

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
B	HOM Narrative Summary	Telegram	JUNE 14	JUL 15	Geographic ADM	HOM Appraisal Procedure	Annual. Copy to SPE.
	Leave						
B	(a) Leave and Attendance Reports	EXT 989-1 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	Telegram			SBM	FSD 50	Ad Hoc – One month prior to departure.
	LES						
A	(a) Application for Pension Payment	EXT 394			SPA		Ad Hoc – Six months prior to S.O.S. date.
B	(b) Appraisal Reports	EXT 122 EXT 123				LES 4.1.8	Annual, to coincide with increments. Retain on employee's file at mission.
B	(c) Compensation Survey	EXT 97 EXT 98			SPA	LES 3.2	Ad Hoc.
A	(d) Employer's Report of Accident	FORM 7Q			SPA	LES 4.2.12	Ad Hoc.
A	(e) Employment and Pay Certificates	EXT 208			SPA	LES 4.1	Ad Hoc.
B	(f) Estimates of Social Security Contributions	EXT 250	SEP 15	OCT	SPA		
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	5th working day of every month	SBFM	CD 10/92 1/4/92 LES 4.1.12	Monthly. Attached to EXT 633 (see LES (i)).
B	(i) Salary Deduction Sheet for Locally-Engaged Canadians	EXT 633	1st working day of every month	5th working day of every month	SBFM	CD 10/92 1/4/92 LES 4.1.12	Monthly. Copy to SPA. Nil report required.
B	Meal Rate Survey				SBMC		Every 3 years, according to SBMT schedule. All missions except in U.S.A.
D	Medical – Travel (HOM authority)	Telegram or Letter			SBMA	FSD 41	Ad Hoc – Copies to HWC 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