

2483 Government Reporting



Objectives



- **Describe the 2483 reporting requirements**
- **List the SF Learning 2483 required reference fields**
- **Import data related to 2483 reporting**
- **Configure user, item, and scheduled offering records to be included in 2483 reporting**
- **Capture training hours and hours spent outside of work in a training event**
- **Capture costs associated with a training event**
- **Run reports to extract the 2483 reporting information on individual users and organizations**

2483 Reporting Overview



- **DIF (*Droit Individuel à la Formation*)**
 - A.K.A. *Individual Entitlement to Training*
 - 20 hours / year (can be accumulated over 6 years to a limit of 120 hours)
 - Covers permanent staff (in French CDI or *Contrat à Durée Indéterminée*)
 - Temporary staff (worked for 4 months or more during the last 12 months)
- **POP (*La Prestation d'Orientation Professionnelle*)**
 - A.K.A. *Provision of Vocational Training*
 - Available to everyone

2483 Reporting Overview



- **Eligible companies**
 - Operating in France
 - Greater than 10 employee
- **Eligible companies must provide**
 - 20 hours DIF training each year per employee
 - Fund DIF and POP programs
 - Prepare Tax Form 2483 each year with:
 - the amount of money spent on all types of training
 - the contributions to DIF and POP funds
 - the hours of training provided (inside and outside DIF and POP programs)
 - a request for reimbursement for each course attended

Reference Fields



Reference Fields



- **Country**
 - Specify start date and month of the financial year for countries to be included in 2483 reporting
- **2483 Legal Program**
 - E.g., DIF, CIF, etc.
- **2483 Legal Entity**
 - E.g., France, Product Management, etc.
- **2483 Employee Class**
 - E.g., Labourers, Technicians, etc.

Import Data



User Import



⊕ Application Admin

⊕ Security

⊕ Automatic Processes

⊕ Configuration

⊕ Custom Columns

⊖ **Tools**

Admin Passwords

Attachments Utilization

Direct Link

Label Import/Export

Learning Event Synchronization

Import Data

Legacy SCORM Import

Background Jobs

License

Import Data [Help](#)

> Import Data

Import Data

Data provided must be in the format specified in the template.

*** = Required Fields**

*** Action:** ☒ Import Data ☐ Download Template

*** Record Type:**

*** Import Option:**

*** Import File:**

*** Time Zone ID:**

Import Results

User Import



- **User Data Import Assistant**
 - Flag users to be included in government reporting
 - Specify user legal entity and employee class
 - Upload hourly rate and currency

B6 <input type="text"/> f_x							
	A	B	BJ	BK	BL	BM	BN
1	User ID	Active (*required)	Include in government reporting	2483 Legal Entity	2483 Employee Class	Hourly Rate	Hourly Rate Currency
2	JMARR	YES	YES	FRANCE	Labourer	30 EUR	
3	LYEABEL	YES	YES	FRANCE	Labourer	40 EUR	
4							

Government Reporting DIF Data



Application Admin

Security

Automatic Processes

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Import Data [Help](#)

> Import Data

Import Data

Data provided must be in the format specified in the template.

*** = Required Fields**

*** Action:**

☒ Import Data ☐ Download Template

*** Record Type:**

Government Reporting ▼

*** Import Option:**

Add ▼

*** Import File:**

Choose File

No file chosen

*** Time Zone ID:**

Eastern Standard Time (America/New York) ▼



Submit

Import Results

Government Reporting DIF Data



- **Government Reporting Data Import Assistant**
 - Download the government reporting template
 - Enter User ID, Year, Country, and DIF Limit for each user
 - Upload the hours data into SF Learning

B6   f_x				
	A	B	C	D
1	User ID (*required)	Year (*required)	Country (*required)	DIF Limit
2	JMARR	2012	FR	40
3	LYEABEL	2012	FR	30
4				

