



Staff Profiles Upload

Technical Specification

Request Originator	
May this request be viewed by other airlines?	Yes
Request Number	
Request Name	Staff Profiles Upload

REVISION LIST

Ver.	Date Released	Modifications	Author(s) and Department	Reviewer(s) and Department
1.0	22.04.08	Initial	Franziska Seyfert LSY HAM LSYA	
1.2	20.07.12		Martin Gross	
1.3	17.04.13	Added new employee attributes	Martin Gross	
1.3.0	04.10.13	Corrected examples for date type	Thorsten Stegmann	
1.3.0	08.10.13	Enhanced description for attributes dutyServiceClass, leisureServiceClass	Thorsten Stegmann	
1.3.0	10.10.13	Added missing attributes and enhanced several descriptions	Thorsten Stegmann	
1.3.0	11.10.13	Added missing examples	Thorsten Stegmann	
1.3.0	15.10.13	Updated salaryGroup description	Thorsten Stegmann	
1.3.0	28.10.13	Removed description of deprecated type "PTCAllotment"	Thorsten Stegmann	
1.4.0	06.12.13	changed attribute "salutation" for " EntitledPerson " to "required" Added optional attributes "startDate" and "endDate" to " EntitledPerson " renamed element "extension" to "extensions" within type " Employee " and changed type from "xs:anyType" to "ExtensionsType" Added new type "ExtensionsType"	Thorsten Stegmann	
1.4.0	14.01.14	Added information regarding usage of date types under Assumptions and Constraints	Thorsten Stegmann ZPD AB/ZD	
1.5.0	20.03.14	Added optional attributes "externalPersonID" and "familyStatus" to Employee Added optional attributes "externalPersonID" and "disabled" to EntitledPerson	Thorsten Stegmann ZPD AB/ZD	
1.5.0	12.05.14	Updated description of attribute "isChild" in EntitledPerson	Thorsten Stegmann ZPD AB/ZD	
1.6.0	12.05.14	Added labor groups	Jan-Niklas Borgner FRA AB/HT	
1.7.0	17.10.14	Made "oalTravelEligible" deprecated. Introduced new attributes " eligibilityDuty " and " eligibilityLeisure "	Thorsten Stegmann ZPD AB/ZD	
1.7.0	05.12.2014	Added further notes to the element EmploymentStatus	Thorsten Stegmann ZPD AB/ZD	
1.8.0	11.05.2015	Added new attribute " minRequiredMilageZone "	Thorsten Stegmann ZPD AB/ZD	
1.9.0	08.03.2016	Added new attribute " employeeBenefitTaxable "	Thorsten Stegmann	

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1. Introduction

1.1 Purpose

Purpose of this document is to describe the Upload WebService to import the Employee data to the myIDTravel Staff Profiles Module.

1.2 Document Scope

This document describes the Upload Web Service interface, incl. security features, as well as detailed descriptions of the upload data.

1.3 Assumptions and Constraints

Please be aware that whenever you have to enter a **date** value, we will expect that you enter valid dates of type <http://www.w3.org/2001/XMLSchema:date>.

On top of that, please **never specify an offset** from the UTC time by adding a positive or negative time behind the date - like this:

```
<start>2002-09-24-06:00</start>
```

This could cause unexpected date conversions within myIDTravel.

Regarding the example above, please simply use

```
<start>2002-09-24</start>
```

1.4 Related Documents

Document Title	Document Owner	Department	File Name and Location
Staff Profiles Upload XSD		LSY AD/T	myidtravel_upload.xsd
Staff Profiles Upload WSDL		LSY AD/T	myidtravel_uploadservice.wsdl

2. Required Data

2.1 UploadProfilesRequest Element

The UploadProfilesRequest element is the root element which contains all other required elements. It is described in the following table.

Authorization Element	(E)lement/ (A)tttribute	(O)ptional/ (M)andatory	Description	Example
Airline Code (ac)	A	M	IATA Airline Code of employing airline	LH
Airline ID (aID)	A	M	IATA prefix for ticket stock	220
DeleteRecord (deleteRecord)	E	O	Contains 0..n DeleteElements	
UpdateRecord (updateRecord)	E	O	0...n Employee Elements	

2.2 UploadProfilesResponse Element

The UploadProfilesResponse element is the root element of the response and contains all delete and update records of the request. Additionally the service response provides a MessageList in the update/delete element to inform what the service has done (updated, deleted, error messages).

