



## **Requirements Specification**

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**Genesco, Inc.**

**Web Automated New Hire Import from Kronos**

**V16.0**

**Date Created: 04/09/2013**

**Last Updated: 07/11/2023**

**Current Project #: [SR-2023-00417944](#)**

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# 1. Overview/Purpose

## 1.1 Contact Information

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	Project Manager: Brad Lambert		brad.lambert@ukg.com

## 1.2 Client/Environment Information

<b>SaaS/On-Premise If On-Premise, Company Code</b>	SaaS AR#: GEN1014
<b>Test Environment Y/N If Yes, environment</b>	Yes NZ2D

## 1.3 Overview/Purpose

<b>Description of Purpose</b>	<p>The purpose of this specification is to document the custom automation of UKG Pro's Web .NET New Hire Import process to meet Genesco, Inc. (Genesco) payroll requirements as described below.</p> <p>Genesco will be implementing Kronos Workforce Acquisition and will produce an xml file to be imported into UKG Pro. They will import US and Canadian employees both using the Add Employee business process. The Add Canadian Employee business process is not used. Each area that has a difference in the page between US and CAN will have both page screenshots included.</p> <p>They would like candidates that are onboarded in Kronos via the Hiring Manager Console (HMC) to be hired into UKG Pro without any process intervention. To accomplish this, a new integration engine will be created. This engine will process new hire transactions without intervention by Genesco.</p> <p>The Hire an Employee business process is currently customized. The integration will be into the customized business process in order to take advantage of the matrix and other defaulting functionality on some fields.</p> <p>The purpose of this document is to detail the modifications to UKG Pro .NET that are required by Genesco, Inc..</p>
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## 2. Revision History/Change Control

Change control is designed to identify modifications to the project specifications. This helps to ensure that the project remains within the estimated hours.

### 2.1 Revision History

Revision History	Date	Version	Revision Description	Change to Estimate	Author
1	04/09/2013	1.1	Original Specification Documentation		Stephanie Collison
2	05/09/2013-05/14/2013	1.2	Revisions following analysis/mapping discussions		Stephanie Collison
3	05/22/2013	1.3	Revisions following analysis/mapping discussions		Stephanie Collison
4	05/24/2013	1.4	Revisions following follow up items		Stephanie Collison
5	05/31/2013	1.5	Revisions following spec review feedback		Stephanie Collison
6	05/31/2013	1.6	Revisions following additional feedback and changes		Stephanie Collison
7	06/03/2013	1.7	Remove all State tax/Provincial tax page logic/mapping and follow current custom page defaults		Stephanie Collison
8	07/26/2013	1.8	During testing it was identified that the values for gender are different than what was spec'd. Updated mapping document in section 8.1 and section 3.2.5.		
9	08/09/2013	1.9	Revisions following changes made during development/QA/UAT:  1) Section 3.2.5.1 – Change logic from Ethnicity then Ethnic code and Mgr Ethnicity then Mgr Ethnic code to Ethnicity then Race and Mgr Ethnicity then Mgr Race 2) Section 3.2.11.1 - Change logic on Geographic code for AK. Instead of translation on location code, it will look up the associated location's UDF2 value and use that. 3) Section 8.1 – mapping/layout document is updated to account for the above changes too: <ul style="list-style-type: none"> <li>• Ethnicity – line 22 (field 21)</li> <li>• Geo code – line 88</li> </ul>		Stephanie Collison
10	08/13/13 – 10/10/13	1.10	Revisions following changes made during development/QA/UAT:  1) Section 3.2.5.1 – Default everyone to 'Y' regardless of location 2) Section 3.2.5.1 – update Hire source logic for = 'IJB' (4) to starts with 'IJB'		Stephanie Collison

Revision History	Date	Version	Revision Description	Change to Estimate	Author
			3) Section 3.2.7.1 – update job code logic to revise how the field is looked at and include CA codes. 4) Section 3.2.11.1 – update logic to not load county when PSD code is sent for PA 5) Section 3.2.13.1 – update logic to look up county when PSD code is sent for PA 6) Section 5.1 to : <ul style="list-style-type: none"> <li>include post update process to set local tax filing status to 'S'</li> <li>clarify veteran status logic</li> <li>update DOC A, B and C mapping</li> </ul> 7) Section 8.1 – mapping/layout document is updated to account for the above changes too: <ul style="list-style-type: none"> <li>Job code – line 26 (field 25)</li> <li>Hire source – line 29 (field 28)</li> <li>State tax county – line 37 (field 36)</li> <li>Local PSD – line 38 (field 37)</li> <li>I-9 Doc A, B, C - lines 57, 58, 59 (fields 53, 54, 55) and I9 Doc mapping tab</li> <li>I-9 Verified - line 67</li> <li>Local filing status – line 98</li> </ul> 8) Section 6.2 – updated assumptions to include information about resident tax data on imports		
11	10/21/13	1.11	1) Section 3.2.5.1 – clarify translation needed for preferred language for pay statement. 2) Section 8.1 – mapping/layout document is updated to account for the above changes.		Stephanie Collison
12	12/31/13 – 01/08/14	2.0	New requirements submitted as a new project. Updates are in sections 3.1, 3.2.4.1, 3.2.5.1, 3.2.7.1, 5.1, 8.1.	SR30094	Stephanie Collison
13	02/19/14	2.2	Updated spec to fail records when SIN or SSN comes in as 000000000. Updates are in sections 3.1 and 8.1.		Stephanie Collison
14	05/02/14	3.0	Updated spec with new requirements to <ol style="list-style-type: none"> <li>Calculate salary coming in for salaried EEs</li> <li>Add SSN validation rules</li> <li>Add debit card (direct deposit) fields</li> </ol>	SR41152 SR44046	Stephanie Collison
15	05/06/14	3.1	Revisions based on spec review feedback		Stephanie Collison
16	05/08/14	3.2	Add logic for rehires to delete all direct deposit accounts and then add debit card account if selected		Stephanie Collison
17	11/26/14	4.0	Updated spec with new requirements to handle Pay Rate for Journeys in CA differently than the current process. <ol style="list-style-type: none"> <li>When a Journeys EE in CA the Pay Rate field should be set to the higher of: Federal minimum wage, State minimum wage, Local minimum wage or Pay Rate sent on file.</li> </ol> Updated section 3.2.7.1 and embedded layout in section 8.1.	SR62693	Stephanie Collison

Revision History	Date	Version	Revision Description	Change to Estimate	Author
18	12/24/14	4.1	Before development started, Genesco identified additional requirements to be included with the 4.0 updates. There will be an additional field sent on the file that will populate Platform Configurable fields.	SR77456	Stephanie Collison
19	01/22/15	4.2	Logic to load Platform Configurable fields has been changed.  Updated section 5.1 and embedded layout in section 8.1.	Yes	Stephanie Collison
20	01/23/15	4.3	Updated embedded layout in section 8.1 to clarify analysis note.		Stephanie Collison
21	07/17/15-10/01/15	5.0	Modify import so that it: 1) Section 3.2.14.1 - allows for four new PTO Plan columns in the Job Matrix (integrate functionality to new hire/rehire) 2) Section 3.2.7.1 - clear out fields for rehires - Other Rate 1, Other Rate 2, Other Rate 3 3) Section 5.1 - clears out commission rate configurable fields (on rehire) 4) Section 3.2.7.1 - For rehires, if rehired to a different store than where they worked previously, mark the new store as primary. It gets marked as active, but not primary so there is no primary location marked. (Make sure new location after rehire is flagged as primary). 5) Section 3.2.10.1 - For Canadian rehires, mark the Canada Withhold and Report Box for the Canada Pension Plan. It is currently not being marked for rehires. 6) Section 5.1 - Loads work history from the new hire file into UKG Pro 7) Section 3.2.7.1 - Add a new field for Other Rate 1 – only applicable to certain JM jobs and will only appear on file for those who will be getting it  Updated section 5.1 and embedded layout in section 8.1.	SR97808 SR99988	Stephanie Collison
22	10/06/15	5.1	Corrected a couple of typos and prior employment tags.		Stephanie Collison
23	09/02/16-09/09/16	6.0	New fields will be added to import into platform configuration fields for shirt size and shoe size  Updated section 3.2.5.1 and embedded layout in section 8.1.		Stephanie Collison
24	09/12/16	6.1	Corrected 2 typos		Stephanie Collison
25	03/29/17-05/08/17	7.0	New requirements: 1) SSN/SIN Error Message Enhancement add current location the employee is active in as	SR-2017-00149378	Stephanie Collison

Revision History	Date	Version	Revision Description	Change to Estimate	Author
			well as the location they are applying to with this message. (Updated Section 4.1) 2) Add Disability Field (Updated Section 5.1 and embedded mapping layout in Section 8.1)		
26	11/09/17-12/07/17	8.0	New requirements: 1) Add I9 Expiration Date field (Updated Section 5.1 and embedded mapping layout in Section 8.1) 2) Add EVA Curve (UDF29) field (Updated Section 5.1 and embedded mapping layout in Section 8.1)	SR-2017-00172260	Stephanie Collison
27	04/16/19	9.0	New requirements: 1) Modify the update of Supplemental Data process: to include mapping for Work Group which is a platform config field (section 5.1) 2) Modify the logic for SRCOMPCNT & CSRCOMPTCNT - change the hard-coded rate from 4 to 0 3) Modify the logic for the Base field - no longer need to take the value in field 29 * 12. Just use field 29	SR-2019-00230357	Christine Coates
28	09/17/19	9.1	Case #14734058 – Always reset direct deposits for rehires, whether a new account is sent or not (updated section 3.2.8)	SR-2019-00230357	Amanda Erickson
29	01/30/20	10.0-10.1	Add new W4 fields Deduction Amount Dependent Amount Other Income And mapping logic for Fed filing status.	SR-2020-00263235	Letti Pember
30	03/02/21	11.0	Added direct deposit data	SR-2021-00300372	Letti Pember
31	11/01/21	12.0	Updated spec with new requirements to handle Other Rate 2 differently than the current process. 1) When the job exists in a new custom table, use rate from table based on effective date. Otherwise use the value from the file.  Updated Section 3.2.7.1, added Section 9.4 and updated embedded layout in section 9.1.	SR-2021-00330593	Stephanie Collison
32	03/14/22	13.0	Updated spec with new requirements to handle Other Rate 2 differently based on a new field. 1) SR-2021-00330593 is not deployed to Production yet 2) Update custom table to allow for a longer job code value 3) Use Position Key Name field (field 1) on file to do lookup in custom table to determine Other Rate 2 value instead of the Job Code (field 25) on the file.	SR-2022-00353099	Stephanie Collison



Revision History	Date	Version	Revision Description	Change to Estimate	Author
			Updated Sections 3.2.7.1 and 9.4 and updated embedded layout in section 9.1.		
33	08/01/22	14.0	Updated spec with new requirements to handle 1) Other Rate 1 changes 2) Canada Ethnicity changes 3) Adding Preferred Name  Updated Sections 3.2.4.1, 3.2.5.1, 3.2.7.1, and updated embedded layout in section 9.1.	SR-2022-00355489	Stephanie Collison
34	08/03/22	14.1	Revisions from review call:  1) reviewed all changes 2) updated logic on the Other Rate 1 changes 3) added updates to the Gender field  Updated Sections 3.2.5.1, 3.2.7.1, and updated embedded layout in section 9.1.		Stephanie Collison
35	09/02/22	14.2	Revision from UAT:  1) updated logic on the Pay Rate for missed scenario  Updated Sections 3.2.7.1, and updated embedded layout in section 9.1.		Stephanie Collison
36	10/10/22	14.3	Revision from UAT:  2) updated logic on the Pay Rate for missed scenario and simplified  Updated Sections 3.2.7.1, and updated embedded layout in section 9.1.		Stephanie Collison
37	04/25/23	15.0	Updated spec with new requirements to handle 1) Age logic change 2) Pay Rate logic change 3) Other Rate 1 logic change  Updated Section 3.1, 3.2.7.1, and updated embedded layout in section 9.1.	SR-2023-00404264	Stephanie Collison
38	04/26/23	15.1	Update Age logic to still error for MT but at 14  Updated Section 3.1 and updated embedded layout in section 9.1.		Stephanie Collison
39	04/27/23	15.2	Correction to revision history for 15.1 to:  Update Age logic to still error for MT but at < 14		Stephanie Collison
40	07/11/2023	16.0	Updated Other Rate 2 to pull data from file in all situations; will no longer look at custom table first	SR-2023-00417944	J. Walker

### 3. Specific Requirements and Design Modifications

#### 3.1 New Hire Processing Information

The UKG Pro Automated Import Service (AIS) is used to automate the import of employee new hire/re-hires. Genesco will be responsible for obtaining the file from Kronos and placing it on the UDES server. The UKG Pro Data Exchange Service (UDES) is required for delivering the import file to the customer's hosted network location.

