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**eCoaching Log System**

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

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

Department, Location: 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 |
| 02/12/2015 | P13272 – eCL Change BCC to CCO  Changed Vangent logo to GDIT | Doug Stearns |
| 02/13/2015 | P13272 – eCL Change BCC to CCO  Changed Vangent to GDIT in footer | Doug Stearns |
| 01/06/2017 | TFS5149 – eCL Requirement Document Cleanup  Formatted heading 1 and sub-headings 1.1, 1.2, 1.3  Updated field names to represent actual files received | Doug Stearns |
| 05/12/2017 | TFS6624 – eCL Longer ETS codes  Modified the following by documenting site as 20 characters  1.1 #5,#6; 1.2 #5,#6 | Doug Stearns |
| 07/17/2017 | TFS7174 – eCL New ETS Feeds  Added section 1.4 | Doug Stearns |
| 07/28/2020 | TFS17716 – eCL Remove GDIT References  Updated throughout as needed | 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 | 30 bytes, Alpha/Numeric | Last name, First name of employee |
|  | Project Number | 20 bytes, Alpha/Numeric | ETS Project Number |
|  | Task Number | 20 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 |

## 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/Employee Number | 20 bytes, Alpha/Numeric | Employee number |
|  | Approver Name/Supervisor Name | 30 bytes, Alpha/Numeric | Last name, First name of employee |
|  | Project Number | 20 bytes, Alpha/Numeric | ETS Project Number |
|  | Task Number | 20 bytes, Alpha/Numeric | ETS Task Number |
|  | Task Name | 60 bytes, Alpha/Numeric | ETS Task Name |
|  | Time Code | 30 bytes, Alpha/Numeric | ETS Time Code |
|  | Name of CSR Whose Timecard Contained the Error | 30 bytes, Alpha/Numeric | Last name, First name of employee |
|  | Hours | 8 bytes, Numeric | Total number of hours reported; includes decimal point and 2 decimal places |
|  | Sat | 8 bytes, Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Sun | 8 bytes, Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Mon | 8 bytes, Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Tues | 8 bytes, Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Wed | 8 bytes, Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Thus | 8 bytes, Numeric | Number of hours reported for Saturday; includes decimal point and 2 decimal places |
|  | Fri | 8 bytes, 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 |

## The following is the record layout of the ETS 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/Employee # | 20 bytes, Alpha/Numeric | Employee number |
|  | Employee Name | 30 bytes, Alpha/Numeric | Last name, First name of employee recipient of coaching log |
|  | Associated Person | 30 bytes, Alpha/Numeric | Last name, First name of employee whose time card required action  May be blank for OAE reports |

## The following is the record layout of the ETS High Number of Changes and Incorrect Change Category report files identified in the Report Code Description.

| **Element #** | **Field Name** | **Max Length / Field Format** | **Description** |
| --- | --- | --- | --- |
|  | ReportCode | 20 bytes, 3 character report | Report code that corresponds to the specific report  (HNC – High Number of Changes,  ICC – Incorrect Change Category) |
|  | EmpID | 20 bytes, Alpha/Numeric | Employee ID of the CSR |
|  | EmployeeName | 50 bytes, Alpha/Numeric | Employee Name |
|  | WE Date | 10 bytes, MM/DD/CCYY | Week ending event date of time card |
|  | TC Change Count | 3 bytes, Numeric | Number representing the number of time card changes |
|  | Incorrect Change Categories | 3 bytes, Numeric | Number representing the number of incorrect time card change categories |