



Office of Financial Management

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eTime Data Interface Description

Work Activity Codes

Work Activity Codes

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Work Activity Codes

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 work activity codes interface, the data it contains, and describes OFM’s responsibility in delivering this interface to EmpCenter, HRMS and the enterprise reporting DataMart. 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.

Overview

This is an inbound interface from agencies which is provided via the OFM Integration Layer to EmpCenter, HRMS and the enterprise reporting DataMart via the OFM Integration Layer. This optional interface is available to provide agencies the ability to enter specific labor cost distribution codes that are not maintained in AFRS. The code values are entered with time or leave so that agencies can receive payroll / labor data distribution with those codes as a file and or report to meet operational and business needs such as billing actual labor costs to the responsible party.

There are four cost-allocated work activity entities (1-4); that are posted in CATS (Cross Application Time Sheet) with the associated time slice. These codes are processed during the payroll cycle. Restrictions vary on the code value lengths to be passed through HRMS. Use of these four repurposed cost fields requires the agency to use master index rather than functional area, cost center, AFRS project and AFRS allocation. These are the work activity codes and field lengths available

Work Activity Codes

- **Work Activity 1:** Code value is limited to 13 bytes; will be transited through HRMS in the Functional Area (FA) field
- **Work Activity 2:** Code value is limited to 7 bytes; will be transited through HRMS in the Cost Center (CC) field
- **Work Activity 3:** Code value is limited to 8 bytes; will be transited through HRMS in the AFRS Project Structure (PS) field
- **Work Activity 4:** Code value is limited to 4 bytes; will be transited through HRMS in the AFRS Allocation Codes (AC) field

There are three file formats listed below; one required file that contains the codes and descriptions for each code, one optional file that contains the extended attributes, and one optional file that contains relationships between work activity codes. The one required file is published to EmpCenter, HRMS and the enterprise DataMart. The two optional files may or may not be required to support business requirements in EmpCenter. The need for the optional files will be identified during the requirements and design process with EmpCenter.

Frequency

Agencies that utilize this interface must provide updated files to the specified OFM SFT site Monday through Friday prior to 8:00 pm to ensure that data is updated in EmpCenter in the overnight batch process. Full files supersede the data previously given in a prior full file. It is not required to provide a file to the OFM SFT site each day if the data has not changed in the agency's source system. OFM validates the prior night's process has ran successfully Monday through Friday morning, excluding holidays.

Data Classification

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

Work Activity Codes

Appendix A – Mapping

Agency Work Activity Code Data

Inbound agency work activity code data contains the list of valid work activity codes and description.

Fixed record layout provided by the agency is listed below:

Element Name	Length	Columns	Required	Notes
AgencyCode	3	1-3	R	
AgencySubCode	1	4	R	Typically 0 (zero)
Work Activity Code	20	5-24	R	Can contain up to 20, but will be limited based upon the max size allowed for the work activity entity
Activity Desc	40	25-64	O	Spaces if blank
Begin Effective Date	8	65-72	R	Format CCYYMMDD (min value 19000101)
End Effective Date	8	73-80	R	Format CCYYMMDD (max value 30001231)

Work Activity Code Data File Naming Convention

Note: The date and time portion of the file name (non-italicized below) is appended by the SFT server, and **should not** be provided by the agency.

SAMPLE FILE NAMES

DNR: 4900_WAC001_F_{agency discretion}.TXT.D140325.T130000

DOT: 4050_WAC001_F_{agency discretion}.TXT.D140325.T130000

ECY: 4610_WAC001_F_{agency discretion}.TXT.D140325.T130000

File Naming Legend

Element	Value Example	Position	Explanation
Agency	490	1-3	
Sub Agency	0	4	
Underscore	" "	5	Literal underscore
Type	"WAC"	6-8	Literal "WAC" denotes this is a work activity code table
Work Activity Number	001	9-11	Denotes work activity code 1
Underscore	" "	12	Literal underscore
Loading Scope	F	13	Can be either (F)ull, or (I)ncremental.

Work Activity Codes

Element	Value Example	Position	Explanation
Underscore	" "	14	Literal underscore, required if agency discretion name parts are used.

Agency Work Activity Extension Data

Inbound agency work activity extension data will be used by the agency to specify free-form data to be passed through to the corresponding Labor distribution tables in EmpCenter. Extended Attribute names are similar to OTHER_STRINGn and OTHER_BOOLEANn.

