HSCIS File Developer Tool User Guide

HEALTH S.U.C.H. Compensation
Corporate Services Division

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BRITISH COLUMBIA | Ministry of Health

Contents

Overview

Purpose

The HSCIS Developer Tool is designed to assist affiliates in meeting HSCIS reporting requirements. This tool enables users to input, compile, and modify payroll and compensation data within an Excel workbook and subsequently export the data in the required HSCIS .txt file format.

Scope

This document provides instructions for using the HSCIS File Developer Tool to prepare payroll and compensation data for HSCIS reporting.

It does not cover the process for submitting the generated .txt file to HSCIS or reviewing error reports. For those steps, refer to the latest HNFile for HSCIS Guide available on the HEABC website.
https://www.heabc.bc.ca/Page32.aspx

Features

The HSCIS File Developer Tool provides the following capabilities:
- **Data Entry** – Manually input payroll and compensation data.
- **Data Import** – Copy/paste data from external sources into the workbook.
- **Data Validation** – Check and validate data for accuracy and completeness.
- **Report Archiving** – Save and store previous reports for reference.
- **Data Clearing** – Remove existing data from the workbook when needed.
- **File Export** – Generate and extract the report in the required .txt format for submission to the HSCIS Web Application

Support

For support, contact the Ministry of Health HSCIS Support at:
HLTH.HscisSupport@gov.bc.ca

Definitions and Acronyms

Terms used throughout this document are described below.

Acronym or Term	Full Description/Name
HSCIS	Health Sector Compensation Information System
HEABC	Health Employers Association of BC
HNFile	Name of the data file submitted to the HSCIS Database
.TXT	The file extension/file type required by the HSCIS Database

Access and Software Requirements

The following access and/or tools are required to complete this process:

Microsoft Office 365 – Required to use Excel Macros.
HSCIS User Access – Required for submitting the file to the HSCIS Application.
Website - https://hscis.hlth.gov.bc.ca/
Access Request - Contact HLTH.HSCISSupport@gov.bc.ca

Security

The HSCIS File Developer Tool requires Excel Macros to be enabled for proper functionality. Enabling Macros can pose security risks. To mitigate these risks:
Open only trusted files – Do not enable macros in workbooks from unknown or unverified sources.
Verify the sender – Ensure the tool is received only from the official HSCIS email address: HLTH.HscisSupport@gov.bc.ca
Do not share copies – Redistribution of the tool outside approved channels is prohibited.
Keep Office security settings enabled – Do not disable Protected View or other security settings.

To obtain an official copy of the tool, contact HLTH.HscisSupport@gov.bc.ca.

Reference Materials

The following resources provide additional guidance and supporting information for HSCIS reporting.

- HNFile for HSCIS Guide
  - *Instructions for using the HSCIS Web Application and submitting reports.*
  - https://www.heabc.bc.ca/Page32.aspx

- HSCIS Classification Code Table
  - *Lists employee job functions and their corresponding HSCIS codes.*
  - https://www.heabc.bc.ca/Page83.aspx

- HSCIS Code Tables
  - *Provides codes for designated Groups, Gender, job Status, Termination, Union, and more.*
  - https://www.heabc.bc.ca/Page83.aspx

- HSCIS Format and Validation Document
  - *Defines HSCIS data fields and their position in the .txt file.*
  - https://www.heabc.bc.ca/public/HSCIS/PDF/HSCISHNFormatValidationDocument.pdf

Workbook Overview

The HSCIS File Developer Tool consists of three primary worksheets that users will utilize to complete the reporting process:

1. **TITLE PAGE** – Contains key sections and functions required for preparing and validating your report.
2. **ENTER DATA** – Used to input and manage employee-level payroll and compensation data for HSCIS reporting.
3. **CODE TABLES** – Provides embedded HSCIS Code Tables for easy reference.

TITLE PAGE – Worksheet

The 'TITLE PAGE' worksheet contains key sections and functions required for preparing and validating your report.

