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## eTime Data Interface Description

Employee Retro Information

# Employee Retro 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.
Error in field mapping and new field	1/25/19	Standard Fields,	Update date type 03 field description from Original Hire Date to Agency Hire Date. This field mapping should match the display name in HRMS. Remove redundant date descriptions in rules column.  Add appointment date field to assignment generic fields
Error in field mapping and new field.	1/29/19	Standard Fields, , Employee generic fields, Assignment generic fields	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.
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.
New sections added	10/2/19	Agency Go Live Date, Multiple files, Appendix B – Exception report	Add clarification regarding multiple files, calculation of agency go live dates and the exception report. This clarification is in response to questions from Ecology and WSDOT. Add clarification in the overview section per review feedback.
Response to address question	1/2/20	Standard Fields	Clarification regarding type of address provided in interface.
DSHS Request SR2003_13235	9/9/2020	Standard Fields	Add data mapping for Seniority Date.

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## Background

EmpCenter is a Software as a Solution (SAAS) 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 retro information 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 (IIA).

## Overview

This is an outbound interface from HRMS to EmpCenter via the OFM Integration Layer. This interface is provided to EmpCenter to load the historical HRMS data required to facilitate historical timesheet or leave calculations for employees in EmpCenter. Business practice allows retroactive changes and updates in HRMS, this interface will capture this activity. The employee information interface focuses on what the employee data is today and the employee retro interface is the history of the employee based on historical changes and updates in HRMS that occurred within the prior five days. The employee and assignment generic data is provided to allow the agency's SAAS application to overwrite the existing data on the employee and assignment record tables.

Retro employee's records are identified by an update in HRMS where the change date is prior to the infotype effective begin date and the change date is within the last five calendar days for select infotypes. These infotypes are limited to PA0000, PA0001, PA0007, PA0008, PA0041 and PA0169. As this file contains only historical data, the full nightly batch employee information that contains the current employee data should run in EmpCenter after this process to ensure that all employee data is synched up and current in the EmpCenter application.

## Agency Go Live Date

For each effective begin date identified the agency go live date must be provided. The agency go live date is calculated by taking each retro infotype end date for the associated effective begin date to attain the Pers. Area/Org. Unit from PA0001 then lookup the agency go live date. When there are multiple agency go live date results for a single begin date all records with that begin date are written to an exception report and excluded from the

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nightly retro file. See appendix B for a sample email, report and diagram for this exception. The agency will need to determine how to resolve the issue for their employees.

### 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) endpoint. OFM validates the prior night's process ran successfully on Monday through Friday excluding holidays.

### Multiple Files

The retro employee xml file will only include a file called EmployeeRetroxml.list when there is more than one EmployeeRetroxml file. This file will contain the list of all EmployeeRetroxml names sent. Files that contain employee data will be named EmployeeRetro.xml – EmployeeRetroxml.##.xml. All files are deleted prior to placing the new set of files on the WorkForce SFT endpoint. Each file contains no more than 3000 employees.

```
=: \Informatica\infa_shared\TgtFiles\EmployeeRetroXML\employeeretroxml.xml
=: \Informatica\infa_shared\TgtFiles\EmployeeRetroXML\employeeretroxml.1.xml
=: \Informatica\infa_shared\TgtFiles\EmployeeRetroXML\employeeretroxml.2.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 that is the same layout as the employee information interface with the only difference is there are multiple effective dated snapshots of data for each retroactively updated employee in the employee retro interface. 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	Start date of the selected Infotype	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 Srvc. 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

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HRMS Infotype/Table	Field	Field Description	Data Type	Any filter/ rules on this field	Target Field Name
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
			Date	Start date of the selected Infotype	employee_data/assignment/eff_dated_info/data/eff_active_date
PA0000	PERNR	Pers.No.	String		external_payroll_id
HRP1000	STEXT	Object name	String	Object Type "C"	assignment_description
			Boolean	<b>Calculated values are true or false based on the termination date</b>	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 and effective date passed in for employees. 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 Srvc. 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	<b>Hard coded with the value "PST8PDT"</b>	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 for the effective dates where the hr_status is not equal to Zero (0).	pay_rate
PA0008	BSGRD	Cap.util.lvl	Number		fulltime_equivalency_percentage
			Boolean	<b>Hard coded with the value "true"</b>	is_primary
PA0041	DATnn	Anticipated End Date	Date	With date type of "42"	last_working_date
PA0041	DATnn	Seniority Data	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 more than one then the most recent TERMN value is selected.	project_end_date



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HRMS Infotype/Table	Field	Field Description	Data Type	Any filter/rules on this field	Target Field Name
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

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## Appendix B – Exception Report

### Email

ENAAPOLY3033@des.wa.gov | + 2 | 1 | Tue 8:15 PM

Records Rejected from Employee Master Retro PERNRList in RPO

retro\_pernrlist\_reject.csv  
1 KB

There were 4 records excluded from the PERNR list in the Employee Master Retro workflow due to duplicate keys: multiple agency go-live dates per PERNR and effective date.

See attached for a summary of the underlying data creating the duplicates.

### Report - Records Rejected from Employee Master Retro PERNRList

	A	B	C	D	E	F	G	H	I	J
1	#PERNR	effective_date	WERKS	ORGEH	agency_go_live_date	org_BEGDA	org_ENDDA	infotype	infotype_BEGDA	infotype_ENDDA
2		10/16/2018 0:00	4050	30005533	2/1/2019 0:00	10/16/2018 0:00	7/31/2019 0:00	HRMS_PA0000Full	10/16/2018 0:00	7/31/2019 0:00
3		10/16/2018 0:00	4050	30005533	2/1/2019 0:00	10/16/2018 0:00	7/31/2019 0:00	HRMS_PA0001Full	10/16/2018 0:00	7/31/2019 0:00
4		10/16/2018 0:00	4050	31021000	7/1/2019 0:00	8/1/2019 0:00	12/31/9999 0:00	HRMS_PA0041Full	10/16/2018 0:00	12/31/9999 0:00
5		5/1/2018 0:00	4610	30006289	12/1/2016 0:00	5/20/2019 0:00	12/31/9999 0:00	HRMS_PA0169Full	5/1/2018 0:00	12/31/9999 0:00
6		5/1/2018 0:00	4610	30006475	3/1/2017 0:00	10/16/2018 0:00	5/5/2019 0:00	HRMS_PA0169Full	5/1/2018 0:00	12/15/2018 0:00

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## Example

2018-10-16	2019-07-31	2019-08-01	9999-12-31
WERKS 4050 / OREGH 30005533 / Go Live 2-1-2019		WERKS 4050 / OREGH 31021000 / Go Live 7-1-2019	
2018-10-16	2019-07-31	2019-08-01	9999-12-31
PA0000		PA0000	
2018-10-16	2019-07-31	2019-08-01	9999-12-31
PA0001		PA0001	
2018-10-16			9999-12-31
PA0041			