

SUPPLEMENT TWO
ELECTRONIC DATA FIELD REQUIREMENTS – INCENTIVE LAYOUT

Additional Pay Interface - Inbound - File Layout

Legacy System To OAKS Mapping Document

OAKS Module:

Payroll

Source Agency Technical Contact:

Tel:
Email:

File Type:

Fixed Length

| OAKS File Name | OAKS Record Name | Parent/Child Record Relationship |
|--|------------------|----------------------------------|
| IHNFPY101AXXX.DAT (XXX - source of interface or interface number) | OH_INH01 | Parent Record |

*The first 'X' will be part of the interface identifier, such as IINFAP02A. The other three 'XXX' in the file will be replaced agency code.

Additional Pay Interface - Inbound - File Layout

Instruction Sheet

Column headings are outlined below:

| OAKS FIELD (filled by OAKS Design Team): | |
|--|--|
| OAKS Field Name | This is the actual column name in the OAKS record or staging record. |
| Field Type | The defined data type of the OAKS column. |
| Field Length | The defined length of the OAKS column. |
| First Position | Field starting position in flat file |
| Last Position | Field last position in flat file |
| Key Field | Indicates whether this field is a key field (Y/N). |
| Required Field | Indicates whether this field is required (Y/N). |
| Cfg WUT# | Configuration Work Unit Number (if applicable) |
| Valid Values | Lists valid values for the field |
| Processing Rules | Lists rules, default values, date format, etc. |
| Description | This is a detailed definition of the column. |

File Name: INHPRY101AXXXX.DAT

OAKS Record Description:
Header/Parent Record Additional Pay
Interface - Inbound

| OAKS | | | | | | | | | | |
|-----------------|------------|--------------|----------------|---------------|-----------|----------------|----------|--|---|---|
| OAKS Field Name | Field Type | Field Length | First Position | Last Position | Key Field | Required Field | Cfg WUT# | Valid Values/Defaults | Processing Rules | Description |
| NATIONAL_ID | Char | 9 | 1 | 9 | | Y | | 000000000 thru 999999999 | Truncated to 9 characters with leading zeroes required | social security number. Required if EMPPLID is not present. |
| EMPPLID | Char | 11 | 10 | 20 | Y | Y | | | | employee ID. Required if NATIONAL_ID is not present. |
| EMPPL_RCD | Numeric | 3 | 21 | 23 | Y | Y | | | | employee record number |
| ERNCD | Char | 3 | 24 | 26 | Y | Y | | | Valid Earning Codes need to be provided | Earning code for the additional pay |
| EFFDT | Date | 10 | 27 | 36 | Y | Y | | must be a valid date | Date must be in 'MM/DD/YYYY' format. | Effective date of the additional pay. Current date is default |
| ADDL_SEQ | Numeric | 2 | 37 | 38 | Y | Y | | | Calculated by batch process. default 0 | Additional pay sequence number |
| DEPTID | Char | 10 | 39 | 48 | | | | | Defaults from Job Data. Can be overridden. | department designation |
| JOBCODE | Char | 6 | 49 | 54 | | | | | Defaults from Job Data. Can be overridden. | job code |
| POSITION_NBR | Char | 8 | 55 | 62 | | | | | Defaults from Job Data. Can be overridden. | position number |
| ACCT_CD | Char | 25 | 63 | 87 | | | | | Defaults from Job Data. Can be overridden. | combo code |
| GL_PAY_TYPE | Char | 6 | 88 | 93 | | | | | Defaults from Job Data. Can be overridden. | General Ledger Pay Type |
| ADDL_PAY_SHIFT | Char | 1 | 94 | 94 | | Y | | 1 1 2 2 3 3 J Use Job Shift N Not Applicable | Required - 'J' is default. Default from Job Data. Can be overridden. | additional pay shift |
| OTH_HRS | Sign | 4.2 | 95 | 102 | | | | -9999.99 thru 9999.99 | Required - Select to indicate whether additional pay is hours multiplied by an hourly rate or a fixed amount, but not both. If an hours has a value but hourly rate is blank, information is automatically populated from the employee's job record. Default 0. | other hours |
| HOURLY_RT | Numeric | 12.6 | 103 | 121 | | | | 000000000000.00 0000 thru 999999999999.99 9999 | Required - Select to indicate whether additional pay is hours multiplied by an hourly rate or a fixed amount, but not both. If an hourly rate is indicated, but the field is left blank, information is automatically populated from the employee's job record. Default 0. | hourly rate |

