# Day 2 Activities

## Activity #1 – SET UP PI FOR Change FILE

Currently, we have the PI set up for a full file that extracts all workers in the specified pay group. However, the vendor has decided that they only want the file to contain employees that have had a change since the last file. Therefore, we need to set up the PI to have change detection. Follow the steps below to enable change detection on the PI.

1. Select the **Related** **Actions** of the Integration System.
2. Navigate to **Integration System > Configure Integration Attributes.**
3. **Click** the **-** on the row under the **Extract All Payee Data** attribute to delete that row.
4. Click **OK.**
5. Select the **Related** **Actions** of the Integration System.
6. Navigate to **Integration System > Configure Integration Services.**
7. Enable the **PI Change Detection Launch Parameters.**
8. Click **OK.**

## Activity #2 – Run the pi with change detection

Now that we have set up the PI to have change detection, let’s launch it.

1. Click the **Related Actions** off of the Integration System.
2. Navigate to select **Integration** > **Launch/Schedule**.
3. Click **OK**.
4. Enter the following Integration Criteria:
   * Pay Group = <Pay Group of workers you were assigned>
   * Pay Period Selection Option = Use Pay Period For Current Date
   * Last Successful Run = 1/1/2000
   * Change Detection = <Leave blank>
5. Click **OK** to launch the integration.
6. Click **Refresh** until the **Status is Complete**.
7. Once the integration event has completed, open the Data Changes Audit and the Payroll Extract XML.

**What does the Data Changes Audit say about the Change Detection?**

**What is one major piece of information that is in this XML output that was not in the Full File XML output?**

**Write down the Date/Time of this event prior to changing the address in the next activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## activity #3 – Enter Changes for workers #1-3

### Worker #1 – Current Period Event

1. Navigate to your assigned worker #1.
2. Click on the **Contact** tab.
3. Select the **Edit** button at the top of the Contact tab.
4. Select the pencil  icon in the Home Contact Information Primary Address box.
5. Set Effective Date to **3/10/2018**.
6. Change Address Line 1 to be **123 Main Street**.
7. Select the check  icon.
8. Click **Submit**.
9. Note the entry time below.

**Entry Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Worker #2 – retro period event

1. Navigate to your assigned worker #2.
2. Click on the **Contact** tab.
3. Select the **Edit** button at the top of the Contact tab.
4. Select the pencil  icon in the Home Contact Information Primary Address box.
5. Set Effective Date to **1/15/2018**.
6. Change Address Line 1 to be **222 Cherry Road**.
7. Select the check  icon.
8. Click **Submit**.
9. Note the entry time below.

**Entry Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Worker #3 – future period event

1. Navigate to your assigned worker #3.
2. Click on the **Contact** tab.
3. Select the **Edit** button at the top of the Contact tab.
4. Select the pencil  icon in the Home Contact Information Primary Address box.
5. Set Effective Date to **4/15/2018**.
6. Change Address Line 1 to be **333 Apple Avenue**.
7. Select the check  icon.
8. Click **Submit**.
9. Note the entry time below.

**Entry Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## activity #4 – Configure pi to run only for your assigned workers

1. Select the **Related** **Actions** of the Integration System.
2. Navigate to **Integration System > Configure Integration Services.**
3. Enable the **PI Members Launch Parameters.**
4. Click **OK.**

## activity #5 – configure pi to output prior values

1. Select the **Related** **Actions** of the Integration System.
2. Navigate to **Integration System > Configure Integration Attributes**
3. Click the **+** icon for the **Include Prior Values** attribute to add a row.
4. **Check** the box under the Value column.
5. Click **OK**.

## activity #6 – Run the pi to try to pick up your workers’ address change

1. Click the **Related Actions** off of the Integration System.
2. Navigate to select **Integration** > **Launch/Schedule**.
3. Click **OK**.
4. Enter the following Integration Criteria:
   * Pay Group = <Pay Group of workers you were assigned>
   * Pay Period Selection Option = Use Pay Period For Current Date
   * Pay Group Members = <Your assigned workers 1, 2, and 3>
   * Exclude Members/Only Include Members = Only include specified members
   * Last Successful Run = **2/28/2018**
   * Change Detection = Include all changes effective in the pay period
5. Click **OK** to launch the integration.
6. Click **Refresh** until the **Status is Complete**.
7. Once the integration event has completed, open the Data Changes Audit and the Payroll Extract XML.

**What do you notice that is different about the XML in this run?**

1. Fill out table below about your workers in the output file:

|  |  |  |
| --- | --- | --- |
| **Worker** | **In the File?** | **Why?** |
| Worker #1 | Yes | Effective date is 3/10/2018 (in current pay period – monthly)  VIEW PAYGROUP |
| Worker #2 | Yes | Effective date is 1/15/2018 |
| Worker #3 | No | Effective date is 4/15/2018 (future) |

## activity #7 – Enter Change for worker #4

1. Navigate to your assigned worker #4.
2. Click on the **Contact** tab.
3. Select the **Edit** button at the top of the Contact tab.
4. Select the pencil  icon in the Home Contact Information Primary Address box.
5. Set Effective Date to **Today**.
6. Change Address Line 1 to be **444 Blossom Boulevard**.
7. Select the check  icon.
8. Click **Submit**.
9. Note the entry time below.

