

# MONTHLY REPORT

## PROCEDURES AND SPECIFICATIONS FOR FILING THE MONTHLY REPORT

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### Specifications for software designers

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State of  
deliverable

**Underway**

2022-03-14

**Version 3.0**

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COMMISSION  
DE LA CONSTRUCTION  
DU QUÉBEC

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# 1 PREAMBLE

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**This version contains the following additions:**

- **Additional details on authentication methods**
- **The addition of validation rules regarding work permits and union membership in the validation service for employee compliance**
- **The addition of appendices for correspondence of fields between current services and those to come with the modernization**
- **List of minimal and optional standards**
- **The addition of the URL link to metadata**
- **Changes to the content of the request for Filing of a complete monthly report**
- **Addition of the content of the request for Details of amounts to pay service**
- **Introduction of new referral list services (details to come later)**
- **Referral lists services**

**The technical and functional specifications presented in this document are the property of the Commission de la construction du Québec (CCQ) and must be treated as confidential.**

They are likely to evolve and may be modified responsibly by the CCQ.

They:

- May be used by the service provider's employees and subcontractors to update solutions concerning products and services related to the construction industry
- May not be considered commitments by the CCQ to the service provider and its subcontractors
- May be communicated to a subcontractor and may be used by that subcontractor subject to and in compliance with the conditions stated below

## 2 THE MONTHLY REPORT

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Labour relations in the construction industry are governed by the *Act Respecting Labour Relations, Vocational Training and Workforce Management in the Construction Industry* (Act R-20).<sup>1</sup> All employers subject to this statute must send a monthly report to the Commission de la construction du Québec (CCQ) concerning their construction activities, even if the employer itself or its employees executed no work during that month, in compliance with the *Regulation Respecting the Register, Monthly Report, Notices from Employers and the Designation of a Representative* (R-20, r. 11). This regulation, as well as the *Regulation respecting certain costs exigible by the Commission de la construction du Québec* (R20, r. 2), will be updated in 2024, and these specifications take account of this update, without necessarily reflecting all of the employer's obligations decreed in these regulations.

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<sup>1</sup> Act R-20 [<http://legisquebec.gouv.qc.ca/fr/ShowDoc/cs/R-20>] (16 novembre 2021). Translated into English at <https://www.legisquebec.gouv.qc.ca/en/document/cs/R-20>.

## 3 MODERNIZATION OF THE MONTHLY REPORT IN 2024

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### 3.1 Move to digitization

In the context of the CCQ's move to digitization, the monthly reports will have to be filed electronically starting in 2024.

Two options will be offered to publishers of accounting and payroll software that wish to automate the creation and filing of monthly reports via one of their products:

- **Uploading a file to our online services**
- **Uploading a file via the web service (Open Data Protocol – Data).**

Several data-validation services will be available to minimize the quantity of noncompliant data submitted.

Amendments to monthly reports will have done by connecting with the CCQ's online services via the employer's account and with its authorization.

### 3.2 Administrative changes

The modernization of the monthly report entails administrative changes, including:

- The administrative statuses M, F, L, R, and S will be revoked. Consult the table of statuses in section 9.3, Appendix 3 for the statuses in force.
- It will be obligatory to declare the hours of work performed by the designated representative and by people who operate a sole proprietorship (unincorporated company).
  - Contributory earnings may be at \$0
  - The number of hours submitted for the designated representative may not be higher than the total hours declared for his or her employees

The partners must integrate these validation elements into their solution to minimize the gap between data submitted and those processed by the CCQ. All gaps will be reflected in the invoicing, and accounting treatment of these data will be necessary.

**The CCQ cannot be held responsible for the partners' decision whether or not to incorporate these changes into their products, to incorporate the minimal and optional standards, or for any of the employer's obligations covered in Act R-20, its regulations, and the applicable collective agreements.**

## 4. MONTHLY REPORT FILING METHODS

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This section explains how to transmit a document in **JSON** format so that the monthly report can be automated almost entirely.

A message indicating whether the monthly report filed is accepted or rejected will be generated for all filing modes.

If the monthly report has been uploaded via the online services, a draft monthly report will be automatically created and the user may submit it. If the monthly report has been submitted via the web service, the response will have to be processed by the service provider. *See example in section 5.3.*

If the submission is rejected, the reasons will be given in the acknowledgment of receipt so that a compliant monthly report can be refiled.

**Note: The examples provided use JSON format, most commonly used in conjunction with REST services. The services' metadata will make it possible to obtain the message structures.**

### 6.0 Filing the monthly report via the online services on CCQ.org

This transmission method is accessible to all employers. To access the online services, the employer or its authorized partner will have to connect to the secure portal at the following URL: <https://www.ccq.org>.

Click on **Services en ligne**, then on **Rapport mensuel** and select the option **Téléverser**. A draft of the monthly report will be created. After the data in the draft are validated, the employer or its authorized partner may, as needed, modify the monthly report and then file it.

After the filing, an acknowledgment of receipt will display on the screen.

To be accepted by the system, the content of the file uploaded will have to be in **JSON format**, as seen in the examples of content requests/responses in the sections below.

Note: It will be possible for employers to produce their monthly report by downloading it or using the online form available in the online services.



## 6.1 Filing the monthly report via the CCQ's web service

This transmission method will be accessible to employers and their service providers authorized for this purpose.

This service allows only one monthly report to be submitted at a time.

Exchanges will be performed exclusively with the secure HTTPS protocol. The program used to communicate with the CCQ's web server must be compatible with the 128-bit SSL encryption protocol. To communicate with the CCQ's server, the CCQ's connection URL must be used.

The metadata for the services are available at the following URL (which may change):

[https://ccqdevspace.apimanagement.ca10.hana.ondemand.com/servicesysteme/\\$  
metadata](https://ccqdevspace.apimanagement.ca10.hana.ondemand.com/servicesysteme/$metadata)

**Note: A URL will be provided later for access to a functional service in a development environment.**

## 7 AUTHENTICATION AND AUTHORIZATION

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Partners that wish to use the web services will have to register with the CCQ beforehand by signing the agreement and the management framework.

For the monthly report to be filed on behalf of the employer, the CCQ will have to have obtained proof that the employer authorizes the partner to do so. The CCQ will implement a “presumption of authorization” covering current relations between an employer and a partner. The means of application and the limitations of this presumption will be communicated later.

The partner will be able to amend the monthly report using the portal accessible via the CCQ’s online services only if it has by authorized by the employer to do so.

The employer that uses a product itself will have to:

- Be registered with the CCQ as an employer
- Have activated its access to the online services
- Use its username and password to obtain an access token for electronic filing via the CCQ’s web service

### 7.0 Authentication step for accounting software

The OAuth 2.0 (“Device Code Flow”) standard is used to secure calls.

See RFC 8628: OAuth 2.0 Device Authorization Grant ([rfc-editor.org](https://rfc-editor.org/rfc/rfc8628))

The diagram below illustrates the different requests for calls to the CCQ’s different secure services.

[chart]

