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**Title: eCoaching Log User File Layout**

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Prepared by: Doug Stearns Date: 12/11/2014

Department, Location: R&T – Oakdale

Approved by: Date:

**Change History Log**

| **Date** | **Change Description** | **Author** |
| --- | --- | --- |
| 12/11/2014 | Initial revision | Doug Stearns |
| 02/12/2015 | P13276 – eCL Change BCC to CCO  Changed Vangent logo to GDIT | Doug Stearns |
| 02/13/2015 | P13276 – eCL Change BCC to CCO  Changed Vangent to GDIT in footer | Doug Stearns |
| 04/07/2016 | TFS2332 – eCL HR Access Solution  Added section or layout of HR employee feed | Doug Stearns |
| 04/08/2016 | TFS2332 – eCL HR Access Solution  Corrected several misspellings after review | Doug Stearns |
| 06/13/2016 | TFS2332 – eCL HR Access Solution  Updated with new HR layout | Doug Stearns |
| 01/06/2017 | TFS5149 – eCL Requirement Document Cleanup  Added heading 1  Numbered headings as 1.1, 1.2, 1.3, standardized, and added additional information  Removed unnecessary appendixes A and B | Doug Stearns |
| 09/20/2017 | TFS8228 – eCL Reused Emp ID issues  Modified 1.1 adding elements 15 through 22 | Doug Stearns |
| 09/21/2017 | TFS8228 – eCL Reused Emp ID issues  Modified 1.2 adding elements 8 and 9 | Doug Stearns |
| 11/09/2017 | TFS8974 – eCL Columns for ATT  Modified 1.1 adding elements 23 and 24 | Doug Stearns |
| 01/08/2019 | TFS13168 – eCL Changes for Work Day file  Modified 1.1, 1.2 (removed reference to People Soft and changed HR to Human Resource/Capital) | Doug Stearns |
| 01/10/2019 | TFS13168 – eCL Changes for Work Day file  Modified 1.1 to removed references to Table A and B based on feedback and change date format | Doug Stearns |

# eCoaching Log User Information Data Files Requirements

## The following is the record layout of the Employee Information comma delimited file from Human Resources/Capital.

| **Element #** | **Field Name** | **Max Length / Field Format** | **Description** |
| --- | --- | --- | --- |
|  | lanid | Alpha/numeric | Employee’s LAN ID  Some records with preceding # sign |
|  | emplid | Alpha/numeric | Employee ID  Preceding characters such as W or WV |
|  | first\_name | Alpha/numeric | Employee’s first name |
|  | middle\_name | Alpha/numeric | Employee’s middle name |
|  | last\_name | Alpha/numeric | Employee’s last name |
|  | locationid | Alpha/numeric | Employee’s site or location code |
|  | location | Alpha/numeric | Employee’s site or location name |
|  | supervisorid | Alpha/numeric | Employee’s supervisor ID  Preceding characters such as W or WV |
|  | managerid | Alpha/numeric | Employee’s manager ID  Preceding characters such as W or WV |
|  | jobcodeid | Alpha/numeric | Employee’s job code |
|  | jobcode | Alpha/numeric | Employee’s job title |
|  | email\_addr | Alpha/numeric | Employee’s email address  Some records with preceding # sign |
|  | empl\_status | Alpha/numeric | Employee’s status  Possible values:  A – Active  D – Deceased  L – Leave of absence  P – Paid leave  T – Terminated |
|  | last\_hire\_dt | Date | Employee’s most recent hire date on file  Format of MM-DD-CCYY |
|  | hire\_dt | Date | Employee’s original hire date  Format of MM-DD-CCYY |
|  | deptid | Alpha/numeric | Employee’s department id |
|  | dept\_desc | Alpha/numeric | Description of employees department |
|  | reg\_temp | Alpha/numeric | Indication of employment status  R = regular employee  T = temporary employee |
|  | full\_part\_time | Alpha/numeric | Indication of employment status  F = full time employee  P = part time employee |
|  | pref\_name\_first | Alpha/numeric | Employee’s preferred first name  (may be blank) |
|  | pref\_name\_mi | Alpha/numeric | Employee’s preferred middle initial  (may be blank) |
|  | pref\_name\_last | Alpha/numeric | Employee’s preferred last name  (may be blank) |
|  | termination\_dt | Alpha/numeric | Employee’s termination date  Format of MM-DD-CCYY |
|  | flsa\_status | Alpha/numeric | Employee’s Fair Labor Standards Act status  Exempt  Non-Exempt |

## The following is the record layout of the Employee Information comma delimited file containing Human Resource/Capital employees.