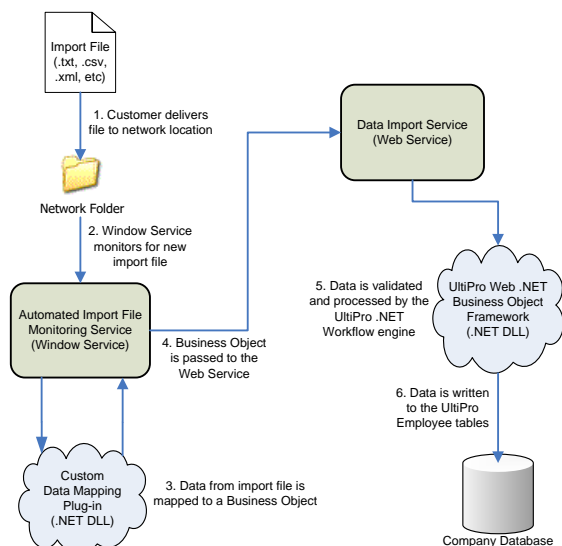
The AIS Service performs three essential functions:

- **Monitoring:** Monitor network locations for the delivery of import files. The monitoring process can be scheduled.
- **Data Mapping:** Read an import file and map the data elements contained in the import file to an UKG Pro Business Object. Apply customer specific business rules before, during and after the file import process.
- **Import:** Process the imported data into the UKG Pro .NET Web Business Object Framework. This enables the import service to leverage the same data validation rules and workflow processes that are used by the UKG Pro .NET web application.

The AIS Service is comprised of three primary components:

1. **UKG Pro AIS File Monitoring Service** – A Window Service that is used to do scheduled file monitoring of a network directory location. This component will be installed on the UKG Pro Application Server.
2. **UKG Pro AIS Data Mapping Plug-in** – This is a customer specific .NET assembly that is utilized by the File Monitoring Service. This component will be installed in the same location that the File Monitoring Service is installed.
3. **UKG Pro Data Import Web Service** – A .NET Web Service that is used to process data into the UKG Pro Web Business Object Framework. This component will be installed on the UKG Pro Application Server.

#### Automated Import Process



Genesco, Inc. processes new hires via their Kronos HMC system. These new hires are assigned to only one component company at a time but there are multiple component companies that they could be assigned to.

In UKG Pro, the company will be using multiple pay groups to pay the newly imported employees. The company requires the new hire import process to be automated directly into the business objects (bypassing the Web .NET pending new hires temporary tables) and at this time will not enable approvals.

#### New Hire Import automation details:

- UDES will be utilized to move the file from Kronos to the UDES Server (I:\20248\Imports\Kronos\). The file will be processed directly from the I:\ drive.
- A Windows Service will monitor this location for the source new hire file
- Once the source new hire file is located, the Windows Service uploads the information into the business process using the specified mapping and calls the New Hire Web Service.  
*Note: The UKG Pro Web .NET new hire processing is done via a licensed environment controlled by workflow business processes.*
- Once the source new hire file has been imported, the actual source new hire file is archived to the specified location by the Windows Service.
- The source file will be in xml format
- Genesco has a customized Hire an Employee business process (Add Employee and Process New Hires). The custom will utilize the customized Add Employee business process.
- Add a validation rule to import.
  - If the age of the new hire is less than 16 and the Work Location State <> 'MT', then error out the record.
    - Current date – Date of Birth (field 19) <16 then error record with the following message: "Age of New Hire is less than 16 years old"
  - If the age of the new hire is less than 14 and the Work Location State = 'MT', then error out the record.
    - Current date – Date of Birth (field 19) <14 then error record with the following message: "Age of New Hire is less than 14 years old"
  - If SSN or SIN
    - comes in as 000000000 or any repeating 9 numbers (i.e. 111111111 or 333333333, etc), then error out the record
    - comes in with first 3 characters as '000' or '666', then error out the record
    - comes in with first character as '9', then error out the record
    - comes in with first 5 characters as '12345', then error out the record
    - comes in with 4<sup>th</sup> and 5<sup>th</sup> characters as '00', then error out the record
    - comes in with 6<sup>th</sup> thru 9<sup>th</sup> characters as '0000', then error out the record
    - comes in with numbers in range from 987-65-4320 through 987-65-4329 , then error the record (i.e. xx4320, xx4321, xx4322, ...xx4329)
- Genesco will also upload supplemental data (see layout embedded in Appendix for details on these fields):
  - contacts (emergency contacts),
  - I-9 information (doc numbers A, B, C)
  - military info (VeteranStatus)
  - User defined fields (Kronos Applicant ID, Avg Hourly Rate, EVA Target)
  - W2 Electronic consent (US)
  - Year End Slips consent (CAN)
  - Previous Employment

This data will be updated after the new hire is processed. This data will be loaded without any approvals needed.

## 3.2 Web .NET Payroll New Hire Import Custom

To integrate and automate the new hire import process, it is ASSUMED all source New Hire import files are uploaded, via FTP to the SFTP server (I:\) accessible to the Windows Service.

As a result, the:

- Windows Service is required to be in place.
- The workflow business processes should be setup to be used by the new hire process
- The Web .NET New Hire Import process will be automated by this custom

### 3.2.1 Windows Service to Automate the New Hire Import Process

To automate the new hire import process, it is ASSUMED the source new hire files reside on the file server. The Window Service invokes the custom import business object during the scheduled times (daily – every 15 minutes). This Windows service provides a method for inserting pending new hire records directly into the Workflow tables. Data will be written to these tables via the New Hire Web Service. Once there, if Workflow is setup for the New Hire business process it will follow the established workflow. If no workflow is established, it will process and update in UKG Pro.

The Windows Service process will include:

A configured Windows Service to monitor the web server to locate the source new hire files.

*Note: The Windows Service will monitor the file server to know when the file is available.*

Based on the established schedule, the service locates the source new hire file, reads the content of the file and imports the data to UKG Pro's Workflow tables. See Appendix for information about the new hire file and mappings.

*Note: Emergency Contact, military info, I-9 information and user defined fields update will be part of the source new hire file. This information is imported as supplemental data.*

If the file processes successfully, the service archives the source new hire file by moving it to the customer's specified location, (I:\20248\Imports\Kronos\Archive). If the file processes with error, the service archives the source new hire file by moving it to the customer's specified location, (J:\20248\Imports\Kronos\Errors).

*This process ASSUMES the source new hire file will be a xml delimited file that follows this naming standard:*

*ClientName\_NEWHIRE\_ddmmyyyyhhmmss.xml. Genesco\_NEWHIRE\_20130418130001.xml*

#### Windows Service Configuration Schedule

	Process	Date Time Schedule	Comments
1	Monitor the web server to locate the source files and Upload content to Pending Workflow tables	Daily every 15 minutes (including Sat and Sun)	The client must place the file in the following location: I:\20248\Imports\Kronos This process will use the mapping provided.
2	Archived files to the client's specified location	Triggered by successful completion of event 1	Files are archived automatically once event 1 is completed in the following location: I:\20248\Imports\Kronos\Archive
3	Archived files to the client's specified location	Triggered by failed (file has errors) completion of event 1	Files are archived automatically once event 1 is completed in the following location: I:\20248\Imports\Kronos\Errors

**Figure 3-A – Windows Service Configuration Detail**

### 3.2.2 New Hire Import Automation

Data will be mapped from Kronos to UKG Pro using the New Hire mapping document provided in the Appendix section. Once the import process is complete, and no workflow is established, the data will move to the live tables. There will be no intervention on Genesco's part and as such, they will not be able to inspect, modify and approve the imported new hire information. If workflow is setup, it will follow standard workflow processes and Genesco will be able to approve the workflow but not edit any information.

The source new hire file includes information from:

1. Kronos

All required fields on the New Hire Wizard are preceded by a red dot. **First name** • Anne  
These fields are required fields in the import. If any required field is not provided, the record will fail.

### 3.2.3 xml File requirements

1. The UKG Pro max length field requirements cannot be exceeded. If it does the data that exceeds the length will be truncated. In the web process it could result in the record failing so they must be respected.
2. All date fields will be YYYY-MM-DD
3. Money fields will be formatted without the comma (e.g. 85000.00). A negative amount cannot be imported.
4. File "Header" will be **<NewHires** batchId="123" recordCount="1">

File Open/Close will be **<NewHire** xmlns="http://ns.hr-xml.org/2007-04-15" xmlns:wta="http://www.kronos.com/wta" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">

**<TypeOfHire>**

5. Hire record Open/Close will be **<NewHire>**

**<NewHires** batchId="123" recordCount="1">

**<NewHire** xmlns="http://ns.hr-xml.org/2007-04-15" xmlns:wta="http://www.kronos.com/wta" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">

**<EmployeeInfo>**

New Hire EE 1 Data

.  
.  
.

**<EmployeeInfo>**

**<ApplicantInfo>**

New Hire EE 1 Data

.  
.  
.

**<ApplicantInfo>**

**<PositionInfo>**

New Hire EE 1 Data

.  
.  
.

```

    <PositionInfo>
    <UserArea>
        New Hire EE 1 Data
        .
        .
        .
    <UserArea>
<NewHire>
<NewHire>
    <EmployeeInfo>
        New Hire EE 2 Data
        .
        .
        .
    <EmployeeInfo>
    <ApplicantInfo>
        New Hire EE 2 Data
        .
        .
        .
    <ApplicantInfo>
    <PositionInfo>
        New Hire EE 2 Data
        .
        .
        .
    <PositionInfo>
    <UserArea>
        New Hire EE 2 Data
        .
        .
        .
    <UserArea>
<NewHire>
    <EmployeeInfo>
    Etc...
    <NewHire>
<NewHires>

```

### 3.2.4 Hire an Employee > Start Page

**Figure 3-B – New Hire Wizard - Start page US**

**Figure 3-C – New Hire Wizard - Start page CAN**

This page is customized for Genesco. The customized Business Process will be utilized for the import process. The rules defined for this page in the custom will be recognized as defined in current code and the most recent spec GEN1014\_NET Job Matrix Module\_CS-2010-36051\_Spec\_V2.6.2.

#### 3.2.4.1 Fields Mapped

UKG Pro Field	Source File XPath	Field #
Company	<p>//NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:PositionKey/wta:Name</p> <p>Data will contain an ":". For import, need to pull what comes after the ":".</p> <p>If the above tag/XPath does not exist, then get Company from</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecific/wta:CustomerSpecifcValue/wta:Category/</p>	1

UKG Pro Field	Source File XPath	Field #
	<p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/</p> <p>Need to look for Category = CustomerSpecific AND Name = Component_Company then look for value (ex GCORP – Genesco Corporation)</p> <p>Example in file</p> <pre> &lt;wta:CustomerSpecificValue&gt;   &lt;wta:Category&gt;CustomerSpecific&lt;/wta:Category&gt;   &lt;wta:Name&gt;Component_Company&lt;/wta:Name&gt;   &lt;wta:Value&gt;GCORP – Genesco Corporation&lt;/wta:Value&gt; &lt;/wta:CustomerSpecificValue&gt; </pre> <p>Data will contain an " -". For import, need to pull what comes prior to the " -" (&lt;space&gt; -). Pull what comes prior to the first space.</p> <p>Ex. GCORP – Genesco Corporation Pull 'GCORP'</p>	
SIN (Can)	<p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/</p> <p>Need to look for Category = CustomerSpecificValue AND Name = SIN then look for value (ex 123-123-123)</p> <p>Example in file</p> <pre> &lt;wta:CustomerSpecificValue&gt;   &lt;wta:Category&gt;CustomerSpecific&lt;/wta:Category&gt;   &lt;wta:Name&gt;SIN&lt;/wta:Name&gt;   &lt;wta:Value&gt;123-123-123&lt;/wta:Value&gt; &lt;/wta:CustomerSpecificValue&gt; </pre>	3
SSN	/NewHires/NewHire/EmployeeInfo/PersonDescriptors/LegalIdentifiers/PersonLegalId[@documentType='Social Security Card']/IdValue[@name='SSN']	2
Prefix	/NewHires/NewHire/EmployeeInfo/PersonName/Affix[@type='formOfAddress']	4
First name	/NewHires/NewHire/EmployeeInfo/PersonName/GivenName	5
Preferred name	<p>&lt;wta:CustomFields&gt;</p> <p>&lt;wta:CustomField&gt;</p>	82



UKG Pro Field	Source File XPath	Field #
	<wta:Name>KTMDPreferredFirstName</wta:Name> <wta:Value>Jess</wta:Value> </wta:CustomField> </wta:CustomFields>	
Middle name	/NewHires/NewHire/NewHires/NewHire/EmployeeInfo/PersonName/MiddleName	6
<b>Last name</b>	/NewHires/NewHire/EmployeeInfo/PersonName/FamilyName	7
Former last		
Suffix	/NewHires/NewHire/EmployeeInfo/PersonName/Affix[@type='generation']	8
TimeClockID		

### 3.2.5 Hire an Employee > Personal Page

**Hire an Employee**  
Jon Tester - Genesco Inc - GENDC

Start

**Personal**

Dates  
Jobs/Payroll  
Direct Deposit  
Local Taxes  
PTO/Leave Balances  
Summary

**Personal**

**Address**

Address \*   
Address Line 2   
City \*   
State/Province \*   
(Resident Tax State)  
Zip/Postal code \*   
County

**Phone/E-Mail**

Home phone   
Work phone   
Extension   
Other   
Other type   
Primary e-mail   
Alternate e-mail   
Mailstop

**Additional Information**

Date of birth \* MM/DD/YYYY    
Gender \*   
Marital status

Ethnic origin \* Not specified   
I-9 verification \* Pending

back next save reset cancel print help

Figure 3-D – New Hire Wizard – Personal page (US)

**Hire an Employee**  
Test Test - Genesco Inc CA

Start

**Personal**

Dates  
Jobs/Payroll  
Direct Deposit  
Federal Income Tax  
Provincial Income Tax  
PTO/Leave Balances  
Summary

**Personal**

**Address**

Country \* Canada   
Address \*   
Address Line 2   
City \*   
State/Province \*   
Zip/Postal code \*

**Phone/E-Mail**

Home phone   
Work phone   
Extension   
Other   
Other type   
Primary e-mail   
Alternate e-mail   
Mailstop

**Additional Information**

Date of birth \* MM/DD/YYYY    
Gender \*   
Marital status   
Preferred language for pay statement \* English

Ethnicity   
Aboriginal person ☐ Decline to answer  
☐ No  
☐ Yes  
Member of a visible minority ☐ Decline to answer  
☐ No  
☐ Yes

back next save reset cancel print help

Figure 3-E – New Hire Wizard – Personal page (CAN)

This page is customized for Genesco. The customized Business Process will be utilized for the import process. The rules defined for this page in the custom will be recognized as defined in current code and the most recent spec GEN1014\_NET Job Matrix Module\_CS-2010-36051\_Spec\_V2.6.2.