User    Accounting software    Identity provider    API monthly report

launch the software

request authorization from /iodc/device\_authorization

Device\_code + user code + verification\_uri\_complete

user code + verification\_uri

periodically query for access\_token at /iodc/token

determine if user has authorized the device

Navigation flow

Go to verification\_uri\_complete

Redirect to the connection/authentication page

Authenticate

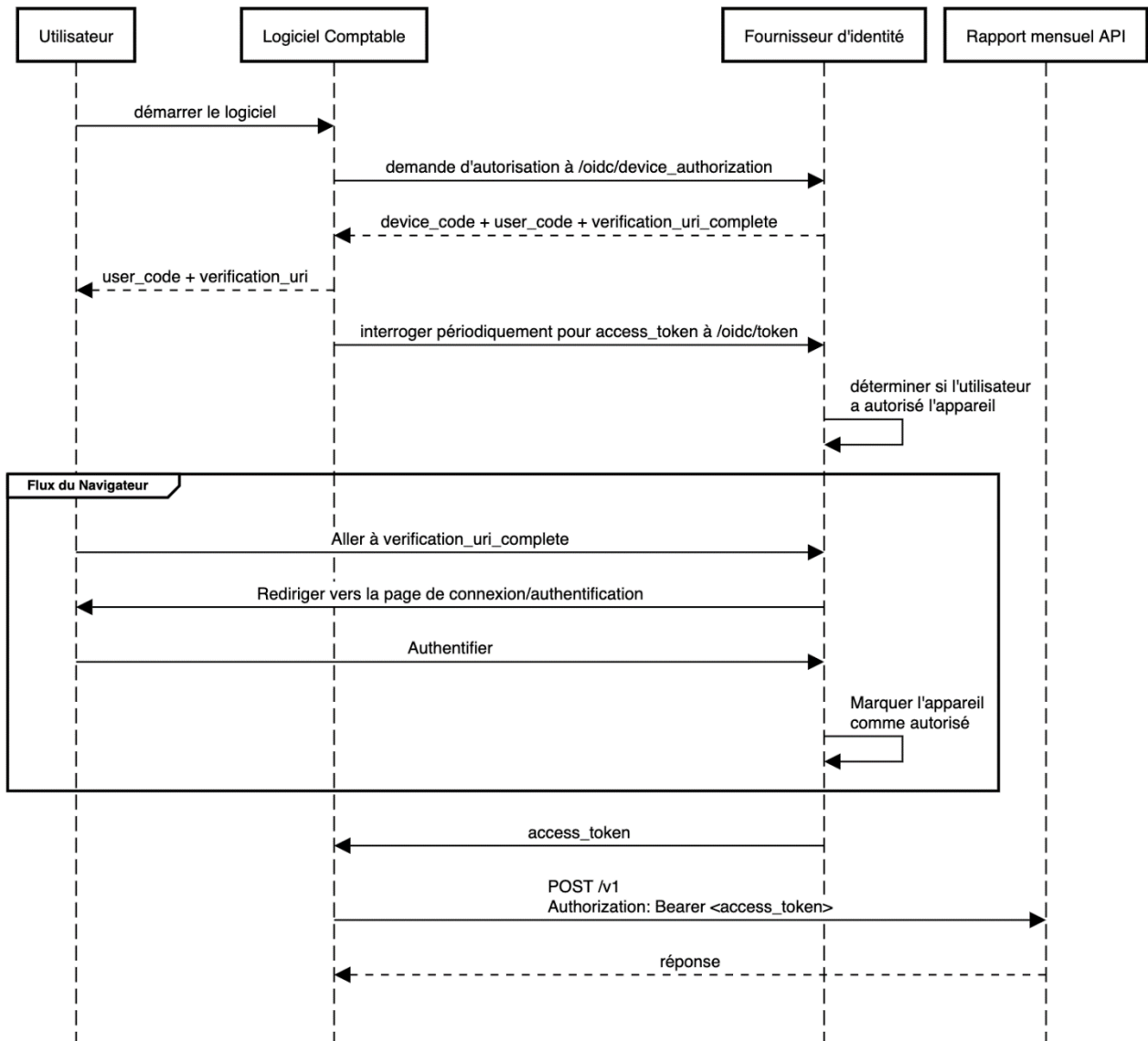
Tag device as authorized

access\_token

POST /v1

Authorization: Bearer <access\_token>

response



A number of variables will be different depending on the test or production environment. The CCQ will send you these different information sets.

Here are the variables to consider:

Parameter	Example of value
authorizationEndpoint	https://xxx/oidc/op/v1.0/4_nwXEg/device_authorization
tokenEndpoint	https://xxx/oidc/op/v1.0/4_nwFLXEg/token
client_id	h313j0VMBpFZOD41IEsm7LYV
scope	openid profile unique_name

## 7.0.1 AUTHORIZATION REQUEST

### 7.0.1.1 Example of request content

```
POST <variable authorizationEndpoint>
Content-Type : application/x-www-form-urlencoded

client_id=<variable client_id>&scope=<variable scope>
```

### 7.0.1.2 Example of response content

```
http/1.1 200 OK

{
  "device_code" : "Avin3mTFcU3_8zlggqQeKesr8zvvq6ac_6t3WyCErxy ",
  "user_code" : "NSPRFUJG",
  "verification_uri" : https://ssoseldev.ccq.org/index.html,
  "verification_uri_complete" : https://ssoseldev.ccq.org/index.html?user\_code=NSPRFUJG,
  "interval" : 5,
  "expires_in" : 1800
}
```

## 7.0.2 LAUNCH A WEB BROWSER

A web browser must be launched using the URL received (variable `verification_uri_complete` variable). Users will have to enter their CCQ username and password.

## 7.0.3 OBTAIN AN ACCESS TOKEN

This request must be made periodically until the response is positive (http code 200).

### 7.0.3.1 Example of request content

```
POST <variable tokenEndpoint>  
Content-Type : application/x-www-form-urlencoded_
```

```
client_id=<variable client_id>&grant_type=urn:ietf:params:oauth:grant-  
type:device_code&device_code=<variable req_device_code>
```

### 7.0.3.2 Example of response content

```
http/1.1 200 OK
```

```
{  
  "access_token" : " st2.s.AcbHcr62a.PyMglv5eaqyGvsW0uDepj5tsDw6v6",  
  "token_type" : "Bearer",  
  "expires_in" : 3600,  
  "refresh_token" : "st2.s.AcbHksKxhg.ShoU-8oWdO9ilKG1Dx37x18oKhJ1",  
  "scope" : "openid profile unique_name"  
}
```

## 7.1 Authentication step for payroll services

The partner filing monthly reports for one or more employers must:

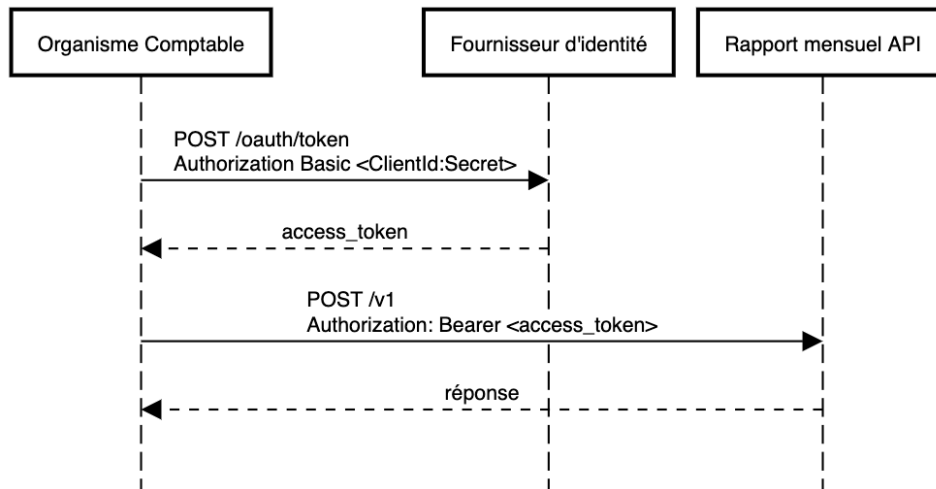
- Communicate with the CCQ via the temporary email address **support\_projet\_rm@ccq.org** to obtain a secret identifier, needed to obtain an access token. The access token will be valid for 8 hours.

[chart]

Accounting organization   Identity provider   API monthly report

...

response



Several variables will be different depending on the test or production environment. The CCQ will send you these different information sets.

Here are the variables to consider:

tokenEndpoint	<a href="https://as8px.accounts.ondemand.com/oauth2/token">https://as8px.accounts.ondemand.com/oauth2/token</a>
client_id	h313j0VMBpFZOD41IEsm7LYV
secret_id	O/@b[_2?qleq3DTFSW0e6-UHIuH

## 7.1.1 OBTAINING THE ACCESS TOKEN

### 7.1.2 EXAMPLE OF REQUEST CONTENT

```
POST <variable tokenEndpoint>
Content-Type : application/x-www-form-urlencoded
Authorization : Basic
YjQ5M2FiNzktYjQ0Ny00NzczLTkwODItOWY2NGQxNDBiODk3Oksddf8vQGJbXzI/cWxlC=

grant_type=client_credentials
```

#### 7.1.2.1 Example of response content

```
http/1.1 200 OK

{
  "access_token" : "eyJqazUuOiJodHRwczovL2FzdHA4ZjhweC5hY2NvdW50",
  "token_type" : "Bearer",
  "expires_in » : 3600
}
```



## 8 VALIDATION OF EMPLOYEE COMPLIANCE SERVICE

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The new monthly report, which will be implemented in 2024, will reflect only construction work subject to *Act R-20* executed by people holding a valid work permit and executing this work in compliance with this work permit (trade or occupation).

Data submitted that do not correspond with the criteria will be placed in quarantine. They will not be invoiced to the employer and the hours associated with them will not be accrued in the file of the employee concerned.

These data placed in quarantine may be corrected only by using the CCQ's online services. The data-validation service will allow for them to be validated before a monthly report is filed in order to limit errors and subsequent corrections.

