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## eTime Data Interface Description

Labor Distribution and Work Activity Codes

# Labor Distribution and Work Activity Codes

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# Labor Distribution and Work Activity Codes

## Document History

Change #	Date	Section	Description
Review	5/3/18	LD9: Employee Attributes	Added omitted LD4 mapping.
	2/8/2019	All	Replace WaTech references to OFM. Replace Service Level Agreements to Interagency Agreement. Update URLs for AFRS documents
SR1909_00766	9/25/2019	LD2: AFRS MIC, LD3: AFRS MIC Detail, LD4: AFRS AI	Filter added to limit the scope of AFRS data to the current biennium.

## 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 labor distribution and work activity codes 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 and AFRS to EmpCenter via the OFM Integration Layer. This interface contains supporting data from the enterprise applications supported by OFM that may be required for timesheet entry or validation for EmpCenter.

This interface includes the work activity codes provided by the agency to HRMS in the optional Work Activities Codes Interface along with AFRS and additional HRMS Data (see Appendix A).

## Labor Distribution and Work Activity Codes

The AFRS and employee wage type information described below will be provided for each agency that utilizes EmpCenter whether or not there is specific business logic in EmpCenter to utilize this information. The use of the work activity codes by an agency is an optional component that can be leveraged to calculate actual employee costs in HRMS to specific coding selected on the timesheet as coordinated with the state agency and OFM. More information regarding this data is described in the Work Activity Code interface description document.

### Frequency

This process runs prior to 11:59 pm (PST), Monday through Friday, and the output files are placed on the WorkForce Secure File Transfer (SFT). OFM validates the prior night's process ran successfully on Monday through Friday excluding holidays.

### Data Classification

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

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## Appendix A – LD Table Summary

### LD1: Agency

Description: The Agency table will provide information about the agencies deployed in EmpCenter. The information is not displayed on timesheets but provides reference data for interfaces and reports. This information is provided by the EmpCenter agency during initial onboarding and is stored as configuration data at OFM. This table contains canonical name detection pattern used in EmpCenter authentication and a technical email address used by OFM for communicating issues with the OFM interfaces.

### LD2: AFRS Master Index Code (MIC)

Description: Master Index codes may be available on user’s timesheets, if configured for their employee group. The information is maintained in AFRS and changes frequently. The data is filtered to the current biennium. More regarding the source for this data provided to EmpCenter can be found here: <https://ofm.wa.gov/sites/default/files/public/itsystems/afrs/tablemaintenance/TM2.5.docx> . Only the populated fields are included in the tables below.

Field Description	Data Type	Any filter/ rules on this field	Target Field Name
	String	Set to 2	LD_TABLE_NUMBER
INDEX	String	MI	LD1
AGENCY	String	Business Area (4 Digits)	LD2
AGENCY	String	Agency (3 Digits)	LD3
TITLE	String	Description	DESCRIPTION
Start	Date	Effective Date	EFF_DT
End	Date	End Effective Date	END_EFF_DT
AGENCY + INDEX	String	HRMS Code is set to Cost Object (AFRS Agency(3) + MI(8) + "0" )	OTHER_STRING1
	String	Financial Obj Type set to "CO"	OTHER_STRING2
BIEN	Number	Biennium	OTHER_NUMBER1

### LD3: AFRS Master Index Code (MIC) Detail

Description: Additional detail records dependent on the MI, which is available for validation and lookup. The data is filtered to the current biennium. More regarding the source for this data provided to EmpCenter can be found here: <https://ofm.wa.gov/sites/default/files/public/itsystems/afrs/tablemaintenance/TM2.5.docx> . Only the populated fields are included in the tables below.

Field Description	Data Type	Any filter/ rules on this field	Target Field Name
	String	Set to 3	LD_TABLE_NUMBER
INDEX + RECORD NR	String	MI Index + "*" + Counter	LD1
AGENCY	String	Business Area (4 Digits)	LD2