#### 3.2.5.1 Fields Mapped

UKG Pro Field	Source File XPath	Field #
Country (Can)	//NewHire/EmployeeInfo/ContactMethod/PostalAddress[@type='streetAddress']/Country Code	9

UKG Pro Field	Source File XPath	Field #
	When 'US' then 'USA' When 'CA' then 'CAN'	
Address	/NewHires/NewHire/EmployeeInfo/ContactMethod/ PostalAddress[@type='streetAddress']/DeliveryAddress/ AddressLine[1]  If value exceeds 30 characters then split data at position 31 and add remaining characters to beginning of Address line 2  Ex. 123456 Southwest Buckingham Terrace Apartment 2-A  Address line 1 becomes: 123456 Southwest Buckingham Ter  Address line 2 becomes: race Apartment 2-A	10
Address line 2	/NewHires/NewHire/EmployeeInfo/ContactMethod/ PostalAddress[@type='streetAddress']/DeliveryAddress/ AddressLine[2]  If address line 1 exceeds 30 characters then add remaining characters to beginning of Address line 2 data.  If exceeds 30 positions, truncate to limit to 30.  Ex. 123456 Southwest Buckingham Terrace Franklin Building, Apartment 2-A  Address line 1 becomes: 123456 Southwest Buckingham Ter  Address line 2 becomes: race Franklin Building, Apartm	11
City	/NewHires/NewHire/EmployeeInfo/ContactMethod/ PostalAddress[@type='streetAddress']/Municipality	12
State/Province	/NewHires/NewHire/EmployeeInfo/ContactMethod/ PostalAddress[@type='streetAddress']/Region	13
Zip/Postal Code	/NewHires/NewHire/EmployeeInfo/ContactMethod/ PostalAddress[@type='streetAddress']/PostalCode	14
County	/NewHires/NewHire/EmployeeInfo/ContactMethod/ PostalAddress[@type='streetAddress']/County  If State Tax County (field 36) is provided, overwrite what was provided in this field	15
Home phone	/NewHires/NewHire/EmployeeInfo/ContactMethod/ Telephone/FormattedNumber	16
Work phone		
Extension		
Other	/NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:ApplicationData/wta:ContactMethod/wta:AltTelephone	17

UKG Pro Field	Source File XPath	Field #
Other type	'CEL'	
E-mail	/NewHires/NewHire/EmployeeInfo/ContactMethod/ InternetEmailAddress	18
Alternate e-mail		
Mailstop		
<b>Date of birth</b>	/NewHires/NewHire/EmployeeInfo/PersonDescriptors/ BiologicalDescriptors/DateOfBirthI	19
<b>Gender</b>	/NewHires/NewHire/EmployeeInfo/PersonDescriptors/ BiologicalDescriptors/GenderCode  When Gender Code = '1' then 'M' When Gender Code = '2' then 'F' Else, value from GenderCode	20
Marital status		
<b>Preferred language for pay statement (Can)</b>	NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/  NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/  NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/  Need to look for Category = CustomerSpecificValue AND Name = Pref_Lang_Pay_Statement then look for value (ex English)  Example in file <wta:CustomerSpecificValue> <wta:Category>CustomerSpecific</wta:Category> <wta:Name>Pref_Lang_Pay_Statement</wta:Name> <wta:Value>English</wta:Value> </wta:CustomerSpecificValue>  When 'English' then 'EN' When 'French' then 'FR'	22
<b>Ethnic origin</b>	US: //NewHire/EmployeeInfo/PersonDescriptors/DemographicDescriptors/Ethnicity  /NewHires/NewHire/EmployeeInfo/PersonDescriptors/ DemographicDescriptors/Race  Manager:  //NewHire/EmployeeInfo/PersonDescriptors/DemographicDescriptors/MgrEthnicity  /NewHires/NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:MgrRace  When Ethnicity Code = 'YES' then '3'	21

UKG Pro Field	Source File XPath	Field #
	When Ethnicity Code = 'NO' then When Race 'White' then '1' 'AmericanIndianorAlaskaNative' then '5' 'Asian' then '6' 'BlackorAfricanAmerican' then '2' 'NativeHawaiian' then '7' 'Multiple' then '8' 'NotAnswered' then look at Manger Ethnicity When Manager Ethnicity Code = 'YES' then '3' When Manager Ethnicity Code = 'NO' then When Manager Race 'White' then '1' 'AmericanIndianorAlaskaNative' then '5' 'Asian' then '6' 'BlackorAfricanAmerican' then '2' 'NativeHawaiian' then '7' 'Multiple' then '8'	
<b>I-9 verification</b>	Default to 'Y'	
<b>Ethnicity (Can)</b>	When Ethnicity Code = 'YES' then '3' When Ethnicity Code = 'NO' then When Race 'White' then '1' 'AmericanIndianorAlaskaNative' then '5' 'Asian' then '6' 'BlackorAfricanAmerican' then '2' 'NativeHawaiian' then '7' 'Multiple' then '8' 'NotAnswered' then look at Manger Ethnicity When Manager Ethnicity Code = 'YES' then '3' When Manager Ethnicity Code = 'NO' then When Manager Race 'White' then '1' 'AmericanIndianorAlaskaNative' then '5' 'Asian' then '6' 'BlackorAfricanAmerican' then '2' 'NativeHawaiian' then '7' 'Multiple' then '8'	21
<b>Aboriginal person (Can)</b>	Default to 'D'	
<b>Member of a visible minority (Can)</b>	Default to 'D'	
Shirt Size	Load the value in field 72 into PC Field = Shirt Size  NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/  NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/	72

UKG Pro Field	Source File XPath	Field #
	<p>NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/</p> <p>Need to look for Category = CustomerSpecificValue AND Name = TShirtSize then look for value in parentheses</p> <p>Ex. 1XS will load to Shirt Size field</p> <pre>&lt;wta:CustomerSpecificValue&gt; &lt;wta:Category&gt;CustomerSpecific&lt;/wta:Category&gt; &lt;wta:Name&gt;TShirtSize&lt;/wta:Name&gt; &lt;wta:Value&gt;Extra Small (1XS)&lt;/wta:Value&gt; &lt;/wta:CustomerSpecificValue&gt;</pre>	
<b>Shoe Size</b>	<p>Load the value in field 73 into PC Field = Shoe Size</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/</p> <p>NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/</p> <p>NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/</p> <p>Need to look for Category = CustomerSpecificValue AND Name = ShoeSize then look for value in parentheses</p> <p>Ex. M07F will load to Shoe Size field</p> <pre>&lt;wta:CustomerSpecificValue&gt; &lt;wta:Category&gt;CustomerSpecific&lt;/wta:Category&gt; &lt;wta:Name&gt;ShoeSize&lt;/wta:Name&gt; &lt;wta:Value&gt;Men's - 7 (M07F)&lt;/wta:Value&gt; &lt;/wta:CustomerSpecificValue&gt;</pre>	73

*Note: This process is similar to the process follow used by the New Hire business process and mimics functionality and data validation as if entering the data via the business process.*

## 3.2.6 Hire an Employee > Dates Page

**Figure 3-F – New Hire Wizard – Dates page**

This page is customized for Genesco. The customized Business Process will be utilized for the import process. The rules defined for this page in the custom will be recognized as defined in current code and the most recent spec GEN1014\_NET Job Matrix Module\_CS-2010-36051\_Spec\_V2.6.2.

### 3.2.6.1 Fields Mapped

UKG Pro Field	Source File XPath	Field #
<b>Hire date</b>	/NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:HireDate	23
<b>Seniority</b>	/NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:HireDate	23
<b>Benefit seniority</b>	/NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:HireDate	23
Next Review Date – Salary	Follow standard default	
Next Review Date – Performance	Follow standard default	

### 3.2.7 Hire an Employee > Jobs/Payroll Page

**Figure 3-G – New Hire Wizard – Job/Payroll page**

This page is customized for Genesco. The customized Business Process will be utilized for the import process. The rules defined for this page in the custom will be recognized as defined in current code and the most recent spec GEN1014\_NET Job Matrix Module\_CS-2010-36051\_Spec\_V2.6.2.

#### 3.2.7.1 Fields Mapped

UKG Pro Field	Source File XPath	Field #
Supervisor	/NewHires/NewHire/ApplicationInfo/ApplicationHistory/ HiringProcessActivity/Type[text()='HireStatusChange']/../ ActivityPerformer/PersonId[@idOwner='KRONOS']/ IdValue  Take last 6 digits of field and add preceding zero to get 7 digit empno - then translate to EEID	24
Job group		
<b>Job</b>	/NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:ApplicationData/wta:PositionApplied/wta:JobCode  If value passed has "_" take everything to the right of the underscore If value passed doesn't have "_" take everything THEN When Genesco_PT_30_Indicator* (field 26) = 'Yes' AND Job Code = 'R005' then 'R006' Job Code = 'H005' then 'H010' Job Code = 'CR005' then 'CR006' Job Code = 'CH005' then 'CH010' Else Job code from file  Genesco_PT_30_Indicator* xpath: NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:C ustomerSpecificValue/wta:Category/	25



UKG Pro Field	Source File XPath	Field #
	<p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/</p> <p>Need to look for Category = CustomerSpecificValue AND Name = Genesco_PT_30_Indicator then look for value (ex No)</p> <p>&lt;wta:CustomerSpecificValue&gt; &lt;wta:Category&gt;CustomerSpecificValue&lt;/wta:Category&gt; &lt;wta:Name&gt;Genesco_PT_30_Indicator&lt;/wta:Name&gt; &lt;wta:Value&gt;No&lt;/wta:Value&gt; &lt;/wta:CustomerSpecificValue&gt;</p>	
Alternate job title		
<b>Location</b>	<p>/NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:Location/wta:StoreNumber</p> <p>Upon rehire, follow standard page functionality and make the location provided on the file the Primary location and inactivate the old location.</p>	27
Hire source	<p>/NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:ApplicationData/wta:Referral/wta:Source</p> <p>When: 'CollegeRecruitment' then '1' 'formeremployee' then '2' 'referredbyemployee' then '3' Starts with 'IJB' then '4' 'JobFair' then '5' 'NewspaperAd' then '6' 'WalkedinNotintend' then '7' 'WalkedintoApply' then '8' 'WebSite' then '9'</p>	28
Project		
Org Level 1 (Business Unit)	<p>If the following XPath data exists then load value to OrgLvl1</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/</p> <p>Need to look for Category = CustomerSpecific AND</p>	

UKG Pro Field	Source File XPath	Field #
	<p>Name = Business Unit then look for value (ex 666)</p> <p>Example in file</p> <pre>       &lt;wta:CustomerSpecificValue&gt;         &lt;wta:Category&gt;CustomerSpecific&lt;/wta:Category&gt;         &lt;wta:Name&gt;Business Unit&lt;/wta:Name&gt;         &lt;wta:Value&gt;666&lt;/wta:Value&gt;       &lt;/wta:CustomerSpecificValue&gt; </pre> <p>If the XPath data does not exist, then use the default logic that is currently being done in the import (which is based on current business process logic)</p>	
Org Level 2 (WorkLocation)	Same as Location (field 27)	
Org Level 3 (Department)	<p>If the following XPath data exists then load value to OrgLvl3</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/</p> <p>Need to look for Category = CustomerSpecific AND Name = Department then look for value (ex 788)</p> <p>Example in file</p> <pre>       &lt;wta:CustomerSpecificValue&gt;         &lt;wta:Category&gt;CustomerSpecific&lt;/wta:Category&gt;         &lt;wta:Name&gt;Department&lt;/wta:Name&gt;         &lt;wta:Value&gt;788&lt;/wta:Value&gt;       &lt;/wta:CustomerSpecificValue&gt; </pre> <p>If the XPath data does not exist, then use the default logic that is currently being done in the import (which is based on current business process logic)</p>	
Org Level 4 ()		
National Union		
Local Union		