Extract Information

Displays the reporting period and the date the data was extracted by the user.
Purpose: Ensures accurate tracking of the date the data was extracted.

Extract Information Section – TITLE PAGE – HSCIS File Developer

HNFile Preparer Contact Information

Contains details of the individual completing the report.
Purpose: Supports internal auditing and tracking by affiliates.

HNFile Preparer Contact Information Section – TITLE PAGE – HSCIS File Developer

Data Checks

Provides a summary of validating gross errors before submission.

Data Checks

Data Field	Min	Max	Total Balance
D14 Wage rate	23.38	65.12	N/A
D15 Regular Paid hours	0	523	2497.77
D17 Vacation Hours Used in the Year	0.00	132.00	200.75
D37 Sick Leave Bank	0.00	1159.35	3156.68
D64 CPP	0.00	1540.30	6614.04
D65 EI	0.00	586.59	2866.53

These fields auto-populate based on the data submittted in the 'ENTER DATA' worksheet. Check that the values and balances align with the reporting in your payroll system before extracting the data.

Data Field	Casual	Part Time	Full Time
D16 Job Status (Number of Employees)	3	10	10
		Total Unique SIN	23

These fields auto-populate based on the data submitted in the 'ENTER DATA' worksheet. Check that the number of employees allign with your payroll system before exporting the data.

Data Checks Section – TITLE PAGE – HSCIS File Developer

Functions/Buttons

Contains four integrated functions for managing data and generating reports.

Functions/Buttons

Archive Data	Format Dates to TEXT Format	Export Data to .txt	Clear Data

Functions/Buttons Section – TITLE PAGE – HSCIS File Developer

Archive Data - Button

Saves a copy of the '*TITLE PAGE*' and '*ENTER DATA*' worksheets in a separate workbook named: *HSCIS Data Archives as of YYYY-MM-DD HH-MM-SS*.
Purpose: Allows historical data reference or reuse.

"Archive Data Button" – TITLE PAGE – HSCIS File Developer

Format Dates to TEXT - Button

Reformats date fields in the '*ENTER DATA*' worksheet to the required format before exporting the data.

Note: The dates need to follow the YYYY-MM-DD ordering to be accepted by the HSCIS application. Ensure that the ordering and '-' are input correct into the workbook.

Export Data to .txt Format - Button

Generates the .txt file required for HSCIS submission by running macros to extract and format the data.

"Export Data to .txt Format" Button – TITLE PAGE – HSCIS File Developer

Clear Data - Button

Archives current data, then clears dollar and hour fields in the '*ENTER DATA*' workbook for the next reporting period.

"Clear Data" Button – TITLE PAGE – HSCIS File Developer

Note: Base employee information remains for convenience; other fields can be manually cleared if needed.

ENTER DATA – Worksheet

The '**ENTER DATA**' worksheet is used to input and manage employee-level payroll and compensation data for HSCIS reporting.

Data Fields & Descriptions

The header row lists all required data fields.

Data Fields & Descriptions – ENTER DATA – HSCIS File Developer

Note: Hover over any header cell to view a description of the field and its reporting requirement.

Employee Records

Each row represents a unique employee record. Users must enter as much information as possible for each employee to ensure accurate reporting.

Employee Records – ENTER DATA – HSCIS File Developer

Note: Unlike the HSCIS Manual Data Entry Method, the .txt extract generated by this tool reports individual employee data, not aggregated data by Designated Group.

- *Each employee's detailed information is recorded on a single line/row.*
- *This approach ensures comprehensive reporting for every employee.*

CODE TABLES – Worksheet

The '*CODE TABLES*' worksheet provides reference information required for accurate data entry and validation.

HSCIS CODE TABLES

This section contains official HSCIS Code tables for easy reference. Users should refer to these tables when entering data to ensure compliance with HSCIS reporting requirements.

