



Office of Financial Management

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eTime Data Interface Description

Employee Work History

Employee Work History

Document History

Change #	Date	Section	Description
	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 work 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 utilizes the Gap 57 file produced by HRMS to obtain all working hours reported to HRMS during the last two years and summarizes all working hours per payroll period. This file contains all employees for agencies that utilize EmpCenter for Absence Compliance Tracking (ACT). This interface supports the ACT module to provide the working hours reported in HRMS prior to the employee utilizing EmpCenter. This additional time reporting data is utilized for employee transfers and agencies beginning to use the EmpCenter ACT module, otherwise the ACT module relies on time reported in EmpCenter.

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

Employee Work History

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
HRPY_RGDIR	PERNR	Pers. No.	String(8)		PERNR
HRPY_RGDIR	FPEND	For-period end date	String(10)	Payroll period end date	WORK_DT
PC207	ANZHL	HR payroll: Number	String(7)	Hours Worked	DURATION
			String(40)		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.