



Office of Financial Management

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eTime Data Interface Description

Payroll Data (Gap 101)

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Document History

Change #	Date	Section	Description
Review	5/11/2018	Appendix A - Mapping	Add clarification to data requirement based on questions from WSDOT.
Review	8/13/2018	Payroll Processing Day 0	Add clarification that the agency should ensure that the previously submitted file has been processed in HRMS before posting a new gap 101 file to the HRMS SFT to safeguard that data is posted properly.
SR1901_00792	1/3/2019	Appendix A - Mapping	Add clarification requiring EXTDOCUMENTNO to be unique across all instances.
	2/8/2019	All	Replace WaTech references to OFM. Replace Service Level Agreements to Interagency Agreement.
DOTtime review	10/1/2019	Appendix A - Mapping	Add note regarding Pay Scale Group and Pay Scale Level. Clarification that both values are all left justified with trailing blanks.
Production Event	2/25/2020	All	Remove detail regarding processes that occur outside of HRMS. Keep focus on OFM Payroll Process need for files to be provided by the State Agencies in a manner and timeline required for Payroll to begin at 8 PM and ensure that jobs do not run past midnight. Add note that this process does not run on holidays.
INC0017813	2/25/2021	N/A	Modification of the Payroll Data (Gap 101) to create multiple IT0554 hourly rate assignment records on the same day, prevent deletion of IT0554 when delete requested via a payroll amendment and assign one pay scale group and level per day instead of per period for a position number.
Production Event	7/5/2022	Frequency	Modify the schedule for Day 3. Add clarification regarding Day 3 processing. On Day 0 -2 multiple files can be ran during the processing window. On Day 3 only one file can be processed during each time window.
INC0064218	7/19/2022	Frequency	Update the schedule for Day 3 from 2:30 to 3:00 pm. This assumes that the files will be small and process quickly.
INC0057417	11/8/2022	Appendix B – User Story 108762	Implement User Story 108762 TM – Update user exit EXIT_SAPFP50M_002 to bypass validation for eTime agencies.
INC0087404	4/13/2023	Appendix A- Mapping	Update Pay Scale Group and PS Level to provide clarification of the fields required for IT0554.
INC0146200	1/13/2025	Frequency	Add note about files submitted on days not identified as payroll days on the payroll calendar. Update SFT to MFT.

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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 Payroll Data (Gap 101) interface, the data it contains, and describes OFM's 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 MFT site.

Corrections are facilitated by sending a record from EmpCenter to back out the previous record sent and providing a new record to HRMS. All corrections for entries from the EmpCenter payroll data export should take place in EmpCenter and will be provided in the next payroll export. Direct updates on SAP CATS or infotypes should be avoided, as it will cause data inconsistencies between HRMS and EmpCenter

HRMS SPOOL Audit Reports are available after the Gap 101 has been processed to allow agencies to review warning/errors so corrections can take place.

Frequency

The agency's payroll staff will execute this process on Day 0 - Day 3 based on the State of Washington HRMS Payroll Calendar. Any files submitted on a day not identified as a payroll day will run at 6 am on the next scheduled payroll day. Payroll days can occur on Monday – Saturday excluding holidays. The Gap 101 file is posted to CATS based on this schedule:

- ❖ Day 0 6 am – 7 pm
- ❖ Day 1 6 am – 7 pm
- ❖ Day 2 6 am – 7 pm
- ❖ Day 3 6 am – 11 am, 1 pm to 3 pm, and 4 pm to 7 pm

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The state agency is responsible for generating and posting the Gap 101 file to the HRMS MFT site to be loaded into the HRMS application in the manner and timeline required for payroll to process at 8 pm. The first file created as part of the payroll process will be the largest. A file sent prior to 6 am on Day 0 will be processed at 6 am. Please submit your Gap 101 file early enough to allow for 1 hour of processing time per 8,000 detail records to ensure completion prior to 8 pm.

During Day 3 the state agency is limited to one file per time window. If for any reason, there is a situation where more than one file is required then a ticket will need to be submitted to process the additional file.