[chart]

### FILING THE MONTHLY REPORT

Simulation of MR before submission

Analyze the pre-validation response

Correct as needed

MR in compliance? Yes No

Submission of MR

Validation of MR

Fatal errors

Noncompliant data in the MR (e.g., invalid SIN format or client number, employer number)

Format problem

The entire MR will be rejected

The line or information in error must be corrected or deleted before resubmitting the MR

Simulation steps

- Activities allowing correction **before** submission

- Activities are executed in the software
- The simulation is done in a loop until a compliant result is achieved

Nonfatal errors

RM is accepted. The noncompliant data are found in quarantine and are not invoiced

A detailed error message is sent to the employer and the employee

The CCQ will provide the total amount to be paid and the associated CCQ invoice number, considering that the lines in quarantine must not be invoiced

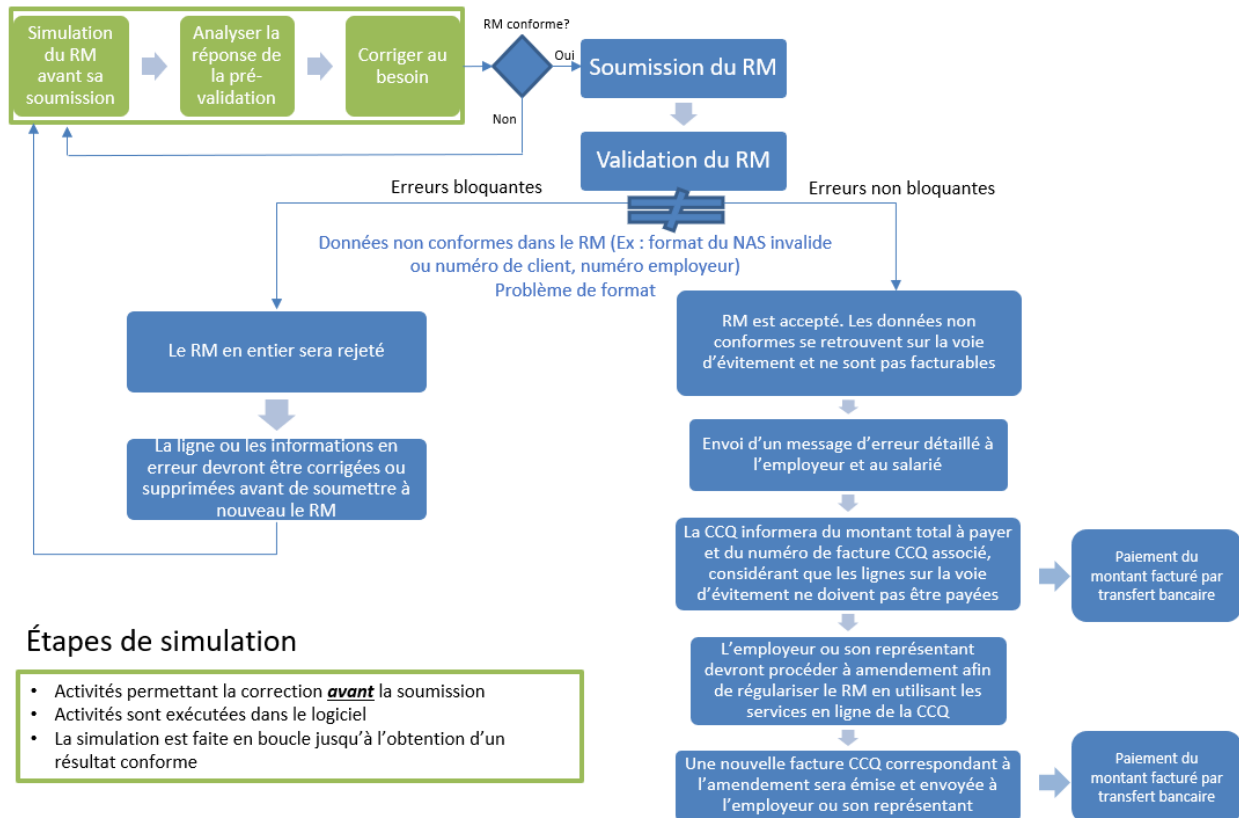
Payment of the invoiced amount by bank transfer

The employer or its representative must make an amendment to regularize the MR using the CCQ's online services

A new CCQ invoice corresponding to the amendment will be issued and sent to the employer or its representative

Payment of the invoiced amount by bank transfer

## SOUSSION DU RAPPORT MENSUEL



This service will make it possible to verify information on employees declared on their employer's monthly report without having to supply all the information required during the declaration of employee activity when a monthly report is filed, and thus as early as possible in the process.

This service will preventively identify possible mismatches between the data submitted and the CCQ's official information. This validation will be performed when the monthly report is filed, and if the service returns an error, the activities related to this employee will automatically be put in quarantine (see section 4).

Although some prevalidation services will be optional, it will be strongly recommended that they be used.

This service will always provide validation of the following information:

- Name
- Work permit
- Union allegiances
- Trades

## INPUT PARAMETERS

Name	Field	Type	Length	Description
Start of monthly report period	debutPeriode	Character string	8	YYYYMMDD

## INPUT PARAMETERS – EMPLOYEE

Name	Field	Type	Length	Comment
Employer's CCQ number	numeroClientEmployeur	Character string	Max. 10	Currently, employers' CCQ client numbers are maximum 6 characters
Employee's CCQ client number	numeroClientSalarie	Character string	Max. 10	Optional if employee's CCQ number is given  Currently, employees' CCQ client numbers are 7 or 8 characters
Employee's social insurance number	numeroAssurance Sociale	Character string	9	Optional if employee's CCQ client number is given
Employee's last name	nomFamille	Character string	100	
Employee's first name	prenom	Character string	40	
Trade worked	metier	Character string	4	Code of trade that will be declared in the monthly report. Consult Table D in the employer's guide* to see the trades available.
Apprenticeship period	periodeApprentissage	Character string	1	Optional Period between 1 and 5 for an apprentice "C" for Compagnon (journeyperson) "O" for Occupation

Name	Field	Type	Length	Comment
Union membership	syndicatLocal	Character string	15	Optional Consult appendix 1 for the values available (the identifier "ID" will have to be used)
Employee's status	statut	Character string	1	Optional Consult appendix 3 for the available statuses.
Sector	secteur	Character string	2	Optional Consult appendix 4 for the available sectors
Schedule	salaireAnnexe	Character string	2	Optional Consult appendix 2 for the available salary schedules

\*Revised version of the Employer's Guide to come.

## OUTPUT PARAMETERS

Name	Field	Type	Length	Comment
Return code	codeRetour	Character string	100	A single value will be returned; the validation logic will be interrupted at the first error. See possible values in section 6.5

### OUTPUT PARAMETERS – Reasons for noncompliant data 0.N

Name	Field	Type	Length	Comment
Identification of the reason	code	Character string	10	See appendix 6 for the list of possible values
Description	texte	Character string	200	

### 3.1.1 EXAMPLE OF REQUEST CONTENT

POST <https://.../validerSalarie>  
Content-Type : application/json  
Authorization: Bearer <accessToken>

```
{
  "debutPeriode" : "20221127",
  "salarie" : {
    "numeroClientEmployeur" : "1000048",
    "numeroClientSalarie" : "1000000048",
    "numeroAssuranceSocial" : "",
    "prenom" : "L",
    "nomFamille" : "Harnois",
    "metier" : "190",
    "statut" : "",
    "periodeApprentissage" : "1",
    "secteur" : "A",
    "salaireAnnexe" : "F1",
    "syndicatOuLocal" : "CPQMC-271"
  }
}
```

## 8.3 EXAMPLE OF RESPONSE CONTENT

### 8.3.1 EXAMPLE 1: SUCCESS

```
{
"@context": "$metadata ...",
"@metadataEtag": "...",
"codeRetour": "SUCCE",
"raisonsDonneesNonConforme": []
}
```

### 8.3.2 EXAMPLE 2: ERROR DATA NONCOMPLIANT

```
{
"@context": "$metadata...",
"@metadataEtag": "...",
"codeRetour": "DONNEES_NON_CONFORME",
"raisonsDonneesNonConforme": [

    {
        "raisonid":4,
        "raisontexte":"Droit de travail invalide"
    },
    {
        "raisonid":5,
        "raisontexte":"allégance syndicale invalide" } ] }
]
```

SUCCES	if the employee has already been declared by this employer previously or if the SIN or CCQ no./Last name/First name combination is valid and the other optional information is valid
SUCCES_ADMIS_PAR_BASSIN	<p>If the employee is identified as admitted by labour pool (or via measures for women) and the other optional information is valid</p> <p>The employee will still have to take the steps to complete his or her registration.</p>
ERREUR_IDENTIFICATION	Invalid SIN, client no., or name according to the CCQ's files
ERREUR_METIER	If the trade code is nonvalid
ERREUR_PERIODE_APPRENTISSAGE	<p>Returns a message if the apprenticeship period is different from that in the CCQ's files.</p> <p>The message is, however, a warning only; the final submission will be accepted with the value submitted.</p>



DONNEES_NON_CONFORMES	<p>The employee does not hold a valid work permit for the trade and the period requested</p> <p>OR</p> <p>The union membership submitted is different from that in the CCQ's files</p>
ERREUR_DONNES_MANQUANTE	<p>If one of the service's obligatory fields is not provided</p>

## 9 SEARCH FOR RATES IN FORCE SERVICE

### 9.0 Description of the service

This service will return the list of rates in force and allow for filtering of results to support more specific searches.