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| OAKS | | | | | | | | | | |
|-----------------|------------|--------------|----------------|---------------|-----------|----------------|----------|--|---|---|
| OAKS Field Name | Field Type | Field Length | First Position | Last Position | Key Field | Required Field | Cfg WUT# | Valid Values/Defaults | Processing Rules | Description |
| OTH_PAY | Sign | 8.2 | 122 | 133 | | | | -99999999.99 thru 99999999.99 | Required - Select to indicate whether additional pay is hours multiplied by an hourly rate or a fixed amount, but not both. Default 0. | other pay - amount of additional pay |
| ADDPAY_REASON | Char | 3 | 134 | 136 | | | | A Anniversary AWD Award Data BAS Benefits Administration Credit C Contract Pay JOB Job Other Pay N Not Specified O Outstanding Contribution P Performance Award Q President's Award S Productivity Award | N is default | reason for additional pay |
| SEPOHK | Numeric | 1 | 137 | 137 | | | | | File should provide Sep Check # if separate check is required. | separate check number |
| EARNINGS_END_DT | Date | 10 | 138 | 147 | | | | if supplied, must be valid date | Required - if Earnings should end by specific date. Date must be in 'YYYY/MM/DD' format. For codes that initiate gross only, this field must should be the last pay period of the W-2 year. | earnings end date |
| GOAL_AMT | Sign | 8.2 | 148 | 159 | | | | -99999999.99 thru 99999999.99 | Required - Select to have the payroll system stop issuing this additional pay when the amount has been reached, set to 0 if this additional pay is for an indefinite number of pay cycles. Default 0. | Additional Pay Goal Amount; can be negative |
| GOAL_BAL | Sign | 8.2 | 160 | 171 | | | | -99999999.99 thru 99999999.99 | | goal balance |

File Name: INHPY1014XXX.DAT

OAKS Record Description:
Header/Parent Record Additional Pay
Interface - Inbound

| OAKS | | | | | | | | | | |
|--------------------|------------|--------------|----------------|---------------|-----------|----------------|----------|-----------------------|--|------------------------|
| OAKS Field Name | Field Type | Field Length | First Position | Last Position | Key Field | Required Field | Cfg WDT# | Valid Values/Defaults | Processing Rules | Description |
| OK_TO_PAY | Char | 1 | 172 | 172 | | Y | | Y, 'N' | Required - 'N' is default | OK to Pay |
| DISABLE_DIR_DEP | Char | 1 | 173 | 173 | | Y | | Y, 'N' | Required - 'N' is default | disable direct deposit |
| PRORATE_ADDL_PAY | Char | 1 | 174 | 174 | | Y | | Y, 'N' | Required - 'N' is default | prorate additional pay |
| PRORATE_CUI_WEEKS* | Char | 1 | 175 | 175 | | Y | | Y, 'N' | Required - 'N' is default | prorate EI rate |
| PAY_PERIOD1 | Char | 1 | 176 | 176 | | Y | | Y, 'N' | Required- Default is First Pay Period i.e PAY_PERIOD1 is 'Y'. Select the appropriate options to indicate the pay periods - PAY_PERIOD1, PAY_PERIOD2, PAY_PERIOD3, PAY_PERIOD4, PAY_PERIOD5 in which this additional pay should be identified in the payroll system | first pay period |
| PAY_PERIOD2 | Char | 1 | 177 | 177 | | Y | | Y, 'N' | Required- Default is First Pay Period i.e PAY_PERIOD1 is 'Y'. Select the appropriate options to indicate the pay periods - PAY_PERIOD1, PAY_PERIOD2, PAY_PERIOD3, PAY_PERIOD4, PAY_PERIOD5 in which this additional pay should be identified in the payroll system | second pay period |
| PAY_PERIOD3 | Char | 1 | 178 | 178 | | Y | | Y, 'N' | Required- Default is First Pay Period i.e PAY_PERIOD1 is 'Y'. Select the appropriate options to indicate the pay periods - PAY_PERIOD1, PAY_PERIOD2, PAY_PERIOD3, PAY_PERIOD4, PAY_PERIOD5 in which this additional pay should be identified in the payroll system | third pay period |
| PAY_PERIOD4 | Char | 1 | 179 | 179 | | Y | | Y, 'N' | Required- Default is First Pay Period i.e PAY_PERIOD1 is 'Y'. Select the appropriate options to indicate the pay periods - PAY_PERIOD1, PAY_PERIOD2, PAY_PERIOD3, PAY_PERIOD4, PAY_PERIOD5 in which this additional pay should be identified in the payroll system | fourth pay period |
| PAY_PERIOD5 | Char | 1 | 180 | 180 | | Y | | Y, 'N' | Required- Default is First Pay Period i.e PAY_PERIOD1 is 'Y'. Select the appropriate options to indicate the pay periods - PAY_PERIOD1, PAY_PERIOD2, PAY_PERIOD3, PAY_PERIOD4, PAY_PERIOD5 in which this additional pay should be identified in the payroll system | fifth pay period |