**Entry Time: \_8:40 PM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## activity #8 – Run PI again

1. Click the **Related Actions** off of the Integration System.
2. Navigate to select **Integration** > **Launch/Schedule**.
3. Click **OK**.
4. Enter the following Integration Criteria:
   * Pay Group = <Pay Group of workers you were assigned>
   * Pay Period Selection Option = Use Pay Period For Current Date
   * Pay Group Members = <Your assigned workers 1, 2, 3, and 4>
   * Exclude Members/Only Include Members = Only include specified members
   * Last Successful Run = <Leave defaulted date and time>
   * Change Detection = Include only changes entered since the last successful run
5. Click **OK** to launch the integration.
6. Click **Refresh** until the **Status is Complete**.
7. Once the integration event has completed, open the Data Changes Audit and the Payroll Extract XML.
8. Fill out table below about your workers in the output file:

|  |  |  |
| --- | --- | --- |
| **Worker** | **In the File?** | **Why?** |
| Worker #1 | No |  |
| Worker #2 | No |  |
| Worker #3 | No |  |
| Worker #4 | Yes | This is the only record changed after the last successful run |

## activity #9 – run for future pay period events using earliest open pay period

### Method #1 – all effective

1. Click the **Related Actions** off of the Integration System.
2. Navigate to select **Integration** > **Launch/Schedule**.
3. Click **OK**.
4. Enter the following Integration Criteria:
   * Pay Group = <Pay Group of workers you were assigned>
   * Pay Period Selection Option = Use Earliest Open Pay Period
   * Pay Group Members = <Your assigned workers 1, 2, 3, and 4>
   * Exclude Members/Only Include Members = Only include specified members
   * Last Successful Run = <Leave defaulted date and time>
   * Change Detection = Include all changes effective in the pay period
5. Click **OK** to launch the integration.
6. Click **Refresh** until the **Status is Complete**.
7. Once the integration event has completed, open the Data Changes Audit and the Payroll Extract XML.

**What pay period was processed?**

1. Fill out table below about your workers in the output file:

|  |  |  |
| --- | --- | --- |
| **Worker** | **In the File?** | **Why?** |
| Worker #1 | No |  |
| Worker #2 | No |  |
| Worker #3 | No |  |
| Worker #4 | No |  |

### method #2 – entered since last run date

1. Click the **Related Actions** off of the Integration System.
2. Navigate to select **Integration** > **Launch/Schedule**.
3. Click **OK**.
4. Enter the following Integration Criteria:
   * Pay Group = <Pay Group of workers you were assigned>
   * Pay Period Selection Option = Use Earliest Open Pay Period
   * Pay Group Members = <Your assigned workers 1, 2, 3, and 4>
   * Exclude Members/Only Include Members = Only include specified members
   * Last Successful Run = <Leave defaulted date and time>
   * Change Detection = Include only changes entered since the last successful run
5. Click **OK** to launch the integration.
6. Click **Refresh** until the **Status is Complete**.
7. Once the integration event has completed, open the Data Changes Audit and the Payroll Extract XML.
8. Fill out table below about your workers in the output file:

|  |  |  |
| --- | --- | --- |
| **Worker** | **In the File?** | **Why?** |
| Worker #1 | No |  |
| Worker #2 | No |  |
| Worker #3 | No |  |
| Worker #4 | No |  |

## ACTIVITY #10 – ANOTHER WAY TO DO FULL FILE SETUP FOR PI

There is another way that a PI can be setup and ran for a full file adhoc-ly by using a launch parameter. Set up your integration to allow for adhoc full file runs by following the steps below:

1. Navigate to **Integration System > Configure Integration Services.**
2. Enable the **PI Full Extract With No Diff Launch Parameter.**
3. Click **OK.**

Now let’s launch for a full file:

1. Click the **Related Actions** off of the Integration System.
2. Navigate to select **Integration** > **Launch/Schedule**.
3. Click **OK**.
4. Enter the following Integration Criteria:
   * Pay Group = <Pay Group of workers you were assigned>
   * Pay Period Selection Option = Use Pay Period for Current Date
   * Pay Group Members = <Your assigned workers 1, 2, 3, and 4>
   * Exclude Members/Only Include Members = Only include specified members
   * Last Successful Run = <Leave defaulted date and time>
   * Change Detection = <Leave blank>
   * Full Extract With No Diff = Checked
5. Click **OK** to launch the integration.
6. Click **Refresh** until the **Status is Complete**.
7. Once the integration event has completed, open the Payroll Extract XML. Notice that there is no Data Changes Audit since this is a full file run.