

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	<b>Leave</b>						
B	(a) Leave and Attendance Reports	EXT 989-1 JetForm or GC 178	1st working day of following month		SBP	HR 7	Monthly. Final submission due in Ottawa by mid-April for close of fiscal year.
A	(b) Vacation Travel Assistance	E-mail			SBM	FSD 50	Ad hoc – One month prior to departure.
	<b>LES</b>						
A	(a) Application for Pension Payment	EXT 394			SPSA		Ad hoc – Six months prior to S.O.S. date.
B	(b) Appraisal Reports	EXT 122 JetForm EXT 123 JetForm				LES 4.1.8	Annual, to coincide with increments. Retain on employee's file at mission.
B	(c) Compensation Survey	EXT 97 EXT 98			SPSA	LES 3.2	Annually.
A	(d) Employer's Report of Accident	FORM 7Q			SPSA	LES 4.2.12	Ad hoc. Completion requested by Human Resources Development Canada (Labour).
A	(e) Employment and Pay Certificate	EXT 208 JetForm			SPSA	LES 4.1	Ad hoc.
B	(f) Estimates of Social Security Contributions	EXT 250	SEP 14	OCT	SPSA		
A	(g) Oaths and Affirmations						Ad hoc, on appointment. Retain on employee's file at mission.
B	(h) Pay Lists for Locally-Engaged Canadians		1st working day of every month	10th working day of every month	SBRM	CD 10/92 1/4/92 LES 4.1.12	Monthly.
D	Medical – Travel (HOM authority)	E-mail			SBMQ	FSD 41	Ad hoc – Copies to Health Canada in Ottawa (for info only).

Types of reports: **A** = As required reports

**C** = Reports that small missions are **NOT** expected to complete

**B** = Reports that **ALL** missions must provide on a regular basis

**D** = Reports to be completed by the Hub