Authorization Element	(E)lement/ (A)tttribute	(O)ptional/ (M)andatory	Description	Example
Airline Code (ac)	A	M	IATA Airline Code of employing airline	LH
Airline ID (aID)	A	M	IATA prefix for ticket stock	220
DeleteRecord (deleteRecord)	E	O	Contains 0..n DeleteElements	
UpdateRecord (updateRecord)	E	O	0...n Employee Elements	

2.3 Update Element

A update element contains one employee element and a MessageList.

Delete Element	(E)lement/ (A)tttribute	(O)ptional/ (M)andatory	Description	Example
Employee (Employee)	E	M	Employee element	
MessageList	E	O	Messages provided by the UploadService	

2.4 Delete Element

A delete element contains exactly one attribute **Employee ID eID**. The eID and Airline Code ac (Authorization Element) are the unique identifier within the myIDTravel Staff Profiles database. If a matching entry exists in the database, it will be deleted.

Please notice that the delete functionality will be processed first, then the update/add functionality (see 2.5 Employee Element).

Delete Element	(E)lement/ (A)tttribute	(O)ptional/ (M)andatory	Description	Example
Employee ID (eID)	A	M	Employee's unique ID within the Airline	U123456, 123456
MessageList	E	O	Will be filled by services	

2.5 Employee Element

The employee element contains all relevant data concerning an employee. The data structure of the employee element is described in the following table.

Please notice: The unique key for each employee within an airline is the Employee ID (eID). If the eID already exists in the myIDTravel Staff Profiles database (for the particular employing airline), the existing employee record will be overwritten. This means that all changes made within the myIDTravel Staff Profiles Module will be overwritten, too. If the eID does not yet exist a new record will be added.

The update / add functionality will be processed after the delete functionality described in 2.3.

Employee Element	(E)lement/ (A)tttribute	(O)ptional/ (M)andatory	Description	Example
Passenger Type Code (ptc)	A	M	Employee's passenger type code;	ZEA
Last name (lastname)	A	M	Employee's last name	Jones
Middle Name (middlename)	A	O	Employee's middle name	Middle
First name (firstname)	A	M	Employee's first name	Jack
Salutation (salutation)	A	O	MR, MS: If you use this attribute, there is no need to set the gender attribute because the gender is derived from the salutation.	MR
Gender (gender)	A	O	M, F or U: If you use "M" or "F", there is no need to set the salutation attribute, because the salutation is derived from the gender. If you use "U" the employee can choose a gender on the Traveller	M

			Selection Page	
Employee ID (eID)	A	M	Employee's unique ID within the Airline	U123456
Date of joining (doj)	A	M	Date: When did the employee join the company? Most ID agreements are based on a minimum duration of employment	2011-11-11
Subsidiary Category (subCategory)	A	O	B, C, D, E, F, G, H	B
Subsidiary Company (subCompany)	A	O	Company's name	Lufthansa Systems
Department (department)	A	O	String: Special attribute developed for DE	
Termination Date (dot)	A	O	The user is not allowed to book flights that start after this date. On top of that, the user cannot log in anymore after this date	2013-12-31
DeadHeadCrew Flag (dhc)	A	O	Y, N	N
Currency (currency)	A	O	Currency Code: Employee's preferred currency.	USD; EUR; GBP; SEK; any other Currency Code
Country of residence (countyOfRes)	A	O	IATA Country Code: Country the employee lives in.	DE
Status of employment (employment-status)	E	O	0..n EmploymentStatus Element	
Labor group (laborGroup)	A	O	Allowed values: Pilot, Cabin, Ground, SVP, VP, EXEC, Director, FoundingOfficer, FoundingDirector, Flight, Inflight,	Pilot

			<p>Provisional, MGR, BOD, Retiree, Permanent, President, DIR, CAD, PNT, PNC, OUV, AMTS, MAN, EMP</p> <p>Only relevant for online travel, if you would like to distinct between employees based on specific labour groups.</p> <p>If you send it anyway, it will has no effect</p>	
Salary Grade (salaryGrade)	A	O	Groups for different salary groups. Possible values are: Group_1, Group_2, Group_3, Group_4, Group_5	Group_1
Date of Birth (dateOfBirth)	A	O	Date: The date of birth	1988-11-17
Cost Center (costCenter)	A	O	String: cost center identifier of employee	H57W8O
Manager Email (managerEmail)	A	O	email address of the employee's manager	manager@lh systems.com
setOfBooks	A	O	Specific attribute which could be used, if you participate in Universal Air Travel Plan (UATP)	
dutyServiceClass	A	O	Special attribute developed for SK: Service class allowed for duty travel	Y; C; F
minRequiredMilage ZoneDuty	A	O	the minimal	Any valid IATA