	CODE	DESCRIPTION
HSCIS CODE TABLES		
	CODE	**DESCRIPTION**
DESIGNATED GROUP	A	Ambulance Paramedics and Dispatchers = (HEABC Ambulance Paramedics and Dispatchers agreement)
	B	Bargaining Unit Equivalent = (Non-union positions that would be included if a union existed)
	C	Community = (HEABC Community Subsector agreement)
	D	Physicians on staff = (Physicians on staff)
	E	Executive/Excluded = (Executive, Management, and confidential staff)
	F	Facilities = (HEABC Facilities Subsector agreement)
	N	Nurses = (HEABC Nurses Subsector agreement)
	P	Health Science Professionals/Paramedicals = (HEABC Health Sciences / Paramedical agreement)

HSCIS CODE TABLES – CODE TABLES – HSCIS File Developer

Validation Ranges - Section

This section lists predefined value ranges used to validate reported data.

		Range	Value
133	**VALIDATION RANGES**		
134		**Range**	**Value**
135	DOB	MIN	14
136		MAX	80
137			
138		**Range**	**Value**
139	WAGE RATE	MIN	13.50
140		MAX	200.00
141			
142		**Range**	**Value**
143	REGULAR PAID HOURS	MIN	0.00
144		MAX	2200.00
145			
146		**Range**	**Value**
147	CPP	MIN	0.00

Validation Ranges – ENTER DATA – HSCIS File Developer

Instructions

Overview Instructions

The following are overview steps. For more detailed instructions, see the Instructions section.

1. **Complete the Title Page Information -** In the '*TITLE PAGE*' worksheet, enter details in the '*Extract Information*' and '*HNFile Preparer Contact Information*' sections.
2. **Enter Employee Data -** In the '*ENTER DATA*' worksheet, input employee information. Each row represents a unique employee.
3. **Validate Data -** Review the '*ENTER DATA*' worksheet for errors. Correct all cells highlighted in red until no errors remain.
4. **Perform Data Checks -** On the '*TITLE PAGE*' worksheet, review the '*Data Check*' section for gross errors:
   - Confirm the Record Count matches the number of employees being reported.
   - Verify that the Max and Min values are within a reasonable range.
   - Ensure totals for Sick Leave Bank, CPP, and EI align with your payroll system.
5. **Archive Data -** On the '*TITLE PAGE*' worksheet, click '*Archive Data*' to save a snapshot of the prepared data.
6. **Format Dates -** On the '*TITLE PAGE*' worksheet, click *'Format Dates to TEXT Format'* to apply the required date format.
7. **Export Data -** On the '*TITLE PAGE*' worksheet, click '*Export Data to .txt Format*' to generate and save the report in the required .txt format.
8. **Submit to HSCIS -** Log into the HSCIS Web Application and upload the .txt file. Refer to the HNFile User Guide for instructions on accessing the application, submitting reports, and reviewing the Validation Report. https://www.heabc.bc.ca/Page32.aspx
9. **Prepare for Next Reporting Period -** On the '*TITLE PAGE*' worksheet, click '*Clear Report*' to reset the workbook for future use.

Detailed Instructions

These steps guide users through the process of using the HSCIS File Developer Tool. For assistance, contact HLTH.HSCISSupport@gov.bc.ca

**[STEP 1]   Download and Save the HSCIS File Developer**

1.1. The HSICS File Developer Tool is available by request only and will be delivered via email from HLTH.HscisSupport@gov.bc.ca.

- Do not download or open copies received from any other source or email address.

