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**

- **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

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	▼	*fx*				
	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							

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Government Reporting DIF Data

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

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

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	▼	●	ƒx		
	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

Record Configurations

- **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)

Record Learning - Financial

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)	Individual Right to Training ▼	8.00 🗐 More	8.00	Product Management ▼	Labourers ▼	60.00	USD (US Dollar) ▼	☑
MARIRMAAS (Maas, Maria R)	User not eligible for government reporting.							

Select Programs

Programs for Bear, Gummy

Select	2483 Program	2483 Program Hours
☐	AA (AA)	[_____]
☐	DIF (DIF)	[_____]
☐	CIF (CIF)	[_____]
☐	VAE (VAE)	[_____]
☐	PROF (PROF)	[_____]
	Total	0

OK   Cancel

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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

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: France
2483 Employee Class: Labourer
* 2483 Program: ⊕ Add 2483 Program

2483 Program	2483 Program Hours	Remove
DIF		✖

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

Hours Outside of Work:

Submit

Ⓗ Help

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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

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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