



Office of Financial Management

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eTime Data Interface Description

Employee Leave History

Employee Leave History

Document History

Change #	Date	Section	Description
WSDOT Request: SLA 2018-001-01	5/2/18	Overview and Appendix A - mapping	Summarize hours for each distributed leave type per leave end date by employee for the prior two (2) years.
	2/8/2019	All	Replace WaTech references to OFM. Replace Service Level Agreements to Interagency Agreement.

Background

EmpCenter is a Software as a Solution application hosted in the cloud by WorkForce Software. EmpCenter is a time and leave application that collects employee time data, calculates and maintains leave balances, records leave requests and approvals. This application also supports FMLA and military leave rules via the Absence Compliance Tracking (ACT) component. OFM offers integration of HRMS and AFRS data with EmpCenter on behalf of State Agencies under Interagency Agreements.

Purpose of the document

This document provides an overview of the employee leave history interface, the data it contains, and describes OFM responsibility in delivering this interface to EmpCenter. The behaviors, run schedule and activities provided by the EmpCenter application in consuming this data is not in the scope of this document. The individual agency product owner may request changes to this interface as outlined in the Interagency Agreement (IAA).

Overview

This is an outbound interface from HRMS to EmpCenter via the OFM Integration Layer. This interface obtains the leave hours taken for each distributed leave type during the prior two years then summarize all leave hours per absence types and end date. This file contains only the employees that utilize EmpCenter. This interface was designed for use by the ACT module to supplement the leave hours reported to HRMS prior to the employee utilizing EmpCenter. This additional leave data is utilized for employee transfers and agencies beginning to use the EmpCenter ACT module, otherwise the ACT module relies on leave reported in EmpCenter.

ACT will track FMLA and state leave eligibility based on length of service, hours working in a rolling calendar year measured backward and historical leave usage, and will identify the employee as either meeting or not meeting the eligibility requirements. The ACT module also manages Military leave usage.

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The ACT module highlights those conditions for the case manager; leaving it to his/her discretion to determine if the employee should be allowed time off under FMLA and/or state leaves.

Frequency

This process runs on day 4 of each payroll.

Data Classification

The classification for the data presented in this interface is Category 1.

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Appendix A - Mapping

This data is provided in a .csv format.

HRMS Infotype or table	Field	Field Description	Data Type	Any filter/ rules on this field	Target Field Name
PA2001	PERNR	Personnel No.	String	Employee ID	PERNR
PA2001	ENDDA	to	Date	End Leave Date	LEAVE_DT
PA2001	STDAZ	Absence hours	Number	Leave duration is aggregated based on the ACT leave types per end leave date for each employee id. A crosswalk table between the HRMS leave types and the ACT leave types is created in the LD table.	DURATION
		ACT Leave Type	String	Identifies the specific leave program utilized. Use PA2001.AWART to look up value in crosswalk LD table.	LEAVE_TYPE
			Number	Standard Daily Hours are hard coded to the value 8	STD_DAILY_HOURS
			Number	Standard Weekly Hours are hard coded to the value 40	STD_WEEKLY_HOURS
			String	Comments	COMMENTS

Note: the required header on the target file is simply the titles in the column "Target Field Name" above. EmpCenter is case-sensitive to the header record.

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Crosswalk of HRMS absence types to the ACT Distributed Leave Types for consumption by the ACT Module in EmpCenter.

	ACT Leave Type	HRMS absence type
1	DIST_US_FED_ADA	9040 LWOP Reasonable Accommodation
2	DIST_US_FED_FMLA	9014 Comp Time FMLA 9118 Exchange Time FMLA 9038 LWOP FMLA 9074 Personal Holiday FMLA 9001 Shared Leave FMLA 9049 Sick Leave FMLA 9004 Vacation Leave FMLA
3	DIST_US_FED_FMLA_MILITARY_CAREGIVER	9116 Exchange time FMLA Service Member Care 9042 LWOP FMLA Service Member Care 9125 Personal Holiday FMLA Service Member Care 9002 Shared Leave FMLA Service Member Care 9052 Sick Leave FMLA Service Member Care 9011 Vacation Leave FMLA Service Member Care
4	DIST_US_FED_USERRA	No specific absence Types
5	DIST_US_PREGNANCY_CHILDBIRTH_MEDICAL_LEAVE	No specific absence types
6	DIST_WA_CRIME_VICTIM_LEAVE	No specific absence types
7	DIST_WA_DOM_VIOL_LEAVE	No specific absence types
8	DIST_WA_FAMILY_MEDICAL_LEAVE	9154 Comp Time Family Care Act 9117 Exchange time Family Care Act 9184 LWOP Family Care 9144 Personal Holiday Family Care Act 9174 Sick Leave Family Care Act 9124 Vacation Leave Family Care

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	ACT Leave Type	HRMS absence type
9	DIST_WA_FAMILY_MILITARY_LEAVE	9015 Comp Time Mil Spouse Lv 9115 Exchange time Mil Spouse Lv 9029 LWOP Mil Spouse LV 9126 Personal holiday Mil Spouse Lv 9053 Sick Leave Military Spouse Lv 9012 Vacation Lv Military Spouse Lv
10	DIST_WA_MILITARY_LEAVE	9043 Military Leave 9031 LWOP Military Lv
11	DIST_WA_PREGNANCY_LEAVE	No specific absence types
12	DIST_WA_SICK_LEAVE	No specific absence types