

June Compensation Disclosure for Public Sector Bodies

Step-by-Step Guide

In accordance with the [Public Sector Compensation Transparency Act](#) (PSCTA), public sector bodies must disclose compensation amounts and contracts (if applicable) that have been issued during the previous calendar year (i.e. January 1 – December 31). Immediate disclosure is also required when a public sector body is dissolved, amalgamated, or otherwise ceases to exist. For more details, please refer to the Technical Guide on June Compensation Disclosure for Public Sector Bodies.

This step-by-step guide outlines the process to follow for June disclosures and/or when a public sector body ceases to exist.

Review the June disclosure requirements

1. The technical guide contains more details about the requirements of the compensation and employment and/or severance contract disclosure. The threshold amount is also [posted online](#).

Nil Reports

If a public sector body has no employees earning over the threshold **and** no members receiving compensation, severance, or non-monetary benefits, the public sector body is required to advise the public and the Minister that there is no disclosure to be made in the following manner:

- Completing the nil report form or
- Writing a letter from the highest-ranking officer with the following information:
 - A statement that, to the best of the person's knowledge and belief, there are no employees of the organization who earned more than the stated threshold in compensation and/or severance during the last calendar year, and there were no members who received any amount of compensation, severance and non-monetary benefits
 - The signature of the highest-ranking official and their position or title
- Posting the link to the nil report to the public sector body or responsible department's website. If a nil report or remuneration report from a previous year already exists, it must be available from the same web page.
- Emailing the form or letter to PASInfo@gov.ab.ca with **subject line: PSCTA – Nil Report**. Information on the name of the public sector body as well as the website or link to where the nil report is posted (including previous years) should also be included in the email.

Obtain and verify disclosure data

- If a public sector body has members that are paid through the Government of Alberta (GoA) payroll system, the Public Agency Secretariat will provide the GoA departments with the disclosure data that is pulled from IMAGIS, the GoA payroll system. The GoA departments can then forward the data to other departments and/or public sector bodies for their use.
- Data pulled from the IMAGIS system does not cover all public sector bodies. Public sector bodies should work with their relevant GoA departments and/or internal teams—financial, payroll, administrative, etc.—to ensure disclosure data is verified and the appropriate information is being disclosed.

Compile disclosure data (statement of remuneration)

- As previous disclosures will need to be combined into a single file, build off of the last disclosure's Comma Separated Value (CSV) file by adding new rows with the disclosure year. The fields on the CSV file must correspond to the image below. Please note there are no spaces between words in each column. Complete the columns accordingly with the appropriate information.

	A	B	C	D	E	F	G	H	I
1	PublicSectorBody	Position	Name	Year	Compensation	Other	Severance	ContractAttachment	TerminationAttachment
2									
3									

*Note: Columns A, B, C, and D must not be left blank. **There should only be 1 line (1 record) per individual, per year.** Refer to section C in the Appendix of the technical guide for the requirements on the downloadable CSV file.*

- Remove information of employees and members who have applied for and been granted an individual safety exemption (refer to the technical guide for more information).
- Ensure the name of the public sector body (under the “PublicSectorBody” column) corresponds to what is displayed in the [GoA compensation database](#). Please contact PASInfo@gov.ab.ca if there are any changes to the name.

Redact and post online employment and/or severance contracts

Posting of employment and/or severance contracts **only** applies to designated positions in public sector bodies that are:

- Identified in Column 1, Schedule 1 of the [Reform of Agencies, Boards and Commissions Compensation Regulation](#)
- The Chief Executive Officer of Alberta Health Services
- The Chief Executive Officer of Alberta Electric System Operator

Refer to the technical guide for full details about when employment and/or severance contract disclosure is required.

If there are no employment and/or severance contracts to disclose, please move on to the “Validate the statement of remuneration” section below.