UKG Pro Field	Source File XPath	Field #
<b>Pay Rate</b>	<p>/NewHires/NewHire/PositionInfo/OfferInfo/RemunerationInfo/BasePay</p> <p>IF (Company Country = 'USA' AND jmxRate &lt;&gt; 'Y')  IF ((JobCode (field 25) on File does not start with 'JY')  OR  (JobCode (field 25) on File starts with 'JY' AND Location State &lt;&gt; 'CA' AND Hourly/Salary = 'S' or 'H'))  Then load value in field 29  ELSE  0.00</p> <p>ELSE IF (Company Country = 'CAN' AND jmxRate &lt;&gt; 'Y')  Then load value in field 29  ELSE  0.00</p> <p>ELSE IF ((Company Country = 'USA' OR 'CAN') AND jmxRate = 'Y')  IF ((JobCode (field 25) on File does not start with 'JY')  OR  (JobCode (field 25) on File starts with 'JY' AND Location State &lt;&gt; 'CA' AND Hourly/Salary = 'S'))  Then load value in field 29  ELSE  0.00</p> <p>ELSE  0.00</p> <p>It is an hourly rate for hourly EEs and annual rate for salaried EEs</p> <p>The Matrix will determine the per value</p> <p>(When JobCode (field 25) on File starts with 'JY' AND Location State* = 'CA')  Then determine MAX** of (Federal Min Wage or State Min Wage or Local Min Wage or Rate on file)</p> <p>MAX will load hourly rate (All rates for this group will be hourly)</p> <p>*Location State = Location.locAddressState where Location.locCode = EmpComp.eecLocation</p> <p>** Max =  Select Max (MtcFLSAMinWage)  From TxCdMast  Where MtcTaxCode = 'USFIT' and Mtchasbeenreplaced = 'N'  and mtceffectivestopdate &gt; GetDate() and MtcEffectiveDate &lt;= GetDate()</p> <p>Select Max (MtcFLSAMinWage)  From TxCdMast</p>	29

UKG Pro Field	Source File XPath	Field #
	<p>Where mtctaxcode like ('CASIT') and mtchasbeenreplaced = 'N' and mtceffectivestopdate &gt; GetDate() and MtcEffectiveDate &lt;= GetDate()</p> <p>select OrgUDField4 from OrgLevel Join EmpComp on OrgCode = EecOrgLvl2 where orgCode = EecOrgLvl2 and OrgLevel.orgLvl = '2'</p> <p>Example:</p> <p>USFIT min wage = \$7.25 CASIT min wage = \$9.00 UDF04 = null/blank File = \$8.50</p> <p>Set Pay Rate = \$9.00</p> <p>The Post New Hire Update to load Supplemental Data will also load the value in field 29 into eecUDField19 IF the Hourly/Salary = 'H'</p>	
Per	<p>Custom pending hire business process defaults this value.</p> <p>Default is based on U_GENES_JobMatrix and custom from CS-2010-36051 assuming Highly Compensated = 'N' (uses rows where jmxHighlyCompensated = 'N')</p>	
Other rate 1	<p>/NewHires/NewHire/PositionInfo/OfferInfo/RemunerationInfo/BasePay</p> <p>The Post New Hire Update to load Supplemental Data will also load the value in field 29 into eecUDField19 IF the Hourly/Salary = 'H'</p> <p>OR</p> <p>If the below tag is on the file, load value from field 71</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/</p> <p>Need to look for Category = CustomerSpecificValue AND Name = Other_Rate_One_Hourly_Guarantee then look for value (ex 550)</p> <p>&lt;wta:CustomerSpecificValue&gt; &lt;wta:Category&gt;CustomerSpecificValue&lt;/wta:Category&gt;</p>	71

UKG Pro Field	Source File XPath	Field #
	<wta:Name> Other_Rate_One_Hourly_Guarantee</wta:Name> <wta:Value> 15.50</wta:Value> </wta:CustomerSpecificValue>  Upon Rehire, clear out Other Rate 1 and if section appears on file, reapply logic	
Other rate 2	<SR-2023-00417944> <V16.0> Start  If Position Key Name (field 1) exists in U_GENES_JobOtherRate2.uorJobCode, then _GENES_JobOtherRate2.uorOtherRate2 where Hire Date (field 23) >= _GENES_JobOtherRate2.uorEffDate  If Position Key Name (field 1) does not exist in U_GENES_JobOtherRate2.uorJobCode, then  <SR-2023-00417944> <V16.0> End  NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:C ustomerSpecificValue/wta:Category/  NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:C ustomerSpecificValue/wta:Name/  NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:C ustomerSpecificValue/wta:Value/  Position Key Name value to use is the value after the <space> and before the :  Need to look for Category = CustomerSpecificValue AND Name = Other_Rate_Two_Weekly_Guarantee then look for value (ex 550)  <wta:CustomerSpecificValue> <wta:Category>CustomerSpecificValue</wta:Category> <wta:Name> Other_Rate_Two_Weekly_Guarantee</wta:Name> <wta:Value>550</wta:Value> </wta:CustomerSpecificValue>  Upon Rehire, clear out and if section appears on file, reapply value	30
Other rate 3	NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:C ustomerSpecificValue/wta:Category/  NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/	31

UKG Pro Field	Source File XPath	Field #
	<p>NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/</p> <p>Need to look for Category = CustomerSpecificValue AND Name = Other_Rate_Three_Store_Override_Pct then look for value (ex 5.00)</p> <p>If value &lt; 10, the value provided will need to be divided by 100 and then loaded t Other rate 3.</p> <p>Otherwise, (value &gt;= 10) the value (as is) is load to EmpComp.eecUDField10</p> <p>Ex. 5.00 will load as 0.05 in the rate field which is formatted as \$.</p> <p>&lt;wta:CustomerSpecificValue&gt; &lt;wta:Category&gt;CustomerSpecificValue&lt;/wta:Category&gt; &lt;wta:Name&gt;Other_Rate_Three_Store_Override_Pct&lt;/wta:Name&gt; &lt;wta:Value&gt;5.00&lt;/wta:Value&gt; &lt;/wta:CustomerSpecificValue&gt;</p> <p>Upon Rehire, clear out Other Rate 3 and UDF10 and reapply logic</p>	
Other rate 4		
<b>Pay group</b>	<p>Custom pending hire business process defaults this value.</p> <p>Default is based on U_GENES_JobMatrix and custom from CS-2010-36051 assuming Highly Compensated = 'N' (uses rows where jmxHighlyCompensated = 'N')</p>	
<b>Scheduled hours</b>	<p>Custom pending hire business process defaults this value.</p> <p>Default is based on U_GENES_JobMatrix and custom from CS-2010-36051 assuming Highly Compensated = 'N' (uses rows where jmxHighlyCompensated = 'N')</p>	
<b>Earnings group</b>	<p>Custom pending hire business process defaults this value.</p> <p>Default is based on U_GENES_JobMatrix and custom from CS-2010-36051 assuming Highly Compensated = 'N' (uses rows where jmxHighlyCompensated = 'N')</p>	
<b>Deduction/Bene fits group</b>	<p>Custom pending hire business process defaults this value.</p> <p>Default is based on U_GENES_JobMatrix and custom from CS-2010-36051 assuming Highly Compensated = 'N' (uses rows where jmxHighlyCompensated = 'N')</p>	
<b>Employee type</b>	<p>Custom pending hire business process defaults this value.</p> <p>Default is based on U_GENES_JobMatrix and custom from CS-2010-36051 assuming Highly Compensated = 'N' (uses rows where jmxHighlyCompensated = 'N')</p>	
<b>Hourly/Salaried</b>	Custom pending hire business process defaults this value.	

UKG Pro Field	Source File XPath	Field #
	Default is based on U_GENES_JobMatrix and custom from CS-2010-36051 assuming Highly Compensated = 'N' (uses rows where jmxHighlyCompensated = 'N')	
<b>Full/Part time</b>	Custom pending hire business process defaults this value.  Default is based on U_GENES_JobMatrix and custom from CS-2010-36051 assuming Highly Compensated = 'N' (uses rows where jmxHighlyCompensated = 'N')	
Shift		
Pay automatically	Custom pending hire business process defaults this value.  Default is based on U_GENES_JobMatrix and custom from CS-2010-36051 assuming Highly Compensated = 'N' (uses rows where jmxHighlyCompensated = 'N')	

### 3.2.8 Hire an Employee > Direct Deposit Page

**Hire an Employee**  
Jon Tester - Hat World Inc - HWRET

Start  
Personal  
Dates  
Jobs/Payroll  
Direct Deposit  
**Add/Change Direct Deposit**  
Federal Income Tax  
State Taxes  
Local Taxes  
PTO/Leave Balances  
Summary

**Direct Deposit Detail**

Bank name  
Routing number  
Account number  
Account type

\*Amount  
☐ Flat amount  
☐ Percent amount  
☒ Available balance

**Direct Deposit Summary**

Selected	Account Type	Bank	Account Number	Amount
No records found				

**Figure 3-H – New Hire Wizard – Direct Deposit Detail page (US)**

**Hire an Employee**  
Test Test - GCO Canada Inc

Start  
Personal  
Dates  
Jobs/Payroll  
Direct Deposit  
**Add/Change Direct Deposit**  
Federal Income Tax  
State Taxes  
Federal Income Tax  
Provincial Income Tax

**Direct Deposit Detail**

Bank name  
Branch number  
Banking institution number  
Account number

\*Amount  
☐ Flat amount  
☐ Percent amount  
☒ Available balance

**Direct Deposit Summary**

Selected	Bank	Account Number	Amount
No records found			

**Figure 3-I – New Hire Wizard – Direct Deposit Detail page (CAN)**

Direct Deposit information will be part of the source file. It will include a record that indicates if the employee selected electronic pay. When they have, a direct deposit account should be setup. A field on the file will not be mapped to a specific field but be used to determine if they have consented (Yes) or not (No). If the field has a Yes, a direct deposit account will need to be added with the data on the file or specified defaults noted below. If the record on the file is for a rehire, delete all direct deposit accounts first and then add a new direct deposit account if a consent Yes field is sent. If the record on the file is a rehire, all direct deposit accounts will be deleted, whether there is a new account sent or not. If the field has a No, do not create a direct deposit account.

NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/

NewHire/UserArea/wta:KronosUserArea/  
wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/

NewHire/UserArea/wta:KronosUserArea/  
wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/

Need to look for Category = CustomerSpecificValue AND  
Name = Electronic\_Pay\_Consent then look for value (ex Yes)



If value = Yes, then add direct deposit account with field values sent in the file or with specified defaults.  
Otherwise, do not add a direct deposit account.

```

_ <wta:CustomerSpecificValues>
  _ <wta:CustomerSpecificValue>
    <wta:Category>CustomerSpecific</wta:Category>
    <wta:Name>Electronic_Pay_Consent</wta:Name>
    <wta:Value>No</wta:Value>
  </wta:CustomerSpecificValue>
</wta:CustomerSpecificValues>

```

### 3.2.8.1 Fields Mapped

UKG Pro Field	Source File XPath	Field #
Bank Name	<ul style="list-style-type: none"> <li>If Electronic_Pay_Consent = Yes: The bank name is sent on the file, then /NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:DirectDeposit/ wta:AccountDetails/wta:BankName <b>ELSE</b> Default to 'FSV PAYCARD'</li> <li>If Electronic_Pay_Consent = No, then do not create a direct deposit record.</li> </ul>	
Routing Number	<ul style="list-style-type: none"> <li>If Electronic_Pay_Consent = Yes: The bank name is sent on the file, then /NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:DirectDeposit/ wta:AccountDetails/wta:RoutingNumber <b>ELSE</b> Default as to '031101169'</li> <li>If Electronic_Pay_Consent = No, then do not create a direct deposit record.</li> </ul>	
Account Number	<ul style="list-style-type: none"> <li>If Electronic_Pay_Consent = Yes: The bank name is sent on the file, then /NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:DirectDeposit/ wta:AccountDetails/wta: AccountNumber</li> </ul>	

UKG Pro Field	Source File XPath	Field #
	<p><b>ELSE</b></p> <p>Default as follows</p> <p>PROD: '9332097558742'</p> <p>TEST: '9336453438803'</p> <ul style="list-style-type: none"> <li>If Electronic_Pay_Consent = No, then do not create a direct deposit record.</li> </ul> <p>*Need to change account number after testing is completed for Production use. If additional testing is needed, client will need to contact us to change the value back to the Test value.</p>	
<b>Account Type</b>	<ul style="list-style-type: none"> <li>If Electronic_Pay_Consent = Yes: The bank name is sent on the file, then /NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:DirectDeposit/ wta:AccountDetails/wta: AccountType</li> </ul> <p><b>ELSE</b></p> <p>Default as to 'D'</p> <ul style="list-style-type: none"> <li>If Electronic_Pay_Consent = No, then do not create a direct deposit record.</li> </ul>	
Status	Default to Active (IsInactive = 'N')	
<b>Deposit Rule (Amount, Percent or Avail Bal)</b>	Default to 'A'	
Amount/Percent		
<b>Branch number (Can)</b>		
<b>Banking institution number (Can)</b>		

### 3.2.9 Hire an Employee > Federal (US) Income Tax Page

**Figure 3-J – New Hire Wizard – Federal Income Tax Page (US)**

This page is customized for Genesco. The customized Business Process will be utilized for the import process. The rules defined for this page in the custom will be recognized as defined in current code and the most recent spec GEN1014\_NET Job Matrix Module\_CS-2010-36051\_Spec\_V2.6.2.