**At minimum, the effective date must be specified.** It will also be possible to specify the following filters:

- sector
- schedule
- trade
- apprenticeship period

If the combination of filters passed as a parameter is invalid, the field returned will be empty.

**Note: If no filter other than effective date is specified, a subset of values will be returned along with a URL making it possible to download the other values.**

The rates in vigour can also be consulted at the following URL:

<https://www.ccq.org/en/avantages-sociaux/salaire-taux>

### INPUT AND OUTPUT PARAMETERS

Name	Field	Type	Length	Description
Rate in force as of date	dateEffectivite	Character string	8	Must be in the form YYYYMMDD Obligatory
Trade code	métier	Character string	4	Optional

Name	Field	Type	Length	Description
Apprenticeship period	periodeApprentissage	Character string	1	Optional Period between 1 and 5 for an apprentice "C" for Compagnon (journeyperson) "O" for Occupation
Status	statut	Character string	2	Optional
Schedule	annexe	Character string	2	Optional
Union membership	syndicatLocal	Character string	15	Optional Consult the list of identifiers CF appendix 1
Sector	secteur	Character string	1	Optional

### OUTPUT PARAMETERS

Name	Field	Type	Length	Description
Last update of rates	dateDerniereModification	Character string	8	YYYYMMDD
Description of sector	descSecteur	Character string	100	
Description of schedule	descAnnexe	Character string	100	
Description of trade	descMetier	Character string	100	
Base wage rate	tauxRegulier	Decimal		2 decimals
Time-and-a-half wage rate	tauxDemi	Decimal	5	2 decimals
Double-time wage rate	tauxDouble	Decimal	5	2 decimals
Soc. ben. pension, employee share	retraitesSalaries	Decimal	8	3 decimals

Name	Field	Type	Length	Description
Soc. ben. pension, employer share	retraiteEmployeur	Decimal	8	3 decimals
Soc. ben. insurance, basic employee share (1)	assuranceBaseSal	Decimal	8	3 decimals
Soc. ben. insurance, complementary employee share (1)	assuranceComplSal	Decimal	8	3 decimals
Soc. ben. insurance, basic employer share (1)	assuranceBaseEmpl	Decimal	8	3 decimals
Soc. ben. insurance, complementary employer share (1)	assuranceComplEmpl	Decimal	8	3 decimals
Taxable benefits	avantagesImposables	Decimal	9	3 decimals
Welding qualification fund	fondsQualificationSoudage	Decimal	9	3 decimals
Training fund	fondsformation	Decimal	9	3 decimals
Compensation fund	fondsIndemnisation	Decimal	9	3 decimals
Employer fund, minimum	fondsPatronalMinimum	Decimal	9	3 decimals
Safety equipment	equipementSecurite	Decimal	9	3 decimals
Voluntary contribution, employee	contribVolontaireSalarié	Decimal	9	3 decimals
Voluntary contribution, employer	contribVolontaireEmployeur	Decimal	9	3 decimals
Vacations and statutory holidays	congesVacances	Decimal	9	3 decimals
Union education fund (\$/h)	caisseEducationSyndicale	Decimal	9	3 decimals

Name	Field	Type	Length	Description
Minimum levy	prelevementMinimum	Decimal	9	3 decimals
Levy % employee share	prelevementSalarie	Decimal	9	3 decimals
Levy % employer share	prelevementEmployeur	Decimal	9	3 decimals
Hourly AECQ contribution	aecqCotisationHoraire	Decimal	9	3 decimals
Annual AECQ contribution	aecqCotisationAnnuelle	Decimal	9	3 decimals
Hourly APCHQ contribution (\$/h)	apchqCotisationHoraire	Decimal	9	3 decimals
Hourly ACRGTQ contribution	acrqtqCotisationHoraire	Decimal	9	3 decimals
Sales tax on insurance	taxeVenteAssurance	Decimal	9	3 decimals
Applicable GST	tps	Decimal	9	3 decimals
Applicable QST	tvq	Decimal	9	3 decimals
Union dues Regular hourly amount	cotSyndMntHorRegulier	Decimal	9	3 decimals
Union dues Time-and-a-half amount	cotSyndMntHorDemi	Decimal	9	3 decimals
Union dues Double-time amount	cotSyndMntHorDouble	Decimal	9	3 decimals
Union dues Amount per week	cotSyndMntSemaine	Decimal	9	3 decimals
Union dues Amount per month	cotSyndMntMois	Decimal	9	3 decimals
Union dues % of gross wage rate	cotSyndPourcSalBrut	Decimal	9	3 decimals
Union dues Plus other hourly contributions	cotSyndAutresFrais	Decimal	9	3 decimals

Name	Field	Type	Length	Description
Union dues Remark	cotSyndRemarque	Decimal	9	3 decimals

(1) Previously, the employee's complementary insurance share was included in the current insurance amount (AvsocAssurPSalarie). In the new solution, it will be divided between assuranceBaseSal and assuranceComplSal. Therefore, to have the total employee insurance share, it will be necessary to add the basic insurance share and the complementary insurance share – assuranceBaseSal + assuranceComplSal – and the calculation is similar for the employer share.

Appendix 8 presents the comparison between the current rate service and the one that will replace it after modernization.

## 9.1 Example of request content

`https://.../Taux?$filter=dateEffectivite eq '20221205' and secteur eq 'A' and annexe eq 'F3' and metier eq '715' and periodeApprentissage eq 'O'`

## 9.2 Example of response content

```
{
  "@context": "$metadata#Taux",
  "@metadataEtag": "W/\\"eb1907d973689825a64c196593d6e\\"",
  "valeur": [
    {
      "dateEffectivite": "20221205",
      "secteur": "A",
      "annexe": "F3",
      "metier": "715",
      "periodeApprentissage": "0",
      "statut": "A",
      "syndicatLocal": "CSD",
      "dateDerniereModification": "",
      "descSecteur": "Génie Civil et Voirie",
      "descAnnexe": "Chantiers à baraquement : Travail entre 19h00 et 7h00",
      "descMetier": "Manoeuvre spécialisé carreleur",
      "tauxRegulier": 39.43,
      "tauxDemi": 0.00,
      "tauxDouble": 7 8.86,
      "assuranceBaseSal": 0.310,
      "assuranceComplSal": 0.000,
      "assuranceBaseEmpl": 2.560,
      "assuranceComplEmpl": 0.190,
      "retraiteSalaries": 3.681,
      "retraiteEmployeur": 4.410,
      "avantageImposable": 2.350,
      "contribVolontaireSalarie": 0.075,
      "congesVacances": 0.000,
      "equipementSecurite": 0.750,
      "fondsQualificationSoudage": 0.000,
      "caisseEducationSyndicale": 0.000,
      "prelevementSalarie": 0.000,
      "aecqCotisationHoraire": 0.000,
      "aecqCotisationAnnuelle": 230.000,
      "apchqCotisationHoraire": 0.000,
      "acrgtqCotisationHoraire": 0.000,
      "fondsIndemnisation": 0.000,
      "fondsFormation": 0.000,
      "taxeVenteAssurance": 9.000,
      "tps": 5.000,
      "tvq": 9.975,
      "contribVolontaireEmployeur": 0.075,
      "prelevementEmployeur": 0.000,
      "prelevementMinimum": 10.000,
      "fondsPatronalMinimum": 5.000,
      "cotSyndMntHorRegulier": 0.000,
      "cotSyndMntHorDouble": 0.000,
      "cotSyndMntHorDemi": 0.000,
      "cotSyndMntSemaine": 19.720,
      "cotSyndMntMois": 0.000,
      "cotSyndPourcSalBrut": 0,
      "cotSyndAutresFrais": 0.055,
      "cotSyndRemarque": ""
    }, ...
  ]
}
```

## 10 SIMULATION OF A COMPLETE MONTHLY REPORT SERVICE

### 10.0 Description of the service

This service will validate the data in a monthly report. The simulation will not be recorded in the CCQ's system, but it will return details on the results of the validation and the amounts calculated.

**To sign the agreement with the CCQ, the partner will have to show that its solution requires the user to use the simulation of a complete monthly report service before filing a complete monthly report via the web service.**

#### 10.0.1 RULES FOR SIMULATION OPERATION

- When the service is called in "simulation" mode, the result and the details will be returned via the web service (on-screen display must be planned by the partners), but no emails will be sent to the employer or the employee.

## 11 FILING OF A COMPLETE MONTHLY REPORT

This service will be for filing of a monthly report. When the report is filed, all the information described below concerning employees will be validated.

A supplementary simulation service with the same signature (same input and output parameters) will be available to do a prevalidation of a complete monthly report. (Cf. section 6.4.)

### INPUT AND OUTPUT PARAMETERS

Name	Field	Type	Length	Description
Start date of monthly report period*	debutPeriode	Character string	8	YYYYMMDD
End date of monthly report period*	finPeriode	Character string	8	YYYYMMDD
Employer's CCQ number	numeroClientEmployeur	Character string	Max. 10	Currently, employer CCQ client numbers are maximum 6 characters



\*The start and end dates for the monthly report period must be validated according to the calendar of the construction industry published on the CCQ's website. A filing may not cover more than one monthly report period. If an employer wants to file two consecutive periods, the software will have to make two calls to the submission service.

