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http://cwe.ic.ncs.com/sites/CommunicationsGateway/VangentResourceCenter/Tools%20and%20Resources%20Document%20Library/Logos/VangentLogo_2-color_FOR_WORD.emf

**Title:** ETS **eCoaching Log File Layout**

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Prepared by: Doug Stearns Date: 10/10/2014

Department, Location: CCO R&T – Oakdale

Approved by: Date:

**Change History Log**

| **Date** | **Change Description** | **Author** |
| --- | --- | --- |
| 10/29/2014 | Initial revision | Doug Stearns |
| 11/13/2014 | P13659 – eCL ETS Data Feed – removed reference to Utilization report | Doug Stearns |
| 12/15/2014 | P14010 – eCL ETS Time Code Field Size  Updated size of time code to 30 bytes | Doug Stearns |
| 12/29/2014 | P14031 – eCL ETS Non-compliance Action Report  Added layout for Compliance Action Reports (OAE and OAS) | Doug Stearns |
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# eCoaching Log Electronic Timekeeping System Data Feed

The following is the record layout of the various ETS report files identified in the Report Code Description.

| **Element #** | **Field Name** | **Max Length / Field Format** | **Description** |
| --- | --- | --- | --- |
|  | Friday End Date | Date | Date time card was submitted and approved |
|  | Report Code | 4 bytes, Alpha | Value representing report code such as:  EOT – Excempt Over Time  EA – Excused Absence  HOL – Incorrect Holiday  ITD – Invalid Timecodes Direct  ITI – Invalid Timecodes Indirect  FWH – Future Worked Hours |
|  | Employee Number | 20 bytes, Alpha/Numeric | Employee number |
|  | Employee Name | 70 bytes, Alpha/Numeric | Last name, First name of employee |
|  | Project Number | 8 bytes, Alpha/Numeric | ETS Project Number |
|  | Task Number | 8 bytes, Alpha/Numeric | ETS Task Number |
|  | Task Name | 60 bytes, Alpha/Numeric | ETS Task Name |
|  | Time Code | 30 bytes, Alpha/Numeric | ETS Time Code |
|  | Supervisor Name | 30 bytes, Alpha/Numeric | Last name, First name of employee’s supervisor |
|  | Hours | 8 bytes, Alpha/Numeric | Total number of hours reported; includes decimal point and 2 decimal places |
|  | Sat | 8 bytes, Alpha/Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Sun | 8 bytes, Alpha/Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Mon | 8 bytes, Alpha/Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Tues | 8 bytes, Alpha/Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Wed | 8 bytes, Alpha/Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Thus | 8 bytes, Alpha/Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Fri | 8 bytes, Alpha/Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Exempt Status | 20 bytes, Alpha/Numeric | Exempt status of employee; values are EXEMPT and NON-EXEMPT |

# eCoaching Log Electronic Timekeeping System Data Feed – Approver

The following is the record layout of the various ETS report files for Approvers identified in the Report Code Description.

| **Element #** | **Field Name** | **Max Length / Field Format** | **Description** |
| --- | --- | --- | --- |
|  | Friday End Date | Date | Date time card was submitted and approved |
|  | Report Code | 4 bytes, Alpha | Value representing report code such as:  HOLA – Incorrect Holiday (Approver)  ITDA – Invalid Timecodes Direct (Approver)  ITIA – Invalid Timecodes Indirect (Approver)  FWHA – Future Worked Hours (Approver) |
|  | Approver Employee ID | 20 bytes, Alpha/Numeric | Employee number |
|  | Approver Name | 70 bytes, Alpha/Numeric | Last name, First name of employee |
|  | Project Number | 10 bytes, Alpha/Numeric | ETS Project Number |
|  | Task Number | 10 bytes, Alpha/Numeric | ETS Task Number |
|  | Task Name | 50 bytes, Alpha/Numeric | ETS Task Name |
|  | Time Code | 20 bytes, Alpha/Numeric | ETS Time Code |
|  | Name of CSR Whose Timecard Contained the Error | 70 bytes, Alpha/Numeric | Last name, First name of employee |
|  | Hours | 6 bytes, Numeric | Total number of hours reported; includes decimal point and 2 decimal places |
|  | Sat | 5 bytes, Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Sun | 5 bytes, Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Mon | 5 bytes, Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Tues | 5 bytes, Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Wed | 5 bytes, Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Thus | 5 bytes, Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Fri | 5 bytes, Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Exempt Status | 10 bytes, Alpha/Numeric | Exempt status of employee; values are EXEMPT and NON-EXEMPT |

# eCoaching Log Electronic Timekeeping System Data Feed – Compliance Action Report

The following is the record layout of the Compliance Action (aka Outstanding Actions) report file identified in the Report Code Description.

| **Element #** | **Field Name** | **Max Length / Field Format** | **Description** |
| --- | --- | --- | --- |
|  | Time Period | Date | Time period covering the infraction |
|  | Report Code | 4 bytes, Alpha | Value representing report code such as:  OAE – Outstanding Action (Employee)  OAS – Outstanding Action (Supervisor) |
|  | Employee ID | 20 bytes, Alpha/Numeric | Employee number |
|  | Employee Name | 70 bytes, Alpha/Numeric | Last name, First name of employee recipient of coaching log |
|  | Associated Person | 70 bytes, Alpha/Numeric | Last name, First name of employee whose time card required action  May be blank for OAE reports |