**Figure 3-K – New Hire Wizard – Federal Income Tax Page – New W4 2020**

#### 3.2.9.1 Fields Mapped

UKG Pro Field	Source File XPath	Field #
Total allowances claimed	/NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:W4TaxWithholdingInfo/ wta:TotalAllowance	32

UKG Pro Field	Source File XPath	Field #
Additional amount withheld each paycheck	/NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:W4TaxWithholdingInfo/ wta:AdditionalWithholding	33
Filing Status	/NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:W4TaxWithholdingInfo/wta:FilingStatus  See mapping for translation logic	34
Employee claims exemption for withholding	/NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:W4TaxWithholdingInfo/wta:IsW4Exempt  For non-Puerto Rico: When 'EXEMPT' then 'Y' Else 'N'  When live or work in Puerto Rico: Default to 'Y'	35
W4DependentAmount		37
W4OtherAmount		38
W4DedAmount		39

### 3.2.10 Hire an Employee > Federal (CAN) Income Tax Page

**Hire an Employee**  
Test Test - Toronto Business Services

**Federal Income Tax**

**Employee Is Exempt From**

- ☐ Income Tax
- ☐ Canada Pension Plan
- ☐ Employment Insurance

**Withhold and Report**

- ☒ Canada Pension Plan
- ☐ Prorate Contribution

Months to contribute:

**Personal Tax Credits Return Form TD1**

- ☒ Use basic personal amount \$11,038.00
- Basic personal amount as of 05/23/2013
- Total claim amount \$0.00
- Deduction for living in a prescribed zone \$0.00
- ☐ Total income less than total claim amount
- Additional tax to be deducted \$0.00
- ☐ Employee requested reduction in tax deductions Form T1213

**Commissioned Employee Form TD1X**

- ☐ Employee is commissioned claiming expenses

**Figure 3-L – New Hire Wizard – Federal Income Tax Page (CAN – non Quebec)**

**Federal Income Tax**

**Information**

- The employee's province of employment is Quebec. UltiPro will automatically calculate wage and tax amounts for the Quebec Pension Plan based on the Quebec provincial tax configuration.

**Employee Is Exempt From**

- ☒ Income Tax
- ☒ Canada Pension Plan
- ☒ Employment Insurance

**Withhold and Report**

- ☒ Canada Pension Plan
- ☒ Prorate Contribution

Months to contribute:

**Personal Tax Credits Return Form TD1**

- ☒ Use basic personal amount \$11,038.00
- Basic personal amount as of 05/23/2013
- Total claim amount \$0.00
- Deduction for living in a prescribed zone \$0.00
- ☐ Total income less than total claim amount
- Additional tax to be deducted \$0.00
- ☐ Employee requested reduction in tax deductions Form T1213

**Commissioned Employee Form TD1X**

- ☒ Employee is commissioned claiming expenses

**Figure 3-M – New Hire Wizard – Federal Income Tax Page (CAN – Quebec)**

This page is customized for Genesco. The customized Business Process will be utilized for the import process. The rules defined for this page in the custom will be recognized as defined in current code and the most recent spec GEN1014\_NET Job Matrix Module\_CS-2010-36051\_Spec\_V2.6.2.

#### 3.2.10.1 Fields Mapped

UKG Pro Field	Source File XPath	Field #
Income Tax	Follow current page default	
Canada Pension Plan	Follow current page default	
Employment Insurance	Follow current page default	

UKG Pro Field	Source File XPath	Field #
Canada Pension Plan	Follow current page default Upon Rehire, follow standard page functionality and mark this field as checked	
Prorate Contribution	Follow current page default	
Months to contribute	Follow current page default	
Use basics personal amount	If federal claim amount sent is 0, this field should be checked If federal claim amount sent is > 0, this field should not be checked	
Total claim amount	<p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/</p> <p>Need to look for Category = CustomerSpecificValue AND Name = Can_Fed_Total_Claim_amt then look for value (ex 5,000)</p> <p>&lt;wta:CustomerSpecificValue&gt; &lt;wta:Category&gt;CustomerSpecific&lt;/wta:Category&gt; &lt;wta:Name&gt;Can_Fed_Total_Claim_amt&lt;/wta:Name&gt; &lt;wta:Value&gt;5,000&lt;/wta:Value&gt; &lt;/wta:CustomerSpecificValue&gt;</p>	38
Deduction for living in a prescribed zone	<p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/</p> <p>Need to look for Category = CustomerSpecificValue AND Name = Can_Fed_Prescribed_Zone then look for value (ex 5,000)</p> <p>&lt;wta:CustomerSpecificValue&gt; &lt;wta:Category&gt;CustomerSpecific&lt;/wta:Category&gt; &lt;wta:Name&gt;Can_Fed_Prescribed_Zone&lt;/wta:Name&gt; &lt;wta:Value&gt;0&lt;/wta:Value&gt; &lt;/wta:CustomerSpecificValue&gt;</p>	39

UKG Pro Field	Source File XPath	Field #
Total income less than total claim amount	<p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/</p> <p>Need to look for Category = CustomerSpecificValue AND Name = Can_Fed_Income_less_than_Claim then look for value (ex 5,000)</p> <p>&lt;wta:CustomerSpecificValue&gt; &lt;wta:Category&gt;CustomerSpecific&lt;/wta:Category&gt; &lt;wta:Name&gt;Can_Fed_Income_less_than_Claim&lt;/wta:Name&gt; &lt;wta:Value&gt;No&lt;/wta:Value&gt; &lt;/wta:CustomerSpecificValue&gt;</p>	40
Additional tax to be deducted	<p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/</p> <p>Need to look for Category = CustomerSpecificValue AND Name = Can_Fed_Addl_WH_Amount then look for value (ex 5,000)</p> <p>&lt;wta:CustomerSpecificValue&gt; &lt;wta:Category&gt;CustomerSpecific&lt;/wta:Category&gt; &lt;wta:Name&gt;Can_Fed_Addl_WH_Amount&lt;/wta:Name&gt; &lt;wta:Value&gt;10&lt;/wta:Value&gt; &lt;/wta:CustomerSpecificValue&gt;</p>	41
Employee requested reduction in tax deductions	Follow current page default	
Employee is commissioned claiming expenses	Follow current page default	

### 3.2.11 Hire an Employee > State Income Tax Page

Hire an Employee

Jon Tester - Hat World Inc - HWRET

GENESCO

back next save reset cancel print help

Start

Personal

Dates

Jobs/Payroll

Direct Deposit

Federal Income Tax

**State Taxes**

Local Taxes

PTO/Leave Balances

Summary

State Taxes

Work-In Taxes

State

New Jersey

Filing status

\*

Total allowances claimed

0

Additional amount withheld each paycheck

\$0.00

☐ Employee claims exemption from withholding

Select the correct disability plan type

\*

Resident Taxes

State

Pennsylvania

Resident county

Filing status

\*

Total allowances claimed

0

Additional amount withheld each paycheck

\$0.00

☐ Employee claims exemption from withholding

Reciprocal Tax Agreements

☐ Received a certificate of non-residence from this employee
 ☐ Employee is not subject to resident state tax
 ☐ Employee is not subject to work-in state tax

**Figure 3-N – New Hire Wizard – State Taxes page**

This page is customized for Genesco. The customized Business Process will be utilized for the import process. The rules defined for this page in the custom will be recognized as defined in current code and the most recent spec GEN1014\_NET Job Matrix Module\_CS-2010-36051\_Spec\_V2.6.2.

#### 3.2.11.1 Fields Mapped

UKG Pro Field	Source File XPath	Field #
Work In State	Default to state based on selected location	
<b>Filing Status</b>	Default using custom page logic	
Total allowances claimed	Default using custom page logic	
Additional amount withheld each paycheck	Default using custom page logic	
Employee claims exemption from withholding	Default using custom page logic	
Select the correct state plan	This is only required if the Work Location state is California (CA).  Default to 'S'	



UKG Pro Field	Source File XPath	Field #
Select the correct disability plan type	<p>This is only required if the Work Location state is California, Rhode Island, New York, New Jersey or Puerto Rico.</p> <p>Default to 'S'</p>	
Select a Geographic code	<p>This is only required if the Work Location state is Alaska</p> <p>Lookup Location.locUDField2 for the Location (field 27) on file =</p> <p>Ex. Location code on file = 'JN0921' then geographic code = '62'</p>	
Select an occupational code	<p>This is only required if the Work Location state is Alaska</p> <p>Default to '41-2031'</p>	
Resident State	Default based on address state (address state + 'SIT')	
Resident County	<p>For non-PA: County must be sent to open up resident local tax area for tax code to be sent.</p> <p>A mapping from the county sent in this field to the county that will be entered is identified in the mapping instructions – see mapping document</p> <p>For PA: when the PSD code is sent in field 37, lookup and determine the associated county (do not use the county provided)</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/</p> <p>Will only send for certain states. When sent then override the Address County (field 15) with this value</p> <p>Need to look for Category = CustomerSpecificValue AND Name = Lived_In_County then look for value (ex. HAMILTON)</p> <p>&lt;wta:CustomerSpecificValue&gt; &lt;wta:Category&gt;CustomerSpecificValue&lt;/wta:Category&gt; &lt;wta:Name&gt;Lived_In_County&lt;/wta:Name&gt; &lt;wta:Value&gt;HAMILTON&lt;/wta:Value&gt; &lt;/wta:CustomerSpecificValue&gt;</p>	36
Filing Status	If Work in and Live in State are the same then default to the same as Work in.	

UKG Pro Field	Source File XPath	Field #
	If Work in and Live in State are not the same then default using current page custom functionality	
Total allowances claimed	If Work in and Live in State are the same then default to the same as Work in.  If Work in and Live in State are not the same then default using current page custom functionality	
Additional amount withheld each paycheck		
Employee claims exemption from withholding		
Received a certificate of non-residence from this employee		
Employee is subject to withholding and reporting of the resident state tax		
Employee is subject to withholding and reporting of the work-in state tax		

State tax data will not be provided on the file except for the County field that will drive the local tax setups on the Local tax page.

### 3.2.12 Hire an Employee > Provincial Income Tax Page

Figure 3-O – New Hire Wizard – Provincial Taxes page (CAN – non-Quebec)

Figure 3-P – New Hire Wizard – Provincial Taxes page (CAN – Quebec)

This page is customized for Genesco. The customized Business Process will be utilized for the import process. The rules defined for this page in the custom will be recognized as defined in current code and the most recent spec GEN1014\_NET Job Matrix Module\_CS-2010-36051\_Spec\_V2.6.2.

#### 3.2.12.1 Fields Mapped

UKG Pro Field	Source File XPath	Field #
Income Tax	Follow current page default	
Quebec Pension Plan (QC)	Follow current page default	
Parental Insurance Plan (QC)	Follow current page default	
Quebec Pension Plan (QC)	Follow current page default	

UKG Pro Field	Source File XPath	Field #
Prorate Contribution (QC)	Follow current page default	
Months to contribute (QC)	Follow current page default	
Use basic personal amount	Follow current page default	
Total claim amount	Follow current page default	
Deduction for living in a prescribed zone (QC)	Follow current page default	
Total income less than total claim amount	Follow current page default	
Additional tax to be deducted (QC)	Follow current page default	
Employee requested reduction in tax deductions	Follow current page default	
Employee is commissioned claiming expenses (QC)	Follow current page default	

Provincial tax data will not be provided on the file.

### 3.2.13 Hire an Employee > Local Taxes Page

**Hire an Employee**  
Jon Tester - Hat World Inc - HWRET

GENESCO

Start  
Personal  
Dates  
Jobs/Payroll  
Direct Deposit  
Federal Income Tax  
State Taxes  
**Local Taxes**  
PTO/Leave Balances  
Summary

**Local taxes**

Local taxes are being assigned to the employee as defined below. Please remind the employee to verify the tax setup, and modify, if necessary. Click 'Next' to continue.

**Resident Taxes**

State: Pennsylvania  
County: PHILADELPHIA  
Jurisdiction:   
PSD Code:

Type	Description	Rate	Not Subject To Tax	Block Tax Amount
Resident tax			<input type="checkbox"/>	<input type="checkbox"/>

**Figure 3-Q – New Hire Wizard – Local Taxes page**

This page is customized for Genesco. The customized Business Process will be utilized for the import process. The rules defined for this page in the custom will be recognized as defined in current code and the most recent spec GEN1014\_NET Job Matrix Module\_CS-2010-36051\_Spec\_V2.6.2.

Note to Developer: Part of the custom is to default the Work-in-tax Resident/Non-Resident to Resident.