## INPUT AND OUTPUT PARAMETERS – ACTIVITY PER EMPLOYEE

Name	Field	Type	Length	Description
Activity number	numeroActivite	Complete	6	Obligatory. Will be used for display purposes in the portal
Employee's CCQ client number	numeroClientSalarie	Character string	Max. 10	Optional if the employee's SIN is specified Currently, CCQ employee client numbers are 7 or 8 characters
Employee's social insurance number	numeroAssuranceSociale	Character string	9	Optional if the employee's CCQ number is specified
Employee's last name	nomFamille	Character string	100	
Employee's first name	prenom	Character string	40	
Number of weeks worked in the month	semainesTravaillees	Complete	1 number, between 0 and 5	The number of weeks during which the person declared worked. A fraction of a week is considered a complete week.
Apprenticeship period	periodeApprentissage	Complete	1	Period between 1 and 5 for an apprentice "C" for Compagnon (journeyperson) "O" for Occupation
Trade code	metier	Complete	3 or 4 numbers	Consult Table D of the employer's guide* for the trades available.
Employee status	statut	Character string	1	Consult appendix 3 for statuses available.
Sector	secteur	Character string	1	Consult appendix 4 for the sectors available.
Schedule	salaireAnnexe	Character string	1 or 2	Consult appendix 2 for the schedules available.
Region	regionTravail	Complete	2	Consult appendix 5 for the regions available.

Name	Field	Type	Length	Description
Union or local	syndicatLocal	Character string	15	Optional Consult appendix 1 for the values available (the identifier "ID" will have to be used)
Regular hours	heuresRegulier	Decimal	3 numbers before the decimal point and 2 after, between 0.00 and 999.99	Number of regular-time hours worked.
Time-and-a-half hours	heuresDemi	Decimal	3 numbers before the decimal point and 2 after, between 0.00 and 999.99	Number of time-and-a-half hours worked.
Double-time hours	heuresDouble	Decimal	3 numbers before the decimal point and 2 after, between 0.00 and 999.99	Number of double-time hours worked.
Taxable salary	salairesCotisable	Decimal	5 numbers before the decimal point and 2 after, between 0.00 and 99,999.99	The sum of the salary and indemnities subjected to calculation of vacations and paid statutory holidays.
Paid vacations	congesEtFeries	Decimal	5 numbers before the decimal point and 2 after, between 0.00 and 99,999.99	The amount of annual obligatory vacations, paid statutory holidays, and sick days according to the percentage established in the sector-based collective agreements.

Name	Field	Type	Length	Description
Union dues	cotisationsSyndicales	Decimal	5 numbers before the decimal point and 2 after, between 0.00 and 99,999.99	The sum of union dues according to the rate established by the association to which the person declared belongs.
Amount of social benefits	avantagesSociaux	Decimal	5 numbers before the decimal point and 2 after, between 0.00 and 99,999.99	The total amount paid by the employee and the employer for social benefits according to the rates set out in the collective agreements.
Sector-based contribution	contributionSectorielle	Decimal	2 numbers before the decimal point and 2 after, between 0.00 and 99.99	Contribution varying by type of sector.
Insurance, sales tax	taxeDeVenteAssurance	Decimal		
Compensation fund	fondsIndemnisation	Decimal		
Employer contributions	contributionPatronale	Decimal		Includes hourly AECQ and ACRGTQ when applicable
Goods and services tax (GST)	taxeProduitsServices	Decimal		
Québec sales tax (QST)	taxeVenteQuebec	Decimal		
CCQ levy	prelevementCcq	Decimal		
Qualification fund	fondsQualification	Decimal		
Training fund	fondsformation	Decimal		

---

\*Revised version of the Employer's Guide to come.

### OUTPUT PARAMETERS

Name	Field	Type	Length	Description
Monthly report number	numeroRapport	Character string	14	Will be generated by the CCQ following filing
	soumisPar	Character string		Payroll service: Name of the payroll service Accounting software: name of user who filed the monthly report
Employer CCQ number	numeroClientEmployeur	Character string	Max. 10	Currently the employer CCQ client numbers are maximum 6 characters
Start date of monthly report period	debutPeriode	Character string	8	YYYYMMDD
End date of monthly report period	finPeriode	Character string	8	YYYYMMDD
Total amount invoiced	montantTotalFacture			Total amount invoiced following validation and exclusion of noncompliant lines
<b>Total amounts submitted</b>				

Name	Field	Type	Length	Description
Taxable salary	salairesCotisable	Decimal	5 numbers before the decimal point and 2 after, between 0.00 and 9,999.99	The sum of wages and indemnities subject to calculation of vacations and paid statutory holidays.
Paid vacations	congesEtFeries	Decimal	5 numbers before the decimal point and 2 after, between 0.00 and 99,999.99	The amount of obligatory annual vacations, paid statutory holidays, and sick days according to the percentage established in the sector-based collective agreements.
Union dues	contributionSectorielle	Decimal	5 numbers before the decimal point and 2 after, between 0.00 and 99,999.99	The sum of union dues according to the rate established by the association to which the declared person belongs.
Amount of social benefits	avantagesSociaux	Decimal	5 numbers before the decimal point and 2 after, between 0.00 and 99,999.99	The total amount paid by the employee and the employer for social benefits according to the rates set out in the sector-based collective agreements.
Sector-based contribution	cotisationsSyndicales	Decimal	2 numbers before the decimal point and 2 after, between 0.00 and 99.99	Contribution varying according to type of sector.
Sales tax, insurance	taxeDeVenteAssurance	Decimal		
Compensation fund	fondsIndemnisation	Decimal		

Name	Field	Type	Length	Description
Employer contributions	contributionPatronale	Decimal		Includes hourly AECQ schedule and ACRGTQ when applicable
Goods and services tax (GST)	taxeProduitsServices	Decimal		
Québec sales tax (QST)	taxeVenteQuebec	Decimal		
CCQ levy	prelevementCcq	Decimal		
Qualification fund	fondsQualification	Decimal		
Training fund	fondsformation	Decimal		
Annual AECQ contribution	cotisationAnnuelleAecq	Decimal		
<b>Total amounts invoiced</b>				
Taxable salary	salaireCotisable	Decimal	5 numbers before the decimal point and 2 after, between 0.00 and 9,999.99	
Paid vacations	congesEtFeries	Decimal	5 numbers before the decimal point and 2 after, between 0.00 and 99,999.99	
Union dues	contributionSectorielle	Decimal	5 numbers before the decimal point and 2 after, between 0.00 and 99,999.99	

Name	Field	Type	Length	Description
Amount of social benefits	avantagesSociaux	Decimal	5 numbers before the decimal point and 2 after, between 0.00 and 99,999.99	
Sector-based contribution	cotisationsSyndicales	Decimal	2 numbers before the decimal point and 2 after, between 0.00 and 99.99	
Sales tax, insurance	taxeDeVenteAssurance	Decimal		
Compensation fund	fondsIndemnisation	Decimal		
Employer contributions	contributionPatronale	Decimal		Includes hourly AECQ schedule and ACRGTQ when applicable
Goods and services tax (GST)	taxeProduitsServices	Decimal		
Québec sales tax (QST)	taxeVenteQuebec	Decimal		
CCQ levy	prelevementCcq	Decimal		
Qualification fund	fondsQualification	Decimal		
Training fund	fondsformation	Decimal		
Annual AECQ contribution	cotisationAnnuelleAecq	Decimal		Will be added to amount invoiced when it is payable

## OUTPUT PARAMETERS – BY ACTIVITY



Name	Field	Type	Length	Description
Activity number	numeroActivite	Complete	6	Activity number as submitted
<b>Amounts invoiced per employee</b>				
Taxable salary	salairCotisable	Decimal	5 numbers before the decimal point and 2 after, between 0.00 and 9,999.99	
Paid vacations	congesEtFeries	Decimal	5 numbers before the decimal point and 2 after, between 0.00 and 99,999.99	
Union dues	contributionSectorielle	Decimal	5 numbers before the decimal point and 2 after, between 0.00 and 99,999.99	
Amount of social benefits	avantagesSociaux	Decimal	5 numbers before the decimal point and 2 after, between 0.00 and 99,999.99	
Sector-based contribution	cotisationsSyndicales	Decimal	2 numbers before the decimal point and 2 after, between 0.00 and 99.99	

Name	Field	Type	Length	Description
Sales tax, insurance	taxeDeVenteAssurance	Decimal		
Compensation fund	fondsIndemnisation	Decimal		
Employer contributions	contributionPatronale	Decimal		Includes hourly AECQ schedule and ACRGTQ when applicable
Goods and services tax (GST)	taxeProduitsServices	Decimal		
Québec sales tax (QST)	taxeVenteQuebec	Decimal		
CCQ levy	prelevementCcq	Decimal		
Qualification fund	fondsQualification	Decimal		
Training fund	fondsformation	Decimal		