If the volume of data provided by your agency are too large to be processed in the time available, you may need to consider splitting the Gap 101 files to ensure that the files can be processed in a timely manner. You will need to work with OFM to ensure that multiple files can be accepted and processed correctly.

Files that do not complete processing prior to 8 pm will result in delayed time transfers for records processed after payroll starts, payroll results split between days and potentially record locks. If the Gap 101 job does not complete prior to midnight the job scheduler will go into an error status that will prevent your future Gap 101 jobs from loading. If this has occurred, then the agency must report this event via a help desk ticket to OFM so that the job can be reset. OFM supports this process based on the payroll calendar.

The agency should ensure that the previously submitted file has been processed in HRMS before posting a new Gap 101 file to the HRMS MFT to safeguard that data is posted properly. If you have split the files, please ensure that a specific employee is not present on multiple unprocessed files to prevent record contention.

Data Classification

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

Appendix A – Mapping

This data is provided in fixed length format.

Header Record

HRMS Infotype or table	Field	Field Description	Data Type	Any filter/ rules on this field	Length	Start Position
		Record Type (Header)	CHAR (2)	Constant "00"	2	1
		Interface Identifier	CHAR (8)	Constant "IIFTM101"	8	3
		Date Created	DATS (8)	YYYYMMDD	8	11
		Time Created	NUMC (6)	HHMMSS	6	19

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HRMS Infotype or table	Field	Field Description	Data Type	Any filter/ rules on this field	Length	Start Position
		Detail Type Ind	CHAR (1)	Constant "D"	1	25
		Begin Date	DATS (8)	YYYYMMDD	8	26
		End Date	DATS (8)	YYYYMMDD	8	34
		Total Detail Record Count	NUMC (10)	Total Number of Detail records in file, leading zeros	10	42
		Total Detail Number of Hours	DEC (10,5)	10 whole numbers plus 5 decimal positions (implied decimal point), zero filled from the left. NO NEGATIVE NUMBERS ALLOWED.	15	52
		Total Detail Dollar Amount	DEC (7,2)	7 whole numbers plus 2 decimal positions implied decimal point), zero filled from the left, NO NEGATIVE NUMBERS ALLOWED.	9	67
		Total Detail Mileage Amount	DEC (6)	6 whole numbers, NO decimal positions, zero filled from the left, NO NEGATIVE NUMBERS ALLOWED.	6	76

Detail Record

HRMS Infotype or table	Field	Field Description	Data Type	Any filter/ rules on this field	Length	Start Position
		Record Type (Detail)	CHAR (2)	Constant "01"	2	1
PA0001	WERKS	PersArea	CHAR (4)	Leading zeros required.	4	3
		Transaction type	CHAR (1)	"D" for deletion and "I" for insertion	1	7
CATSDB	EXTDOCUMENTNO	Document no.	NUMC (20)	This value should be preceded by the 4-digit business area for the agency headquarters to prevent duplicate ids provided by other state agencies. Duplicate records will receive an error "External ID already in CATSDB - Cannot insert Same ID again" resulting in payroll data being rejected. Example 40501234567891234567, 46101234567891234567.	20	8
PA0001	PERNR	Personnel No.	NUMC (8)	Leading zeros required	8	28
CATSDB	WORKDATE	Date	DATS (8)	YYYYMMDD	8	36
PA2010	LGART	Wage Type	CHAR (4)	Required to be paid for attendance. Zeros or spaces are allowed if there is no value.	4	44
PA2001	AWART	Absence type	CHAR (4)	Required to be paid for leave taken. Zeros or spaces are allowed if there is no value.	4	48
PA0416	QCTYP	Comp. method	CHAR (4)	Not used, wage types currently facilitate leave buyouts	4	52
PA2010	STDAZ	Hours	DEC (5,5)	5 whole numbers plus 5 decimal positions (implied decimal point), zero filled from the left, NO NEGATIVE NUMBERS ALLOWED.	10	56
CATSDB	FUNC_AREA	Receiving Func. Area	Alpha/Numeric (16)	If any labor cost distribution fields are filled, all must be filled. If a field is not used by agency, fill with AFRS agency code followed by all zeros. If no labor cost distribution fields are used, all must be filled with spaces.	16	66
CATSDB	RKSTR	Cost object	Alpha/Numeric (12)	If any labor cost distribution fields are filled, all must be filled. If a field is not used by agency, fill with AFRS agency code followed by all zeros. If no labor cost distribution fields are used, all must be filled with spaces.	12	82
CATSDB	FUND	Receiver fund	Alpha/Numeric (10)	If any labor cost distribution fields are filled, all must be filled. The AFRS Fund must be included as there are no valid HRMS funds that do not include AFRS FUND. If no labor cost distribution fields are used, all must be filled with spaces.	10	94

