

**SAP to Active Directory Integration**

**for “userlist” Weekly Team Member Update Interface File**

**SAP Functional Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Name | Description |
| 1.0 | 02/21/2018 | Grant Caine | Initial document |
| 1.1 | 02/22/2018 | Grant Caine | Specification completed |
| 1.2 |  |  |  |
| 1.3 |  |  |  |
| 1.4 |  |  |  |
|  |  |  |  |

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# Requirements Overview

* Create an interface file from SAP to Stericycle Active Directory that contains any employee with recent changes to Network ID, Manager, Location, or position title, as well as any new employees.
* A change table will be required.
* The interface file will be in a fixed format and be called userlist.csv
* The file will be dropped onto a shared network drive.
* The file will then be processed by an AD script which will update Active directory accounts with SAP ID, Manager, Location and Position Title.
* The interface will igonore any employee without a network ID in SAP.
* Interface must include all team members of all employee groups, globall y including permanent, contract, and temporary.
* Interface will only include those with an active or inactive status

# Interface Transaction Code

* ZHRO\_AD\_TM\_UPDATE – AD Team Member Update Interface
* The new transaction code will be added to the HRIS role individual ZE4HR:XXX:HRIS\_ADMIN\_\_\_M  so that it is only accessible to those assigned the HRIS composite role.

# Employee Selection

* Period
  + Will be set to “Today”.
  + Current data will be used and compared to change tables
* Employee Groups
  + Include all employee in all Employee Groups and Subgroups; no exclusions
* Employement Status

|  |  |
| --- | --- |
| **Include Employment Status:** | **Exclude Employment Status:** |
| 3 – Active | 0 - Withdrawn |
| 1 – Inactive |  |

* Employee will be selected if they have changes in the following fields as compared to the Change tables (see below):
  + Network ID , Location, Position, Manager
* Network ID
  + Once all changes are examined, any employee without a network ID will be excluded from the output

# Change Tables

Changes will be identified using the following Infotypes and fields:

|  |  |  |  |
| --- | --- | --- | --- |
| **Infotype** | **SAP Techical Name** | **SAP Field Name** | **Notes** |
| IT0001 – Org Assignmemnt | P0001-PLANS | *Position* |  |
| IT0001 – Org Assignmemnt | P0001-YYSUPERVISOR\_ID | *Supervisor* |  |
| IT0001 – Org Assignmemnt | P0001-YYWORK\_LOCATION | *Work Location* |  |
| IT0105 – Communication | P0105-USRID, subtype 9002 | *Network ID* |  |

# Output File Fields and Layout

* + There will be one output file.
  + File should be layed out as per the Interface Output file Structure file below.
  + The headers must be exactly as listed. Please see the example file on tab 2.



* + Output files should be in a .csv format.
  + The file name will be “userlist.csv”.
  + The file will also be saved in an archive folder with a file name of “userlist\_YYYYMMDD”

# Program Summary Screen

* + Once completed the program should summarize the number of employees included for export
  + A summary of selected employees excluded due to no network ID should also be displayed

# Job and File Transfer Specifics

* Interface will be initially run weekly on Friday afternoons at 4:00 pm EST
* The interface will be processed by IT on Saturdays.
* Interface file will be deposited on file share: [\\ilnoad08.stericorp.com\AD-SAP Import\](file:///\\ilnoad08.stericorp.com\AD-SAP%20Import\)
* The Archive file witll be deposited on the file shart: [\\scvmerpfs\HCM\SRCL AD\Archive\](file:///\\scvmerpfs\HCM\SRCL%20AD\Archive\)

# Notes

# Appendix