard Hours per Year** drop-down menu.

The report should now look like the figure below:

Schedule N1: Non-Union Regular (Full-Time/Part-Time) and Casual Employee Information			
Classification <small>(Enter the job title manually if it is not listed in the drop-down menu)</small>	Funder <small>Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder.</small>	Regular (FT/PT) or Casual/Additional Hours	Standard Hours per Year
Activity Worker	Community Living BC	Regular	1950
Activity Worker	Children and Family Development	Regular	1950

Reporting by Individual Walkthrough: Schedule N1/B1, Steps 5-6

Step 5.

Enter the hours for each employee or classification by funder. If the hours per funder is unknown, please use the funder hours calculator. Page 24 explains how to use the funder hours calculator.

In this example, the employee is **funded 50% by CLBC and 50% by MCFD**. Their total paid straight time hours should be split evenly between the two funders.

If the employee's **total paid straight-time hours are 1950**, report **975 hours under CLBC** and **975 hours under MCFD**.

Step 6.

Enter the hourly wage under "Weighted Average Hourly Pay." The same hourly wage should be reported for all funders.

The report should now look like the figure below:

Funder Hours Calculator

White cells are automatically calculated based on funding values from the Home Schedule

Please indicate the total number of hours worked by the employee or employees working this classification

Total Hours Worked	1950
---------------------------	------

Please indicate the sources of funding for the employee or employees working this classification'

Funder Drop Down	Funding Amount	Ratio %	Split Hours
Community Living BC	\$15,000,000.00	50.0%	975.0
Children and Family Development	\$15,000,000.00	50.0%	975.0
Total	\$30,000,000.00		

Schedule N1: Non-Union

Regular (Full-Time/Part-Time) and Casual Employee Information

Classification <small>(Enter the job title manually if it is not listed in the drop-down menu)</small>	Funder <small>Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder.</small>	Regular (FT/PT) or Casual/Additional Hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate <small>Include all worked and non-worked hours paid at the regular rate (including sick/vacation hours; excluding overtime hours) (Jan. 1, 2025 - Dec. 31, 2025)</small>			
				Hours Paid at Straight Time		Weighted Average Hourly Pay	
				Non-Provincially Funded <small>Hours</small>	Provincially Funded <small>Hours</small>	Non-Provincially Funded <small>\$</small>	Provincially Funded <small>\$</small>
Activity Worker	Community Living BC	Regular	1950	975.0	975.0	\$	\$25.00
Activity Worker	Children and Family Development	Regular	1950	975.0	975.0	\$	\$25.00

Reporting by Individual Walkthrough: Schedule N1/B1, Steps 7-8

Step 7.

Report the number of employees for each classification, by funder, and break them down by status (Active, On Leave, or Terminated). In this example, the employee is reported as Provincially Funded, Active, and an external new hire.

Employees on leave should be reported under the appropriate leave category.

PLEASE AVOID DOUBLE COUNTING if a position/classification is funded by multiple funders. Report the status under the funder that funds the majority of hours.

The report should now look like the figure below:

Schedule N1: Non-Union Regular (Full-Time/Part-Time) and Casual Employee Information				Provincial Funding as % of Total Funding		Non-Provincial Funding as % of Total Funding		(Automatically calculated from the Home Schedule)		(Automatically calculated from the Home Schedule)							
Classification <small>(Enter the job title manually if it is not listed in the drop-down menu)</small>	Funding Source <small>Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder.</small>	Regular (FT/PT) or Casual/Additional Hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate <small>Include all worked and non-worked hours paid at the regular rate (including sick/vacation hours; excluding overtime hours) (Jan. 1, 2025 - Dec. 31, 2025)</small>				Number of Employees as of December 31, 2025 <small>(PLEASE AVOID DOUBLE COUNTING if a position/classification is funded by multiple funders. Report the status under the funder that funds the majority of hours.)</small>						Vacancy, Termination, and New Hire			
				Hours Paid at Straight Time		Weighted Average Hourly Pay		Non-Provincially Funded		Provincially Funded				Vacant Positions <small>(As of Dec. 31)</small>	Terminated Employees <small>(Jan. 1 - Dec. 31, 2025)</small>	New Hires External <small>(Jan. 1 - Dec. 31, 2025)</small>	
				Non-Provincially Funded <small>Hours</small>	Provincially Funded <small>Hours</small>	Non-Provincially Funded <small>\$</small>	Provincially Funded <small>\$</small>	Active <small>#</small>	Inactive <small>#</small>	Active <small>#</small>	LTD Leave <small>#</small>	WCB Leave <small>#</small>	Maternity/Parental Leave <small>#</small>				Other Leave <small>#</small>
								0	0	1	0	0	0	0	0	0	1
Activity Worker	Community Living BC	Regular	1950		975.0		\$25.00			1							1
Activity Worker	Children and Family Development	Regular	1950		975.0		\$25.00			0							0

NOTE: If a Terminated employee's position remains vacant and is actively being recruited as of December 31, 2025, please report it under the 'Vacant Positions' section. If seasonal workers are expected to be rehired, please report them under 'Active.'

Step 8.

If there are any **Terminated employees**, please report their **demographics in Schedule T2/T4**.

Cells in Schedule T2/T4 will turn red when demographic information for a Terminated employee is required; otherwise, the cells will remain green.

Classification Example Walkthrough: Schedule N1/B1, Steps 1-4

In the next few pages, we will go through an example of how to fill out the report by classification for 5 Regular Activity Workers, 1 of which was a new hire, and another Terminated in 2025. Employees in this classification are funded by either both CLBC or MCFD, or the Federal Gov't and Other Non-Provincial Funding.

Step 1.

