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| **Interface Requirements Specification** |

**Sprouts Farmers Market, LLC**

**The Vine Employee Export**

**V 1.03**

**Date Created:** 2/21/2016

**Last Updated:** 4/14/2016

**SR-2015-00109428**

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# Revision History / Change Control

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Date** | **Version** | **Revision Description** | **Comments / Change to Estimate** | **Author** |
| **1** | 2/21/2016 | 1.01 | Initial Draft |  | Karen Formicone |
| **2** | 3/4/2016 | 1.02 | Analysis Call |  | Karen Formicone |
| **3** | 4/14/2016 | 1.03 | Changes due to testing |  | Karen Formicone |
| **4** |  |  |  |  |  |

# Contact Information

|  |  |  |
| --- | --- | --- |
| **Customer Contact** | **Name** Zell Rodriguez-Pajo, Interface Champion  **Name** Lisa Rogers | **E-Mail/Tel** [zellrodriguezpajo@sprouts.com](mailto:zellrodriguezpajo@sprouts.com) / (602) 318-0080  **E-Mail/Tel** [lisarogers@sprouts.com](mailto:lisarogers@sprouts.com) |

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| **Ultimate Software Contacts** | | |
| **Business Analyst** | **Name** Karen Formicone | **Tel** (610) 750-7047  **E-Mail**  [Karen\_Formicone@ultimatesoftware.com](mailto:Karen_Formicone@ultimatesoftware.com) |
| **Project Manager** | **Name** Ken McBride | **Tel**  (310) 393-9374  **E-Mail** [Ken\_McBride@ultimatesoftware.com](mailto:Ken_McBride@ultimatesoftware.com) |
| **System Consultant** | **Name** Robyn Mondia | **Tel**  (630) 243-0733  **E-Mail** [Robyn\_Mondia@ultimatesoftware.com](mailto:Robyn_Mondia@ultimatesoftware.com) |
| **System Consultant** | **Name** Matt Meehan | **Tel**  (360) 719-4819  **E-Mail** [Matt\_Meehan@ultimatesoftware.com](mailto:Matt_Meehan@ultimatesoftware.com) |

# File and Environment Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **File Type** | Full File Only | | **Output Type** | Comma Delimited |
| **Frequency** | On Demand and Scheduled - put information below  **Additional Information:**  Run Daily – 5:30 AM Pacific | | **File Name** | **File Name:**  TheVine\_Sprouts\_YYYYMMDD.csv |
| **Test**  **File Path** | I:\Exports\TheVine\ | | **Production File Path** | J:\Exports\ |
| **Will UltiPro Data Exchange Services (UDES) be needed?** | Yes  No |  | **Do you want to be notified of the File Transfer Success/Failures?** | Success & Failure  Success Only  Failure Only |
|  |  |  |  | If applicable, enter Email Address for the Notification:  [HRIS@sprouts.com](mailto:HRIS@sprouts.com)  IT - TDB |
| **Export Selection Criteria Functionality** | **Select all that apply:** | | **Qualifier Notes:** | |
|  | Pay Period Range | |  | |
|  | Company Selector | |  | |
|  | Data Selector | |  | |

# Purpose of Interface

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| --- | --- |
| **Purpose of Interface** | The Employee data is for each active employee and is used by "The Vine" |

# Business Rules, Selection Criteria

This section outlines the criteria for selecting records (*i.e. defines which employee records will be on this file*).

| **File Type: Generic Demographic** | |
| --- | --- |
| 1. **What employees (based on status) do we include:** Active Only Employees | **Notes:** |
| 1. **How do we select Terminated Employees:** No Terminated Employees will be sent on this file | |
| 1. **Are there Employee Types, Paygroups, 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*):**  Do not include EecEEType in ('CON', 'TMP') – only PAID employees | |
| 1. **Are there eligibility ‘rules’ that need to be met to be on this file (*i.e. work xx hours in a year*)?**  No  Yes   **If Yes – Please list eligibility requirements that must be met to be on the file:** | |
| **Additional Criteria:** | |
| **Special Instructions:** | |

# Notes to Developer:

|  |  |
| --- | --- |
| **Sort Order** | N/A |
| **Delimiter**  **Handling** | In the case where the designated delimiter is found within the output value, handle as follows:   |  | | --- | | Enclose output values in double-quotes  Remove delimiters from output values  Other | |
| **Special Instructions** | Enter Global Formats for the following:   |  |  | | --- | --- | | Dates: | MM/DD/YYYY | | Phone Numbers: |  | | Zip Code: |  | | Amount Fields: |  | | Any Others: |  | |
| Note any Maximum Lengths on CSV Files. If vendor has no maximum length then developer will default to 500 for each field. |
| Will Audit Functionality be used?  No  Yes |
| SaaS Environment Hosted: Saas - Deploy to Production Only |
| **Assumptions for Developer on Selection Criteria:** | 1. Company Transfer Option = Exclude terminations due to company transfer and will ignore Transfer Option Codes (TRO/TRI) 2. Multiple Deduction Row Option = Display only the most recent (any other options would require custom coding) |

