



Office of Financial Management

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eTime Data Interface Description

Initial Leave Balance

Initial Leave Balance

Document History

Change #	Date	Section	Description
	2/8/2019	All	Replace WaTech references to OFM. Replace Service Level Agreements to Interagency Agreement.
	5/22/2019	Quota Table Mapping	Update Military Leave unit from Days to Hours.
Cutover validation	11/5/2020	Quota Table Mapping	Add quota type 52 – Emergency Paid Leave.

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 initial leave balance 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 obtains the leave balances via the existing HRMS Gap 8 interface. The OFM Integration layer filters to employees for personnel areas and organization units with a go live date within the last 25 calendar days. Employees that transfer into an agency after go live will need to be updated manually in EmpCenter.

Note that all employee in the personnel area and org unit going live will be sent to EmpCenter. Some of these employee could be terminated employees.

Part time employees and employees that took leave in the prior payroll period will have the incorrect balance until after the payroll process is completed.

Initial Leave Balance

Frequency

This process is ran manually the morning of agency cutover then on day 4 of payroll. The agency can choose to only request this import on day four (4) of payroll.

Data Classification

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

Initial Leave Balance

Appendix A – Mapping

This data is provided in a .csv format.

HRMS Infotype or table	Field	Field Description	Data Type	Required	Any filter/ rules on this field	Target Field Name
PA0001	PERNR	Personnel No.	Text (15)	Y	Employee ID (must include leading zeros)	PERNR
N/A	N/A	Calculated	Date	Y	This will be the last day of the prior month, which is the day prior to the Agency go live date.	AS_OF_DATE
PA2006	KTART	Abs. quota type	Text	Y	Numeric quota type (see Quota Table Mapping)	BANK
PA2006	KTART	Quota text	Text	N	Numeric quota type (see Quota Table Mapping)	BANK_TITLE
QUOTAL_BAL	END_BAL	Ending Balance	Number(14,5)	Y	Leave balance	UNITS

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.

Quota Table Mapping

Quota Text	Quota Type	Unit
Sick Leave	30	Hours
Vacation Leave	31	Hours
Justified Excess Vacation (JEV)	34	Hours
Compensatory Time	35	Hours
Exchange Time	37	Hours
Military Leave	38	Hours
Holiday Credits	39	Hours
Excess Vacation Accrual	40	Hours
Shared Leave	41	Hours
Personal Holiday - Shift	42	Days
Settl Leave WSP	43	Hours
Recognition Lv (PMC)	44	Hours
Sick Leave Pool	46	Hours
Uniformed Serv Lv Pool	47	Hours
Personal Leave Day	48	Days
Emergency Paid Leave	52	Hours