

HCM Extracts Content and Audit Guidelines

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This job aid lists the information on the HCM extracts and where it originates in HCM. You will use these guidelines to compare the extracts with your HCM data.

EMPLOYEES (from JOB record):

1. Job Indicator = P (Primary Job)
2. Includes exception hourly employees (Employee Type E)
3. Excludes employees where the latest action date has the Pay Status of TER (Terminated)

POSITIONDATA:

1. Include positions that are tied to an exception hourly employee
2. Include vacant positions where Reason Code does not equal INV (Inactive)

EMPLINFO:

1. Includes all employees in the EMPLOYEES file
2. Columns:
 - a. Point-of-View:
 - i. Site: Department ID on POSITION record
 - b. Employee Number
 - c. Employee Name
 - d. FT/PT: Full/Part on POSITION record
 - e. Employee Type: Regular/Temporary on POSITION record
 - f. Pay Type: FLSA status on POSITION record
 - g. Union Code: EMPL CLASS on JOB record
 - h. Location Code: Location on POSITION record
 - i. Hire Date: Last Start Date on JOB record
 - j. Annual Salary Spread: number of months checked on SDCOE Job Data tab
 - i. Where 12 months = Average
 - ii. Where 11 months = Custom
 - iii. Where 10 months = Ten_Months
 - iv. Where 9 months = Nine_Months

POSITIONINFO: include all positions in the POSITIONDATA file

1. Point-of-View:
 - a. Site: Department ID on POSITION record
2. Position Number
3. Position Name
4. Position Type:
 - a. Max head count = 1: Single_Incumbent
 - b. Max head count >1: Pooled
5. Job: Job Code on POSITION record
6. Position Start Date: Budget Begin Date on the Department Budgets page
7. Position End Date: blank
8. Location Code: Location on POSITION record
9. Union Code: EMPL CLASS on JOB record
10. Adjustment Date: blank

11. Salary Basis: Annual
12. Annual Salary Spread: number of months checked on SDCOE Job Data tab
 - a. Where 12 months = Average
 - b. Where 11 months = Custom
 - c. Where 10 months = Ten_Months
 - d. Where 9 months = Nine_Months
13. Default Weekly Hours: Standard Hours on POSITION record

EMPLPOSINFO: Includes exception hourly (Employee Type E)

1. Point-of-View:
 - a. Site: Department ID on POSITION record
2. Position Number
3. Position Name:
4. Position Type:
 - a. Max head count = 1: Single_Incumbent
 - b. Max head count >1: Pooled
5. Job: Job Code on POSITION record
6. Position Start Date: Budget Begin Data on the Departments Budget page
7. Position End Date: blank
8. Employee Number
9. Employee Name
10. Employee Type: Regular/Temporary on POSITION record
11. Union Code: EMPL CLASS on JOB record
12. Location Code: Location on POSITION record
13. Pay Type FLSA status on POSITION record
14. FT/PT: Full/Part on POSITION record
15. Hire Date: Last Start Date on JOB record
16. Adjustment Date: blank
17. Salary Basis: Annual
18. Annual Salary Spread: number of months checked on SDCOE Job Data tab
 - a. Where 12 months = Average
 - b. Where 11 months = Custom
 - c. Where 10 months = Ten_Months
 - d. Where 9 months = Nine_Months
19. Default Weekly Hours: Standard Hours on POSITION record

FTEINFO

1. Point-of-View:
 - a. Site: Department ID on POSITION record
2. