

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Record Type	Subcode	Subcode	First Day of Pay Period	Last Day of Pay Period	Employer Name	Last Day of Period Submitted									
2	H or D			20230101	20230131		20230131									
3																
4	Record Type	First Day of Pay Period	Last Day of Pay Period	SIN	Last Name	First Name	Hours Worked	Hours Earned	Gross Hourly Wage Rate	Total Gross Wages	Working Dues	Employer H&W Contribution	Employee H&W Contribution	Employer PP Contribution	Employee PP Contribution	Province of Employment
5	R or A	20230101	20230131				0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	R or A	20230101	20230131				0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	R or A	20230101	20230131				0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	R or A	20230101	20230131				0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	R or A	20230101	20230131				0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	R or A	20230101	20230131				0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	R or A	20230101	20230131				0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	R or A	20230101	20230131				0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
13																
14	Record Type	Total Training Hours	Total Training Contributions													
15	T	0.00	0.00													
16																
17																
18																
19	H = Regular Header															
20	D = Adjustment Head															
21	R = Regular Record															
22	A = Adjustment Record															
23	T = Trailer															
24																
25	- No spaces in the SIN number															
26	- Alpha fields must be in CAPITAL LETTERS															
27	- Prior month adjustments must be submitted as a separate file															