



Office of Financial Management

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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 | 9/9/20 | Standard Fields | Add data mapping for Seniority Date. |

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| Change # | Date | Section | Description |
|--------------------|---------|-------------------------------------|---|
| Request INC0026450 | 3/16/22 | Overview, Agency Go Live Date | OFM modified the Employee Retro Information to meet the needs of the Department of Ecology, Washington State Department of Transportation, and Department of Social Health Services. The agencies requested these changes: <ol style="list-style-type: none">1. Provide three years of retro data, regardless of personnel area, for employees that are or were provisioned to use an eTime application within the prior three years when a retro is triggered. This functionality will allow the application to preserve the actions related to agency transfers when a historical update occurs on an employee associate with the agency application.2. Remove IT0169 as retro trigger.3. Remove filter to exclude separation records.4. Filter history to be sent to three years. |
| INC0142005 | 2/14/25 | Standard Fields | Update Manager id "Any filter/ rules on this field" text to reflect enhanced behavior to consider overrides. |

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 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

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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 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, and PA0041. As this file contains three years of 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

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 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  
=|
```

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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 nd 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 |
| PA0008 | DIVGV | WkHrs/period | Number | | standard_period_hours |

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| HRMS Infotype/Table | Field | Field Description | Data Type | Any filter/ rules on this field | Target Field Name |
|---------------------|-------|----------------------|-----------|---|--|
| | | | 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 ective_date |
| 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 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 unless this has been overridden. 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 | 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 for the effective dates where the hr_status is not equal to Zero (0). | pay_rate |
| PA0008 | | | | | |
| PA0008 | BSGRD | Cap.util.lvl | 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 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 |
| PA0041 | DATnn | JEV Begin Date | Date | With date type of "16" | jev_start_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 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 RP0

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 |

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 | | | |