Record Configurations



Record Configurations



- **User Configurations**
 - Include in government reporting
 - DIF hours (must be uploaded using the Data Import Assistant)
 - 2483 legal entity
 - 2483 employee class
 - Hourly rate
 - Currency

Record Configurations



Jane Doe (LING01) - Related

Phone Numbers

Registration

Government Reporting

Requests

Online Status

Assessments

Commerce

Account Code

Catalog Preview

Preferences

Approval Role

Approvals

Government Reporting

Edit the Government Reporting for the User

Sections that cannot be edited are not accessible. [Access all sections in view](#)

Include in government reporting: ☒

DIF Hours (Financial Year 2011)

Allocated: 20.00 Used: 10.00 Remaining: 10.00

2483 Legal Entity: France

2483 Employee Class: Labourer

Hourly Rate: 50.00 AUD

References

Countries

> Search > Search Results > Edit Country

Country ID: FR

Edit the Country Reference

Description: France

Government Reporting

Financial Year: March 1

Financial Year is determined by the country

Allocated DIF Hours, Year, and Country are uploaded using the Data Import Assistant

Apply Changes

Reset

Record Configurations



- **Item configurations**
 - Include in government reporting
 - 2483 Legal Entity
 - Training Type (Internal / External)

The screenshot shows a web application window titled "Underwater Basketweaving (COURSE KL1 (Rev 1 - 9/20/2011 1819)) - Re...". On the left is a vertical navigation menu with buttons for "Evaluations", "Instructors", "Notifications", "Objectives", "Requests", "Government Reporting" (which is highlighted with a yellow arrow), "Profit Centers", "Cost Calculation", and "Documents". The main content area is titled "Government Reporting" and contains a section "Edit the Item" with the text "Sections that cannot be edited are not accessible. [Access all sections in view mode.](#)". Below this, there are two configuration options: "Include in government reporting:" with a checked checkbox, and "2483 Legal Entity:" with a dropdown menu showing "Product Management". Below that is "Training Type:" with a dropdown menu showing "Internal". At the bottom right of the form are two buttons: "Apply Changes" and "Reset".

Record Configurations - Offering



- **Scheduled Offering Configurations**

- Include in government reporting (item must be included)
- 2483 Legal Entity
- Training Type (Internal / External)

The screenshot shows a web application window titled "Underwater Basketweaving (1641) - Related". On the left is a sidebar with navigation buttons: "Contacts", "Government Reporting" (highlighted with a yellow arrow), "Materials", "Notifications", "Cost Calculation", "Cost Summary", "Pricing", and "Chargeback". The main content area is titled "Government Reporting" and contains the heading "Edit the Scheduled Offering". Below this heading is a note: "Sections that cannot be edited are not accessible. [Access all sections in view mode.](#)". The configuration options include a checkbox for "Include in government reporting:" which is checked. Below this are two dropdown menus: "2483 Legal Entity:" set to "Product Management" and "Training Type:" set to "Internal". At the bottom right of the form are two buttons: "Apply Changes" and "Reset".

Learning Event Recorder



Learning Event Recorder



- **Learning event 2483 attributes:**
 - 2483 Program
 - 2483 Program Hours – Can be split across multiple programs
 - Hours Outside of Work
 - 2483 Legal Entity
 - 2483 Employee Class
 - Hourly Rate (can only be changed by an admin)
 - Currency
 - Included in Report

Learning Event Recorder (Admin)



Record Learning - Financial

[Help](#)

> Step 1 > Step 2 > Step 3 > Step 4 > Step 5 > Step 6

Step 6: Edit Government Reporting Information

[Previous](#) [Next](#)

Total Hours(Learning Event): 8.00

Apply Default
Program:

 [Apply](#)

User	2483 Program	2483 Program Hours	Hours Outside of Work	2483 Legal Entity	2483 Employee Class	Hourly Rate	Include in Report
LING01 (Bear, Gummy)	<input type="text" value="Individual Right to Training"/>	<input type="text" value="8.00"/> More	<input type="text" value="8.00"/>	<input type="text" value="Product Management"/>	<input type="text" value="Labourers"/>	<input type="text" value="60.00"/> <input type="text" value="USD (US Dollar)"/>	<input checked="" type="checkbox"/>
MARIRMAAS (Maas, Maria R)	User not eligible for government reporting.						