			<p>required milage zone a segment must have so that employee is allowed to use the service class as defined in attribute “dutyServiceClass” on that segment</p> <p>Please note: Attributes required activation. If you would like to use this field, please contact LSY</p>	<p>milage zone is allowed.</p> <p>Datatype: int</p>
leisureServiceClass	A	O	Special attribute developed for SK: Service class allowed for leisure travel	Y; C; F
<p>@Deprecated (Use <i>eligibilityDuty</i> and/or <i>eligibilityLeisure</i> instead) oalTravelEligible</p>	A	O	true/false: Interline permission, if not set defaults to false	true
eligibilityDuty	A	O	<p>Determines, in which way the employee and the related entitled persons are eligible for duty travel.</p> <p>This attribute can be used to overrule the general ID agreement settings on a per employee basis.</p> <p>Please note: If you want to use this attribute, please contact LSY. The attribute will not have any effect unless LSY has activated the usage for you.</p>	NONE; ONLINE; OFFLINE; ONLINE_OFF LINE
eligibilityLeisure	A	O	<p>Determines, in which way the employee and the related entitled persons are eligible for leisure travel.</p> <p>This attribute can be used to overrule the general ID agreement settings</p>	NONE; ONLINE; OFFLINE; ONLINE_OFF LINE

			<p>on a per employee basis.</p> <p>Please note: If you want to use this attribute, please contact LSY. The attribute will not have any effect unless LSY has activated the usage for you.</p>	
SalaryDeduction (salaryDeduction)	A	O	<p>true/false: For itinerary on own carrier only.</p>	false
Station of Work (stationOfWork)	A	O	<p>3 letter code for the employee's station of work. If planned to use, usage has to be defined by airline. Usually, related to specific allotment handling</p>	FRA
Eligible for Flight Home (homeFlightEligible)	A	O	<p>true/false: If planned to use, usage has to be defined by airline. Usually, related to specific allotment handling</p>	false
Family status (familyStatus)	A	O	<p>The family status of the employee.</p> <p>The usage and the allowed values have to be defined by the customer if requested to use this field. Please ignore this field in myidtravel standard.</p>	
External person ID (externalPersonID)	A	O	<p>An additional ID for the employee. Usage has to be defined by the customer. Please ignore this field in myIDTravel standard</p> <p>Type: String</p>	
Employee Benefit Tax applicable (employeeBenefitTaxable)	A	O	<p>Determines if employee benefit taxes are applicable</p>	true

			according to local tax jurisdiction	
			Type: Boolean	
Contact	E	M		
LockDate (lock-date)	E	O	0..n LockDate Elements	
PTCAllotment (ptc-allotment)	E	O	0..n PTCAllotmentElements	
EntitledPerson (entitled-person)	E	O	0..n EntitledPerson Elements	
extensions	E	O	0..1 Extensiontype: Used for customer specific extensions	

2.6 EmploymentStatus Element

If no employee status is send, the system will consider the employee as active. Start date will be the day of sending.

Please notice:

- Overlapping periods will not be accepted.
- The end date is only optional for the very last employee status element.
- If you plan to also use the Admin Module to modify the employee profile on occasion, it is recommended to send this element and set the status to “active” per default. In the Admin Module, changes can only be done, if the employee has a valid EmploymentStatus.
- Any changes to the employee profiles done in the Admin Module are lost as soon as you send the next UploadService request message, because the UploadService will always override the complete profile with the data from the request message.

EmploymentStatus Element	(E)lement/ (A)tttribute	(O)ptional/ (M)andatory/ (C)onditional	Description	Example
Status (status)	A	M	active/ absent/ temporary/ retired Usage of this field has to be defined.	active
Start Date (startDate)	A	M	Date: First day of the period of the Employment status.	2011-11-11
End Date (endDate)	A	C	Date: Last day of the period of the very last Employment status.	2013-10-07

2.7 Contact Element

The Contact element is mandatory. An Employee element may contain zero or one contact elements. The contact information is displayed at the contact page during the booking / listing process. The Contact element is described in the following table.