File Name: INHPY01A000.DAT

OAKS Record Description:
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| OAKS | | | | | | | | | | |
|--------------------|------------|--------------|----------------|---------------|-----------|----------------|----------|---|---|---------------------------|
| OAKS Field Name | Field Type | Field Length | First Position | Last Position | Key Field | Required Field | Cfg WDT# | Valid Values/Defaults | Processing Rules | Description |
| STATE | Char | 6 | 181 | 186 | | | | | Select the state that the employee worked in. If different from the employee's regular pay. This field is validated against the employee's state and local tax data. | state |
| LOCALITY | Char | 10 | 187 | 196 | | | | | Select the locality that the employee worked in. If different from the employee's regular pay. This field is validated against the employee's state and local tax data. | locality |
| TAX_PERIODS | Numeric | 2 | 197 | 198 | | | | | 1 is default | tax periods |
| TAX_METHOD | Char | 1 | 199 | 199 | | Y | | A Annualized B Bonus C Cumulative G Aggregate L Lump Sum M Commission P Specified on Paystreet S Supplemental X Special Supplemental | Required - 'A' is default | tax method |
| ADDL_PAY_FREQUENCY | Char | 1 | 200 | 200 | | Y | | A Annually B Biweekly D Daily M Monthly P Use Pay Group Frequency Q Quarterly S Semiannually W Weekly | Required - 'P' is default | tax frequency |
| DED_TAKEN | Char | 1 | 201 | 201 | | Y | | D Deduction Table Governs N None R No Override S Deduction Table Subsets Governs | Required - 'R' is default | benefits deductions taken |
| DED_SUBSET_ID | Char | 3 | 202 | 204 | | | | | | deductions subset ID |

File Name: INHPY101AXXX.DAT

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| OAKS | | | | | | | | | | |
|-----------------|------------|--------------|----------------|---------------|-----------|----------------|----------|--|--|------------------------------------|
| OAKS Field Name | Field Type | Field Length | First Position | Last Position | Key Field | Required Field | Cig WUT# | Valid Values/Defaults | Processing Rules | Description |
| DED_TAKEN_GENL | Char | 1 | 205 | 205 | | Y | | D Deduction Table Governs N None R No Override S Deduction Table Subsets Governs | Required - 'R' is default | general deductions taken |
| DED_SUBSET_GENL | Char | 3 | 206 | 208 | | | | 00 General Deduction (Default) 01 Benefit Program 10 Medical 11 Dental 12 Medical/Dental 13 Major Medical 14 Vision 15 Domestic Partner Medical 16 Domestic Partner Dental 17 Domestic Partner Vision 20 Life 21 Supplemental Life 22 AD and D 23 Life and AD and D 24 Dependent AD and D 25 Dependent Life 26 Survivor Income 27 Supplemental AD and D 30 Short-Term Disability | Specify Plan Type If applicable. | general ded subset ID plan type |
| PLAN_TYPE | Char | 2 | 209 | 210 | | | | | | |
| BUSINESS_UNIT | Char | 5 | 211 | 215 | | | | | Defaults from Job Data. Can be overridden. | business unit |
| COMP_RATECD | Char | 6 | 216 | 221 | | | | | Can be overridden. | Comp rate code |
| RECORD_SOURCE | Char | 1 | 222 | 222 | | | | O - Online B - Batch | App Engine Program will default to 'B' | record source |

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| OAKS | | | | | | | | | | |
|-----------------|------------|--------------|----------------|---------------|-----------|----------------|----------|---|------------------|-------------|
| OAKS Field Name | Field Type | Field Length | First Position | Last Position | Key Field | Required Field | Cfg WLT# | Valid Values/Defaults | Processing Rules | Description |
| FIRST_NAME | Char | 30 | 223 | 252 | | | | A - 30(Z)s, hyphens, apostrophes or single quotes; truncated to 20 characters | | first name |
| MIDDLE_NAME | Char | 30 | 253 | 282 | | | | A - 30(Z)s, hyphens, apostrophes or single quotes; truncated to 20 characters | | middle name |
| LAST_NAME | Char | 30 | 283 | 312 | | | | A - 30(Z)s, hyphens, apostrophes or single quotes; truncated to 20 characters | | last name |
| NAME_SUFFIX | Char | 15 | 313 | 327 | | | | A - 15(Z)s, hyphens, apostrophes or single quotes; truncated to 10 characters | | suffix |