

## ARC 6659: Automatically Update Employee Master File from Paycom

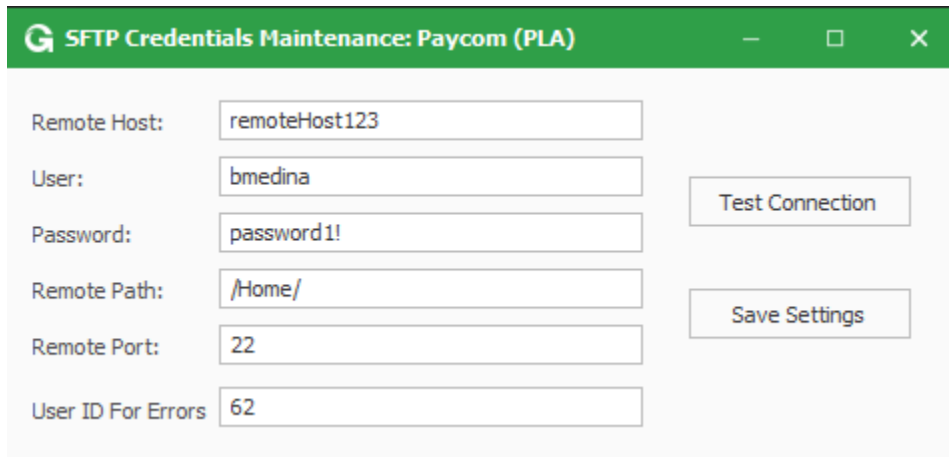
### Real Performance Machinery

#### Overview:

- Project script runs as an unattended task on the database server. Automatically receives a csv employee report file from Paycom, which it then uses to maintain the employee master file in GSS. Does this by both creating new employees and updating any information in the following 11 fields
  - Employee Number
  - Name
  - Hire Date
  - Termination Date
  - Employee Initials
  - Shift
  - Department
  - Balancing Group
  - Pay Rate
  - Pay Frequency
  - Pay Type

#### Description of Logic:

- Project will be grabbing a csv file from Paycom's server via SFTP once credentials are supplied.
  - Credential maintenance screen can be access from System Support > Administration > 6659 SFTP Credentials Maintenance



SFTP Credentials Maintenance: Paycom (PLA)

Remote Host: remoteHost123

User: bmedina

Password: password1!

Remote Path: /Home/

Remote Port: 22

User ID For Errors: 62

Test Connection

Save Settings

- Under "User ID For Errors", fill out the employee number you'd like to be emailed when any of the scripts (6659, 6683, 6659) have files in their respective "FAILED" folder. This email gets sent out once a day at 7 am (local time) until the FAILED folders are cleared.
- Script expects csv file format to be in the format originally provided by Paycom. The data should be in the following format

Employee_Code	ClockSeq_#	Employee_Name	Hire_Date	Termination_Date	EmplInitials	Shift_Type	Department_Desc	Pay_Rate	Pay_Frequency	Pay_Type
A010	285	BILTON, ALYSSA N	12/16/2019	00/00/0000			Administration	0	Bi-Weekly	Salary
A063	584	HUNTER, LINDA DAWN	8/2/2021	9/3/2021			Administration	0	Bi-Weekly	Salary
A050	596	DAVIS, EMORY L	11/2/2021	00/00/0000			Assembly	0	Bi-Weekly	Hourly
A049	595	POOLE, ANDY	9/20/2021	00/00/0000			Assembly	0	Bi-Weekly	Hourly

**\*\*\*NOTE\*\*\***

- Every employee should have a clock sequence number, as this is being used to identify employees in GSS, and will be used as the employee number. If an employee is missing this, they will be skipped in the upload
- Name should be in the following format LAST, FIRST M where M is the middle initial or complete middle name
- Department Description in the csv/Paycom should correspond to a Department Description entry in the department table, which can be set at System Support > Administration > Company Options (Advanced) > Manufacturing Table Maintenance > Department
  - If no matching department ID is found, script defaults the employee to have no department assigned

Dept	Department Description
ADMN	Administration ...
ASSY	Assembly ...
ENG	Engineering ...
FAB	Fabrication ...
FIN	Finishing ...
MACH	Machining ...
MAIN	Maintenance ...
MATE	Materials ...
MGMT	Management ...
OWN	Owner ...
SCMA	South Carolina Machining ...
SERV	Service ...
SHIP	Shipping ...
SR M	Senior Management ...
ZIND	INDIRECT ...

## Uploading New Employees

- Script looks at the employee master table for the company code that it is running for and grabs a list of all employees that already exists. All employees that have a clock sequence number, are not marked as owners, and don't exist in the system will be created and the 11 fields from the overview section will be filled out for them according to the information in the csv.

- **\*\*\*NOTE\*\*\*:** GSS only expects the 2 pay types to be salary or hourly, anything else outside those 2 types will be automatically converted to salary.

### **Updating Existing Employees**

- For existing employees, this script will overwrite/update information in the 11 fields specified in the overview section for everyone except for any employees marked as owners.
  - **\*\*\*NOTE\*\*\*:** Right now, shift is being excluded from both the upload and update portion, per customer request. Additionally, until balancing groups are set up, that field is absent from both the csv and project. When that is added, both this project and the csv layout will need to change to reflect that.

### **After Script Has Run**

- Project will be set to run as an unattended task in OLU on the db server. It is the responsibility of the script "GCG\_6659\_CSV\_Routing.g2u" to download all files for projects 6659 (this one), 6680 (employee expenses), and 6683 to their appropriate local directories. Those files will be downloaded to ...Global\CUSTOM\XXXX\NEW (where XXXX is the project number), and subsequently deleted off the SFTP server.
- This script, as well as the other two projects, will parse data from the CSVs in order of oldest to newest, according to the files' name (which contains a timestamp).
- After processing has been done, and if both the existing employee update, and new employee upload processes have run successfully, the csv file will be moved to Global\CUSTOM\6659\PASS.
  - If the script should fail during either process, then the file will be moved to Global\CUSTOM\6659\FAIL, and all changes read in will have taken effect i.e. since the update runs before the upload, if the process fails during the upload, then the update portion of the csv will have already been committed to the system
  - Otherwise, if the script fails at any other point outside of the 2 above scenarios, the csv file will be skipped over, left in the NEW directory, and execution will continue.