1.2. Open the email from HLTH.HSCISSupport@gov.bc.ca and verify that the sender email address matches exactly.

1.3. Click the attached 'HSCIS File Developer Tool' Excel workbook and download it to your computer.

1.4. Save the workbook in a secure location within your files.

[STEP 2]   Enable Macros/Content

2.1. Open the workbook.

2.2. When opening the workbook for the first time, a Security Warning will appear at the top of the Excel window.

- Click '*Enable Content'* to activate the macro for this workbook only.
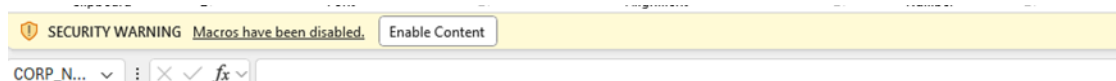
2.3. When prompted "*Do you want to make this file a Trusted Document?*", Click "*Yes*".
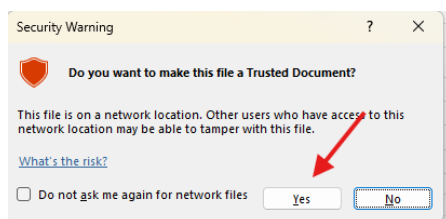
Important Notice: Only enable macros from workbooks obtained from trusted sources. Maros from unverified sources may contain malicious code that can compromise security.

[STEP 3] Enter Information in the 'TITLE PAGE'

3.1. Navigate to the '*TITLE PAGE*' worksheet by selecting the '*TITLE PAGE*' tab at the bottom of the window.
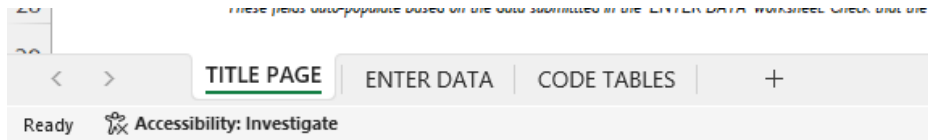
3.2. In the '*Extract Information*' section, input the information into the first 4 fields.

Note: These fields are included in the .txt extract submitted to HSCIS. If the corporate Employer Number or Legal Name is unknown:

- *Log in to the HSCIS Web Application and review the Org Info section, or*

- *Contact HLTH.HscisSupport@gov.bc.ca for assistance.*

3.3. In the '*HNFile Preparer Contact Information*' section, enter details into the five fields provided.

HNFile Preparer Contact Information

Name:

Position:

E-mail:

**Phone Number:**

Date Data Prepared:

Note: The information supports internal auditing by your organization. These fields are not included in the .txt extract submitted to HSCIS.

[STEP 4]   Enter Data in the 'ENTER DATA' Worksheet.

4.1. Navigate to the '*ENTER DATA'* worksheet by clicking the tab at the bottom of the workbook.

4.2. Input the employee data into the applicable fields:
- **Manual Entry**: Data can be entered one cell at a time. Ensure each entry corresponds to the correct employee.
- **Copy/Paste**: If pasting data, use the '*Paste Values only'* to retain the tools formatting structures.
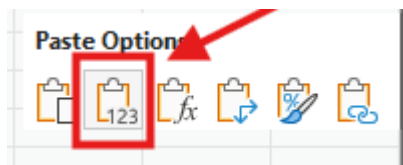
Note: The organization determines how to compile the data before entry. The HSCIS File developer Tool is designed solely to generate the .txt file required for HSCIS submission. For guidance on compiling data, contact hlth.hscissupport@gov.bc.ca.

4.3. Validate Data and Codes.

    4.3.1.   Click on any header cell in the '*ENTER DATA'* worksheet to view a description of the field and expected values/codes.

    4.3.2.   Refer to the '*CODE TABLES'* worksheet for HSCIS-Specific codes and their corresponding fields.

    4.3.3.   User the [HSCIS Classification Codes](#) to assign the correct Designated Group and Classification Code combination.

Important Notes:

    SIN: Must be reported without dashes (i.e. 999999999).
    Dates: Must be reported as YYYY-MM-DD (i.e. 2025-10-26).
    Reporting Level: Data is reported at the employee and site level. Each row represents compensation earned by one employee at a specific worksite.
    Employe at Multiple Worksites: Create separate records for each worksite the employee works at. Use D4 Site Employer Number to designate the worksite the compensation earned at that site.
    Employees with Multiple Positions: Create separate records for each position/job function to reflect the compensation eared in that role.