#### 3.2.13.1 Fields Mapped

UKG Pro Field	Source File XPath	Field #
State	Default to state based on selected location	
County	Default based on selected location	
Jurisdiction	Default based on selected location	
Work-in Tax – Resident Rate	Default to 'Y'	
Work-in Tax – Non-resident Rate	Default to 'N'	
Not subject to Tax (Work-in)	Only applies if employee works OR lives in IN. Compare County provided on the state tax page (field 36) against the EE's location's county. If they match, this field is not marked. If they do not match, the flag should be marked (Y). ***This is currently done in Genesco's current new hire import.	
Resident PSD Code	Will send PA PSD code for PA resident taxes. We'll do a reverse lookup on the PA PSD code to determine the appropriate county and UKG Pro Tax code. ***This is currently done in Genesco's current new hire import  NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/  NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/	37

UKG Pro Field	Source File XPath	Field #
	<p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/</p> <p>Need to look for Category = CustomerSpecificValue AND Name = PSD_Code then look for value (ex 010101)</p> <pre> &lt;wta:CustomerSpecificValue&gt; &lt;wta:Category&gt;CustomerSpecificValue&lt;/wta:Category&gt; &lt;wta:Name&gt; PSD_Code&lt;/wta:Name&gt; &lt;wta:Value&gt;010101&lt;/wta:Value&gt; &lt;/wta:CustomerSpecificValue&gt; </pre>	
Resident Taxes – Jurisdiction	<p>Non-PA County must be provided on the State page and then translation based on field 36 can be loaded</p> <p>For MD, NY and IN a translation will be done based on the county sent for the state page – see mapping document</p> <p>There are duplicate counties for differing state. Therefore, a match must first be done on the state to identify the correct county and tax code.</p>	

The Local Taxes page only displays / is required if the Work Location has been configured with "Local" taxes. If you go to Back Office and lookup a Location, on the Tax tab, there is a Local section. If this local section has a Work-in Tax Code assigned to it, then the Local Taxes are required. If the local section does not have a Work-in Tax Code assigned to it, then the Local Taxes are not required. If iLocation.LITResWorkInCode is not null then Work-in Tax – Resident Rate field = 'Y'.

For every new hire being imported, the determination of whether this is needed or not needs to be done.

For Resident (Live-in) taxes, Pennsylvania will always be sent. Genesco will pass the PA PSD code and it will need to be translated to the PA income tax code (which is inclusive of LIT, SD, etc). The PSD code will be matched to the PSD Code on the setup of the Tax code table to determine the appropriate PA Tax Code. For example, the PSD Code sent in field 37 is 150107. The look up on the tax code table will look for PSD Code = 150107 and choose the resident code. In this case it would find 150101 on PA101005 and PA111122. PA101005 is the resident tax code and PA111122 is the non-resident tax code. Therefore, it would select PA101005.

ULTI PRO - [Company Tax Setup]

File Edit Employee Recruitment Payroll OSHA/Safety Training Reporting Window Tools Help

View/Edit New Hire Terminate Rehire Reports Setup Tables Pay Data Entry

Local

All/LIT/School/Occupational/WCC/Other

Local ID number 44-7784567 W2 report code

Link codes: ☐ Is linked ☐ Do not use link

Tax filing (CTS): ☐ No CTS support ☐ Exclude from daily / qtrly ☐ Exclude from W2 file

Ultimate Tax Filing (UTF): ☐ Tax code inactive for Ultimate tax filing Inactive effective date

☐ Enable tax group calc ☐ Employer tax ☐ Is non resident

PSD Code 150107

Local type Borough

Type	Description	Rate
School District	AVON GROVE	0.0000%
Occupational	W GROVE BORO	\$0.00
Occupational School District	AVON GROVE SD-W GROVE BORO	\$0.00

W2 box 14: Label

View as Tree List

Eastwood Industries - HQ

**Figure 3-R – New Hire Wizard – Local Taxes page – PSD Code Lookup**

For Resident (Live-in) taxes, non-Pennsylvania will be sent for those that are easily determined if available (ex. IN, MD). The UKG Pro county will be sent (field 36) and a mapping to the appropriate tax code will be needed so it can be loaded. The county must be provided on the state tax page in order for the tax code value to be loaded.

### 3.2.14 Hire an Employee > PTO/Leave Balances

**Figure 3-S – New Hire Wizard – PTO/Leave Balances page**

This page is customized for Genesco. The customized Business Process will be utilized for the import process. The rules defined for this page in the custom will be recognized as defined in current code and the most recent spec GEN1014\_NET Job Matrix Module\_SR96036\_Spec\_V3.0. The change will allow for up to 4 PTO plans to be assigned.

Will allow for up to 4 PTO plans to be added based on what is in the Job Matrix.

#### 3.2.14.1 Fields Mapped

UKG Pro Field	Source File XPath	Field #
<b>Description</b>	Custom pending hire business process defaults this value.  Default is based on U_GENES_JobMatrix and custom from CS-2010-36051 assuming Highly Compensated = 'N' (uses rows where jmxHighlyCompensated = 'N')	
<b>Available hours</b>	Standard functionality defaulting (Default to 0)	
<b>Earned through</b>	Standard functionality defaulting (Default to Hire Date)	
<b>Reset</b>	Standard functionality defaulting (Default to blank)	

PTO data will not be provided on the file.



### **3.2.15 Hire an Employee > Summary Page**

This page is customized for Genesco. The customized Business Process will be utilized for the import process. The rules defined for this page in the custom will be recognized as defined in current code and the most recent spec GEN1014\_NET Job Matrix Module\_CS-2010-36051\_Spec\_V2.6.2.

## 4. View Import Data and Error Correction

### 4.1 Transfer Data>Automated Import View>Import Process Summary

The UKG Pro Import Service reads the import file and loads each employee record into a Staging Table. This page allows a Web User to see the summary for each employee that has an imported record in the Web Service. This Summary page will include Filters to search for records by Date, Status, Type, etc. Also, an Action option is included to export the data into either an excel or csv format. By selecting a record on this page, a pop up window will open where the user can see the import details for that record.

The page will show the status of each record. The statuses without the "\*" are standard workflow statuses. The statuses marked with "\*" are specific to the import process.

Available statuses:

Status	Description
Canceled	Request is deemed no longer valid by user; workflow ends, and change request processing terminates
Contingent	Request waiting to be applied by the system (usually in future-dated requests)
Failed	Request was unsuccessful. A processing error may have occurred and the change request was not applied to the database  Final state
In progress	Request is being processed
Incomplete	Request is being edited and is not ready to be submitted
Passed	Request successfully completed; change request is applied to the database  Final state
Pending	Request is waiting for a user action to move the change request to the next workflow step or to completion
Suspended	Currently not in use
Error*	The import was submitted to the plugin, was submitted to the core framework, but no job id is present
Queued*	It has been staged to staging table but has not yet been sent to the import plug-in
Unchanged*	A transaction was submitted to the business object framework (through the ImportService) but no actual change was detected, so no job id was created
Not Submitted*	The import has been passed to the import plug-in but not yet submitted to the import service.

For the SSN/SIN – SSN/SIN ALREADY ASSIGNED TO AN ACTIVE EMPLOYEE message, also display the EE's current Location and the Location that is being sent in the transaction.

Messages
SSN SSN ALREADY ASSIGNED TO ACTIVE EMPLOYEE Location current: LR9040 Location submitted: LR9028

UltiPro iss user | Home | Company | Help | Logout

My Team | Employee Admin | Payroll Processing | Reporting | Business Intelligence | **Transfer Data** | Benefits Admin | Payroll Admin | System Admin |

Automated Import Admin | Interfaces | Monitoring

**Automated Import View**

**Import Process Summary** print help

Find by: Transaction is Add Employee  Displaying 1-10 of 43 records

Filtered by: Transaction - is Add Employee [Clear Filters](#)

Re-post: No Re-posts

Actions:

File Process Date	Service Submittal Date	Last Repost Date	Repost Info	Name	Employee Number	Status	Transaction	File Name	Messages
<a href="#">5/10/2013 4:29:09 PM</a>	<a href="#">5/10/2013 4:29:46 PM</a>			Aaron Roan	000211553	Passed	<a href="#">Add Employee</a>	Genesco_NEWHIRE_20130418130001.xml	
<a href="#">5/10/2013 4:29:09 PM</a>	<a href="#">5/10/2013 4:29:45 PM</a>			Kim Brock	000039877	Passed	<a href="#">Add Employee</a>	Genesco_NEWHIRE_20130418130001.xml	
<a href="#">5/10/2013 4:29:09 PM</a>	<a href="#">5/10/2013 4:29:27 PM</a>			Marc Decoste	000039877	Passed	<a href="#">Add Employee</a>	Genesco_NEWHIRE_20130418130001.xml	
<a href="#">5/2/2013 6:29:39 PM</a>	<a href="#">5/2/2013 6:30:44 PM</a>	<a href="#">5/2/2013 6:51:54 PM</a>	<a href="#">Modification (s)</a>	Tammy Taylor	000033345	Passed	<a href="#">Add Employee</a>	Genesco_NEWHIRE_20130418130001.xml	
<a href="#">5/2/2013 6:29:39 PM</a>	<a href="#">5/2/2013 6:30:43 PM</a>	<a href="#">5/2/2013 6:51:54 PM</a>	<a href="#">Modification (s)</a>	Dominic Leng	000033345	Failed	<a href="#">Add Employee</a>	Genesco_NEWHIRE_20130418130001.xml	Required Field - JobCode - is invalid: H
<a href="#">5/3/2013 3:37:23 PM</a>		<a href="#">5/15/2013 12:36:53 PM</a>	<a href="#">Modification (s)</a>	Lori Topper	000038599	Not Submitted	<a href="#">Add Employee</a>	Genesco_NEWHIRE_20130418130001.xml	Cannot rehire! SSN on record and that passed in do not match: {100387828} {999038599}

2 / 3 Records per page 10

**Figure 4-A Import Process Summary**

Find by:

Re-post:

Actions:

File Proc:

**Figure 4-B Import Process Summary – Find by Options**

Actions:

File Proc:

**Figure 4-C Import Process Summary – Actions**

## 4.2 Transfer Data> Automated Import View>Import Process Detail

This page allows a Web User to see the detail for each employee that has an imported record in the Staging Table. If corrections are needed, the user can make the change via this page and re-post.

Errors found on the file can be corrected by editing the raw data and then re-post. If the error is in UKG Pro due to a setup issue, once the setup item is corrected in UKG Pro the web user will have the ability to re-post as well.

Import Process Details

re-post

reset

print

help

close

Transaction	Add Employee				
Name	Dominic Leng				
Employee number	000033345				
Status	Failed				
File name	\\at2sdtsc01\data_exchange\GEN1014\Kronos\Incoming\AutomatedImport\Genesco_NEWHIRE_20130418130001.xml				
File Process Date	4/30/2013 12:03:49 PM				
Last Repost Date	4/30/2013 6:57:05 PM				
Import Data	<pre>&lt;UserArea&gt;   &lt;wta:KronosUserArea&gt;     &lt;wta:ApplicationData&gt;       &lt;wta:ApplicationDate&gt;2013-04-25&lt;/wta:ApplicationDate&gt;       &lt;wta:PositionApplied&gt;         &lt;wta:JobCode&gt;H&lt;/wta:JobCode&gt;         &lt;wta&gt;Title&gt;Journeys Part-Time Sales Assoc.&lt;/wta&gt;Title&gt;       &lt;/wta:PositionApplied&gt;       &lt;wta:AvailableToStartDate&gt;2013-04-25&lt;/wta:AvailableToStartDate&gt;       &lt;wta:Application&gt;         &lt;wta&gt;Name&gt;Journeys US Non-Req External Seeker Site&lt;/wta&gt;Name&gt;         &lt;wta:Locator&gt;JourneysNonReqExt&lt;/wta:Locator&gt;       &lt;/wta:Application&gt;       &lt;wta:Referral&gt;         &lt;wta:Source&gt;CollegeRecruitment&lt;/wta:Source&gt;         &lt;wta:SpecificSource&gt;CollegeRecruitment&lt;/wta:SpecificSource&gt;       &lt;/wta:Referral&gt;       &lt;wta:VeteranStatus&gt;NotAVeteran&lt;/wta:VeteranStatus&gt;       &lt;wta:Authorization&gt;         &lt;wta:Consent&gt;No&lt;/wta:Consent&gt;       &lt;/wta:Authorization&gt;       &lt;wta:Disclosures&gt;         &lt;wta:Disclosure type="FCRA" question="Title"&gt;           &lt;wta:Question&gt;PRE-APPLICATION FCRA DISCLOSURE AND AUTHORIZATION&lt;/wta:Question&gt;         &lt;/wta:Disclosure&gt;       &lt;/wta:Disclosures&gt;     &lt;/wta:ApplicationData&gt;   &lt;/wta:KronosUserArea&gt; &lt;/UserArea&gt;</pre>				
Messages	<table><thead><tr><th>Message</th><th>Field</th></tr></thead><tbody><tr><td>Required Field - JobCode - is invalid: H</td><td>JobCode</td></tr></tbody></table>	Message	Field	Required Field - JobCode - is invalid: H	JobCode
Message	Field				
Required Field - JobCode - is invalid: H	JobCode				
Object Create Date	4/30/2013 12:05:20 PM				
Translated Data	<pre>&lt;WSJobSalary xmlns:xsd="http://www.w3.org/2001/XMLSchema"   xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"&gt;   &lt;ContextData&gt;     &lt;StagingId&gt;fa1bf177-1512-4955-b251-93c22e2a45b7&lt;/StagingId&gt;   &lt;/ContextData&gt;   &lt;BPDefCode&gt;ADJSR&lt;/BPDefCode&gt;   &lt;clientId&gt;GOOG&lt;/clientId&gt;   &lt;initiatedForCOID&gt;2RDPC&lt;/initiatedForCOID&gt;   &lt;initiatedForEEID&gt;908XIB0000K0&lt;/initiatedForEEID&gt;   &lt;IntegrationID&gt;ADJSRJobSalaryReviews&lt;/IntegrationID&gt;   &lt;ProductKey&gt;EEADM&lt;/ProductKey&gt;   &lt;ForceAutoApproval&gt;false&lt;/ForceAutoApproval&gt;   &lt;JobCodeSPPParams&gt;@CountryCode=USA,@LanguageCode=en,&lt;/JobCodeSPPParams&gt;   &lt;ShiftCodeSPPParams&gt;@pJobCode=H,@pShiftGroup=Z,@CountryCode=USA,&lt;/ShiftCodeSPPParams&gt;   &lt;ShiftGroupCodeSPPParams&gt;@JobCode=H,@CountryCode=USA,&lt;/ShiftGroupCodeSPPParams&gt;   &lt;PayGroupSPPParams&gt;@COID=2RDPC,&lt;/PayGroupSPPParams&gt;   &lt;RunTimeControls&gt;     &lt;WSRuntimeControl&gt;       &lt;AfterValue&gt;Barton Sano&lt;/AfterValue&gt;       &lt;BeforeValue&gt;Milo Medin&lt;/BeforeValue&gt;       &lt;Name&gt;rtSupervisor&lt;/Name&gt;     &lt;/WSRuntimeControl&gt;   &lt;/RunTimeControls&gt; &lt;/WSJobSalary&gt;</pre>				

