HFX Integration Guide

Contents

Introduction

This guide is an introduction as to how we integrate data in-to and out-of Imperago.

Below you will find a glossary which explains the different terminology we use to describe the content of the data we are working with.

Following on from that, we explain the minimum requirements needed for each of the types of content that we use and then the full list of data that we can accept for each type.

Due to the nature of our system, the field names that you provide us with don't need to match the field names in Imperago.

Glossary

- **Employees***

  (Sometimes referred to as People)

  This is the data about the individual, such as their name.

- **Jobs***

  (Sometimes referred to a Assignments)

  This is the data about the job that is worked, such as job title and line manager.

- **Absences**

  (Sometimes referred to as Adjustments)

  This is the data about holiday's booked, time off sick, etc...

  It's worth noting that Imperago handles an Employee and their Job separately. That is say, Imperago handles somebody's personal information, such as name and date of birth, separately from their job information, such as job title and line manager. However, in many cases the data we receive in may not be separate and will include all of this information together. This is perfectly fine as we have the ability to handle the data in our system whether it is separate or joined together.

Minimum Field List Requirements

The following are the MINIMUM requirements needed for data to be integrated in to Imperago.

Employees

The following are the minimum requirements that we need to receive to be able to create an Employee within Imperago.

Type	Description
Staff Number	This is the number that identifies the employee within your company.
First Name	The employee's first name.
Last Name	The employee's last name.
Username	This is what will be used to access Imperago. Normally this is an email address, but it's possible that something can be constructed from the other details provided.

Jobs

The following are the minimum requirements that we need to receive to be able to create a Job within Imperago.

Type	Description
Job ID	This is the number that identifies the job within your company.
Staff Number	This is the number that identifies the employee within your company - and so that we can associate the job with the correct employee.
Manager*	This is normally the Imperago Username or the Staff Number of the manager within Imperago.
Start Date	The date that the Employee started the job.
Job Title	The position name of the job. e.g. "Warehouse Assistant"

*Manager: A manager is also a minimum requirement for creating a job in Imperago. However, the first time we create Employees within Imperago, the manager might not be available, so in that case we create a dummy manager and assign that to the new Job. Then later on, it will update automatically to be assigned to the correct manager *if* those details exist.

Absence

Type	Description
Absence Reason	This reason for the absence - i.e. Annual Leave, Sickness
Date - End (inclusive)	The last day that sick leave was taken.

Type	Description
Date - Start	The first day that sick leave was taken.
Duration Type	Whether the leave was 'Full Day', 'Only AM', 'Only PM' or 'Time Based'
External ID (Absence)	The identification number that identifies the absence within your company.