[STEP 5]   Review and Correct Errors in the "ENTER DATA" Worksheet

    5.1.   In the '*ENTER DATA'* worksheet, review all cells highlighted in red and correct errors.

Why cells are highlighted:

- Required data is missing.
- Entered values are outside acceptable ranges.
- Incorrect codes were input.

Actions to Correct Errors:

- Blank highlighted cells: Enter the required data for that field.
- Highlighted cells with values:
  - Verify that the values comply with the HSCIS Code Tables.
  - Ensure values fall within the HSCIS Validation Limits.

**[STEP 6]   Review the "Data Checks" section on the TITLE PAGE**

6.1. Navigate to the '*TITLE PAGE*' worksheet.

6.2. Scroll down to the '*Data Checks*' section.

6.3. Review the data checks to identify potential gross errors:

- **D14 Wage Rate –** Verify that the Min and Max wage rates align with your organization's wage data.
- **D15 Regular Paid Hours –** Verify that the Min and Max values match expected employee records.
- **D17, D37, D64, D65 –** Verify that the Min and Max values are reasonable and that the Total Balance (sum of all records) matches your payroll system totals.
- **D16 Job Status -** Verify that the counts for Casual, Part-Time, and Full-Time employees align with your system records.
- **Record Count –** Confirm that the record count matches the number of employee records you intend to report.

6.4. Correct any discrepancies identified during the review by updating the data in the '*ENTER DATA*' worksheet.
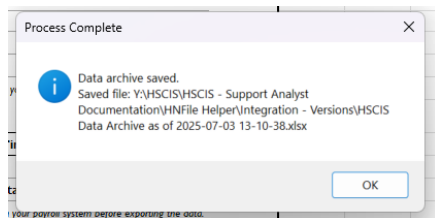
[STEP 7]   Archive the Data

7.1. On the '*TITLE PAGE*' worksheet, click the '*Archive Data*' button.
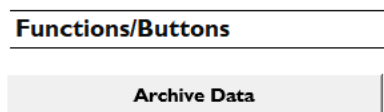
7.2. In the 'Confirm Archive' pop-up, click 'Yes' to proceed.
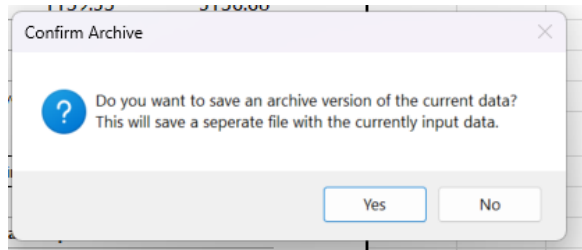
7.3. Wait for the Macro to complete. When finished, a pop-up labeled '*Process Complete'* will appear. Click '*OK*' to close the box.

What happens during the archiving:

- The '*TITLE PAGE'* and '*ENTER DATA'* worksheets are saved in a new workbook.
- The archived workbook is automatically stored in the same location as the HSCIS File Developer Tool.
- The file name format is: *HSCIS Data Archive as of YYYY_MM_DD HH-MM-SS*


Important Notes:

- The archived workbook is a snapshot of the data at that point in time and does not retain the tool's functionality.
- Archived data can be copied back into the tool later if needed.

7.4. If you receive a warning that Excel cannot run the macro, refer to '*STEP 12: Troubleshooting Buttons'*.

[STEP 8]   Format Dates to Text Format (If data pasted into the workbook)

8.1. The extract process can only read dates that are in YYYY-MM-DD ordering and 'TEXT' format. This button will reformat the cells from a 'DATE' cell to a 'TEXT' format cell.