Select the **Classification** for the employees using the drop-down menu. If the position is not available in the drop-down, please type in the job title. In this example we selected "**Activity Worker**".

Step 2.

Next, select the **funder** that funds the employees or classification you are reporting. If there are multiple funders, enter each funder on a separate line.

Step 3.

Then, we select whether the employees work **regular or casual** hours. For this example, we will assume all employees work regular hours. If employees also have casual or additional hours, report those hours on a separate line.

Step 4.

Assuming that the employees work **37.5 hour/week** with **260 working days or 52 working weeks in the year**, we will select **1950** from the **Standard Hours per Year** drop-down menu.

The report should now look like the figure below:

Schedule N1: Non-Union
Regular (Full-Time/Part-Time) and Casual Employee Information

Classification (Enter the job title manually if it is not listed in the drop-down menu)	Funder Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder.	Regular (FT/PT) or Casual/Additional Hours	Standard Hours per Year
Activity Worker	Community Living BC	Regular	1950
Activity Worker	Children and Family Development	Regular	1950
Activity Worker	Federal Government	Regular	1950
Activity Worker	Other Non-Provincial Funding	Regular	1950

Classification Example Walkthrough: Schedules N1/B1, Step 5

Step 5.

Enter the hours for each employee or classification by funder. If the hours per funder is unknown, please use the funder hours calculator. In this example, the agency receives \$5,500,000 from CLBC and \$1,500,000.25 from MCFD, and the employees are funded by both sources.

The **4 Provincially Funded employees** each worked the following hours (hour splits are calculated on the Funder Ratio Calculator):

Employee 1: 750 total hours at \$18 per hour (regular part-time employee and new hire)

- 589.3 hours funded by CLBC, 160.7 hours funded by MCFD

Employee 2: 1950 hours at \$23 per hour

- 1532.1 hours funded by CLBC, 417.9 hours funded by MCFD

Employee 3: 1950 hours at \$23 per hour

- 1532.1 hours funded by CLBC, 417.9 hours funded by MCFD

Employee 4: 1950 hours at \$25 per hour

- 1532.1 hours funded by CLBC, 417.9 hours funded by MCFD

Non-Provincially Funded employees:

Employee 5: 1950 hours at \$16.50 per hour

- 1532.1 hours funded by the Federal Gov't, 417.9 hours funded by Other Non-Provincial Funding

NOTE: When reporting by classification per funder, please ensure to report the weighted average hourly wage rate. Please refer to page 25 on how to use the Wage Calculator.

The report should now look like the figure below:

Funder Hours Calculator			
<i>White cells are automatically calculated based on funding values from the Home Schedule</i>			
<i>Please indicate the total number of hours worked by the employee or employees working this classification</i>			
Total Hours Worked	1950		
<i>Please indicate the sources of funding for the employee or employees working this classification'</i>			
Funder Drop Down	Funding Amount	Ratio %	Split Hours
Community Living BC	\$5,500,000.00	78.6%	1,532.1
Children and Family Development	\$1,500,000.25	21.4%	417.9
Total	\$7,000,000.25		

Schedule N1: Non-Union Regular (Full-Time/Part-Time) and Casual Employee Information							
Classification <i>(Enter the job title manually if it is not listed in the drop-down menu)</i>	Funder <i>Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder.</i>	Regular (FT/PT) or Casual/Additional Hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate <i>Include all worked and non-worked hours paid at the regular rate (including sick/vacation hours; excluding overtime hours) (Jan. 1, 2025 - Dec. 31, 2025)</i>			
				Hours Paid at Straight Time		Weighted Average Hourly Pay	
				Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded \$	Provincially Funded \$
Activity Worker	Community Living BC	Regular	1950		5,185.6		\$23.02
Activity Worker	Children and Family Development	Regular	1950		1,414.4		\$23.02
Activity Worker	Federal Government	Regular	1950	1,532.1		\$16.50	
Activity Worker	Other Non-Provincial Funding	Regular	1950	417.9		\$16.50	

Classification Example Walkthrough: Schedules N1/B1, Step 6

Step 6.

Report the number of employees for each classification, by funder. Break down **Active**, **on Leave**, or **Terminated** employee statuses. For this example, we will report **1 Non-Provincially Funded Activity Worker, 3 Provincially Funded Activity Workers, 1 Terminated Activity Worker, and 1 new external hire**. For employees on leave, report the number under the corresponding section.

PLEASE AVOID DOUBLE COUNTING if a position/classification is funded by multiple funders. Report the status under the funder that funds the majority of hours.

The report should now look like the figure below:

Schedule N1: Non-Union Regular (Full-Time/Part-Time) and Casual Employee Information				Provincial Funding as % of Total Funding		Non-Provincially Funded as % of Total Funding		(Automatically calculated from the Home Schedule)		(Automatically calculated from the Home Schedule)							
Classification <small>(Enter the job title manually if it is not listed in the drop-down menu)</small>	Funding Source <small>Please only report one funder per line. If a classification has multiple funders, repeat the classification on separate lines for each funder.</small>	Regular (FT/PT) or Casual/Additional Hours	Standard Hours per Year	Total Hours Paid at Straight Time Pay Rate <small>Include all worked and non-worked hours paid at the regular rate (including sick/vacation hours; excluding overtime hours) (Jan. 1, 2025 - Dec. 31, 2025)</small>				Number of Employees as of December 31, 2025 <small>(PLEASE AVOID DOUBLE COUNTING if a position/classification is funded by multiple funders. Report the status under the funder that funds the majority of hours.)</small>						Vacancy, Termination, and New Hire			
				Hours Paid at Straight Time		Weighted Average Hourly Pay		Non-Provincially		Provincially Funded				Vacant Positions <small>(As of Dec. 31, 2025)</small>	Terminated Employees <small>(Jan. 1 - Dec. 31, 2025)</small>	New Hires External <small>(Jan. 1 - Dec. 31, 2025)</small>	
				Non-Provincially Funded	Provincially Funded	Non-Provincially Funded	Provincially Funded	Active	Inactive	Active	LTD Leave	WCB Leave	Maternity/Parental Leave				Other Leave
Hours	Hours	\$	\$	#	#	#	#	#	#	#	#	#	#				
Activity Worker	Community Living BC	Regular	1950		975.0		\$25.00	1	0	3	0	0	0	0	0	1	1
Activity Worker	Children and Family Development	Regular	1950		975.0		\$25.00			0						0	0
Activity Worker	Federal Government	Regular	1950	1,592.1		\$16.50		1									
Activity Worker	Other Non-Provincial Funding	Regular	1950	417.9		\$16.50		0									