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HRMS Infotype or table	Field	Field Description	Data Type	Any filter/ rules on this field	Length	Start Position
CATSDB	RKOSTL	Dec. Cctr	Alpha/Numeric (10)	If any labor cost distribution fields are filled, all must be filled. If a field is not used by agency, fill with AFRS agency code followed by all zeros. If no labor cost distribution fields are used, all must be filled with spaces.	10	104
CATSDB	ZPROJ	AFRS Proj Struc	Alpha/Numeric (11)	If any labor cost distribution fields are filled, all must be filled. If a field is not used by agency, fill with AFRS agency code followed by all zeros. If no labor cost distribution fields are used, all must be filled with spaces.	11	114
CATSDB	ZZALLOC	AFRS Allocation	Alpha/Numeric (7)	If any labor cost distribution fields are filled, all must be filled. If a field is not used by agency, fill with AFRS agency code followed by all zeros. If no labor cost distribution fields are used, all must be filled with spaces.	7	125
CATSDB & PA0554	PLANS OBJID	Position Object ID	NUMC (8)	This is the SAP position number for CATS and/or for IT0554. Zeros or spaces are allowed if there is no value.	8	132
CATSDB	TRFGR	Pay Scale Group	CHAR (8)	This is used for Pay Scale Information along with Position on IT2010. This field is required to calculate the rate for IT0554. Zeros or spaces are allowed if there is no value. Provided values are all left justified with trailing blanks. For Pay Scale Group the correct value to send through the payroll extract for a code of '1' is '1 ' and a valid value for a code '01' is '01 '.	8	140
CATSDB	TRFST	PS level	CHAR (2)	This is used for Pay Scale Information along with Position on IT2010. This field is required to calculate the rate for IT0554. Zeros or spaces are allowed if there is no value. Provided values are all left justified with trailing blanks. Pay scale level is a 2 CHAR non-zero filled left justified value with trailing spaces after the value.	2	148
PA2010	ANZHL	Number per time unit	DEC (4)	This field is intended to record mileage to infotype 2010. 4 whole numbers, no decimal positions, zero filled from the left, NO NEGATIVE NUMBERS ALLOWED in this interface.	4	150
CATSDB	CATSAMOUNT	Amount	DEC (5,2)	5 whole numbers plus 2 decimal positions (implied decimal point), zero filled from the left, NO NEGATIVE NUMBERS ALLOWED in this interface.	7	154

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Appendix B – User Story 108762

USER STORY 108762 TM - Update user exit EXIT_SAPFP50M_002 to bypass validation for eTime agencies.

When agencies go to eTime and choose to zero out employees leave balances (which is recommended), if they made any retro changes to planned working time or a retro separation and the employee had leave entered in IT2001 (Absences) or CATS within the date range, a hard error was received that did not allow for the update until the absence had been removed from IT2001 or CATS.

Though eTime agencies were able to delete the leave from IT2001 or CATS, they were unable to re-enter the leave as an error was received that the employee does not have enough leave balance (due to zeroing out leave).

To resolve the issue, an update to the custom user exit EXIT_SAPFP50M_002 was made to look at the Quota Turnoff table (ZTLA_QT_TURNOFF) for an entry for the Personnel Area/Org Unit to not perform the validations and allow the user to complete Insert/Copy/Edit/Delete actions in IT0000 (Actions), IT0007 (Planned Working Time) and IT2003 (Substitutions).