8.2. Click the '*Format Dates to TEXT Format*' button.

8.3. Click 'OK'
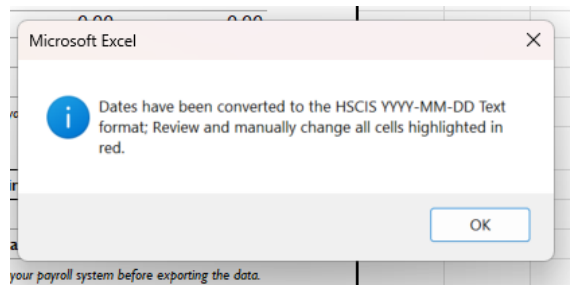
8.4. In the '*ENTER DATA*' worksheet, review the worksheet for date cells highlighted in yellow, red, or left blank.

8.5. **If** there are errors, correct the errors by:

8.5.1. Select the cell containing an error.

8.5.2. Delete the value in the cell.

8.5.3. Convert the cell to 'TEXT':

8.5.3.1. Select the cell requiring formatting.

8.5.3.2. Click the format drop down menu.
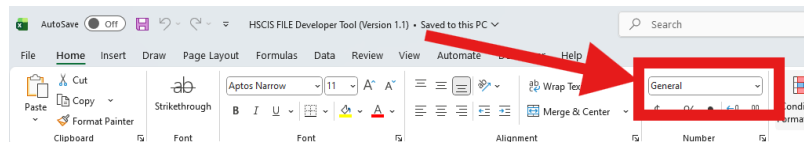
8.5.3.3. Select the 'Text' option.
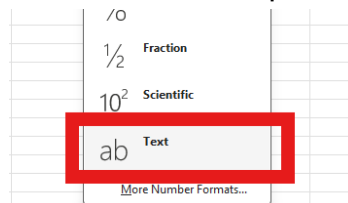
8.5.4. Type in the correct date by manually inputting the correct date in the YYYY-MM-DD Format.
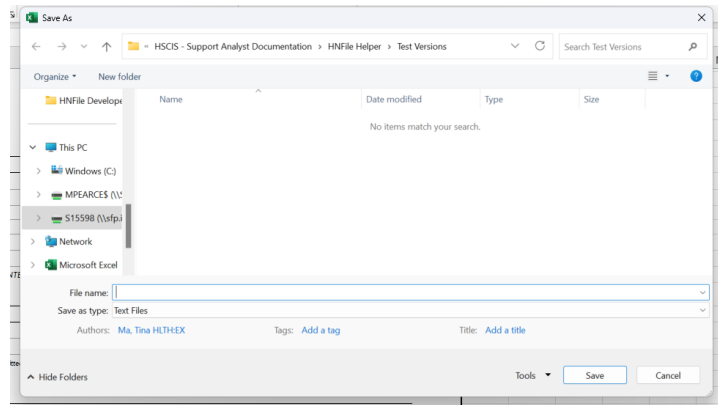
Note: The cell must be in 'text' format type for the extract to function correctly.

[STEP 9]   Export the Report

9.1. On the '*TITLE PAGE*' worksheet, click the '*Export Data to .txt*' button.

Export Data to .txt

9.2. In the '*Save As*' dialogue box, enter a file name and choose a location for the exported file, then click '*Save*'.
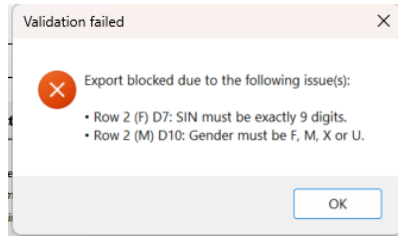

9.3. Allow the Macro to run. When the process is complete, a confirmation pop-up will appear stating that the data has been successfully exported. Click '*OK*' to close the message.
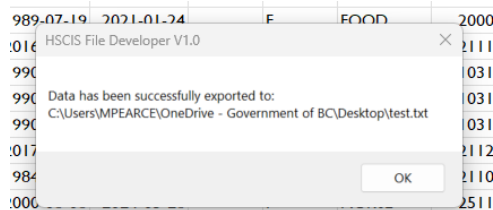
9.4. Submit the exported .txt file through the HSCSI Web Application.

