



Office of Financial Management

Better information. Better decisions. Better government. Better Washington.

eTime Data Interface Description

Employee Pay Information

Employee Pay Information

Document History

Change #	Date	Section	Description
	8/07/2019		Initial Version

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 pay 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 contains 36 months of employee pay information from HRMS. This .csv file includes all State of Washington Employees unless the employee was terminated more than 36 months from the current date. The file is placed on the EmpCenter hosted Secure File Transfer (SFT) site. The data is used for business rules, validations, edits and reports within EmpCenter.

This interface is optional to be used only as required to meet agency business requirements.

Frequency

Data Transmission: 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

Employee Pay Information

Data Classification

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

Employee Pay Information

Appendix A – Mapping

This data is provided in a .csv format in a file named employee_pay_information.csv

HRMS Infotype or table	Field	Field Description	Data Type	Any filter/ rules on this field	Target Field Name
PA0001	WERKS	Pers. Area	STRING	Personnel area as of the start date	Personnel Area
PA0008	PERNR	Personnel No	STRING	Employee must include leading zeros	Personnel Number
PA0008	BEGDA	Start Date	DATETIME	MM/DD/YYYY	Date Effective
PA0008	ENDDA	End Date	DATETIME	MM/DD/YYYY	End date
PA0008	TRFAR	PS Type	STRING		Pay Scale Type
PA0008	TRFGR	PS Group	STRING		Pay Scale Group
PA0008	TRFST	Level	STRING		Pay Scale Level
PA0008	PREAS	Reason	STRING		Pay Scale Reason for Change
PA0008	TRFGB	PS Area	STRING		Pay Scale Area

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