



# Office of Financial Management

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## eTime Data Interface Description

Employee Information

# Employee Information

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## Document History

Change #	Date	Section	Description
Ecology Request: SR1801_06882	5/3/18	Standard Fields	pay_rate – This request presented a business case that promoted the inclusion of PERMANENT Assignment Pay into the Base Pay amount that is transferred to eTime with the employee interface. Ecology desired PERMANENT Assignment Pay to be included as a portion of base pay in the eTime application to facilitate processing Shared Leave transactions. In response, the Salary/hourly amount presented in the Salary per Period pop-up in PA0008 is provided in this interface for employees with a HR_STATUS not equal Zero (0). Ecology, OFM and WSDOT approved this change request.
Typo in list of near real time (NRT) infotypes	7/27/18	Overview	Update PA0040 to PA0041 in the list of NRT infotypes.
Error in field mapping and new field	1/29/19	Standard Fields, , Employee generic fields, Assignment generic fields, Overview	Update date type 03 field description from Original Hire Date to Agency Hire Date. Update date type 09 field description to ZDNU Vac Lv Frozen. Update date type 42 field description to Anticipated End Date. These field mappings should match the display name in HRMS. Remove redundant date descriptions in rules column.  Add clarification regarding the derived and phased org units dependencies.
WSDOT Request: SR1812_03027	3/26/19	All	Replace WaTech references to OFM. Replace Service Level Agreements to Interagency Agreement.  Update Manager id “Any filter/ rules on this field” text to reflect enhanced behavior.
WSDOT request: SR1901_09965	4/8/19	Assignment generic fields	Add appointment date field to assignment generic fields.
Add clarification regarding nightly batch.	9/25/19	Multiple files – Nightly batch	Provide information regarding multiple nightly batch as provided in the original TDD provided by WorkForce.
Response to address question	1/2/20	Standard Fields	Clarification regarding type of address provided in interface.
DSHS Request SR2003_13235	9/9/20	Standard Fields	Add data mapping for Seniority Date.
Update screenshot	10/20/20	Multiple files	Update screenshot to match current format, previous version was a test version.

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## 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 Agreement.

## Purpose of the document

This document provides an overview of the employee information interface, the data it contains, and describes OFM's 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 is used in EmpCenter to load employee information; ensuring data is in sync with HRMS, as well as to create assignment groups and delegations for supervisors within EmpCenter. It contains the current snapshot of employee data from HRMS as of the run date and provides EmpCenter an import of all State of Washington Employees unless the employee was terminated more than 36 months from the current date (see mapping section for data fields provided).

There are two frequencies when this interface pulls employee information: batch and near real time (NRT) web service. The batch frequency migrates a set of HRMS employee records, whereas the near real time interface posts only those Employee records that have been modified during the business day when the Near Real-Time interface runs.

The near real time frequency is intended to enable a new employee to enter time data in to EmpCenter prior to the nightly batch process. Newly created organization codes will not provide derived go live dates until after the employee batch process runs. It is recommended that employees not be added to the newly created organization codes for fully implemented personnel areas until the following day. For phased implementations a request must be made to HRMS to add the organization code to the accrual turn off table with the appropriate go live date for the newly created organization code.

Near real time is only triggered by updates to HRMS infotypes PA0000, PA0001, PA0006, PA0007, PA0008, PA0019, PA0041, PA0105, PA0002, and PA0169. The nightly batch process will ensure that all employee data is synched up and current in the EmpCenter application.

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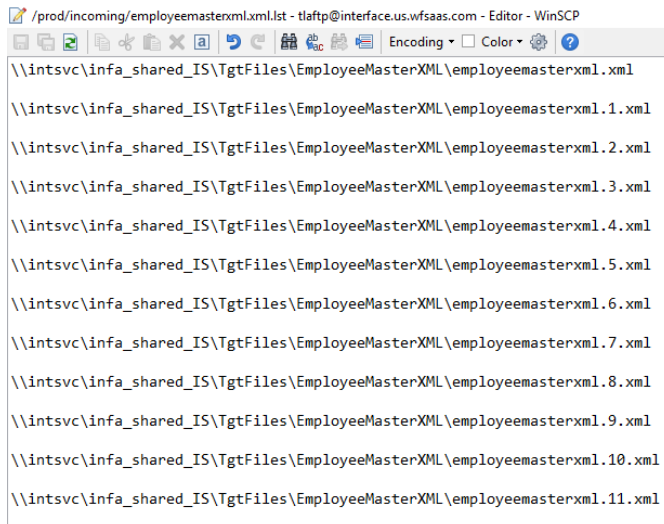
## Frequency

Data Transmission: Two (2) versions of this interface is provided by OFM as follows:

- ❖ Once per hour (NRT) containing agency employee changes during the standard workday hours, Sunday through Saturday, via the WorkForce-hosted web service. NRT file is not validated and should a file fail to run the Nightly batch will provide the missed data.
- ❖ Nightly batch containing a full set of files consisting of statewide employee records. This process runs prior to 11:59 pm (PST), Sunday through Saturday, and is placed on the WorkForce Secure File Transfer (SFT). OFM validates the prior night's process ran successfully on Monday through Friday excluding holidays.

