Culture Amp Demo Interface Requirements Specification

# Clutter

# Contact Information

## Customer Contact

| **Name** | **Tel** | **Email** |
| --- | --- | --- |
| Brennen Hicks | Click here to enter text. | Click here to enter text. |

## Vendor Contact

| **Name** | **Tel** | **Email** |
| --- | --- | --- |
| First Last | ###-###-#### | name@domain.com |

## Integration Contact

| **Name** | **Tel** | **Email** |
| --- | --- | --- |
| Lea King | Click here to enter text. | lking@tekpartners.com |

# Revision History

|  | **Date** | **Version** | **Revision Description** | **Comments** | **Environment** | **Author** |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | 09/22/2021 | 1.0 | Initial Draft |  | ☒ Prod ☐ Test | Lea King |
| **2** |  |  |  |  | ☐ Prod ☐ Test |  |
| **3** |  |  |  |  | ☐ Prod ☐ Test |  |
| **4** |  |  |  |  | ☐ Prod ☐ Test |  |

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# File Information

| **File Type** | Full File Only | **Output Type** | Comma Delimited  **Delimiter Handling (if applicable)**  ☒ Enclose output values in double-quotes  ☐ Remove delimiters from output values  ☐ Other |
| --- | --- | --- | --- |
| **Interface Decommissioning** | Are there current / otherinterfaces that this interface is replacing?):  ☒ No  ☐ Yes | **File Name** | **Prod File***: VENDOR\_Customer\_Type\_CCYYMMDD.HHMMSS where CCYYMMDD = date the file is created*  **Test File:** VENDOR\_Customer\_TEST\_CCYYMMDD.HHMMSS |
| **Frequency** | Nightly maintenance window: 12-5 AM EST  ☐ Run On-Demand  ☒ Scheduled to run: Daily at 6am | | |
| **Is automated Transmission required?** | ☐ No, file will be sent manually  ☒ Yes | **Email address for Summary/ Transmission Emails** |  |
| **Global Formats** | | Dates: |  | | --- | --- | | Phone Numbers: |  | | Zip Code: |  | | Amount Fields: |  | | Any Others: |  | | **Special Formatting** | Are Special characters required (UTF-8 formatting)?  ☒ Yes  ☐ No |
| **Export Selection Criteria Functionality** | **Select all that apply:** | **Qualifier Notes:** | |
| ☐ Pay Period Range |  | |
| ☒ Company Selector | Only send for Clutter, Inc.  company “Clutter, Inc - Part Time” should be excluded | |

# Business Rules - Customer Confirmation

General

1. **Vendor Name:**  
   Culture Amp
2. **Which Employees would you like to include on this export?**

☐ All Employees regardless of the eecemplstatus

1. **Will you have employees that are active in multiple component companies?**

☒ No ☐ Yes

1. **Are there any Employee Types, Pay Groups, Org Levels, etc. that need to be excluded?**

☒ No ☐ Yes

If Yes, please list field and values to exclude or include *(whichever is a shorter list)*:

Groups to exclude

# Business Rules - Vendor Confirmation

General

1. **Confirm how you would like to send terminations on this file:**

☐Terminations sent one time only - based on the actual (audit) date entered into UltiPro.

# Notes to Developer

Header required

Vendor is very picky about the format. If we use csv, then it must be have the UTF-8 encoding, otherwise we can send as xlsx.