|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |
| Artifact Operational Handbook | | | | | | | | |  |  |
|  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Compensations Calculation | | | | | | | | |  |  |
|  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Revision number: 1.2 | | | | | Date: 01/10/2021 | | | |  |  |
|  |  |
| DRAFT | | | | | | | | |  |  |
|  |  |
|  |  |  |  |  |  |  |  |  |  |  |

Table of Contents

[Document Revision History 2](#_Toc15906895)

[1. Automation Solution Overview 3](#_Toc15906896)

[2. Automation Solution Requirements 3](#_Toc15906897)

[2.1. Machine specification 3](#_Toc15906898)

[2.2. Software specification 3](#_Toc15906899)

[3. Operational Requirements 4](#_Toc15906900)

[3.1. Technical requirements 4](#_Toc15906901)

[3.2. Solution Overview 5](#_Toc15906902)

[3.3. Solution Diagram 5](#_Toc15906903)

[4. Operational Contingency and Process Control 8](#_Toc15906904)

[4.1. System Error/Exception 8](#_Toc15906905)

[4.2. Business Error / Exception 9](#_Toc15906906)

[4.3. General Exception 9](#_Toc15906907)

[4.4. Current Process Output Notifications & Reports 10](#_Toc15906908)

[5. Deployment and Operations 10](#_Toc15906909)

[5.1. Reporting 10](#_Toc15906910)

[5.2. Data Security 11](#_Toc15906911)

[5.3. Credentials Management 11](#_Toc15906912)

[5.4. Roles & Responsibilities 11](#_Toc15906913)

[Appendix – User Manual 12](#_Toc15906914)

Document Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Change Description | Date | Author |
| 1.0 | Draft creation | 15/08/2021 | Mehdi Salim |
| 1.1 | Draft review | 15/08/2021 | Kris Van den Bergh |
| 1.2 | Reworked version | 01/10/2021 | Mehdi Salim |

**Related Documents**

|  |  |  |  |
| --- | --- | --- | --- |
| Doc # | Document Type | Document Title | Created by |
| 1 | Current Process and Automation Requirements | CG\_Compensations\_CPAR\_v.0.3(Current Process and Automation Requirements) | Mehdi Salim |

**Document Sign Off**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title, Department | Signature | Date |
| Isabelle Fontana | SME |  |  |
| Erik Vrolix | Process Lead |  |  |
| An Brosens | HR Director |  |  |
|  |  |  |  |
|  |  |  |  |

1. Automation Solution Overview

The purpose of this document is to describe environment requirements and handling of the automated process. This document introduces and provides brief overview of the automated process and will be used to aid in the execution of the Robotics Process Automation solution. It gives the overall view of the target process state, as well as systems and applications used through the process flow and in accordance with business requirements.

1. Automation Solution Requirements

Below section describes software and hardware setup for the machine dedicated for this process. Update may be required if new systems/resources/robot have been installed or any other change to the configuration was required to facilitate the process.

* 1. Machine specification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Operating system | System Type | Processor | RAM Memory | Screen Resolution |
| Windows 10 Pro | 64-bit Operating System | Intel(R) Core(TM) i7-8665U CPU @ 1.90GHz 2.11 GHz | 8,00 GB | 1920 x 1080 |

* 1. Software specification

|  |  |  |  |
| --- | --- | --- | --- |
| Environment | System/Application Name | Version | Module/ Transaction |
| Direct access | UiPath Studio | 2020.10.2 | N/A |
| Direct access | UiPath Assistant | 20.10.2 |  |
| Direct access | Microsoft Excel Standard | Version 2102 (Build 13801.20864) | N/A |

1. Operational Requirements

Operational requirements describe how the process is to be started or restarted.

The Robotic process has to be started manually by a user. They will launch it from the UiPath Assistant. This module will take the Clarity exports from the set location, perform the calculations and the output files will exported in the set output location.

* 1. Technical requirements

|  |  |  |
| --- | --- | --- |
| Requirement ID | Subject | Requirement for execution |
| Process Name- 01 | Process Input | Input files must be located in the paths that are set in the assets |
| Process Name- 02 | Process Input | Process input must be provided in the following naming form: TimesheetExtractyyyyMMCountry  EX: TimesheetExtract202108BELGIUM |
| Process Name - 03 | Orchestrator | Orchestrator – Assets must be provided:   * clarityExtractFolder: Path to the folder containing the extracted file from Clarity * Countries: Countries handled * PublicHolidaysBelgium: List of public holidays dates for Belgium * PublicHolidaysLuxembourg: List of public holidays dates for Luxembourg * reportsFolder: Path to the folder where the output of the process is created * workRegimeFolder: Path of the folder containing the work regime file * HistoricalDataFileLocation: Path of the folder containing the Historical data file |

* 1. Solution Overview

The following section documents the major components and their interactions, high-level robotic workflow, input and output. The high-level solution design corresponds to the automated process flow.