#### OUTPUT PARAMETERS – Reasons for noncompliant data 0.N per activity

Name	Field	Type	Length	Comment
List of messages []	Code, severity, message			
	donneesNonConforme			True/false
	raisonsDonneesNonConforme[]			

#### OUTPUT PARAMETERS – Reasons for noncompliant data for all activities

Name	Field	Type	Length	Comment
List of messages []	Code, severity, message			
	donneesNonConforme			True/false

## OUTPUT PARAMETERS – General messages

Name	Field	Type	Length	Comment
List of messages []	Code, severity, message			

### 11.0.1 OPERATING RULES FOR FILING THE MONTHLY REPORT

- The filing service does not provide for inclusion of the annual contribution to the AECQ; however, the service will automatically calculate this contribution when it is payable and will add it to the response in the amounts invoice section.
- The service will verify if the minimum amount for the CCQ levy has been reached and, if not, will add the difference to the amount invoiced. The operation is the same for all fields with a minimum contribution (e.g., hourly AECQ contribution).
- Following the final filing of the monthly report, the results will be returned via the service and an email will be sent to the employer in all cases (result with or without error). If noncompliant data have been found for an employee and we have his or her email address in our files, that employee will also receive an email for the line detail that concerns him or her.
- One single monthly report per employer may be filed.

### 11.1 Example of request content

Actual filing:

POST url: <https://.../soumettreRapport>

Simulation:

POST url: <https://.../simulerSoumissionRapport>

Authorization : Bearer <accessToken>  
Content-Type: application/json;charset=UTF-8

```

{
  "rapportMensuel": {
    "numeroClientEmployeur": "654321",
    "debutPeriode": "20221127",
    "finPeriode": "20221231",
    "activites": [
      {
        "numeroActivite": 1,
        "numeroClientSalarie": "10000048",
        "numeroAssuranceSocial": null,
        "nomFamille": "Charles",
        "prenom": "S",
        "semainesTravailles": 2,
        "metier": "190",
        "periodeApprentissage": "1",
        "statut": "",
        "secteur": "A",
        "salaireAnnexe": "F1",
        "regionTravail": "08",
        "syndicatLocal": "CPQMC-101",
        "heuresRegulier": 45,
        "heuresDemi": 0,
        "heuresDouble": 1.25,
        "salaireCotisable": 1314.72,
        "congesEtFeries": 170.91,
        "avantagesSociaux": 395.76,
        "cotisationsSyndicales": 65.74,
        "contributionSectorielle": 0.93,
        "taxeDeVenteAssurance": 12.01,
        "fondsIndemnisation": 0.93,
        "contributionPatronale": 2.79,
        "taxeProduitsServices": 0.14,
        "taxeVenteQuebec": 0.28,
        "prelevementCcq": 22.28,
        "fondsQualification": 1.40,
        "fondsformation": 9.30
      }
    ]
  }
}

```

## 11.2 Example of response content

### 11.2.1 EXAMPLE 1: SUCCESS

```

{
  "@metadataEtag": "W/\\"eb1907d97366f115e4ab9a1af09825a64c190c36593d6e\\"",
  "codeRetour": "SUCCES",
  "rapport": {
    "numeroClientEmployeur": "654321",
    "debutPeriode": "20230226",
    "finPeriode": "20230325",
    "activites": [
      {
        "numeroActivite": 1,
        "numeroClientSalarie": "10000048",

```

```

"numeroAssuranceSocial":null,
"prenom":"L",
"nomFamille":"Harnois",
"metier":"190",
"statut":"A",
"periodeApprentissage":"1",
"secteur":"A",
"salaireAnnexe":"F1",
"regionTravail":"06",
"syndicatLocal":"CPQMC-101",
"semainesTravaillees":4,
"heuresRegulier":40,
"heuresDemi":0,
"heuresDouble":0,
"salaireCotisable":895,
"congesEtFeries":200,
"contributionSectorielle":0,
"avantagesSociaux":346.44,
"cotisationsSyndicales":0,
"taxeDeVenteAssurance":10.34,
"fondsIndemnisation":0,
"contributionPatronale":0,
"taxeProduitsServices":0,
"taxeVenteQuebec":0,
"prelevementCcq":0,
"fondsQualification":0,
"fondsformation":0
}]
},
"resultat":{
"numeroRapport":"65432123030100",
"soumisPar":"abcd",
"numeroClientEmployeur":"654321",
"debutPeriode":"20230226",
"finPeriode":"20230325",
"montantTotalFacture":566.78,
"montantsSoumis":{
"salaireCotisable":895.00,
"congesEtFeries":200.00,
"contributionSectorielle":0,
"avantagesSociaux":346.44,
"cotisationsSyndicales":0,
"taxeDeVenteAssurance":10.34,
"fondsIndemnisation":0,
"contributionPatronale":0,
"taxeProduitsServices":0,
"taxeVenteQuebec":0,
"prelevementCcq":0,
"fondsQualification":0,
"fondsformation":0,
"cotisationAnnuelleAecq":0
},
"montantsFactures":{
"salaireCotisable":895.00,
"congesEtFeries":200.00,
"contributionSectorielle":0,
"avantagesSociaux":346.44,
"cotisationsSyndicales":0,
"taxeDeVenteAssurance":10.34,
"fondsIndemnisation":0,
"contributionPatronale":0,
"taxeProduitsServices":0,
"taxeVenteQuebec":0,

```

```

    "prelevementCcq":10,
    "fondsQualification":0,
    "fondsformation":0,
    "cotisationAnnuelleAecq":0
  },
  "activites":
    "numeroActivite":1,
    "montantsFactures":{
      "salaireCotisable":895.00,
      "congesEtFeries":200.00,
      "contributionSectorielle":0,
      "avantagesSociaux":346.44,
      "cotisationsSyndicales":0,
      "taxeDeVenteAssurance":10.34,
      "fondsIndemnisation":0,
      "contributionPatronale":0,
      "taxeProduitsServices":0,
      "taxeVenteQuebec":0,
      "prelevementCcq":0,
      "fondsQualification":0,
      "fondsformation":0,
      "cotisationAnnuelleAecq":0
    },
    "messages":[],
    "donneesNonConforme":false,
    "raisonsDonneesNonConforme":[]
  }
],
"messages":[],
"donneesNonConforme":false
},
"messages":[]
}

```

### 11.2.2EXAMPLE 2: ERROR

```

{
  "@metadataEtag":"W/\\"eb1907d97366aa80afc92689825a64c190c36593d6e\\"",
  "codeRetour":"ERREUR",
  "rapport":{ ... _
    (voir détail en 9.4.1)
  },
  "messages":[
    {
      "code":"E08",
      "severite":"Erreur",
      "message": "Un rapport mensuel existe déjà pour l'employeur 654321 pour la
période 003.2023"
    }
  ]
}

```

### 11.3 List of return codes and error messages

ID_CODE	Description
E01	Nonvalid monthly report format
E02	Nonvalid SIN
E03	Nonvalid or nonexistent employer number
E04	Nonvalid or nonexistent employee client number

ID_CODE	Description
E05	User {0} cannot file for employer {1} for period {2}
E06	User {0} cannot file for employer {1}
E07	Nonvalid period
E08	A monthly report already exists for employer {0} for period {1}
E09	Double activity numbers
E10	Missing employee number, social insurance number, or activity number
E11	Employee not found
E12	Start and end dates do not correspond to the table of monthly report periods
E90	Unexpected error occurred during validation
E99	Unexpected error occurred during filing

## 12 DETAILS OF AMOUNT TO PAY SERVICE

### 12.0 Description of the service

This service may be used exclusively by payroll departments if these departments file their monthly reports via the "Submission of a complete monthly report" service.

The partner will have to file each monthly report individually, then use the web service's tab "Détail des sommes à payer" to inform the CCQ about the details of the bank transfer to be made.

The information transmitted on the amounts to be paid will include only the invoices for which payments will be made by the payroll department **on behalf of** the employers. When the payment is made by the employer directly to the CCQ, either by electronic payment or by automatic debit from the employer's account, this invoice should not be sent to the CCQ.