## Multiple Files – Nightly Batch

The full set of nightly employee xml files will include a file called employeemasterxml.list. This file will contain the list of all employeemasterxml names sent. Files that contain employee data will be named employeemaster.xml – employeemasterxml.##.xml. Each file contains no more than 3000 employees.



```
/prod/incoming/employeemasterxml.xml.lst - tlaftp@interface.us.wfsaas.com - Editor - WinSCP
Encoding - Color
\\intsvc\infa_shared_IS\TgtFiles\EmployeeMasterXML\employeemasterxml.xml
\\intsvc\infa_shared_IS\TgtFiles\EmployeeMasterXML\employeemasterxml.1.xml
\\intsvc\infa_shared_IS\TgtFiles\EmployeeMasterXML\employeemasterxml.2.xml
\\intsvc\infa_shared_IS\TgtFiles\EmployeeMasterXML\employeemasterxml.3.xml
\\intsvc\infa_shared_IS\TgtFiles\EmployeeMasterXML\employeemasterxml.4.xml
\\intsvc\infa_shared_IS\TgtFiles\EmployeeMasterXML\employeemasterxml.5.xml
\\intsvc\infa_shared_IS\TgtFiles\EmployeeMasterXML\employeemasterxml.6.xml
\\intsvc\infa_shared_IS\TgtFiles\EmployeeMasterXML\employeemasterxml.7.xml
\\intsvc\infa_shared_IS\TgtFiles\EmployeeMasterXML\employeemasterxml.8.xml
\\intsvc\infa_shared_IS\TgtFiles\EmployeeMasterXML\employeemasterxml.9.xml
\\intsvc\infa_shared_IS\TgtFiles\EmployeeMasterXML\employeemasterxml.10.xml
\\intsvc\infa_shared_IS\TgtFiles\EmployeeMasterXML\employeemasterxml.11.xml
```

## Data Classification

The classification for the data presented in this interface is Category 3 – contains home address, home phone number and home email address.

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## Appendix A - Mapping

### Standard Fields

The data provided is provided in an xml format. Only the populated fields are included in the tables below.

This table defines the list of custom fields that will be mapped in the person element.

HRMS Infotype/Table	Field	Field Description	Data Type	Any filter/ rules on this field	Target Field Name
PA0000	PERNR	Pers.No.	String		external_hr_id
PA0002	VORNA	First name	String		first_name
PA0002	MIDNM	Middle name	String		middle_name
PA0002	NACHN	Last name	String		last_name
PA0006	STRAS	Street and House No.	String	Address Type SUBTY = 1 Permanent residence	home_address/ address 1
PA0006	LOCAT	2 <sup>nd</sup> Address Line	String	Address Type SUBTY = 1 Permanent residence	address 2
PA0006	ORT01	Postal Code/City	String	Address Type SUBTY = 1 Permanent residence	city
PA0006	STATE	Office/region	String	Address Type SUBTY = 1 Permanent residence	state_or_province
PA0006	LAND1	Country Key	String	Address Type SUBTY = 1 Permanent residence	country
PA0006	PSTLZ	Postal Code/City	String	Address Type SUBTY = 1 Permanent residence	postal_code
			String	Hard coded with the value "Business"	email_addresses/type
PA0105	USRID_LONG	System ID	String	With USRTY value "0010"	email_address
			String	Hard coded with the value "Home"	phone_numbers/type
PA0006	TELNR	Telephone Number	String	Address Type SUBTY = 1 Permanent residence	phone_number
PA0000	PERNR	Pers.No.	String		user_data/empcenter_login_id
PA0000	PERNR	Pers.No.	String		authentication_match_id
			Date	Session date of the extract	employee_data/eff_dated_info/data/effective_date
PA0000	STAT2	Employment	String		hr_status
PA0041	DATnn	Anniversary Date	Date	With date type of "01"	original_hire_date
PA0041	DATnn	Unbroken Svc. Date	Date	With date type of "07"	adjusted_hire_date
PA0000	BEGDA		Date	Action type = 'U5' and STAT2 = 0	termination_date
PA0041	DATnn	Agency Hire Date	Date	With date type of "03"	latest_hire_date
PA0007	ARBST	Daily working hours	Number		standard_daily_hours
PA0007	WOSTD	Weekly working hours	Number		standard_weekly_hours
PA0008	DIVGV	WkHrs/period	Number		standard_period_hours
			String	Hard coded with the value "WA"	employee_data/eff_dated_info/data/act_location/city
PA0000	PERNR	Pers.No.	String		employee_data/assignment/assignment_match_id

