# eTime Data Interface Description

Leave Activity (Gap 102)

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## 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 Leave Activity (Gap 102) interface, the data it contains, and describes OFM responsibility in receiving this interface from the state agency.  The behaviors and activities provided by the EmpCenter application in providing 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 inbound interface created by the state agency in EmpCenter and provided to HRMS via the state agency posting to the HRMS hosted agency SFT site.

The leave activity interface imports leave activity records from EmpCenter to HRMS for displaying on the earning statements.  The import data must be limited to records for the current pay period for employee identified as an org. unit in EmpCenter.

Corrections are facilitated via coordination with the HRMS team and providing a complete export of all employees for the pay period from EmpCenter to back out the previous file sent and providing a new set of pay period records to HRMS.

HRMS SPOOL Audit Reports are available after the Gap 102 has been processed to allow agencies to review warning/errors so corrections can take place.

# Leave Activity (Gap 102)

## Frequency

This process is executed manually by the agency's payroll staff on State of Washington day 3 payroll prior to noon.

## Data Classification

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

## Appendix A – Mapping

This data must be provided in fixed length format.

### Detail Record

| HRMS Infotype or table | Field | Field Description | Data Type | Any filter/ rules on this field | Required by HRMS | Length | Start Position |
|---|---|---|---|---|---|---|---|
| | | Personnel Area | CHAR(4) | | Y | 4 | 1 |
| N/A | N/A | Personnel Sub Area | CHAR(04) | Personnel Sub Area (Bargaining Unit equivalent) | N | 4 | 5 |
| N/A | N/A | Employee Group | CHAR(01) | Employee Group (Permanent, Temporary, etc.) | N | 1 | 9 |
| N/A | N/A | Employee Subgroup | CHAR(02) | Employee Sub Group (Monthly, Hourly, etc.) | N | 2 | 10 |
| ZTLA_QT_DATA | Org. Unit | Organizational Unit | NUMC(08) | Organizational Unit (SAP assigned) | Y | 8 | 12 |
| N/A | N/A | Organizational Code | CHAR(12) | Organization Code (from PAY1 conversion) | N | 12 | 20 |
| N/A | N/A | Organizational Title | CHAR(40) | Organizational Title | N | 40 | 32 |
| N/A | N/A | Leave Processing Eff Dt | | In YYYYMMDD format. This date will be the date the report was pulled. | N | 8 | 72 |
| ZTLA_QT_DATA | Pers.No. | Employee Number | NUMC(8) | SAP Employee number. | Y | 8 | 80 |
| N/A | N/A | N/A | | | N/A | 9 | 88 |
| N/A | N/A | Employee Name | Char(30) | Employee name, formatted as: first 30 characters of LAST_NAME , FIRST_NAME | N | 30 | 97 |
| N/A | N/A | | | | N/A | 18 | 127 |
| N/A | N/A | Position ID | NUMC(08) | | N | 8 | 145 |
| N/A | N/A | Position Object ABBR | CHAR(12) | Position Number (from PAY1 Conversion) | N | 12 | 153 |

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| HRMS Infotype or table | Field | Field Description | Data Type | Any filter/ rules on this field | Required by HRMS | Length | Start Position |
|---|---|---|---|---|---|---|---|
| N/A | N/A | Position Object Name | CHAR (40) | Position Title | N | 40 | 165 |
| N/A | N/A | Job Key ID | NUMC (8) | Job | N | 8 | 205 |
| N/A | N/A | Job Object ABBR | CHAR(12) | Job Class Code | N | 12 | 213 |
| N/A | N/A | Job Title | CHAR(40) | Job Title | N | 40 | 225 |
| ZTLA_QT_DATA | AQTyp | Leave Type | NUMC (2) | Quota Types (See Quota Table Mapping below). | Y | 2 | 265 |
| ZTLA_QT_DATA | Start Date | Begin Date | DATS(8) | 1st day of period for current leave accrual process, in YYYYMMDD format This is the start of the pay period | Y | 8 | 267 |
| ZTLA_QT_DATA | End Date | End Date | DATS(8) | Last day of period for current leave accrual process, in YYYYMMDD format This is the end of the pay period | Y | 8 | 275 |
| ZTLA_QT_DATA | Beginning Balance | Beginning Balance | DEC (10, 5) | Implied decimal point, trailing and leading zeros, single character at the end (' ' if positive, '-' if negative) This is the bank balance as of the start of the period | Y | 16 | 283 |
| ZTLA_QT_DATA | Leave Earned | Leave Earned | DEC (10, 5) | Implied decimal point, trailing and leading zeros, single character at the end (' ' if positive, '-' if negative). Alpha Characters are not allowed. | Y | 16 | 299 |
| ZTLA_QT_DATA | Leave Taken | Leave Taken | DEC (10, 5) | Implied decimal point, trailing and leading zeros, single character at the end (' ' if positive, '-' if negative). Alpha Characters are not allowed. | Y | 16 | 315 |
| ZTLA_QT_DATA | Leave Paid | Leave Paid | DEC (10, 5) | Implied decimal point, trailing and leading zeros, single character at the end (' ' if positive, '-' if negative). Alpha Characters are not allowed. | Y | 16 | 331 |
| ZTLA_QT_DATA | Leave Adjusted | Leave Adjustments | DEC (10, 5) | Implied decimal point, trailing and leading zeros, single character at the end (' ' if positive, '-' if negative). Alpha Characters are not allowed. | Y | 16 | 347 |
| ZTLA_QT_DATA | Leave Donated | Leave Donated | DEC (10, 5) | Implied decimal point, trailing and leading zeros, single character at the end (' ' if positive, '-' if negative). Alpha Characters are not allowed. | Y | 16 | 363 |
| ZTLA_QT_DATA | Leave Returned | Leave Returned | DEC (10, 5) | Implied decimal point, trailing and leading zeros, single character at the end (' ' if positive, '-' if negative). Alpha Characters are not allowed. | Y | 16 | 379 |
| ZTLA_QT_DATA | Leave Received | Leave Received | DEC (10, 5) | Implied decimal point, trailing and leading zeros, single character at the end (' ' if positive, '-' if negative). Alpha Characters are not allowed. | Y | 16 | 395 |
| ZTLA_QT_DATA | Ending Balance | Ending Balance | DEC (10, 5) | Implied decimal point, trailing and leading zeros, single character at the end (' ' if positive, '-' if negative). Alpha Characters are not allowed. | Y | 16 | 411 |

# Leave Activity (Gap 102)

## 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 | Days |
| 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 |