NOTE: If a Terminated employee's position remains vacant and is actively being recruited as of December 31, 2025, please report it under the 'Vacant Positions' section. If seasonal workers are expected to be rehired, please report them under 'Active.'

Classification Example Walkthrough: Schedules T2/T4, Step 7

Step 7.

Fill in the **Demographic Information by funder** for the 1 employee that was Terminated in 2025 in Schedule T2/T4.

We recommend completing Schedules N1/B1 and T2/T4 in tandem if there are any Terminated employees in this report.

Schedule T2: Non-Union

Demographic Information of Terminated Employees

Red-highlighted cells must be filled in.

Classification <small>(Classifications auto-populate from Schedule N1)</small>	Funding Source	Regular (FT/PT) or Casual/ additional hours	Terminated Employees	Number of Terminated Employees by Age, Gender, Length of Service, and Region <small>(Jan. 1 - Dec. 31, 2025)</small>																		
				Age (Years)						Gender			Length of Service (Years)				Region					
				<26	26-35	36-45	46-55	56-65	>65	Male	Female	Gender Diverse	<1	1-5	6-10	>10	Interior	Fraser	Northern	Vancouver Coastal	Vancouver Island	Out of Province
#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#			
Subtotals:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Activity Worker	Community Living BC	Regular	1																			
Activity Worker	Children and Family Development	Regular	0																			
Activity Worker	Federal Government	Regular																				
Activity Worker	Other Non-Provincial Funding	Regular																				

The cells above are red because demographic information for the Terminated employee has not been entered. **The subtotal is automatically populated from terminations reported on Schedule N1/B1.** If you have multiple Terminated employees in a classification, their demographic information can be entered in these cells. Once the number of employees in each demographic characteristic is equal to the subtotal of Terminated employees in the classification, the cells will turn green, indicating that all figures align.

For this example, assume that the Terminated employee was a **27-year-old male who worked for 3 years in the Fraser region.** Enter the number '1' in the appropriate cell to reflect this.

The report should now look like the figure below:

Schedule T2: Non-Union

Demographic Information of Terminated Employees

Red-highlighted cells must be filled in.

Classification <small>(Classifications auto-populate from Schedule N1)</small>	Funding Source	Regular (FT/PT) or Casual/ additional hours	Terminated Employees	Number of Terminated Employees by Age, Gender, Length of Service, and Region <small>(Jan. 1 - Dec. 31, 2025)</small>																		
				Age (Years)						Gender			Length of Service (Years)				Region					
				<26	26-35	36-45	46-55	56-65	>65	Male	Female	Gender Diverse	<1	1-5	6-10	>10	Interior	Fraser	Northern	Vancouver Coastal	Vancouver Island	Out of Province
#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#			
Subtotals:				0	1	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	
Activity Worker	Community Living BC	Regular	1		1					1			1						1			
Activity Worker	Children and Family Development	Regular	0																			
Activity Worker	Federal Government	Regular																				
Activity Worker	Other Non-Provincial Funding	Regular																				

You have successfully completed this classification. Repeat the process for each classification in your agency and you will have finished the majority of the report.

Schedule N2/B2: Demographics

Schedules N2 and B2 serve the same purpose: **Schedule N2 applies to non-union employees, while Schedule B2 applies to unionized employees.**

On the applicable schedule, please provide the following information for all **Active, Regular, and Casual Provincially Funded Non-Union and/or Bargaining Unit employees** that you have reported in Schedule N1/B1, as of December 31, 2025.

A - Seniority

B - Age & Gender

C - Group Benefit Participation Status

Some employees, such as casual employees may not be eligible for group benefits. Please report these individuals under 'Non-Participating'.

Schedule N2: Non-Union

Demographic Information of **Provincially Funded, Active Employees ONLY**
Please fill in all of the tables

Seniority (Length of Service)
(As of December 31, 2025)

	Regular	Casual
< 1 year		
1 to < 2 years		
2 to < 3 years		
3 to < 4 years		
4 to < 5 years		
5 to < 6 years		
6 to < 7 years		
7 to < 8 years		
8 to < 9 years		
9 to < 10 years		
10 to < 11 years		
11 to < 12 years		
12 to < 13 years		
13 to < 14 years		
14 to < 15 years		
15 to < 16 years		
16 to < 17 years		
17 to < 18 years		
18 to < 19 years		
19 to < 20 years		
20 to < 21 years		
21 to < 22 years		

A

Age & Gender
(As of December 31, 2025)

	Regular			Casual		
	Male	Female	Gender Diverse	Male	Female	Gender Diverse
< 20						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						

B

Group Benefit Participation (Headcount Only)
(As of December 31, 2025)

Participation Status	Participating Employees			Non-Participating		Total
	Single Rate	Couple Rate	Family Rate	Eligible (Opted out)	Ineligible	
Dental						0
Extended Health Care (EHC)						0
Long Term Disability (LTD)						0
Pension or Retirement Plan						0
Employee & Family Assistance Program (EFAP)						0

C

Please report the sum of couples and families under "Family Rate", since EHC rates are the same for both.