### INPUT PARAMETERS

Name	Field	Type	Length	Comment
Identification number of payroll department	serviceDePaieId	Character string	10	For example:900018 This number will be provided by the CCQ.
Date of payment	datePaiement	Character string	8	YYYYMMDD
Number of invoices paid by the coming transfer	nombreFactures Payees	Complete		
Total amount paid	totalPaye	Decimal		
Sequential number of payment	numeroSequence	Complete		Will make it possible to confirm that one payment detail has not been submitted more than once

### INPUT PARAMETERS – PER MONTHLY REPORT (DETAILSPAIEMENTS)



Name	Field	Type	Length	Comment
Employer's CCQ number	numeroEmployeur	Character string	Max. 10	Currently the employers' CCQ client numbers are maximum 6 characters
Amount paid	montantPaiement	Character string	8	YYYYMMDD
Invoice number (or monthly report number) generated by the CCQ	numeroRapport	Character string	14	Optional

### OUTPUT PARAMETERS

Name	Field	Type	Length	Comment
Return code	code			
Error message				

## 12.1 Example of request content

```

POST url : https://.../Paiements
Authorization : Bearer <accessToken>
Content-Type: application/json;charset=UTF-8
{
  "serviceDePaieId":"900011",
  "datePaiement":"20230308",
  "nombreFacturesPayees":2,
  "totalPaye":75.00,
  "numeroSequence":2,
  "detailsPaiements":[
    {
      "numeroEmployeur":"100488",
      "montantPaiement":50.00,
      "debutPeriode":"20230226",
      "numeroRapport":"10048823030100"
    },{
      "numeroEmployeur":"100489",
      "montantPaiement":25.00,
      "debutPeriode":"20230226",
      "numeroRapport":"10048923030100"
    },
  ]
}

```

## 12.2 Example of response content

### 12.2.1EXAMPLE 1: SUCCESS

### 12.2.2EXAMPLE 2 ERROR

```
{
  "erreur":{
    "code":"400",
    "message":"Le rapport numéro 2700 n'existe pas pour l'employeur 1000488 et la
    période 003.2023."
  }
}
```

## 12.3 List of return codes and error codes

To be completed.

## 13 REFERRAL LIST SERVICES

### 13.0 Description of services

The values valid for our referral lists are now available in the appendix in the present document and in the Employer's Guide, but some are also accessible via the web services – the following values:

- Sectors
- Skills
- Trades
- Schedules

The lists of trades and schedules may be filtered by effective date and by sector.

### 13.1 Example of request content

The structure of data related to these requests is accessible via the metadata link found in section 4.2.

The URL links for these services will follow later in summer 2023.

#### **Sectors:**

GET url: <https://.../Secteur>

#### **Skills:**

GET url: <https://.../competence>

**Trades:**

GET url: [https://.../annexe?%24filter=dateEffectivite eq '20230101' and secteur eq 'D'](https://.../annexe?%24filter=dateEffectivite%20eq%20'20230101'%20and%20secteur%20eq%20'D)

**Schedules:**

GET url: [https://.../annexe?%24filter=dateEffectivite eq '20230101' and secteur eq 'D'](https://.../annexe?%24filter=dateEffectivite%20eq%20'20230101'%20and%20secteur%20eq%20'D)

## 14 APPENDIXES

### 14.0 Appendix 1 Table of allegiances

ID	Label
CPQMC-101	Local 101 - Union international des mécaniciens d'ascenseur (Charlesbourg)
CPQMC-1135	Local 1135 - Syndicat international des peintres et métiers connexes
CPQMC-116	Local 116 - Association provinciale des ferblantiers, couvreurs et métiers connexes
CPQMC-134	Local 134 - Fraternité unie des charpentiers et menuisiers d'Amérique
CPQMC-144	Local 144 - Association unie des compagnons et apprentis de l'industrie de la plomberie et de la tuyauterie des États-Unis et du Canada
CPQMC-160	Local 160 - Fraternité unie des charpentiers-menuisiers d'Amérique
CPQMC-1604	Local 1604 - Fraternité internationale des ouvriers en électricité - Secteur des systèmes d'alarme et signalisation
CPQMC-2182	Local 2182 - Mécanicien industriel-Millwright
CPQMC-271	Local 271 - Fraternité internationale des chaudronniers, constructeurs de navires en fer, forgerons, forgeurs et aides
CPQMC-349	Local 349 - Syndicat international des peintres et métiers connexes
CPQMC-380	Local 380 - Poseurs de systèmes intérieurs (International)(FUCMA)
CPQMC-4	Local 4 - Union internationale des briqueteurs et métiers connexes
CPQMC-527A	Local 527-A - Union internationale des journaliers de l'Amérique du Nord (Hull)
CPQMC-568	Local 568 - Fraternité internationale des ouvriers en électricité (Montréal)
CPQMC-58	Local 58 - Association internationale des poseurs d'isolants et des travailleurs de l'amiante
CPQMC-62	Local 62 - Union internationale des journaliers d'Amérique du Nord
CPQMC-7	Local 7 - Union internationale des briqueteurs et métiers connexes (Ottawa-Hull)
CPQMC-71	Local 71 - Association unie des compagnons et apprentis de l'industrie de la plomberie et de la tuyauterie des États-Unis et du Canada
CPQMC-711	Local 711 - Association internationale des travailleurs en ponts, en fer structural et ornemental
CPQMC-761	Local 761 - Fraternité unie des charpentiers-menuisiers d'Amérique (FUCMA)
CPQMC-853	Local 853 - Association unie des compagnons et apprentis de l'industrie de la plomberie et de la tuyauterie des États-Unis et du Canada
CPQMC-89	Local 89 - Union internationale des constructeurs d'ascenseurs
CPQMC-905	Local 905 - Union internationale des opérateurs-ingénieurs
CPQMC-929	Local 929 - Association internationale des ouvriers plâtriers cimentiers-applicateurs
CPQMC-96	Local 96 - Union international des mécaniciens d'ascenseur (Hull)
CSD	CSD Construction
CSN	CSN - Construction
FTQ-0000	FTQ (local0000)
FTQ-1	Local 1 - Union des carreleurs et métiers connexes

FTQ-100	Local 100 - Association canadienne des métiers de la truelle
FTQ-135	Local 135 - Monteurs mécaniciens vitriers
FTQ-1676	Local 1676 - Fraternité provinciale des ouvriers en électricité (monteurs de ligne)
FTQ-1981	Local 1981 - Association nationale des mécaniciens industriels
FTQ-2016	Local 2016 - Syndicat interprovincial des ferblantiers et couvreurs
FTQ-2366	Local 2366 - Fraternité nationale des poseurs de systèmes intérieurs, revêtements souples et parqueteurs-sableurs
FTQ-3	Local 3 - Association nationale des travailleurs en réfrigération, climatisation et protection-incendie
FTQ-618	Local 618 - Association nationale des travailleurs en tuyauterie et calorifugeurs
FTQ-777	Local 777 - Fraternité nationale des poseurs d'acier d'armature
FTQ-791	Local 791 - Union des opérateurs de machines lourdes
FTQ-9	Local 9 - Fraternité nationale des charpentiers menuisiers
FTQ-99	Local 99 - Association nationale des peintres et métiers connexes
FTQ-AM AQ	Local AM AQ - Association des métiers de l'acier du Québec
FTQ-AMI	Local AMI - Association des manoeuvres interprovinciaux
FTQ-FI POE	Local FI POE - Fraternité interprovinciale des ouvriers en électricité
SQC	Syndicat québécois de la construction

## 14.1 Appendix 2 Table of schedules (wages)

ID	Label
B3	General rule: Day work
B4	General rule: 7:00 a.m. to 7:00 p.m. except trade 380: 5:00 a.m. to 5:00 p.m.
B5	General rule: 7:00 p.m. to 7:00 a.m. except trade 380: 5:00 p.m. to 5:00 a.m.
B6	Isolated sites/Baie-James: Day work
B7	Isolated sites/Baie-James: 7:00 a.m. to 7:00 p.m. except trade 380: 5:00 a.m. to 5:00 p.m.
B8	Isolated sites/Baie-James: 7:00 p.m. to 7:00 a.m. except trade 380: 5:00 p.m. to 5:00 a.m.
C3	General rule: Day work
C4	General rule: 7:00 a.m. to 7:00 p.m. except trade 380: 5:00 a.m. to 5:00 p.m.
C5	General rule: 7:00 p.m. to 7:00 a.m. except trade 380: 5:00 p.m. to 5:00 a.m.
C6	Isolated sites/Baie-James: Day work
C7	Isolated sites/Baie-James: 7:00 a.m. to 7:00 p.m. except trade 380: 5:00 a.m. to 5:00 p.m.
C8	Isolated sites/Baie-James: 7:00 p.m. to 7:00 a.m. except trade 380: 5:00 p.m. to 5:00 a.m.
D3	General rule: day work
D4	General rule: Work between 6:00 a.m. and 6:30 p.m.
D5	General rule: Work between 6:30 p.m. and 6:00 a.m.
D6	Isolated sites and Baie-James: Day work

D7	Isolated sites and Baie-James: Work between 7:00 a.m. and 7:00 p.m.
D8	Isolated sites and Baie-James: Work between 7:00 p.m. and 7:00 a.m.
E1	Transmission lines, electrical substations, communication towers
E2	Distribution lines and catenaries
E3	Communication networks
E4	Lines, posts, communication towers on isolated sites, Baie-James
F1	Construction camps: Day work
F2	Construction camps: Work between 7:00 a.m. and 7:00 p.m.
F3	Construction camps: Work between 7:00 p.m. and 7:00 a.m.
G1	Windmills: Day work
G2	Windmills: Work between 6:30 a.m. and 6:30 p.m.
G3	Windmills: Work between 6:30 p.m. and 6:30 a.m.
N1	Heavy industry: Day work
N2	Heavy industry: 7:00 a.m. to 7:00 p.m. except trade 380: 5:00 a.m. to 5:00 p.m.
N3	Heavy industry: 7:00 p.m. to 7:00 a.m. except trade 380: 5:00 p.m. to 5:00 a.m.
N4	Heavy industry: Day work (clause 3.03)
N5	Heavy industry: 7:00 a.m. to 7:00 p.m. (clause 3.03)
N6	Heavy industry: 7:00 p.m. to 7:00 a.m. (clause 3.03)
R	Light residential construction
R1	Heavy residential construction
R2	Isolated sites and Baie-James light/heavy residential construction
T3	Pipeline and distribution network installation: day work
T4	Pipeline and distribution network installation: Work between 6:00 a.m. and 6:30 p.m.
T5	Pipeline and distribution network installation: Work between 6:30 p.m. and 6:00 a.m.

