Standard/Bunkhouse Employee Interface

# Overview

The Reconcile Employee Interface will automatically insert or update employees in UniFocus from the source system to avoid the need for manually updating employee information in more than one system. This file should be sent daily to our SFTP site. The first row of the file is expected to contain column headings to improve readability and this row will be ignored by the interface.

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# Document Change History

| Version | Date | Additions / Modifications | Request # | Prepared / Revised by |
| --- | --- | --- | --- | --- |
| 1 | 05/14/2021 | Initial Release | RMSOPS-XXX | Jacob Estes |
|  |  |  |  |  |
|  |  |  |  |  |

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# Control Specifications

|  |  |
| --- | --- |
| Client | Standard/Bunkhouse |
| Properties | Multi-Property |
| UniFocus Contact | Jacob Estes |
| Client Contact | Elissa Frye |
| Source System | Ultimate |
| File Type | Comma delimited format as a .csv file |
| File Name | Standard\_Employee\_YYYYMMDD.csv  Bunkhouse\_Employee\_YYYYMMDD.csv |
| Header Row | Required |
| Automated Monitoring | Yes |
| Date Format | mm/dd/yyyy |
| SFTP Site Info | Host: SFTP2.unifocus.com  Username: standard  Password: (Request from Unifocus) |
| File Sort Order | Property Code (column AE), Employee Number (column A), Job Order (column AH) |
| Expected Frequency | 1 times Daily to SFTP site – 5AM |

# Multiple (Secondary) Jobs Handling

This interface will allow multiple jobs to be interfaced into the UniFocus LMS system. Each job must be on a separate row, and can have identical data populated in each field except for the job specific fields (at the end of the row) which will contain that jobs specific information. The home job, and only one job, must be identified with a Job Order of “1” to indicate the employees’ primary job. Other jobs for the same employee to be sequentially numbered Job Order (or can all be “2”).

# Exception Handing

Exceptions are handled in the Employee Reconciliation process. The errors are preserved and reports based on exceptions sent through an automated email detailing issues and also shown in the application. The exceptions will fall into the following areas:

* Invalid Job
* Invalid Active/Termination Date
* All other fields can be validated for exceptions based on requirements

# Field Layout

The table below indicates which fields are required to be provided. If a value is not required, then the column may be left empty but keep the column placeholder and header. If Notes indicate LEAVE BLANK then this field is not being used and will always be blank.