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HRMS Infotype/Table	Field	Field Description	Data Type	Any filter/ rules on this field	Target Field Name
PA0000	PERNR	Pers.No.	String		external_payroll_id
HRP1000	STEXT	Object name	String	Object Type "C"	assignment_description
			Boolean	Calculated values are true or false based on the termination date	is_terminated
PA0000	STAT2	Employment	String		hr_status
			String	The Manager ID/Supervisor ID is a generated value based on logic implemented in function module ZFM_GET_EMP_MANAGER_TLA . MGR_PERNR based on the employee PERNR passed in for employees who do not have a HR_status = 0. If the direct supervisor pernr is not available then the module will continue to navigate up the reporting structure until a pernr can be found. If there are two supervisors, the lowest pernr number will be returned. If no pernr is found then 00000000 will be returned.	manager_id
PA0041	DATnn	Anniversary Date	Date	With date type of "01"	original_assignment_begin_date
PA0041	DATnn	Unbroken Svc. Date	Date	With date type of "07"	adjusted_begin_date
PA0000	BEGDA	Start Date	Date	Action type = 'U5' and STAT2 = 0	assignment_end_date
PA0041	DATnn	Agency Hire Date	Date	With date type of "03"	latest_assignment_begin_date
			String	Hard coded with the value "PST8PDT"	time_zone
PA0007	TEILK	Part-time employee	String		fulltime_parttime_flag
HRP1000	STEXT	Object name	String	obj type "C"	job_title
		Salary/hourly	Number	Calculated hourly regular rate for shared leave calculation for Salary and Hourly employees with a hr_status not equal zero	pay_rate
PA0008			Number		fulltime_equivalency_percentage
			Boolean	Hard coded with the value "true"	is_primary
PA0041	DATnn	Anticipated End Date	Date	With date type of "42"	last_working_date
PA0041	DATnn	Seniority Date	Date	With date type of "05"	seniority_date

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## Employee Generic Fields

This table defines the list of custom fields that will be mapped in the employee\_data/eff\_dated\_info/data/ generic\_fields/generic\_field/ element.

HRMS Infotype/Table	Field	Field Description	Data Type	Any filter/rules on this field	Target Field Name
HRP1001	SOBID	ID of related object	String	Where the PA0000.PERNR = HRP1001.OBJID and OTYPE = "P" and HRP1001.SCLAS = "CP".	central_person_id
PA0000	MASSN	Action Type	String		action_type
PA0000	MASSG	Reason for Action	String		reason_for_action
PA0169	BPLAN (401A)	Benefit plan	String	The first two characters in this field indicates "P1", "P2" or "p3".	benefit_plan

## Assignment Generic Fields

This table defines the list of custom fields that will be mapped in the assignment\_data/eff\_dated\_info/data/ generic\_fields/generic\_field/ element.

HRMS Infotype/Table	Field	Field Description	Data Type	Any filter/rules on this field	Target Field Name
PA0001	GSBER	Bus. Area	String		business_area
PA0001	WERKS	Pers.area	String		personnel_area
PA0001	BTRTL	Subarea	String		personnel_sub_area
PA0001	PERSG	EE group	String		employee_group
PA0001	PERSK	EE subgroup	String		employee_sub_group
PA0001	PLANS	Position	String		position_id
HRP1000	SHORT	Object abbr.	String	Type "S"	position_object_abbr
HRP1000	STEXT	Object name	String	Type "S"	position_object_name
PA0041	DATnn	Prsnl HolidayElgblty	Date	With date type of "18"	personal_holiday_eligibility_date
PA0041	DATnn	Prsnl LV Day Elgblty	Date	With date type of "26"	personal_leave_eligibility_date
PA0041	DATnn	Sick Lv Frozen UpTo	Date	With date type of "10"	frozen_up_to_date_sick_leave
PA0041	DATnn	ZDNU Vac Lv Frozen	Date	With date type of "09"	frozen_up_to_date_vacation_leave
PA0007	KZTIM	Additional time ID	String		additional_time_id_info_type_7
PA0001	ORGEH	Org. Unit	String		organization_code
HRP1000	SHORT	Object abbr.	String	type "O"	organization_unit
HRP1000	STEXT	Object name	String	type "O"	organization_title
PA0019	TERMN	Date of Task	Date	With BVMRK value of blank (New task) or 1 (Task in process) and a TMART value of 11. If there are	project_end_date



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HRMS Infotype/Table	Field	Field Description	Data Type	Any filter/rules on this field	Target Field Name
				more than one then the most recent TERMIN value is selected.	
PA0041	DATnn	JEV Begin Date	Date	With date type of "16"	jev_start_date
PA0041	DATnn	JEV End Date	Date	With date type of "17"	jev_end_date
PA0001	VDSK1	Org.key	String		org_key
ZTLA_QT_TURNOFF	ENDDA	ENDDA	Date	On the specified Z table +1 day	agency_go_live_date
HRP1000	SHORT	Object abbr.	String	Type "C"	job_object_abbr
PA0001	STELL	Job key	String		job_key_id
PA0007	ZZTR_OR_COD	Time Type Override	String	" " = No Override - default value is blank (no override) "P" = Positive Time Reporter (Timesheet required) "E" = Exceptions Only Time Reporter (Timesheet not required)	time_reporter
PA0041	DATnn	Appointment Date	Date	With date type of "02"	appointment_date