[STEP 10]   Validation - Validation Failed

10.1. During the export process, tool performs a quick validation check on a subset of fields. If errors are detected, follow these steps:

Validation failed ✕

Export blocked due to the following issue(s):

• Row 2 (F) D7: SIN must be exactly 9 digits.
• Row 2 (M) D10: Gender must be F, M, X or U.

[OK]

10.2. A new worksheet labelled '*VALIDATION ERRORS'* will appear in the workbook. Click this worksheet to review the issues.

Validation Errors

10.3. Review the error details provided in the worksheet:

	A	B	C	D	E	F
1	Timestamp	Section	Row	Column	Field	Message
2	2025-12-08 16:22	Detail	2	F	D7	SIN must be exactly 9 digits.
3	2025-12-08 16:22	Detail	2	M	D10	Gender must be F, M, X or U.

- **Time Stamp**: When the error was identified.
- **Section**: The worksheet where the error occurred.
- **Row:** The row number of the error.
- **Column:** The column number of the error.
- **Field:** The data field associated with the error.
- **Message**: A general description of the issue.

10.3.1. Compare the noted cells against the requirements outlined in the HSCIS Format and Validation Document.

10.3.2. Correct the errors in the '*ENTER DATA'* worksheet and return to **Step 9** to export the data again.

10.3.3. If you are unable to export the file and believe the data is correct, contact the Ministry of Health Helpdesk at HLTH.HSCISSUPPORT@GOV.BC.CA.

Note: Not all validations are programmed into this workbook. Additional errors may still be identified during submission to the HSCIS Web Application.

[STEP 11]   Handling Export Errors

If errors occur during the export process, review the following common messages and corrective actions:

11.1. Error Message: "The 'Extract Information' section in the 'TITLE PAGE' worksheet cannot be empty. Please Verify."
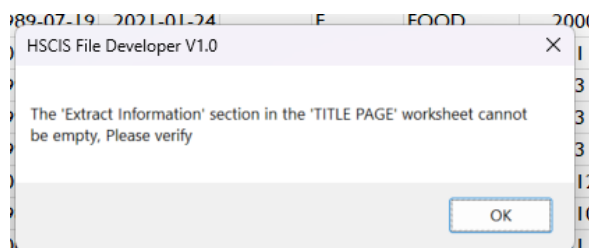
- Ensure cells B8, B10, and B14 in the TITLE PAGE Worksheet are completed with the required information.
- After updating, click 'Export Data to .txt Format' again.

11.2. Error Message: "There are no employe records recorded, please verify the 'ENTER DATA' sheet."
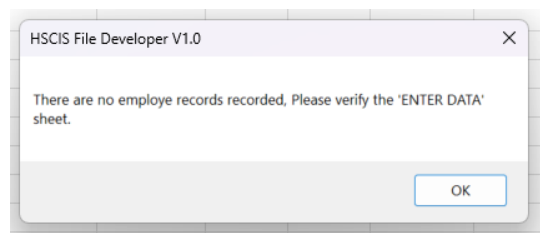
- Confirm that at least one employee record is entered in the 'ENTER DATA' worksheet.
- Add the required data and retry the export.

11.3. Error Message: "The export is unsuccessful. Please contact ministry of Health Helpdesk HLTH.HSCISSUPPORT@GOV.BC.CA".

- This indicates a macro error. Contact the Ministry of health Help Desk for assistance. HLTH.HSCISSUPPORT@GOV.BC.CA

11.4. Application Crashes or File the buttons are not functioning.
- Contact the Ministry of health Help Desk for assistance. HLTH.HSCISSUPPORT@GOV.BC.CA

[STEP 12]   Submit the .txt report to the HSCIS Web Application

12.1. Upload the exported .txt file to the HSCIS Web Application.
  12.1.1. Refer to the Access Administrator's Guide for detailed instructions on:
  - Navigating the HSCIS Web Application.
  - Uploading the report.
  - Verifying that the submission was successful.