## Labor Distribution and Work Activity Codes

Field Description	Data Type	Any filter/ rules on this field	Target Field Name
AGENCY	String	Agency (3 Digits)	LD3
TITLE	String	Description	DESCRIPTION and SHORT_DESCRIPTION
START	Date	Effective Date	EFF_DT
END	Date	End Effective Date	END_EFF_DT
BIEN	Number	Biennium	OTHER_NUMBER1
RECORD NR	Number	Counter Number	OTHER_NUMBER2
FUND	String	Fund	OTHER_STRING1
APPN INDEX	String	Appropriation Index	OTHER_STRING2
PROG INDEX	String	Program Index	OTHER_STRING3
PROJECT	String	Project	OTHER_STRING4
SUB-PROJECT	String	Subproject	OTHER_STRING5
PROJ PHASE	String	Project phase	OTHER_STRING6
ORG INDEX	String	Organization index	OTHER_STRING7
ALLC CODE	String	Allocation code	OTHER_STRING8
INDEX	String	MI	OTHER_STRING9

### LD4: AFRS Appropriation Index (AI)

Description: This table is used for lookup and validation of appropriation index data. The data is filtered to the current biennium. Only the populated fields are included in the tables below.

Field Description	Data Type	Any filter/ rules on this field	Target Field Name
	String	Set to 4	LD_TABLE_NUMBER
FUND + APPROPRIATION	String	Fund + AI	LD1
AGENCY	String	Business Area (4 Digits)	LD2
AGENCY	String	Agency (3 Digits)	LD3
TITLE	String	Description	DESCRIPTION
START DATE	Date	Effective Date	EFF_DT
END DATE	Date	End Effective Date	END_EFF_DT
AGENCY + FUND + APPROPRIATION	String	HRMS Code is set to Fund (AFRS Agency (3) + AFRS Fund (3) + AFRS Appropriation Index (3) + "0")	OTHER_STRING1
	String	HRMS Field Name is set to 'FU'	OTHER_STRING2
APPROPRIATION	String	Appropriation index	OTHER_STRING3
FUND	String	Fund	OTHER_STRING4
BIENNIUM	Number	Biennium	OTHER_NUMBER1

# Labor Distribution and Work Activity Codes

## LD9: Employee Attributes

Description: This table will store employee specific data such as the employee's wage types. The data provided is based on the current effective dates. Historical or future dated records are not provided in this interface. Only the populated fields are included in the tables below.

Table	Field	Field Description	Data Type	Any filter/ rules on this field	Target Field Name
			String	Set to 9	LD_TABLE_NUMBER
PA0008	LGAnn	Wage Type	String(40)	Wage Type	LD1
			String(40)	"WAGE_TYPE"	LD4
PA0008	PERNR		String(40)	PERNR	LD5
			String(2000)	Set to "Wage type and PERNR"	DESCRIPTION and SHORT_DESCRIPTION
PA0008	BEGDA	Start	Date	Effective Date	EFF_DT
PA0008	ENDDA	to	Date	End Effective Date	END_EFF_DT
PA0008	EINnn	Unit	String(2000)	Time/Measurement	OTHER_STRING3
PA0008	ANZnn	Number/Unit	Number	Number	OTHER_NUMBER3

## LD20: Work Activity Code 2 –Cost Center (CC)

Description: Work Activity Codes are described in detail in the Work Activity Code interface description. Both work activity code and the extended attributes will be presented in this interface.

## LD21: Work Activity Code 3 – Project Structure (PS)

Description: Work Activity Codes are described in detail in the Work Activity Code interface description. Code value is limited to 8 bytes; will be transited through HRMS in the Project Structure (PS) field. Both Work activity code and the extended attributes will be presented in this interface.

## LD22: Work Activity Code 1 – Functional Area (FA):

Description: Work Activity Codes are described in detail in the Work Activity Code interface description. Code value is limited to 13 bytes; will be transited through HRMS in the Functional Area (FA) field. Both Work activity code and the extended attributes will be presented in this interface.

## LD30: Combo Validation table

Description: Work Activity Code relationship data is described in detail in the Work Activity Code interface description. This table would be used to lookup values selected on the timesheet and validate the combination of values exists and is valid.

## LD31: Validation table

Description: Generalized lookup table for validation requirements as identified in configuration.

# Labor Distribution and Work Activity Codes

## Work Activity Code 4 – Allocation Codes (AC):

Description: Currently this code has not been mapped to an LD table in EmpCenter. Work Activity Codes are described in detail in the Work Activity Code interface description. Code value is limited to 4 bytes; will be transited through HRMS in the AFRS Allocation Codes (AC) field. Both Work activity code and the extended attributes will be presented in this interface.