Contact Element	(E)lement/ (A)tttribute	(O)ptional/ (M)andatory	Description	Example
eMail Address (email)	A	M	When a user registers at myIDTravel the automatically generated password will be send to this eMail address. Additionally the phone number will be shown on contact screen during the booking listing process.	myidtravel@lssystem s.com
Phone 1 (phone1)	A	O	The phone number will be shown on contact page in element 056, (UR001, V 3.0)	123123123
Phone 2 (phone2)	A	O	The phone number will be shown on contact page in element 057 (UR001, V3.0)	123117123

2.8 LockDate Element

An Employee element may contain any number of LockDate elements (0 to n). A LockDate element represents a period of time during which the employee is not allowed to book/list any flights. myIDTravel will check during the booking / listing process whether the start date of an itinerary is during a LockDate period and if so prevent the user from booking/listing. The LockDate element is described in the following table.

LockDate Element	(E)lement/ (A)tttribute	(O)ptional/ (M)andatory/	Description	Example
Start Date (startDate)	A	M	Date: First day from which on the user is not allowed to book/list any flights.	2013-10-01
End Date (endDate)	A	O	Date: Last day of the period. If left empty the end of the period is undefined.	2013-10-31

2.9 PTCAllotment Element

This Element is **deprecated** and will be removed in a future release.

2.10 EntitledPerson Element

An Employee element may contain any number of EntitledPerson elements (0 to n). Every EntitledPerson element represents one entitled person of the employee. During the booking / listing process for leisure travel, the entitled persons are shown on Travellers Page (UR001) and the employee will be able to book / list for them.

The EntitledPerson element is described in the following table.

EntitledPerson Element	(E)lement/ (A)tttribute	(O)ptional/ (M)andatory/ (C)onditional	Description	Example
Passenger Type Code (ptc)	A	M		ZEA
Last name (lastname)	A	M		Doe
Middle Name (middlename)	A	O		Jason
First name (firstname)	A	M		Jon
Salutation (salutation)	A	M	MR, MS, CHD	MR
Date of birth (dob)	A	C	Date: Mandatory for Children (ZEI, ZEC, ZEA, ZCO)	1988-12-27
Is person a child (isChild)	A	O	Boolean: Set to true if entitled person is a child. Note: Please contact LSY, if you would like to use this attribute. Usage has to be defined by customer. It could be used to transform the PTC of a person from 'ZEA' to 'ZCO', if a specific age boundary is passed on a given travel date. Please ignore if not necessary.	true; false
Is person a	A	O	Boolean:	true;

student (isStudent)			Set to true if entitled person is a student	false
Taxable Dependant (taxDependant)	A	O	Boolean: Special requirement for certain carriers. Usage has to be defined. Please ignore if not necessary.	true; false
Extension	A	O	Not implemented at the moment.	
startDate	A	O	Date: Not implemented yet.	2014-01-01
endDate	A	O	Date: Not implemented yet.	2014-12-31
External person ID (externalPersonID)	A	O	An unique identifier for the entitled-person. If this field is used, this ID must be unique across all entitled-persons for the given employee. Type: String	
Disabled (disabled)	A	O	Indicates whether the entitled-person is disabled or not. Usage has to be defined by the customer. Please ignore this field in myIDTravel standard Type: boolean	

3. Upload Service

3.1 Methods

The web service contains a method “StaffProfileUpload”, which has to be used to upload staff profiles to myIDTravel.

3.2 Security

The Login web service uses up-to-date, high-security standards, consisting of

- signature,
- encryption and
- timestamp

The keys are stored in a JKS file. Every airline will be sent an own JKS file, containing the airlines private key (signed by LSY) and myIDTravel's public key for accessing the login interface.

The WSDL file defines the security requirements in detail.

Remark: LSY uses Apache AXIS 2 & Apache Rampart 1.3 for implementing the Web Service. The login service security is based on the high-security standard defined in “Rampart 1.3 - Policy Example number 4” (delivered with the standard Rampart 1.3 package). We hence suggest that airlines use Apache Rampart for implementing their clients, too, but any other web service technology adhering to the policy assertions should work as well.

3.3 XSD

The myidtravel-upload XSD file represents the data structure specified in chapter 2. It also defines the structure of the request message (containing the UploadProfilesRequest element described above) and the response message (containing the UploadProfilesResponse element).

If the request has been successful, the MessageLists in the response (in every update/delete element) will contain the result of the operation.