## 14.2 Appendix 3 Table of statuses

ID_PARAMETRE	Label
<i>(empty field)</i>	Construction employee
A	Voluntary contribution (with social benefits)
C	Independent contractor (without social benefits)
E	Designated representative (with social benefits)
H	Union association (with social benefits)
I	Union association (with insurance only)
J	Union association (with pension only)

### 14.3 Appendix 4 Table of sectors

ID_PARAMETRE	Label
A	Civil engineering and roads
B	Industrial
C	Institutional and commercial
D	Residential



## 14.4 Appendix 5 Table of Regions

ID_PARAMETRE	Label
0	OUTSIDE OF QUÉBEC
1	ILES DE LA MADELEINE
2	BAS-ST-LAURENT-GASPÉSIE
3	SAGUENAY-LAC-ST-JEAN
4	QUÉBEC CITY
6	TROIS-RIVIÈRES
7	CANTONS DE L'EST
8	MONTREAL
9	OUTAOUAIS
10	NORD-OUEST
11	CÔTE-NORD
13	BAIE JAMES
14	NUNAVIK

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## 14.5 Appendix 6 – Table of justifications for noncompliant data

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<b>ID_CODE</b>	<b>Label</b>
1	Employee not found
2	Entry by labour pool/women measure
3	Nonvalid apprenticeship period
4	Nonvalid work permit
5	Nonvalid union allegiance
6	Nonvalid SIN/Last name/First name combination

## **14.6 Appendix 7 Details of modifications to the rates service**

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Effective rates date	DateTaux	dateEffectivite
Sector	Secteur	Secteur
Schedule	Annexe	annexe
Trade	Metier	metier
Skill	PerApprenti	competence
Status	StatutPers	statut
Date of last rates update	DateMajTaux	dateDerniereModification
Sector description	DescSecteur	descSecteur
Schedule description	DescAnnexe	descAnnexe
Trade description	DescMetier	descMetier
Union (and local, if applicable)	Union + "-" + Local	syndicatLocal
Base wage rate	TxSalaireHorRegulier	tauxRegulier
Time-and-a-half wage rate	TxSalaireHorDemi	tauxDemi
Double-time wage rate	TxSalaireHorDouble	tauxDouble
Soc. ben. insurance employee share base + complementary	AvsocAssurPSalarie	assuranceBaseSal + assuranceComplSal
Soc. ben. insurance employer share base + complementary	AvsocAssurPEmpr	assuranceBaseEmpl + assuranceComplEmpl
Retirement soc. ben., employee share	AvsocRetraitePSalarie	retraiteSalaries
Retirement soc. ben., employer share	AvsocRetraitePEmpr	retraiteEmployeur
Total soc. ben., employee share	AvsocTotPartSalarie	assuranceBaseSal + assuranceComplSal + retraiteSalaries
Total soc. ben., employer share	AvsocTotPartSEmpr	assuranceBaseEmpl + assuranceComplEmpl + retraiteEmployeur

Total soc. ben., employer + employee share	AvsocTotal	assuranceBaseSal + assuranceComplSal + retraiteSalaries + assuranceBaseEmpl + assuranceComplEmpl + retraiteEmployeur
Taxable benefits	AvantImposable	avantageImposable
Voluntary contribution, employee	FraisParticipVolSalarie	contribVoluntaireSalarie
Vacations and statutory holidays	CongesJoursFeries	congesVacances
Safety equipment	EquipSecurite	equipementSecurite
Welding qualification fund	FondsQualif	fondsQualificationSoudage
Union education fund (\$/h)	ContribSectorielle	caiseEducationSyndicale
Levy % employee share	PrelevPartSalarie	prelevementSalarie
Hourly AECQ contribution	FondsPatronalHoraire	aecqCotisationHoraire
Annual AECQ contribution	FondsPatronalAnnuel	aecqCotisationAnnuelle
AECQ contribution , minimum	FondsPatronalMinimum	aecqCotisationMinimum
APCHQ hourly contribution (\$/h)	ContribSectorielle	apchqCotisationHoraire
Hourly ACRGTQ contribution	FondsPatronalHoraire	acrgtqCotistationHoraire
Compensation fund	FondsIndemnisation	fondsIndemnisation
Training fund	FondsFormation	fondsFormation
Sales tax on insurance	TaxAssurance	taxeVenteAssurance
Applicable GST	TPS	tps
Applicable QST	TVQ	tvq
Employer voluntary contribution	FraisParticipVolEmpr	contribVoluntaireEmployeur
Levy % employer share	PrelevPartEmpr	prelevementEmployeur
Minimum levy	PrelevMinimum	prelevementMinimum
Union dues regular hourly amount	CotSyndMntHorRegulier	cotSyndMntHorRegulier
Union dues double-time hourly amount	CotSyndMntHorDouble	cotSyndMntHorDouble

Union dues time-and-a half hourly amount	CotSyndMntHorDemi	cotSyndMntHorDemi
Union dues amount per week	CotSyndMntSemaine	cotSyndMntSemaine
Union dues amount per month	CotSyndMntMois	cotSyndMntMois
Union dues % of gross wage rate	CotSyndPourcSalBrut	cotSyndPourcSalBrut
Union dues plus other hourly fees	CotSyndAutresFrais	cotSyndAutresFrais
Union dues remark	CotSyndRemarque	cotSyndRemarque



## **14.7 Appendix 8 – Details of modifications to the filing of a monthly report service**

Complete field name	Old table	Old name	New table	New name
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Complete field name	Old table	Old name	New table	New name
Report number	Details	NumRapp		N1A
Start date of monthly report period	Details	PerDu	Report header	debutPeriode
End date of monthly report period	Details	PerAu	Header	finPeriode
Employer's CCQ number	Details	No	Header	numero
Activity number	Details	Page + NoLigne	Detail per employee	numeroActivite
Employee's CCQ client number	Details		Detail - activities	numeroActivite

**14.8 Appendix 9 – Minimal and optional standards**

## 14.9 Minimal standards

- Use the authentication method set out in section 5 according to the type of product (accounting software or payroll department)
- Require the use of the simulation of a complete monthly report service before filing a complete monthly report
- Display to the user the error messages returned by the web services
- Control the valid hour statuses for a monthly report period
- Generate a separate call to the filing service for each employer and each monthly report period
- Verify for each monthly report filing whether the minimum amounts have been invoiced by the CCQ, especially for the CCQ levy and the AECQ contribution.

### 14.10 Optional standards

- Validate the data with the validation service for compliance of an employee
- Use the search for rates in force service
- Use the service of details of amounts to pay by payroll departments (if it is not used, separate bank transfers will have to be made for each employer)
- Use the referral lists services
- Provide the invoice number in the detail of amounts to pay service (may become obligatory in a later version)

### 14.11 Appendix 10 – Availability of versions per service

The software that will be validated by the CCQ will be tested with a specific API version. If improvements are made to our APIs, publishers will be informed, according to the conditions set out in the agreement. Depending on the compatibility of the improvements, previous API versions may or may not remain functional.

If a software uses a version that is no longer valid according to the table below, its “Client ID” may be deactivated by the CCQ.

Name of service	Numbers of valid versions
Search for rates in force	To come
Validation of employee's compliance	To come
Simulation of a monthly report	To come
Filing of a monthly report	To come
Details of amounts to pay	To come
Referral list: Sector	To come
Referral list: Skill	To come
Referral list: Trade	To come
Referral list: Schedule	To come

## 15 BIBLIOGRAPHY

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Except with regard to texts of statutes and regulations, in case of contradiction between these documents and the specifications, the specifications take precedence. It should be noted that some regulations and documents listed below are in the process of being updated.

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