7. Ensure contracts are properly redacted. Under the [General Regulation](#), contracts posted should not include home addresses, signatures, or any other personal information that, in the opinion of the Minister, constitutes an unreasonable invasion of the employee’s personal privacy.

Note: The public sector body is encouraged to seek legal advice for advice on the aspects of contract requiring redaction.

8. Once employment and/or severance contracts have been redacted, create a web link to the PDF of the contacts and include these links in the “ContractAttachment” and/or “TerminationAttachment” column on the CSV file.

	A	B	C	D	E	F	G	H	I
1	PublicSectorBody	Position	Name	Year	Compensation	Other	Severance	ContractAttachment	TerminationAttachment
2									
3									

Validate the statement of remuneration

Before creating a CSV web link (URL) and posting it on the public sector body/department website, please ensure your CSV file meets the requirements for posting online. Refer to Appendix Section C: Downloadable File Requirements in the technical guide for more information.

9. Check to see if the CSV file has any errors by uploading the file to the [validation website](#). This is done by selecting the first button on the website, as seen in the example below.

Select the appropriate step to begin CSV validation

- Step 1 – Pre-validation Check:** I want to upload my CSV file to check for errors and ensure it meets requirements
- Step 2 – Submit URL to CSV File:** I have completed the pre-validation check and have a direct URL where my CSV file is located online.

10. The system will notify you of any errors to the CSV file. If applicable, correct the errors. You may upload your CSV file to the validation website as many times as needed to check for errors.

Note: This step is to ensure the file meets the requirements for posting online. It does not mean you have completed the disclosure process. If you have errors on your file and are unable to correct them, please contact PASInfo@gov.ab.ca for assistance.

Submit disclosure data

11. Once there are no errors on the CSV file, upload the file to your disclosure website, replacing the previous file by using the same name. You can use a new file name, but you must notify PASInfo@gov.ab.ca before moving on to the next step. PAS will need to update the system with the new link.
12. Go to the [validation website](#) to submit the web link to where the CSV file is posted, as shown in the example below.

Select the appropriate step to begin CSV validation

- Step 1 – Pre-validation Check: I want to upload my CSV file to check for errors and ensure it meets requirements
- Step 2 – Submit URL to CSV File: I have completed the pre-validation check and have a direct URL where my CSV file is located online.

Note: Contact PASInfo@gov.ab.ca if there is a new web link to the public sector body/department disclosure information.

Once submitted, the website will confirm success. **This step completes the disclosure process.** For further information on the validation tool, refer to Appendix Section D of the technical guide.

Reminders

- All data from current and past disclosures is to be combined into one CSV file.
- Public sector bodies are required to disclose before it is dissolved, amalgamated, or otherwise ceases to exist.
- Compensation and severance disclosures are to be publicly available five years from the date they were initially required to be disclosed.
- Publicly post the name and title of the contact person who can assist with disclosure inquiries. The information must also be provided to the government official assigned to the public sector body.
- Refer to the technical guide if there are any corrections to the disclosure data.
- Public sector bodies are only required to post a CSV file to their websites where posting an interactive grid is optional.

Resources

Public Sector Body Compensation Disclosure on Alberta.ca

<https://www.alberta.ca/public-sector-body-compensation-disclosure.aspx>

Public Sector Body Disclosure Database

<https://www.alberta.ca/public-sector-body-compensation-disclosure-table.cfm>

Public Sector Compensation Transparency Act

<http://www.qp.alberta.ca/documents/Acts/p40p5.pdf>

Public Sector Compensation Transparency General Regulation

http://www.qp.alberta.ca/documents/Regs/2016_052.pdf

Public Sector Compensation Transparency Dissolved Public Sector Bodies Regulation

http://www.qp.alberta.ca/documents/Regs/2017_113.pdf

Reform of Agencies, Boards and Commissions Compensation Regulation

http://www.qp.alberta.ca/documents/orders/Orders_in_Council/2017/217/2017_068.pdf

Validation Website

<http://pscta.alberta.ca/validator>