Please fill in the demographic information of the **Provincially Funded, Active Non-Union employees only**. Do not include Non-Provincially Funded, Active Non-Union employees.

Please complete all tables. Seniority and Age & Gender must be completed by all agencies. Group Benefit Participation must also be completed, unless the agency does not provide group benefits.

Total cells will light up red if headcounts are misaligned. Please ensure all headcounts align across the schedule to prevent this. Reports with red cells will be sent back for corrections.

NOTE: All totals in this section should be the same. Total cells will light up red if headcounts are misaligned. Please ensure all headcounts align across the schedule to prevent this. The total number of Active employees in this Schedule should also align with what is reported in Schedule S1.

Schedule M1: Management - Hours and Employees

On Schedule M1, please provide the following information for all management positions in the agency.

NOTE: Include only employees who have the authority to hire and/or fire on the Management schedule. If the employees do not have this ability, report them on Schedule N1.

A - Classification

B - Gender: Please report male, female and gender diverse employees on separate rows, even if they fall under the same job classification

C - Average Annual Salary per employee

D - Total Non-Provincially and Provincially Funded Payroll Amount and Expenses Paid

E - Total Non-Provincially and Provincially Funded Hours Paid

F - Number of Active and Inactive Non-Provincially Funded employees

G - Number of Active Provincially Funded employees

H - Number of Provincially Funded employees on Leave

I - Number of Vacant Positions unfilled

J - Number of Terminated employees

K - Number of New External and Internal Hires

L - Backfill Rate by Classification

For employees who are funded through both Provincial and Non-Provincial sources, count employee status only once as Provincially Funded.

Schedule M1: Management		Salary Information, Total Straight Time Pay, and Total Hours Paid at Straight Time Pay Rate						Provincial Funding as % of Total Funding		100.0%		(Automatically calculated from the Home Schedule)		Non-Provincial Funding as % of Total Funding				0.0%				(Automatically calculated from the Home Schedule)	
Classification <small>(Enter the job title manually if it is not listed in the drop-down menu)</small>	Gender of Employee	Salary Information, Total Straight Time Pay, and Total Hours Paid at Straight Time Pay Rate <small>Include all worked and non-worked hours paid at the regular rate (including sick/vacation hours; excluding overtime hours) (Jan. 1-Dec. 31, 2025)</small>							Number of Employees as of December 31, 2025 <small>(For employees who are funded through both provincial and non-provincial sources, count the number of employees once as provincially funded)</small>							Vacancy, Termination, and New Hires				Backfill <small>(Jan. 1-Dec. 31, 2025)</small>			
		Average Annual Salary per Employee \$/year	Non-Provincially Funded		Provincially Funded		Non-Provincially Funded Hours	Provincially Funded Hours	Non-Provincially Funded		Provincially Funded					Vacant Positions <small>(As of Dec. 31)</small>	Terminated Employees <small>(Jan. 1-Dec. 31, 2025)</small>	New Hires External <small>(Jan. 1-Dec. 31, 2025)</small>	New Hires Internal <small>(Jan. 1-Dec. 31, 2025)</small>	Classification	Backfill Rate %		
			Total Straight-Time Payroll Amount	Total Expenses & Allowances Paid	Total Straight-Time Payroll Amount	Total Expenses & Allowances Paid			Active	Inactive	Active	LTD Leave	WCB Leave	Maternity/Parental Leave	Other Leave								
		\$0.00	\$0.00	\$0.00	\$0.00	0.0	0.0	0	0	0	0	0	0	0	0	0	0	0	0				

If Management & Excluded employees are compensated by both Provincial and Non-Provincial sources, their total straight-time payroll and hours must be split between the Provincial and Non-Provincial sections.

If the exact split is unknown, use the PF and NPF funding as % of total funding calculator at the top of the page to calculate the allocation. This is automatically calculated based on the funding information entered on the Home Schedule. Refer to the next page for an example of how to use the calculator to split wages and hours for Management & Excluded employees.

Schedule M1: Management - Splitting Wages & Hours

Management employees funded by both Provincial and Non-Provincial sources must have their total straight-time payroll and hours split. The example below shows how to use the PF and NPF funding as % of total funding to calculate the split if the exact allocation is unknown.

NOTE: This is only applicable to Management employees. Non-Union and Bargaining Unit employees are reported by funder.

Example:

A Program Manager is 70% Provincially Funded and 30% Non-Provincially Funded. Her total straight-time payroll is \$85,500 and total hours are 1,950. The split is calculated as follows:

Total Straight Time Payroll: \$85,500

Provincial Funding (70%) - $\$85,500 \times 0.70 = \$59,850$

Non-Provincial Funding (30%) - $\$85,500 \times 0.30 = \$25,650$

Total Hours: 1950

Provincial Funding (70%) - $1950 \times 0.70 = 1365$

Non-Provincial Funding (30%) - $1950 \times 0.30 = 585$

Using this example, the report should now look like the figure below.