Figure 4-D Import Process Details

## 5. Post New Hire Processes

### 5.1 Update Supplemental Data

Once the new hire or rehire has been imported from KMS and added to the UKG Pro database, a SQL script will be executed to:

- Load the emergency contact information
- Load veteran information
- I-9 information
- Kronos Applicant ID (UDF14)
- Avg Hourly Rate (UDF19)
- EVA Target (UDF10)
- W2 Electronic Consent
- Year End Slips Consent

The above information will be part of the Kronos new hire file. This information will be imported as supplemental data into UKG Pro. However, this information is not part of UKG Pro's new hire process. This information will be posted to the EE's master table data after the new hire is completed.

UKG Pro Field	Source File XPath	Field #
<b>User Defined Info</b>		
UDField14	/NewHires/NewHire/EmployeeInfo/ApplicantId/IdValue	42
	Load the value in field 29 into eecUDField19 IF Hourly/Salary = 'H'	
UDField19	/NewHires/NewHire/PositionInfo/OfferInfo/ RemunerationInfo/BasePay	29
UDField10	Load the value in field 31 into eecUDField10  NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/  NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/  NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/  Need to look for Category = CustomerSpecificValue AND Name = Other_Rate_Three_Store_Override_Pct then look for value (ex \$5,000.00)  If value >= 10, the value provided will be loaded to EmpComp.eecUDField10. Otherwise, (value < 10) the value (/100) is load to EmpComp.eecOtherRate3  Ex. \$5,000.00 will load as 5000.00 in the UDF field which is formatted as \$.	31

UKG Pro Field	Source File XPath	Field #
	<wta:CustomerSpecificValue> <wta:Category>CustomerSpecificValue</wta:Category> <wta:Name>Other_Rate_Three_Store_Override_Pct</wta:Name> <wta:Value>\$5,000.00</wta:Value> </wta:CustomerSpecificValue>  Upon Rehire, clear out UDF10 and reapply logic	
UDField29	Load the value in field 76 into eecUDField29  NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/  NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/  NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/  Need to look for Category = CustomerSpecificValue AND Name = EVACurve then look for value (ex Journeys)  <wta:CustomerSpecificValue> <wta:Category>CustomerSpecific</wta:Category> <wta:Name>EVACurve</wta:Name> <wta:Value>Journeys</wta:Value> </wta:CustomerSpecificValue>  Upon Rehire, clear out UDF10 and reapply logic	76
<b>Platform Configurable Fields (10)</b>		
ACPCNT COMPCNT ACWMPCNT COMWMPCNT CACPCNT CCOMPCNT CACWMPCNT CCOMWMPCNT SRCOMPNT CSRCOMPNT	One field has been added to the file (field 61). Based on Company and Job Code the field will load one or more of the PC fields  NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/  NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/  NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/  Need to look for Category = CustomerSpecificValue AND Name = Commission_Percentage then look for value (ex 1%)	61

UKG Pro Field	Source File XPath	Field #
	<p>The percent sign needs to be stripped from the value and then loaded to the PC fields based on the logic below</p> <p>Ex. 1% will load as 1 in the PC field that has a drop down with values based on the Business Rules table = COMPCNT.</p> <pre>&lt;wta:CustomerSpecificValue&gt; &lt;wta:Category&gt;CustomerSpecific&lt;/wta:Category&gt; &lt;wta:Name&gt; Commission_Percentage &lt;/wta:Name&gt; &lt;wta:Value&gt;1%&lt;/wta:Value&gt; &lt;/wta:CustomerSpecificValue&gt;</pre> <p>Logic:</p> <p>When Component Company Address Country = 'USA' AND  When JobCode (field 25) starts with  'JY'  AND JobCode (field 25) ends with 'R005' or 'R006'  AND Location State = 'CA'  THEN set ACCPCNT and COMPCNT = '0'  ELSE load value (field 61) to PC fields ACCPCNT and COMPCNT  'JM' then load value (field 61) to PC fields ACCPCNT, COMPCNT, ACCWMPCNT, COMWMPCNT  and set SRCOMPCNT = '4' '0' &lt;V9.0&gt; &lt;SR230357&gt;</p> <p>When Component Company Address Country = 'CAN' AND  When JobCode (field 25) starts with  'JY' then load value (field 61) to PC fields CACCPCNT and CCOMPCNT  'JM' then load value (field 61) to PC fields CACCPCNT, CCOMPCNT, CACCWMPCNT, CCOMWMPCNT  and set CSRCOMPCNT = '4' '0' &lt;V9.0&gt; &lt;SR230357&gt;</p> <p>Strip % sign from value when loading</p> <p>Upon Rehire, clear out all of these Platform Config fields and if section appears on file, reapply logic</p>	
Work Group	<p>One field has been added to the file (field 77). The value of this field will contain the Code and Description / The code will be separated by a dash '-' from the description. Import the code only.</p> <pre>&lt;wta:CustomerSpecificValue&gt;   &lt;wta:Category&gt;CustomerSpecific&lt;/wta:Category&gt;   &lt;wta:Name&gt;Workgroup&lt;/wta:Name&gt;   &lt;wta:Value&gt;ITTECH - IT Technical Services&lt;/wta:Value&gt; &lt;/wta:CustomerSpecificValue&gt;</pre> <p>Upon Rehire, clear out all Platform Config fields and if section appears on file, reapply logic</p>	77
<b>Veteran Info</b>		

UKG Pro Field	Source File XPath	Field #
Veteran Armed Forces Service Medal Special Disabled Veteran Other Eligible Veteran	/NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:ApplicationData/wta:VeteranStatus  <u>Veteran</u> If "NotAVeteran" then 'N' If 'DoNotWishToFurnish' then 'N' Else if field is not blank but provided then 'Y'  <u>Armed Forces Service Medal</u> If 'ArmedForcesServiceMedalVeteran' then 'Y'  <u>Special Disabled Veteran</u> If 'DisabledVeteran' then 'Y'  <u>Other Eligible Veteran</u> If 'OtherProtectedVeteran' then 'Y'	43
Separation Date	/NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:ApplicationData/wta:VeteranDischargeDate	44
<b>Disability Info</b>		
Disabled	Load the value in field 74 into eepIsDisabled  NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/  NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/  NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/  Need to look for Category = CustomerSpecificValue AND Name = Disability then look for value (ex No)  When 'No' then value loaded is 'N' When 'Yes' then value loaded is 'Y' When 'I do not wish to respond' then the value loaded is 'D'  Ex. No will load as N in the IsDisabled field.  <wta:CustomerSpecificValues> <wta:CustomerSpecificValue> <wta:Category>CustomerSpecific</wta:Category> <wta:Name>Disability</wta:Name> <wta:Value>No</wta:Value>	74



UKG Pro Field	Source File XPath	Field #
	</wta:CustomerSpecificValue> </wta:CustomerSpecificValues>	
Disability type	When IsDisabled = 'Y', then default value to 'NOTSPE' (not specified)	
<b>Emergency Contact Info</b>	Genesco allows for up to two emergency contacts on the file.	
First	/NewHires/NewHire/EmployeeInfo/EmergencyContact/PersonName/GivenName	45
Last	/NewHires/NewHire/EmployeeInfo/EmergencyContact/PersonName/FamilyName	46
Country	/NewHires/NewHire/EmployeeInfo/EmergencyContact/ContactMethod/PostalAddress[@type='streetAddress']/CountryCode	47
Address	/NewHires/NewHire/EmployeeInfo/EmergencyContact/ContactMethod/PostalAddress[@type='streetAddress']/DeliveryAddress/AddressLine	48
Address Line 2	Pull first 30 positions and load to Line 1. Pull second 30 positions and load to Line 2.	
City	/NewHires/NewHire/EmployeeInfo/EmergencyContact/ContactMethod/PostalAddress[@type='streetAddress']/Municipality	48
State/Province	/NewHires/NewHire/EmployeeInfo/EmergencyContact/ContactMethod/PostalAddress[@type='streetAddress']/Region	49
Zip/Postal code	/NewHires/NewHire/EmployeeInfo/EmergencyContact/ContactMethod/PostalAddress[@type='streetAddress']/PostalCode	50
Home	//NewHire/EmployeeInfo/EmergencyContact/ContactMethod/Telephone/FormattedNumber	51
Preferred Phone	Default to 'H'	
Relationship	Default to 'OTH'	
Is Emergency Contact	Default to 'Y'	
<b>I9 Information</b>		
Document A	/NewHires/NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:I9TaxWithholdingInfo/wta:IdentityEligibilityListA/wta:DocumentType	53
	See mapping document	

UKG Pro Field	Source File XPath	Field #
Document B	<p>/NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:I9TaxWithholdingInfo/ wta:IdentityEligibilityListB/wta:DocumentType</p> <p>See mapping document</p>	54
Document C	<p>/NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:I9TaxWithholdingInfo/ wta:IdentityEligibilityListC/wta:DocumentType</p> <p>See mapping document</p>	55
Work Authorization	<p>//NewHire/UserArea/wta:KronosUserArea/wta:HrmsData/wta:I9Status</p> <p>When 'USCitizen' then 'U' 'NonUSCitizen' then 'N' 'LawfulPResident' then 'P' 'AlienAuthorized' then 'A'</p>	56
Local Tax Info		
Filing status	Filing status is not present on the page, but will be set to S	
Expiration Date	<p>When Doc A is provided (field 53): /NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:I9TaxWithholdingInfo/ wta:IdentityEligibilityListA/wta:DocumentType</p> <p>Then: /NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:I9TaxWithholdingInfo/ wta:IdentityEligibilityListA/wta:ExpirationDate</p> <p>When Doc B and C are provided (field 54): /NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:I9TaxWithholdingInfo/ wta:IdentityEligibilityListB/wta:DocumentType</p> <p>Then: /NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:I9TaxWithholdingInfo/ wta:IdentityEligibilityListB/wta:ExpirationDate</p> <p>If no Expiration Date provided for Doc B then /NewHires/NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:I9TaxWithholdingInfo/ wta:IdentityEligibilityListC/wta:ExpirationDate</p>	75
W2		
Go Paperless! I consent to receive my Form W-2 electronically	<p>If AddressCountry (field 9) = 'US' load the value in field 57 into iEmpPers.ConsentElectronicW2</p> <p>When 'Yes' then 'Y' Else no update needed (as it defaults to N)</p>	57

UKG Pro Field	Source File XPath	Field #						
	<p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/</p> <p>NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/</p> <p>NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/</p> <p>Need to look for Category = CustomerSpecific AND Name = Electronic_W2_Consent then look for value (ex Yes)</p> <p>&lt;wta:CustomerSpecificValue&gt;  &lt;wta:Category&gt;CustomerSpecific&lt;/wta:Category&gt;  &lt;wta:Name&gt;Electronic_W2_Consent&lt;/wta:Name&gt;  &lt;wta:Value&gt;Yes&lt;/wta:Value&gt;  &lt;/wta:CustomerSpecificValue&gt;</p>							
<b>Year End Slips</b>								
Go Paperless! I consent to receive my Year End Slips electronically	<p>If AddressCountry (field 9) = 'CA' insert a record in YrEEConsent and the value in field 57 into YrEEConsent.yecElectronicConsent</p> <p>When 'Yes' then 'Y' Else do not insert record into YrEEConsent</p> <p>NewHire/UserArea/wta:KronosUserArea/wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Category/</p> <p>NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Name/</p> <p>NewHire/UserArea/wta:KronosUserArea/ wta:HireData/wta:CustomerSpecificValues/wta:CustomerSpecificValue/wta:Value/</p> <p>Need to look for Category = CustomerSpecific AND Name = Electronic_W2_Consent then look for value (ex Yes)</p> <p>&lt;wta:CustomerSpecificValue&gt;  &lt;wta:Category&gt;CustomerSpecific&lt;/wta:Category&gt;  &lt;wta:Name&gt;Electronic_W2_Consent&lt;/wta:Name&gt;  &lt;wta:Value&gt;Yes&lt;/wta:Value&gt;  &lt;/wta:CustomerSpecificValue&gt;</p> <p>Insert record into YrEEConsent with the following data:</p> <table border="1"> <thead> <tr> <th>Field Name</th><th>Data to load</th><th>Example</th></tr> </thead> <tbody> <tr> <td>ycrChangedByUserEEID</td><td>susUserID the import uses</td><td>354</td></tr> </tbody> </table>	Field Name	Data to load	Example	ycrChangedByUserEEID	susUserID the import uses	354	57
Field Name	Data to load	Example						
ycrChangedByUserEEID	susUserID the import uses	354						