# Export / Import Field Definitions

| **Header Record - Employee Data** | |
| --- | --- |
| **Comments/Special Instructions** | A Header Record is required. Use Column Header in the Detail Record. |

| **Detail Record - Employee Data** | |
| --- | --- |
| **Comments/Special Instructions** | One record per active employee |

| **Detail Record - Employee Data** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item #** | **Column** | **Max Len** | **Vendor Column Heading** | **Vendor Format** | **Data Type** | **Req (Y/N)** | **Description of Data Item** | **UltiPro Data Element**  ***(For internal use Only)*** |
| 1 | 1 | 8 | Employee ID | 8 characters – padded zeros | AN(1-8) | Y |  | EecEmpNo |
| 2 | 2 | 30 | First name |  | AN(30) | Y |  | EepNameFirst |
| 3 | 3 | 30 | Last Name |  | AN(30) | Y |  | EepNameLast |
| 4 | 4 | 10 | Birth Date | (mm/dd/yyyy) | DATE | Y | Blank - no values | EepDateOfBirth |
| 5 | 5 | 30 | Job Code |  | AN(30) | Y | Job code ID | EecJobCode |
| 6 | 6 | 30 | Job Code Description |  | AN(30) | Y | Job Code Description | JbcDesc where JbcJobCode = EecJobCode |
| 7 | 7 | 30 | Department |  | AN(30) | Y | Department ID | EecOrgLvl4 |
| 8 | 8 | 30 | Store |  | AN(30) | Y | Store number | EecOrgLvl3 |
| 9 | 9 | 30 | Store City |  | AN(30) | Y | Store Name | LocAddressCity where LocCode = EecLocation |
| 10 | 10 | 2 | Store State |  | AN(2) | Y | Store State - 2 digit | LocAddressState where LocCode = EecLocation |

| **Trailer Record - Employee Data** | |
| --- | --- |
| **Comments/Special Instructions** | A Trailer Record is not required |

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# Sample File

|  |  |
| --- | --- |
| **Sample File** | Attach sample file here.  ***See vendor layout below for sample data.*** |

# Vendor Layout

|  |  |
| --- | --- |
| **Vendor Spec / Layout** | Attach vendor spec here. |

# Assumptions

1. Interface programming is scheduled upon approval of this specification document.
2. Ultimate Software will create 'export sessions' for this template as noted in Section 2 of this document.
3. If applicable: For HIPAA compliance purposes, Ultimate Software cannot create and remit files to third party vendors.  The customer will produce all files during the testing process, and will remit them directly to the vendor
4. UltiPro setup tables are accurately configured to support this interface.
5. Customer will use their previously devised test cases to thoroughly test the interface file content.

# Specification Approval

I have read this specification identifying the requirements for the interface/custom program and agree with the content and the functional business requirements. By signing below, I understand and agree to the requirements as stated in this document, as well as the terms of the warranty for this custom program.

This specification must be signed, scanned and returned to the project manager in order for work to begin on the interface/custom program.

|  |  |
| --- | --- |
| **Warranty Period and Explanation:**  The warranty period of the completed interface/custom project is thirty calendar (30) days from the date of initial deployment (for Post-Live customers) or thirty calendar (30) days from your UltiPro Live Date (for customers implementing UltiPro). | **Initials Required** |
| **Terms of the Warranty Include:**   * If the defect within the boundaries of this specification is found within thirty (30) calendar days from the date of initial deployment (post-live) or UltiPro live date (implementation), the defect will be corrected at no cost to the customer. The customer must submit all issues in writing to their primary contact for this project. |  |
| * If any defect is found **after** the above period, the defect will be corrected under the customer’s Prepaid Maintenance agreement if applicable. Otherwise, it will be corrected on a Time & Material basis at the customer's agreed upon contract rate. The customer must contact Ultimate Software's Support department to record the defect that is found. |  |
| * If a revision is needed that is **not contained in this specification**, the additional item(s) will be estimated and submitted for customer approval. Any further additions will be billed on a Time & Material basis at the customer's agreed upon contract rate. In this scenario the customer must contact their Customer Relationship Manager. |  |
| * This specification is valid for and must be approved within ninety (90) days from the date of issue. Please note that any modification to this specification by the customer will invalidate it. |  |
| **Post Warranty Procedures & Maintenance Fees**  Any issues that require the engagement of Consulting Services resources reported after the warranty period has expired will be billed at the Customer’s published contract rate on a Time & Materials basis. If the customer has a Prepaid Maintenance plan in place, then those terms will be used to maintain the custom.  If a Prepaid Maintenance plan does not exist, please contact your Customer Relationship Manager for further information. |  |

**Specification** Agreed to and Authorized by:

**Specification Version:** V 1.03

**Sprouts Farmers Market, LLC**

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| Zell Rodriguez-Pajo, Sr. HRIS Analyst | Date |
|  |  |
|  |  |
| Lisa Rogers, Sr. HRIS Analyst | Date |
|  |  |
|  |  |
| Debra Westeen, HR Strategic Change Manager | Date |