Schedule M1: Management
Salary Information, Total Straight Time Pay, and Total Hours Paid at Straight Time Pay Rate

Classification <small>(Enter the job title manually if it is not listed in the drop-down menu)</small>	Gender of Employee	Salary Information, Total Straight Time Pay, and Total Hours Paid at Straight Time Pay Rate <small>Include all worked and non-worked hours paid at the regular rate (including sick/vacation hours; excluding overtime hours) (Jan. 1 - Dec. 31, 2025)</small>						
		Average Annual Salary per Employee <small>\$/year</small>	Non-Provincially Funded		Provincially Funded		Non-Provincially Funded <small>Hours</small>	Provincially Funded <small>Hours</small>
			Total Straight-Time Payroll Amount <small>\$</small>	Total Expenses & Allowances Paid <small>\$</small>	Total Straight-Time Payroll Amount <small>\$</small>	Total Expenses & Allowances Paid <small>\$</small>		
			\$25,650.00	\$0.00	\$59,850.00	\$0.00	585.0	1,365.0
Program Manager (Non-Paraprofessional)	Female	\$85,500.00	\$25,650.00		\$59,850.00		585.0	1,365.0

Schedule M2: Management - Demographics

On Schedule M2, please provide the following information for all **Active, Regular and Casual, Provincially Funded Management employees** that you have reported in Schedule M1, as of December 31, 2025:

A - Length of Service

B - Gender and Age

C - Group Benefit Participation

Some employees, such as casual employees may not be eligible for group benefits. Please report these individuals under 'Non-Participating'.

Schedule M2: Management & Excluded

Demographic Information of **Provincially Funded, Active Employees ONLY**

Please fill in all of the tables

Please report the sum of couples and families under "Family Rate", since EHC rates are the same for both.

Seniority (Length of Service)

(As of December 31, 2025)

	Total (Including ED/CEO)	ED/CEO Only
< 1 year		
1 to < 2 years		
2 to < 3 years		
3 to < 4 years		
4 to < 5 years		
5 to < 6 years		
6 to < 7 years		
7 to < 8 years		
8 to < 9 years		
9 to < 10 years		
10 to < 11 years		
11 to < 12 years		
12 to < 13 years		
13 to < 14 years		
14 to < 15 years		
15 to < 16 years		
16 to < 17 years		
17 to < 18 years		
18 to < 19 years		
19 to < 20 years		
20 to < 21 years		
21 to < 22 years		

A

Age & Gender

(As of December 31, 2025)

	Male	Female	Gender Diverse
< 20			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			

B

Group Benefit Participation Status (Headcount Only)

(As of December 31, 2025)

Participation Status	Participating Employees			Non-Participating		Total
	Single Rate	Couple Rate	Family Rate	Eligible (Opted out)	Ineligible	
Dental						0
Extended Health Care (EHC)						0
Long Term Disability (LTD)						0
Pension or Retirement Plan						0
Employee & Family Assistance Program (EFAP)						0

C

Please fill in the demographic information of the **Provincially Funded, Active Management employees only**. Exclude Active Management employees who were fully non-provincially funded. **If a Management employee was funded by both provincial and non-provincial sources, they must be included on this schedule.**

Please complete all tables. Seniority and Age & Gender must be completed by all agencies. Group Benefit Participation must also be completed, unless the agency does not provide group benefits.

Total cells will light up red if headcounts are misaligned. Please ensure all headcounts align across the schedule to prevent this. Reports with red cells will be sent back for corrections.

NOTE: All totals in this section should be the same. Total cells will light up red if headcounts are misaligned. Please ensure all headcounts align across the schedule to prevent this. The total number of Active employees in this Schedule should also align with what is reported in Schedule S1.

Schedule S1: Summary - Hours, Employees and Additional Information

On Schedule S1, please report the following:

A - The number of **Active employees by Hours** (Regular, Full-Time, Part-Time and Casual)

B - The number of **Active employees by Region**

C - Report the number of **Active employees by Union**

D - The **Total Overtime Hours** by employment group (Non-Union, Management & Excluded, Bargaining Unit)

E - Any **Sick and Paid Leave Hours**

F - The **Total Sick Leave Wage Costs** by employee group (Non-Union, Management & Excluded, Bargaining Unit) and whether or not the captured employees are Regular or Casual

If the total number of employees do not align across each section of this Schedule, the cells will turn red to indicate an error.

Schedule S1: Summary
Hours, Employee Count, and Additional Information
If an employee is funded through both Provincial and Non-Provincial sources, count as Provincially Funded. **This schedule is required for the completion of the report.**

Provincial Funding as % of Total Funding	100.0%	(Automatically calculated from the Home Schedule)
Non-Provincial Funding as % of Total Funding	0.0%	(Automatically calculated from the Home Schedule)

Number of Active Employees (As of December 31, 2025)	Provincially Funded			Non-Provincially Funded		
	Non-Union	Management	Bargaining Unit	Non-Union	Management	Bargaining Unit
Total Number of Active Employees	#	#	#	#	#	#
Regular Full-Time						
Regular Part-Time						
Casual						

Total Regular and Casual Hours (Jan. 1 - Dec. 31, 2025)	Provincially Funded			Non-Provincially Funded		
	Non-Union	Management	Bargaining Unit	Non-Union	Management	Bargaining Unit
Total Regular Hours	6,600.0	1,365.0	0.0	1,950.0	585.0	0.0
Total Casual and Additional Hours	0.0	0.0	0.0	0.0	0.0	0.0
Total Additional Hours (Additional hours worked by regular part-time employees)	0.0	0.0	0.0	0.0	0.0	0.0
Total Casual Hours (Casual hours worked by casual employees)	0.0	0.0	0.0	0.0	0.0	0.0
Total Overtime Hours						

Number of Active Employees by Region (As of December 31, 2025)	Provincially Funded			Non-Provincially Funded		
	Non-Union	Management	Bargaining Unit	Non-Union	Management	Bargaining Unit
Total Number of Active Employees	#	#	#	#	#	#
Interior						
Fraser						
Northern						
Vancouver Coastal						
Vancouver Island						
Out of Province						