* 1. Solution Diagram

|  |
| --- |
| 1. Process Input |
| Report listing timesheets posted by the employees |
| Work Regimes of all employees |

|  |  |
| --- | --- |
| 1. Process Execution | |
|  | Selects a country (Belgium or Luxembourg) |
|  | Reads timesheets data from Clarity extract |
|  | Reads the Work regime excel file |
|  | Filters on Sogeti Employees |
|  | Filters on only data columns needed |
|  | Filters on the employee ID |
|  | Calculates the sum of hours booked by week for each employee |
|  | Reads Work regimes for all employees |
|  | Compares work regimes and sum of hours booked for each employee |
| 1. A. | If the employee booked less hours than the work regime |
| 10.B. | Writes that as issue in the status column of the output Excel file |
| 1. A. | If the employee Booked same hours as work regime |
| 11.B. | Writes Ok in the status column of the output Excel file |
| 1. A. | If employee booked more hours than work regime |
| 12.B. | Writes the additional hours booked as compensation |
| 12.C. | If the hours booked are overtime |
| 12.D. | Multiplies the compensation hours by the overtime percentage |
| 12.E. | If the employee has negative compensation |
| 12.F. | Discounts the negative compensation from the positive compensation |
|  | Outputs an excel file with all the detailed data needed from clarity extract |
|  | Calculates the sum of all compensations of each employee |
|  | Creates an output excel file with the employee’s name, employee id and total compensation. |
|  | Checks if timesheets from previous months were booked again |
|  | If found, those timesheets are compared to the previously booked timesheets |
|  | Only the difference is kept in the new compensation |
|  | The lines of timesheets from previous months that were treated are strikethrough in the detailed report. |

|  |
| --- |
| 1. Process Output |
| Excel File containing the detailed calculation of compensations by week for each employee |
| Excel File containing the total of compensation for each employee |

Diagram

Description automatically generated

1. Operational Contingency and Process Control

The Operational Contingency and Process Control section describes details of actions that should be taken by the operations team or robotics operational center to successfully complete a case and in the event of:

* the process unable to run (Business / System Error)
* exception generated in progress of the process execution (Business / System Exception)
  1. System Error/Exception

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Code | Type | Description | Robot response | Action |
| S00001 | System Error | Clarity extract file not found in set Location | The robot sends error message in the logs, and stops the process. | User should check the location and move the file there |
| S00002 | System Error | Work Regimes file not found in set Location | The robot sends error message in the logs, and stops the process. | User should check the location and move the file there |
| S00003 | System Error | Historical data file not found in set location | The robot sends error message in the logs, and stops the process. | User should check the location and move the file there |
| S00004 | System Error | Output locations not Unavailable | The robot sends error message in the logs, and stops the process. | User should check if the location exists and if not, create it. |

* 1. Current Process Output Notifications & Reports

After each run output report will be generated. Naming convention of this report is:

“TimesheetExtractyyyyMMCountry”

for example “TimesheetExtract202108BELGIUM”.

|  |  |
| --- | --- |
| Scenario | Notifications and Reports |
| Scenario 1 |  |
| Scenario 2 |  |

1. Deployment and Operations

The following sections specify environment minimum requirements and other design considerations in support of IT infrastructure and system operations procedures.

* 1. Reporting

General logs and error logs are found in the dedicated page in the orchestrator.

* 1. Data Security

Clarity export files are sent to user by email. A location where the bot can automatically pick up those files is being set up.

* 1. Credentials Management

Robot is not using any credentials in the process.

About Capgemini

A global leader in consulting, technology services and digital transformation, Capgemini is at the forefront of innovation to address the entire breadth of clients’ opportunities in the evolving world of cloud, digital and platforms. Building on its strong 50-year heritage and deep industry-specific expertise, Capgemini enables organizations to realize their business ambitions through an array of services from strategy to operations. Capgemini is driven by the conviction that the business value of technology comes from and through people. It is a multicultural company of 200,000 team members in over 40 countries. The Group reported 2016 global revenues of EUR 12.5 billion.

Learn more about us at [www.capgemini.com](http://www.capgemini.com)

This message contains information that may be privileged or confidential and is the property of the Capgemini Group.  
Copyright © 2021 Capgemini. All rights reserved.