Resource: Access Administrator's Guide

[STEP 13]   Review the Validation Report from the HSCIS Web Application

13.1. Approximately 15-20 minutes after submission, retrieve the HSCIS validation Report from the Payroll tab in the HSCIS Web Application.
13.2. Refer to the access Administrator Guide for detailed instructions on:
  - Navigating to the payroll tab.
  - Accessing and reviewing the validation report.
  - Confirming that the submission was successful and addressing errors noted.
13.3. Correct the errors and resubmit the report.

Resource: Access Administrator's Guide

[STEP 14]   Clear the Report

14.1. Ensure the reporting period is complete and your organization has successfully submitted its data to HSCIS before proceeding.
14.2. **If** manually typing/inputting the data into the cells:
  14.2.1. The '*Clear Report'* button was created for those manually inputting data into the cells. Similar to the original Data Enty reporting method, this button only clears cells with reported

hour or dollar fields. This is done to retain the employee base information to make manual reporting easier.

Note: It is recommended to wait until the next reporting period before clearing the tool, as the ministry may request data corrections.

14.2.2. On the '*TITLE PAGE*' worksheet, click the '*Clear Report*'.
  • This action removes variable data fields while retaining key fields such as Employee Numbers, and SIN to simplify future manual reporting.
  • An archived copy of the data is automatically saved to your computer before clearing, ensuring the previous dataset is preserved for future reference.
14.2.3. If desired, clear the remaining data fields or update the employee information that has changed.
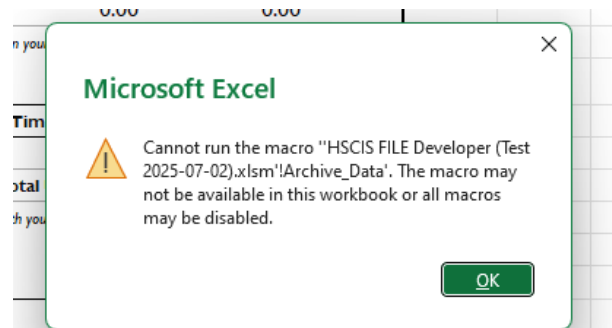14.3. **If** copying and pasting data:
  14.3.1. Download the latest version of the report to start with a cleared workbook.
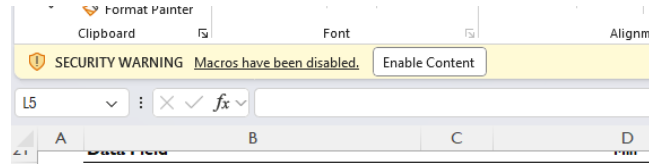14.4. Enter data for the new reporting period.

[STEP 15]   Troubleshooting Button Issues
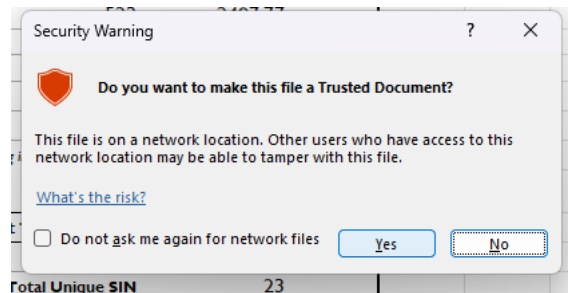15.1. If you receive a warning stating that Excel cannot run the macro, follow these steps:
  15.1.1. Click '*OK*' in the message box.

15.1.2. In the 'SECURITY WARNING banner that says, '*Macros have been disabled*', click '*Enable Content*' to allow macros to run in this workbook.

15.1.3. When prompted by the '*Security Warning*' pop-up box, click '*Yes*'.

Revision History

Date	Description of Changes	Author	Approved By
2025-12-22	Initial Version – 1.0	Merin Pearce	Catherine Hoefer
2025-12-30	Format Dates Macro Update -1.1	Merin Pearce	Catherine Hoefer