

# 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

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## 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



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# 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







	Import Data	Help
Application Admin	> Import Data	
Security	Import Data	
<ul> <li>Automatic Processes</li> </ul>	Data provided must be in the format specified in the template.	
Configuration     ■		
	* = Required Fields	
□ Tools	* Action:   Import Data Download Template	
Admin Passwords Attachments Utilization Direct Link Label Import/Export Learning Event Synchronization Import Data Legacy SCORM Import	* Record Type:  * Import Option:  * Import File:  * Time Zone ID:  * Eastern Standard Time (America/New York)	Submit
Background Jobs License	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 • f <sub>x</sub>							
1	А	В	ВЈ	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

	Import Data	Help
Application Admin	> Import Data	
Security	Import Data	
		in the format specified in the template.
	* = Required Fields	
□ Tools	* Action:	Import Data    Download Template
Admin Passwords Attachments Utilization Direct Link	* Record Type:  * Import Option:  * Import File:	Government Reporting  Add  Choose File No file chosen
Label Import/Export	* Time Zone ID:	Eastern Standard Time (America/New York)
Learning Event Synchronization		Submit
Import Data		
Legacy SCORM Import		
Background Jobs	Import Results	
License		



# Government Reporting DIF Data

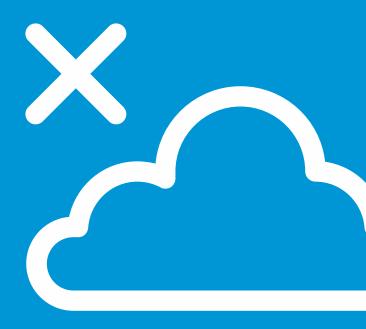


#### Government Reporting Data Import Assistant

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

	B6 <b>▼</b>	- f <sub>x</sub>		
1	А	В	С	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



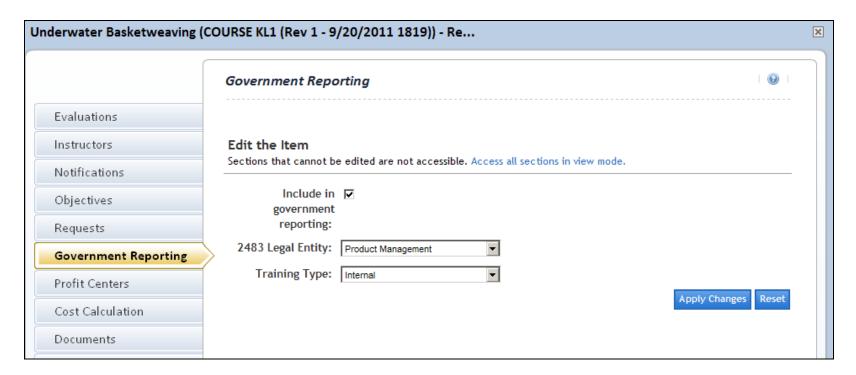
ne Doe (LING01) - Related				References	( Free	
^	Government Reporting		7	Countries Financial Year is determined by the count		
Phone Numbers				Country ID: FR Edit the Country Reference		
Registration	Edit the Government Reporting for the User Sections that cannot be edited are not accessible. Access all sections in views			Description: France		
Government Reportir						
Requests	Include in govern			Government Reporting  Financial Year: March   1   1		
Online Status	DIF Hours (Financial Year 2011)					
Assessments		ed:10.00	Remaining:10.00	Allocated DIF Hours, Year, and	-	
Commerce	2483 Legal Entity:	France		Country are uploaded using the Data Import Assistant		
Account Code	2483 Employee					
Catalog Preview	Class:					
Preferences	Hourly Rate:	50.00	Q AUD			
Approval Role				Apply Changes Reset		
Approvals						





#### Item configurations

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





### Record Configurations - Offering



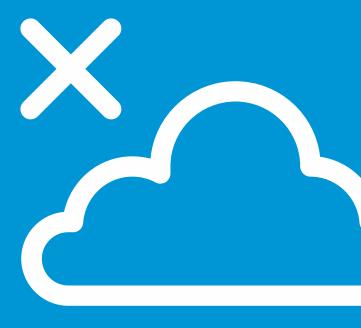
#### Scheduled Offering Configurations

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





# Learning Event Recorder



# Learning Event Recorder

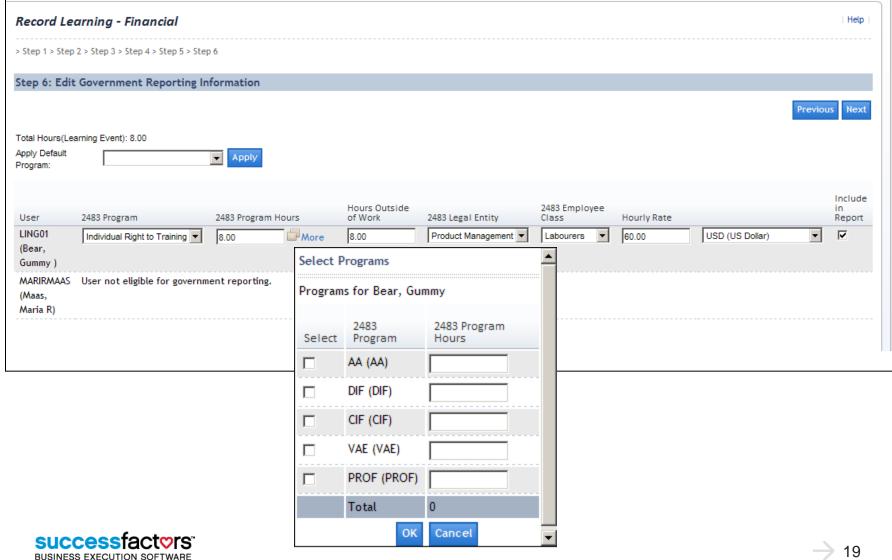


#### Learning event 2483 attributes:

- 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)





# 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 Ev	vents				● Help
Verify Learning Events → E Surface Basketweaving COURSE KL3 Revision: 1 - 10/10/2011 01:22 Completed: 10/21/2011 05:51	2 PM Eastern Standard T	ïme	sigs		
E-Signature					
* = Required Fields  * User Name:  * PIN:  Meaning Code: 1  Description: 1  Comments:				.::	
Government Reporting					
▼ Include learning event in Total Hours (Learning Event): Hourly Rate: * 2483 Legal Entity: 2483 Employee Class: * 2483 Program:	50.00 Australian Dolla France Labourer				
Hours Outside of Work	2483 Program DIF	2483 Program Hours	Remove		emaining 10.00 Submit

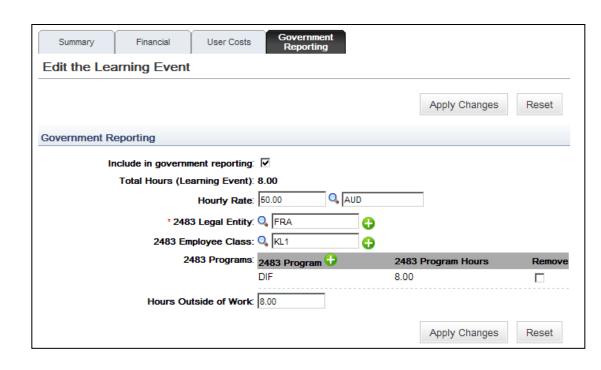


# Learning Event Editor



#### 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





# Reports



## Report Columns



#### **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 \* (Hours Outside of Work \* Hourly Rate)
- Training Allowance Currency



## Report Columns



#### **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





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