Sick Leave and Paid Leave Hours (Jan. 1 - Dec. 31, 2025)	Provincially Funded			Non-Provincially Funded		
	Non-Union	Management	Bargaining Unit	Non-Union	Management	Bargaining Unit
Paid Sick Leave Hours (Regular)						
Paid Sick Leave Hours (Casual)						
Unpaid Sick Leave Hours						
Paid Education, Training, and Orientation Hours						
Paid Vacation Hours						
Paid Cultural, Ceremonial, and Spiritual Leave Hours						
All Other Paid Leave Hours						

Number of Active Employees by Union (As of December 31, 2025)	Provincially Funded			Non-Provincially Funded		
	Non-Union	Management	Bargaining Unit	Non-Union	Management	Bargaining Unit
Total Number of Active Employees			#			#

Total Paid Sick Leave Wage Costs (Jan. 1 - Dec. 31, 2025)	Provincially Funded			Non-Provincially Funded		
	Non-Union	Management	Bargaining Unit	Non-Union	Management	Bargaining Unit
Regular Employees	\$	\$	\$	\$	\$	\$
Casual Employees						

NOTE: This schedule must reflect the true headcount of Active employees. Please only count the Active employee once, regardless of the number of classifications worked. If an employee is both Provincially and Non-Provincially funded, count Active status once as Provincially Funded.

Schedule S2: Summary - Total Compensation Costs, Part 1

IMPORTANT: THIS SECTION IS REQUIRED.

ALL EMPLOYER PAID STATUTORY BENEFITS, ALL EMPLOYER PAID GROUP BENEFIT COSTS, AND ALL EMPLOYER PAID SUPERANNUATION COSTS. YOUR REPORT WILL BE RETURNED TO YOU IF ANY OF THE FOLLOWING CELLS ARE LEFT BLANK.

If any of these costs are not applicable to your organization you must indicate this in your email or your report will be returned to you for revision.

If you have any questions regarding Schedule S2 please call our support team at: [1-855-625-3244](tel:1-855-625-3244)

Pay at Premium Pay Rate

These costs are in addition to the pay reported on Schedules N1/M1/B1 at the regular rate.

All Other Wage Costs

Examples include: Severance costs, retroactive payments, one-time labour payments, shift premiums, honoraria, etc.

Employee Expenses and Allowances

Costs incurred by employees while performing their job duties that are reimbursed or provided as a fixed allowance by the organization. Please do **not** include operational costs such as: client transportation, client meal plans, storage fees, stationary, etc.

Statutory Benefits

Mandatory benefits employers are required to provide to employees.

Health & Welfare Benefits and Superannuation

Employer-provided programs that support employees' well-being, such as health, dental, life insurance, and disability coverage.

Superannuation

Employer-sponsored retirement savings plan that provides employees with income after retirement through regular contributions.

Wage Costs		\$	\$	\$	\$	\$	\$
Pay at Straight Time Pay Rate	All Regular Hours	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	All Casual and Additional Hours	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pay at Premium Pay Rate	Working on Statutory Holiday						
	All Other Overtime Pay						
Vacation & Statutory Holiday In-Lieu Pay							
All Other Wage Costs							
Employee Expenses and Allowances		\$	\$	\$	\$	\$	\$
Transportation Allowances							
Meal Allowances							
Other Expenses and Allowances							
Benefit Costs		\$	\$	\$	\$	\$	\$
Statutory Benefits	CPP - Canada Pension Plan						
	EI - Employment Insurance						
	WCB - WorkSafeBC						
Health & Welfare Benefits	EHC - Extended Health Care						
	Dental						
	Group Life						
	AD&D						
	LTD - Long-Term Disability						
	EFAP - Employee & Family Assistance Program						
Other Health & Welfare Benefits							
Super-annuation	MPP - Municipal Pension Plan						
	PSPP - Public Sector Pension Plan						
	Other Superannuation Plan						

Schedule S2: Total Compensation Costs by Funding Source

On Schedule S2, compensation costs must be allocated appropriately under each funding source and employee group. If your agency has difficulty allocating these costs, please use the PF and NPF funding % of total funding calculator at the top of the page as a guideline.

Example:

The agency’s funding indicates that 70% of costs are Provincially Funded and 30% are Non-Provincially Funded. Using this profile, the total CPP cost of \$2,500 for Bargaining Unit employees should be proportionally allocated between the two funding sources.

Below is an example demonstrating how to determine the split using the ratio.

Provincial Funding (70%): $\$2,500 \times 0.70 = \$1,750$

Non-Provincial Funding (30%): $\$2,500 \times 0.30 = \750

Schedule S2: Summary							
Total Compensation Costs between January 1st, 2025 - December 31st, 2025							
This schedule is required for the completion of the report. Please capture the employer's costs . If the value is 0, please enter 0.							
Provincial Funding as % of Total Funding		70.0%	Total Funding Received		\$100,000.00		
Non-Provincial Funding as % of Total Funding		30.0%	Total Compensation Costs		\$2,500.00		
			Compensation Costs Exceed Funding by:		\$0.00		
		Provincially Funded			Non-Provincially Funded		
		Non-Union	Management	Bargaining Unit	Non-Union	Management	Bargaining Unit
Benefit Costs		\$	\$	\$	\$	\$	\$
Statutory Benefits	CPP - Canada Pension Plan	\$1,750.00			\$750.00		
	EI - Employment Insurance						
	WCB - WorkSafeBC						
Health & Welfare Benefits	EHC - Extended Health Care						
	Dental						
	Group Life						
	AD&D						
	LTD - Long-Term Disability						
	EFAP - Employee & Family Assistance Program						
	Other Health & Welfare Benefits						

Schedule S2: Summary - Total Compensation Costs, Part 2

The compensation calculator helps identify when an agency's compensation costs exceed its funding.