Fixed record layout provided by the agency is listed below:

Element Name	Length	Columns	Required	Notes
AgencyCode	3	1-3	R	
AgencySubCode	1	4	R	Typically 0 (zero)
Work Activity Entity Number	3	5-7	R	Entity number of the "base" entity
Work Activity Code	20	8-27	R	Code value of the "base" entity
Work Activity Extended Attribute Name	20	28-47	R	Name of the Extended Attribute that this value will be associated with
Work Activity Extended Attribute Value	20	48-67	R	Code value of the extended attribute

Extended Attribute Data File Naming Convention

Note: The date and time portion of the file name (non-italicized below) is appended by the SFT server, and **should not** be provided by the agency.

SAMPLE FILE NAMES

DNR: *4900_EXT001_F_{agency discretion}.TXT*.D140325.T130000

DOT: *4050_EXT001_F_{agency discretion}.TXT*.D140325.T130000

ECY: *4610_EXT001_F_{agency discretion}.TXT*.D140325.T130000

File Naming Legend

Element	Value Example	Position	Explanation
Agency	490	1-3	
Sub Agency	0	4	
Underscore	" "	5	Literal underscore

Work Activity Codes

Element	Value Example	Position	Explanation
Type	"EXT"	6-8	Literal "EXT" Denotes this is an extended attribute table
Work Activity Number	001	9-11	Denotes work activity code 1
Underscore	" "	12	Literal underscore
Loading Scope	F	13	Can be either (F)ull, or (I)ncremental. Only F supported now.
Underscore	" "	14	Literal underscore, required.
Agency discretion name part(s)	.txt	Varies	Optional. May contain file extension or other items.
File extension	.TXT	Varies	Required. Extension can be altered with custom config.
DateTime	.D140325.T130000	Appended after agency discretionary name part	Date/time in the format .D{YYMMDD}.T{HHMMSS} <i>Automatically applied by the SFT server</i>

Agency Work Activity Code Relationship Data

Inbound agency work activity code relationship data will be used by the agency to specify relationship data between work activity codes Such as only certain tasks that are only valid for specific jobs.

Fixed record layout provided by the agency is listed below:

Element Name	Length	Columns	Required	Notes
AgencyCode	3	1-3	R	
AgencySubCode	1	4	R	Typically 0 (zero)
Work Activity Entity Number	3	5-7	R	Entity number of the "base" entity
Work Activity Code	20	8-27	R	Code value of the "base" entity
Work Activity Related Entity Code	6	28-33	R	Code to identify the related entity (as contained in the WorkActivityRelatedEntity table)
Related Entity Code Value	20	34-53	R	Code value of the related entity record
Begin Effective Date	8	54-61	R	Format CCYYMMDD (min value 19000101)
End Effective Date	8	62-69	R	Format CCYYMMDD (max value 30001231)

Relationship Data File Naming Convention

Note: The date and time portion of the file name (non-italicized below) is appended by the SFT server, and **should not** be provided by the agency.

Work Activity Codes

SAMPLE FILE NAMES

DNR: 4900_REL001_F_JOBTASK_{agency discretion}.TXT.D140325.T130000

DOT: 4050_REL001_F_JOBTASK_{agency discretion}.TXT.D140325.T130000

ECY: 4610_REL001_F_JOBTASK_{agency discretion}.TXT.D140325.T130000

File Naming Legend

Element	Value Example	Position	Explanation
Agency	409	1-3	
Sub Agency	0	4	
Underscore	" "	5	Literal underscore
Type	"REL"	6-8	Literal "REL" Denotes this is a relationship table
Work Activity Number	001	9-11	Denotes work activity code 1
Underscore	" "	12	Literal underscore
Loading Scope	F	13	Can be either (F)ull, or (I)ncremental. Only F supported now.
Underscore	" "	14	Literal underscore, required.
Related Entity Code	JOBTASK	15-(varies)	Name of the related entity, as defined in the WorkActivityRelatedEntity table.
Underscore	" "	Follows related entity code	Literal underscore, required if agency discretion name parts are used.
Agency discretion name part(s)		Varies	Optional.
File extension	.TXT	Varies	Required. Extension can be altered with custom config.
DateTime	.D140325.T130000	Appended after agency discretionary name part	Date/time in the format .D{YYMMDD}.T{HHMMSS} <i>Automatically applied by the SFT server</i>