| Field - Header | Data Type | Length | Required | Notes | UKG Pro Mapping |
| --- | --- | --- | --- | --- | --- |
| Employee Number | Alphanumeric | 25 | Yes | Unique Employee Identifier | EecEmpNo |
| Alternate Employee Number | Alphanumeric | 25 | Yes | LEAVE BLANK | Blank |
| Badge Number | Alphanumeric | 25 | No | Badge Number | Blank |
| First Name | Alphanumeric | 50 | Yes | Employee First Name | EepNameFirst |
| Middle Name | Alphanumeric | 25 | No | Employee Middle name or Middle Initial | EepNameMiddle |
| Last Name | Alphanumeric | 50 | Yes | Employee Last Name | EepNameLast |
| Employee Status | Alpha | 1 | Yes | This is the code for the status of the employee. Valid types are:   * A (Active) * T (Terminated) * L (Leave of Absence) * R (Re-hire) | If EecDateOfOriginalHire <> EecDateOfLastHire, then ‘R’  else if EecEmplStatus in (‘O’, ‘R’, ‘S’), then ‘L’,  else EecEmplStatus  Ulti Statuses   |  | | --- | | A=Active | | L=Leave of absence | | O=On strike | | R=Released/laid off | | S=Suspended | | T=Terminated | |
| Status Change Reason Code | Alphanumeric | 25 | No | LEAVE BLANK | Blank |
| Employee Type | Alpha | 1 | Yes | Valid Values :S or V (S(Standard) for Salaried employees and V(Variable) for Hourly employees) | If EecSalaryOrHourly = ‘H’, then ‘V’  Else EecSalaryOrHourly |
| Hire Date | Date | 10 | No | Format: mm/dd/yyyy | EecDateOfOriginalHire |
| Re-Hire Date | Date | 10 | No | Format: mm/dd/yyyy | EecDateOfLastHire |
| Seniority Date | Date | 10 | No | Format: mm/dd/yyyy | EecDateOfSeniority |
| Termination Date | Date | 10 | No | Format: mm/dd/yyyy | EecDateOfTermination |
| LOA Date | Date | 10 | No | Format: mm/dd/yyyy | If EecEmplStatus = ‘L’, then EecEmplStatusStartDate  Else Blank |
| LOA Return Date | Date | 10 | No | Format: mm/dd/yyyy | Blank |
| Hours Available | Numeric | 9.2 | No | LEAVE BLANK | Blank |
| Work Class Code | Alphanumeric | 25 | Yes | Main employee classification (Ex: PT, FT) | EecFullTimeOrPartTime |
| Primary Class Code | Alphanumeric | 25 | No | Earnings Group | Blank |
| Secondary Class Code | Alphanumeric | 25 | No | LEAVE BLANK | Blank |
| Birth Date | Date | 10 | No | LEAVE BLANK | Blank |
| Gender | Alpha | 1 | No | LEAVE BLANK | Blank |
| Tipped | Alpha | 1 | Yes | Valid Values: I/D/N | If EejIsPrimaryJob = ‘Y’, then TipTypeDesc (from EmpHJob table)  Else Blank |
| Address Line 1 | Alphanumeric | 50 | No | Employee Street | EepAddressLine1 |
| Address Line 2 | Alphanumeric | 50 | No | Employee Address line 2 | EepAddressLine2 |
| City | Alphanumeric | 50 | No | Employee City | EepAddressCity |
| State | Alphanumeric | 25 | No | Employee State | EepAddressState |
| Zip | Alphanumeric | 25 | No | Employee Zip | EepAddressZipCode |
| Home Phone | Alphanumeric | 25 | No | Home Phone | If EepPhoneHomeIsPrivate = ‘N’, then EepPhoneHomeNumber  Else Blank |
| Mobile Phone | Alphanumeric | 25 | No | Cellular Phone | If efoPhoneType is CEL and efoIsPrivate = ‘N’, then efoPhoneNumber  Else Blank |
| Other Phone | Alphanumeric | 25 | No | LEAVE BLANK | Blank |
| Email Address | Alphanumeric | 50 | No | Employee Email Address | EepAddressEMail |
| Emergency Contact | Alphanumeric | 50 | No | Full name of Emergency Contact | Blank |
| Emergency Phone | Alphanumeric | 25 | No | Phone Number of emergency Contact | Blank |
| Marital Status | Alpha (M, S) | 1 | No | LEAVE BLANK | Blank |
| Number of Dependents | Numeric | 2 | No | LEAVE BLANK | Blank |
| Ethnicity | Numeric (See Description for Codes) | 1 | No | LEAVE BLANK | Blank |
| ADA Code | Alphanumeric | 50 | No | LEAVE BLANK | Blank |
| Property Code | Alphanumeric | 10 | Yes | Ex 108,109 | EecPayGroup |
| Job Order | Numeric | 9 | Yes | 1 for home job, 2 for secondary jobs | If EejIsPrimaryJob = ‘Y’, then ‘1’  Else ‘2’ |
| Job Code | Alphanumeric | 25 | Yes | This is a concatenation of Propertycode-Departmentcode-Jobcode. EX: 108-10-104130 | Concatenate  EecPayGroup + ‘-’ + EecJobCode  Ex. STDHWK-104005 |
| Job Date | Date | 10 | Yes | Format: mm/dd/yyyy | EecDateInJob |
| Job Rank | Numeric | 2 | No | LEAVE BLANK | Blank |
| Job Rate Type | Alpha | 1 | Yes | Valid values:  H – Hourly  S – Salaried | EecSalaryOrHourly |
| Job Hourly Rate | Decimal | 9,2\* | No | Populate for H(Hourly) employees only | If EecSalaryOrHourly = ‘H’, then EecHourlyPayRate  Else Blank |
| Job Annual Rate | Decimal | 9,2\* | No | Populate for S(Salaried) Employees Only | If EecSalaryOrHourly = ‘S’, then EecAnnSalary  Else Blank |
| Job Rate Date | Date | 10 | Yes | Format: mm/dd/yyyy | Most recent  dsi\_fnlib\_GetAnnSalary\_EffDate\_WithStartDate |
| Accrual PTO | Decimal | 9,4\* | No | Ex: 24.8888 | If EacAccrCode = ‘PTO’ then EacAccrAllowedCurBal – EacAccrTakenCurBal |
| Accrual Sick | Decimal | 9,4\* | No | Ex: 68.3333 | If EacAccrCode = ‘ILLNES’ then EacAccrAllowedCurBal – EacAccrTakenCurBal |
| Accrual Vacation | Decimal | 9,4\* | No | Ex: 58.26 | If EacAccrCode = ‘VACAT’ then EacAccrAllowedCurBal – EacAccrTakenCurBal |
| Accrual Personal | Decimal | 9,4\* | No | Ex: 16.5 | If EacAccrCode = ‘PERS then EacAccrAllowedCurBal – EacAccrTakenCurBal |

\* Fractional data lengths denoted above represent the number of whole numbers and fractional numbers (e.g. 9, 2 means up to 9 whole numbers, excluding thousands separators, and 2 fractions as follows: 999999999.99)