The total funding received will be automatically calculated from the Home Schedule, while total compensation costs will be derived from Schedule S2. If compensation exceeds funding, the cell will turn red. In this case, verify that all funding has been reported and that compensation costs are accurate.

Schedule S2: Summary

Total Compensation Costs between January 1st, 2025 - December 31st, 2025

This schedule is required for the completion of the report. Please capture the employer's costs. If the value is 0, please enter 0.

Provincial Funding as % of Total Funding		Total Funding Received	\$0.00
Non-Provincial Funding as % of Total Funding		Total Compensation Costs	\$0.00
		Compensation Costs Exceed Funding by:	\$0.00

Schedule S2: Summary

Total Compensation Costs between January 1st, 2025 - December 31st, 2025

This schedule is required for the completion of the report. Please capture the employer's costs. If the value is 0, please enter 0.

Provincial Funding as % of Total Funding		Total Funding Received	\$0.00
Non-Provincial Funding as % of Total Funding		Total Compensation Costs	\$10,000,000.00
		Compensation Costs Exceed Funding by:	\$10,000,000.00

Verify that all funding and compensation costs are accurate if this cell is red.

Schedule T1: Time to Fill Vacancies and Reasons for Termination, Part 1

Report the average number of calendar days it typically takes to fill vacancies in each job family.

Please report a number for the estimate, not a range. **For example, if a position typically takes 3 weeks to fill, please report "21".**

Hover over the red corner in each job family to see which classifications fall into the category

Schedule T1: Summary

Time to Fill Vacancies & Reasons for Termination

Totals must be aligned with the headcounts of Terminated employees on Schedules T2, T3, and T4. **Red cells indicate misaligned headcounts.**

Average Time to Fill Vacancies

(Between January 1, 2025 - December 31, 2025)

*Days defined as calendar days (i.e., 7 days a week)

Non-Union

		Days*
Paraprofessional Classifications	Financial & Technical	
	Counsellors & Consultants	
	Graduate Degrees & Licensed Professional(s)	
Benchmark Classifications	Financial & Technical	
	Counsellor & Consultants (Employment & Vocational)	
	Front Line Workers	
	Operation Support	
	Supervisors & Coordinators	

Bargaining Unit

		Days*
Paraprofessional Classification	Financial & Technical	
	Counsellors & Consultants	
	Graduate Degrees & Licensed Professional(s)	
Benchmark Classification	Financial & Technical	
	Counsellor & Consultants (Employment & Vocational)	
	Front Line Workers	
	Operation Support	
	Supervisors & Coordinators	

Management

		Days*
	Executive	
	Management	
	Professional	
	Administrative	

Schedule T1: Time to Fill Vacancies and Reasons for Termination, Part 2

If more than one reason applied to a Terminated employee, please only report the primary reason.

Reasons for Termination

(Between January 1, 2025 - December 31, 2025)

Please indicate the number of employees terminated for each reason.

	Non-Union		Bargaining Unit		Management
	Paraprofessional Classifications	Benchmark Classifications	Paraprofessional Classifications	Benchmark Classifications	
Education (return to school)					
Classification change - Promotion with same employer					
Transfer/move to new community					
Expired work permit/change of status in Canada					
Discharged for cause - Unspecified reason					
Resigned - Unspecified reason					
Resigned - Health reasons					
Resigned - Low job satisfaction					
Resigned - Personal and/or family issues					
New Employer - Promotion with new employer					
New Employer - Increase in hours of work					
New Employer - Increase in wages/benefits with new employer					
New Employer - Better working conditions with new employer					
New Employer - Unspecified reason					
Layoff - Program closure					
Layoff - Shortage of work					
Layoff - Limited availability					
Retirement					
Disability					
Death of the employee					
Other					
Don't know					
Total	0	0	0	0	0

NOTE: If you are unsure of the reason for termination, you may look into the Terminated employee's record of employment for a termination code. You can hover over the red triangles shown under the various "Reasons for Termination" to easily cross reference ROE codes.

Schedule T1: Time to Fill Vacancies and Reasons for Termination, Part 3

If you know where the agency's Terminated employees go after working with your agency, please fill in the appropriate section.

Where Do Terminated Employees Go to Work, as Far as You are Aware?

(Of all employees terminated between January 1 - December 31, 2025)

	Non-Union		Bargaining Unit		Management
	Paraprofessional Classifications	Benchmark Classifications	Paraprofessional Classifications	Benchmark Classifications	
Stay in the social services sector					
Health					
Education					
Public administration and other public sector					
Professional, scientific and technical services					
Retail trade, accommodation and food services					
Finance, insurance and real estate					
Information, culture and recreation					
Transportation, warehousing and wholesale trade					
Manufacturing and construction					
Business, building and other support services					
Agriculture and natural resource development					
Other					
Don't know					
Total	0	0	0	0	0

Schedule T2-T4: Demographics of Terminated Employees

On Schedules T2 - T4, please provide the following information for all **Terminated employees, by funder** that you have reported in Schedules N1, M1, and B1, as of December 31, 2025, by demographic group:

- A - Age
- B - Gender
- C - Length of Service
- D - Region

Rows with missing data for Terminated employees that were reported on Schedules N1, M1, and B1 will turn red. **All red-highlighted cells must be filled.**

Schedule T2: Non-Union
Demographic Information of Terminated Employees
Red-highlighted cells must be filled in.

Classification <small>(Classifications auto-populate from Schedule N1)</small>	Funder	Regular (FT/PT) or Casual/ additional hours	Terminated Employees	Number of Terminated Employees by Age, Gender, Length of Service, and Region <small>(Jan. 1 - Dec. 31, 2025)</small>																
				Age (Years)						Gender			Length of Service (Years)				Region			
				<26	26-35	36-45	46-55	56-65	>65	Male	Female	Gender Diverse	<1	1-5	6-10	>10	Interior	Fraser	Northern	Vancouver Coastal
#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	
Subtotals:				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



Classifications and number of Terminated employees will be automatically filled in with the information you entered in previous sections (Schedules N1, M1, and B1).