| **Element #** | **Field Name** | **Max Length / Field Format** | **Description** |
| --- | --- | --- | --- |
|  | Emp\_ID | Alpha/numeric | Employee ID  Preceding characters such as W or WV |
|  | Emp\_LanID | Alpha/numeric | Employee’s LAN ID  Some records with preceding # sign |
|  | Emp\_Name | Alpha/numeric | Employee’s first name in the format of Lastname, Firstname MI |
|  | Emp\_Site | Alpha/numeric | Employee’s site or location name |
|  | Emp\_Email | Alpha/numeric | Employee’s email address |
|  | Emp\_Job\_Code | Alpha/numeric | Employee’s job code |
|  | Emp\_Job\_Description | Alpha/numeric | Employee’s job title  Will start with WH for HR individuals |
|  | Emp\_ID\_Prefix | Alpha/numeric | Employee ID  Preceding characters such as W or WV |
|  | Hire\_Date | Date | Employee’s original hire date  Format of DD-Mon-YY |

## The following is the record layout of the Employee Information With Program comma delimited Aspect file from eWFM.

| **Element #** | **Field Name** | **Max Length / Field Format** | **Description** |
| --- | --- | --- | --- |
|  | PRI\_INDEX | Alpha/numeric | Primary index of the source system. |
|  | EMP\_SK | Alpha/numeric | The person’s system generated employee record key within the Aspect eWFM database.  Typically a 12 digit negative number.  e.g. -989999805867 |
|  | EMP\_ID | Alpha/numeric | The person’s employee id.  e.g., 314542 |
|  | EMP\_LAST\_NAME | Alpha/numeric | The person's last name. |
|  | EMP\_FIRST\_NAME | Alpha/numeric | The person's first name. |
|  | EMP\_SORT\_NAME | Alpha/numeric | Combination of the person’s last and first names in all capital letters and separated by a comma (no space between names and comma). |
|  | EMP\_SHORT\_NAME | Alpha/numeric | Combination of the person’s last and first names in mixed case letters and separated by a comma. |
|  | EMP\_SENIORITY | Alpha/numeric | Date in CCYYMMDD format – may have trailing zeros.  e.g. 20140902000 |
|  | EMP\_EFF\_HIRE\_DATE | Alpha/numeric | The person’s hire date in MM/DD/CCYY format. |
|  | EMP\_TERM\_DATE | Alpha/numeric | The person’s termination date in MM/DD/CCYY format. |
|  | EMP\_ACTIVE\_FLAG | Alpha/numeric | The person’s active status.  T = True or active  F = False or inactive |
|  | EMP\_TIME\_ZONE | Alpha/numeric | Text representing the time zone the person works in.  e.g. (GMT- 05:00) Eastern Time (United States) |
|  | EMP\_EMAIL\_ADR | Alpha/numeric | The person’s email address. |
|  | EMP\_MEMO | Alpha/numeric | Text. |
|  | EMP\_CLASS\_1 | Alpha/numeric | Employee’s primary skill. |
|  | EMP\_CLASS\_1\_DESCR | Alpha/numeric | Employee’s primary skill description |
|  | START\_DATE | Alpha/numeric | Start date in MM/DD/CCYY format. |
|  | EMP\_CLASS\_2 | Alpha/numeric | Employee status type.  e.g. RFT |
|  | EMP\_CLASS\_2\_DESCR | Alpha/numeric | Employee type description. |
|  | EMP\_CLASS\_3 | Alpha/numeric | Code representing the location or site. |
|  | EMP\_CLASS\_3\_DESCR | Alpha/numeric | Site or location represented by city/state. |
|  | EMP\_EXTRA\_1 | Alpha/numeric | Employee’s VNGT LAN ID. |
|  | EMP\_EXTRA\_2 | Alpha/numeric | Employee’s NGD ID.  e.g. PGSIA0259 |
|  | EMP\_EXTRA\_3 | Alpha/numeric | Employee ID of person’s supervisor. |
|  | EMP\_EXTRA\_4 | Alpha/numeric | Code representing person’s title. |
|  | EMP\_EXTRA\_5 | Alpha/numeric |  |
|  | EMP\_EXTRA\_6 | Alpha/numeric | Employee’s NGD ID for Marketplace.  e.g. FFMKS5228 |
|  | EMP\_EXTRA\_7 | Alpha/numeric | Employee’s secondary NGD ID.  e.g. PGSKS6813 |
|  | EMP\_EXTRA\_8 | Alpha/numeric | Employee’s AD LAN ID. |