Select Programs

Programs for Bear, Gummy

Select	2483 Program	2483 Program Hours
<input type="checkbox"/>	AA (AA)	<input type="text"/>
<input type="checkbox"/>	DIF (DIF)	<input type="text"/>
<input type="checkbox"/>	CIF (CIF)	<input type="text"/>
<input type="checkbox"/>	VAE (VAE)	<input type="text"/>
<input type="checkbox"/>	PROF (PROF)	<input type="text"/>
Total		0

[OK](#)[Cancel](#)

Online Item Learning Event (User)



- **Learning event 2483 attributes:**
 - Included in report
 - Hourly Rate (user cannot change)
 - 2483 Legal Entity
 - 2483 Employee Class
 - 2483 Program
 - 2483 Program Hours – Can be split across multiple programs
 - Hours Outside of Work

Online Item Learning Event (User)



Verify Learning Events [Help](#)

Verify Learning Events → E-Signature & 2483 Government Reporting

Surface Basketweaving

COURSE KL3

Revision: 1 - 10/10/2011 01:22 PM Eastern Standard Time

Completed: 10/21/2011 05:51 PM Eastern Standard Time Katyah completion w/ e-sigs

E-Signature

* = Required Fields

* User Name:

* PIN:

Meaning Code: 1

Description: 1

Comments:

Government Reporting

☒ Include learning event in 2483 government report

Total Hours (Learning Event):

Hourly Rate: 50.00 Australian Dollar

* 2483 Legal Entity:

2483 Employee Class:

* 2483 Program: [+ Add 2483 Program](#)

2483 Program	2483 Program Hours	Remove
DIF	<input type="text"/>	<input checked="" type="button" value="X"/>

DIF Hours (Financial Year 2011)		
Allocated	Used	Remaining
20.00	10.00	10.00

Hours Outside of Work:

Learning Event Editor



- **Government reporting**
 - Included in report
 - Total Hours
 - Hourly Rate (Currency)
 - 2483 Legal Entity
 - 2483 Employee Class
 - 2483 Program
 - 2483 Program Hours
 - Hours Outside of Work

The screenshot shows the 'Government Reporting' tab in the 'Edit the Learning Event' interface. It includes fields for 'Include in government reporting' (checked), 'Total Hours (Learning Event)' (8.00), 'Hourly Rate' (50.00), and 'Currency' (AUD). Below these are fields for '2483 Legal Entity' (FRA) and '2483 Employee Class' (KL1). A table lists '2483 Programs' with columns for the program name, hours, and a remove button. The table contains one entry: 'DIF' with 8.00 hours. At the bottom, there is a field for 'Hours Outside of Work' (8.00). Buttons for 'Apply Changes' and 'Reset' are present at the top right and bottom right of the form.

2483 Programs	2483 Program Hours	Remove
DIF	8.00	<input type="checkbox"/>

Reports





Government Reporting Learning Events (CSV)

- User ID
- User Name
- Gender
- Organization
- Name
- 2483 Employee Class
- Hourly Rate
- Hourly Rate
- Currency
- 2483 Legal Entity
- Item Key
- Item Title/Event Description
- Completion Date/Time
- Completion Status
- Total Hours
- Hours Outside of Work
- 2483 Program
- 2483 Program Hours
- Training Allowance
 - $0.5 * (\text{Hours Outside of Work} * \text{Hourly Rate})$
- Training Allowance Currency



Government Reporting Costs (CSV)

- Training Type – (Internal/External)
- Item Key
- Item Title/Event Description
- Scheduled Offering ID
- Cost Type (Item, Scheduled Offering, and User)
- Cost
- Currency
- User ID
- User Name

Summary



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