Report Checklist

HOME SCHEDULE

- Agency Information
- Annual funding
- Number of contracts per funder

SCHEDULE H2: School District & Other Funding Sources

- Flow Through Funding
- BC School District Funding

SCHEDULE Q1: Questions

- Legal status, Service Subdivision, Employer Health Tax, EI Premium Reduction Program, Distribution of Flow-Through Funding
- CLBC & BCH Supplementary Questions
- Payroll/Vendor Systems, Group Benefits, Pension/Retirement Plan, Short Term Illness & Injury Plan

SCHEDULE R1: Recruitment & Retention

- Recruitment situation
- Retention situation

SCHEDULE N1: Non-Union Hours & Employees

- All classifications filled by funder
- Total straight time hours and pay for each classification
- Active, Inactive, On Leave, and Terminated employees recorded
- Ensure no red cells are present

SCHEDULE N2: Non-Union Demographics

- Length of service for Provincially Funded, Active NU employees
- Age and gender for Provincially Funded, Active NU employees
- Group Benefit Participation for Provincially Funded, Active NU employees
- Ensure no red cells are present

SCHEDULE M1: Management Hours & Employees

- All classifications filled
- All salaries and payroll amounts entered
- Active employees, leave and termination for each classification
- Ensure no red cells are present

SCHEDULE M2: Management Demographics

- Length of service for Provincially Funded, Active Management employees
- Age and gender for Provincially Funded, Active Management employees
- Group Benefit Participation for Provincially Funded, Active Management employees
- Ensure no red cells are present

SCHEDULE B1 AND B2: Bargaining Unit Information and Demographics

- Identical to N1 and N2, for Bargaining Unit employees

SCHEDULE S1: Summary of Hours & Employees

- Active full-time and-part time employee headcounts
- Active employees by region and by union
- Separate regular, casual, & overtime hours
- Sick and Paid leave utilization
- Total sick leave wage costs
- Ensure no red cells are present

SCHEDULE S2: Summary of Total Compensation

- Premium pay and employee expenses/allowances for all employee groups
- Statutory Benefit costs
- Health and Welfare Benefit costs
- Ensure no red cells are present

SCHEDULE T1: Termination - Time To Fill & Reasons

- Average time to fill vacancies
- Reasons for termination
- Where Terminated Employees go...

SCHEDULE T2-T4: Termination Information

- All termination demographics for each applicable employee group
- Ensure no red cells are present.

Glossary of Terms

Active (N1, N2, M1, M2, B1, B2) – An employee who works at the agency as of December 31st, 2025.

Average Annual Salary (M1) – The salary amount an individual earned if they worked full-time for the entire year. This amount can be found on the employment contract.

Backfill (N1, M1, B1) – Hours worked by an employee, in addition to their regular hours, to cover the scheduled hours of an absent employee.

Casual Employee (R1, N1, M1, B1, S1) – Employees who work as-needed and/or have irregular working hours.

Classification (N1, M1, B1) – The job title or position held by an employee.

Distribution of Flow-Through Funding (Q1) – Provincial Funding that is passed from one agency to another.

Flow-Through Funding (H2, Q1) – Funding from another agency to provide services.

Full-Time Equivalent (FTE) – Multiple employees who work separate hours to fulfill 1 employee's full-time hours. E.g., Jerry works for 2 days per week with 8-hour shifts, while Anna works for 3 days per week with 8-hour shifts. Together, their total hours equal to one FTE.

Funding Profile – The sum of Provincial and Non-Provincial Funding an agency reports on the Home Schedule.

Hours Paid at Straight Time (N1, M1, B1) – The total number of hours paid at the regular rate, including worked and non-worked hours (e.g., sick/vacation time), but excluding overtime.

Inactive (N1, M1, B1) – Refers to Non-Provincially funded employees that are on any type of leave.

Non-Provincially Funded (NPF) (Q1, N1, M1, B1, S1, S2) – Employees funded by Non-Provincial sources such as First Nations Health Authority, Federal, Municipal and Other Provincial and Territorial Government(s).

Non-Provincial and Provincial % of Total Funding (Home, N1, M1, B1, S2) – Non-Provincial and Provincial Funding divided by Total Funding.

Provincially Funded (PF) (Home, H2, Q1, N1, N2, M1, M2, B1, B2, S1, S2) – Employees funded by Crown Corporations, BC Health Authorities, and BC Provincial Ministries.

Regular Employee (N1, N2, M1, B1, B2, S1) – A full or part time employee who is scheduled for set shifts on a regular basis.

Standard Hours per Year (N1, B1) – The number of hours an employee would have worked if they worked a year without leave.

Superannuation (S2) – Pension or retirement savings plan. A retirement savings system where individuals and their employers contribute money over their working years to provide income during retirement.

Termination (N1, B1, M1, T1-T4) – End of an employee's work with the organization, whether it be voluntary or involuntary. This includes retirement, discharge with cause, or a resignation.

Total Compensation Cost (S2) – The sum of wages, expenses and allowances, and benefits costs.

Total Straight Time Pay (N1, M1, B1, S2) – The actual amount earned within the reporting period.

Weighted Average Hourly Pay (N1, B1, Wage Calculator) – The sum of straight time wages divided by the total number of paid straight time hours.

We welcome your comments and feedback on this guide.

If you have any questions or comments, please contact CSSEA's Finance, Research and Knowledge Management Department.

Phone: 1-855-625-3244

Email: report@cssea.bc.ca