UKG Pro Field	Source File XPath			Field #
	yrceEFormType	default to: ALL	ALL	
	yrceEID	EEID of the new hire just loaded	6I8GPF0000K0	
	yrceElecDateTimeUpdated	Date/time	2014-01-08 14:30:16.427	
	yrceElectronicConsent	Default to: Y		
	yrceSystemID	system generated unique ID	9XC5P20000K0	
	yrceCountryCode	Default to: CAN	CAN	
<b>Previous Employment</b>	There is no limit as to the number of employers that can be setup on an employee			
Employer	/NewHires/NewHire/EmployeeInfo/EmploymentHistory/EmployerOrg/EmployerOrgName			62
From	/NewHires/NewHire/EmployeeInfo/EmploymentHistory/EmployerOrg/PositionHistory @currentEmployer=false/StartDate/AnyDate  @currentEmployer could be true or false			63
To	/NewHires/NewHire/EmployeeInfo/EmploymentHistory/EmployerOrg/PositionHistory @currentEmployer=false/EndDate/AnyDate  @currentEmployer could be true or false			64
Position	/NewHires/NewHire/EmployeeInfo/EmploymentHistory/EmployerOrg/PositionHistory @currentEmployer=false/Title  @currentEmployer could be true or false			65
Location	/NewHires/NewHire/EmployeeInfo/EmploymentHistory/EmployerOrg/EmployerContactInfo @contactType=directSupervisor/ContactMethod/PostalAddressType=streetAddress/Municipality + ", " + Region			66
Salary	/NewHires/NewHire/EmployeeInfo/EmploymentHistory/EmployerOrg/UserArea/wta:KronosUserArea/wta:CustomFields/wta:CustomField/wta:Name  /NewHires/NewHire/EmployeeInfo/EmploymentHistory/EmployerOrg/UserArea/wta:Kronos73UserArea/wta:CustomFields/wta:CustomField/wta:Value  Need to look for Name = KTMDWageLeft then look for value (Ex \$50,000)			67
Per	/NewHires/NewHire/EmployeeInfo/EmploymentHistory/EmployerOrg/UserArea/wta:KronosUserArea/wta:CustomFields/wta:CustomField/wta:Name  /NewHires/NewHire/EmployeeInfo/EmploymentHistory/EmployerOrg/UserArea/wta:KronosUserArea/wta:CustomFields/wta:CustomField/wta:Value  Need to look for Name = KTMDSalaryHourly then look for value (Ex Salary)  When 'Salary' then 'Y' When 'Hourly' then 'H'			68
Reason for leaving	/NewHires/NewHire/EmployeeInfo/EmploymentHistory/EmployerOrg/UserArea/wta:KronosUserArea/wta:ReasonForLeaving			69

UKG Pro Field	Source File XPath	Field #
Notes	/NewHires/NewHire/EmployeeInfo/EmploymentHistory/EmployerOrg/PositionHistory @currentEmployer=false/Description	70

The SQL script will automatically execute when the new hire record is inserted into EmpComp, or when EmpComp.eecEmplStatus of the rehired employee's EmpComp record is changed to "A".

## 5.2 Add Default Role

Once the new hire has been added to the UKG Pro database, he will be assigned the default Employee user role. This functionality will mimic that used when an employee is added through the new hire business process in UKG Pro .NET. This will be done to provide the employee access to UKG Pro .NET and appropriate security.

If the employee is a rehire and is already assigned the default Employee user role, the status of the default Employee user role will be set to "Active".

This will automatically occur based on the import into the Business Process and no additional scripts are needed.

## 6. Development and Deployment

### 6.1 Testing

<b>Testing Plan</b>	<p>Ultimate Software will unit test the program functionality before product delivery. Genesco, Inc. may provide test case scenarios to be used in unit testing. If used, test case scenarios should include a list of all the functionality being developed, and the desired results. Test case scenarios should be delivered within 5 business days of signing the specification.</p> <p>It is strongly recommended that Genesco, Inc. test this custom before deploying into a production environment.</p>
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### 6.2 Assumptions

<b>Assumptions</b>	<ol style="list-style-type: none"><li>1. This custom will be developed with the current version of UKG Pro .NET.</li><li>2. The source files will follow this naming standard: <i>ClientName_NEWHIRE_ddmmyyyyhmmss.xml</i>. Client name = GENESCO</li><li>3. The Add Employee business process is used for hiring both US and Canadian employees and the Add Canadian Employee business process is not used.</li><li>4. The source new hire file will be accessible to Ultimate Software's Windows service.</li><li>5. The archiving locations (archive and errors) need to be accessible to Ultimate Software's Windows service.</li><li>6. All New Hire required fields are included on source new hire file.</li><li>7. For any New Hire Wizard required fields included on source new hire file, the correct values need to be imported or the file will fail and Genesco will need correct using the import detail pages and repost functionality.</li><li>8. If a mapping was not noted in section 3.2, a corresponding value is expected to be included on source new hire file. Reference File layout in Appendix for all mapping instructions.</li><li>9. There is some tax logic and defaults done via the import based on instruction from Genesco. Although the file is programmed to handle some of this tax data, this not typically done/supported via the import process. It is Genesco's responsibility to ensure that the employee data and employee setups are tax compliant. The import is not responsible for, and Ultimate Software is not liable for, ensuring tax compliancy.</li><li>10. The automated import can default standard Federal and State tax fields (i.e. filing status, disability plan and plan type) and default Local Work-in Taxes based on the Job Location setup. The automated import solution will NOT default or set Local Residential taxes or State Reciprocity agreements. The Resident County and Local Resident Taxes will NOT be populated (i.e. jurisdiction, school district, etc.). It will be the Customers responsibility to ensure that Local Resident Taxes and State Reciprocity agreements are updated after the import process has been completed. Although some local resident tax setups have been completed (as outlined V1.10 of spec), no additional resident local tax programming will be done on a go forward basis.</li><li>11. It is recommended that the Customer have a Tax Audit process to ensure that their employees, where applicable, have the proper Local Resident Tax and State Reciprocity agreement configurations. BI Reports and the UKG Pro Tax Reconciliation Tool can be used for this purpose.</li></ol>
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## 6.3 Setup Requirements

Setup Requirements	1. None
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## 6.4 Conversion

Conversion	1. None
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## 6.5 Business Intelligence Requirements

Business Intelligence	1. There are BI Report requirements associated with this project and will be covered by a separate project/request. Genesco will be able to create the report themselves but will need the custom tables to be made accessible for reporting.
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## 6.6 Other Customs

Other Customs	<ol style="list-style-type: none"><li>1. Genesco has another custom already developed for the Add Employee/Recruitment &gt;Process New Hires business process. The customized business process and the custom matrix will be utilized in this import process. The custom is under request CS-2010-36051 and the latest spec is: GEN1014_NET Job Matrix Module_CS-2010-36051_Spec_V2.6.2</li><li>2. Genesco also already has a custom new hire import into the pending hires. There is some logic that needs to be replicated into this process (<b>Error! Unknown document property name.</b>).</li></ol>
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## 6.7 Open Issues

Open Issues	1. Need a sample file with data in the fields
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## 7. Specification Approval

**Genesco Inc** has read this specification identifying the requirements for the custom project and agrees with the content and the functional business requirements. By signing below, **Genesco Inc** understands and agrees to the requirements as stated in this document, as well as the terms of the warranty for this custom project.

This specification must be signed, scanned and returned to the business analyst for work to begin on the custom project.

### Warranty Period and Explanation:

The warranty period of the completed custom project is thirty calendar (30) days from the date of initial deployment to test or production servers (for Post-Live customers) or thirty calendar (30) days from your UKG Pro Live Date (for customers implementing UKG Pro). If deployed to test first, user acceptance testing and deployment to Production must be completed within the warranty period.

### Terms of the Warranty Include:

- If a defect is found within the boundaries of this specification within thirty (30) calendar days from the date of initial deployment (post-live) or UKG Pro 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 Maintenance agreement if applicable. Otherwise, it will be corrected on a Time & Material basis at the customers 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 client approval. Any further additions will be billed on a Time & Material basis at the customers 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 thirty (30) days from the date of issue. Please note that any modification to this specification by the client 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 Maintenance plan in place, then those terms will be used to maintain the custom. If a Maintenance plan does not exist, please contact your Customer Relationship Manager for further information.

### Specification Agreed to and Authorized by:

**Specification Version:** 16.0

**Company Name:** Genesco Inc

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Genesco Inc

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Date



## 9. Appendix

### 9.1 Hire Source/ULTI Layout & Mappings

[<SR-2023-00417944>](#) [<V16.0>](#) [Start](#)



Mapping\_GEN1014\_  
SR417944\_Web%20A

[<SR-2023-00417944>](#) [<V16.0>](#) [End](#)

### 9.2 Sample Source New Hire File



Genesco\_NEWHIRE Genesco\_NEWHIRE  
\_20210225144002-DI \_20210225143501 - I

### 9.3 U\_GENES\_JobMatrix Table

Part of the customization on the Hire an Employee business process is to default certain fields on the Jobs/Payroll page based on the U\_GENES\_JobMatrix table. This table was developed under CS-2010-36051.

Table U\_GENES\_JobMatrix will contain the values that will default for the employee, based on his Job, Company, Worked-In State, the first two digits of the Work Location Code (OrgLvl2) and, in some cases, Age and Hire Date.

Field	Description	Type	Len	Req	Null	Default	Key
jmxSystemID	System ID	Char	12	Y	N		PK
jmxCOID	Company ID	Char	5	Y	N		
jmxAgeAfter	Employee's age must be greater than or equal to this age to qualify	Integer		N	Y		
jmxAgeBefore	Employee's age must be less than this age to qualify	Integer		N	Y		
jmxAutoPay	Auto Pay Flag	Char	1	Y	N	N	
jmxBenGrp	Deduction Group Code	Char	5	Y	N		
jmxEarnGrp	Earnings Group Code	Char	5	Y	N		
jmxEmpType	Employee Type Code	Char	3	Y	N		
jmxFullParttime	Full Time(F) or Part Time(P) flag	Char	1	Y	N		
jmxHighlyCompensated	Highly Compensated (Yes or No)	Char	1	Y	N	N	
jmxHireDateAfter	Employee's date of last hire must be greater than or equal to this date to qualify	Date	8	N	Y		
jmxHireDateBefore	Employee's date of last hire must be less than this date to qualify	Date	8	N	Y		
jmxJobCode	Job Code	Char	8	Y	N		
jmxOrgLvl2	1 <sup>st</sup> two digits of Org Level 2	Char	2	N	Y		
jmxPayGroup	Pay Group	Char	6	Y	N		

Field	Description	Type	Len	Req	Null	Default	Key
jmxPTOPlans	PTO Plan Option Code	Char	6	N	N		
jmxRate	'Per' Rate ( <b>H</b> our, <b>P</b> eriod, <b>W</b> eek, <b>Y</b> ear)	Char	1	Y	N		
jmxRoleID	Role ID	Integer		Y	N		
jmxSalaryOrHourly	Salary Or Hourly Flag (S or H)	Char	1	Y	N		
jmxScheduledHrs	Scheduled Hours per Pay Period	Decimal	16,6	Y	N		
jmxStateCode	Worked-In State Code	Char	2	N	Y		
jmxPTOPlans2	Second PTO Plan Option Code	Char	6	N	N		
jmxPTOPlans3	Third PTO Plan Option Code	Char	6	N	N		
jmxPTOPlans4	Fourth PTO Plan Option Code	Char	6	N	N		
jmxPTOPlans5	Fifth PTO Plan Option Code	Char	6	N	N		

## 9.4 U\_GENES\_JobOtherRate2 Table

Table U\_GENES\_JobOtherRate2 will contain the other rate 2 value that will default for the employee based on their Job.

Field	Description	Type	Len	Req	Null	Default	Key
uorSystemID	System ID	Char	12	Y	N		PK
uorJobCode	Job code	Char	10	Y	N		
uorEffDate	Effective Date of Rate	Date	8	Y	N		
uorOtherRate2	Other rate 2 amount	Money	8,4	Y	N		

\*expand length of field to accommodate longer code that includes a prefix (ex. JY\_R001, JYPR\_R001)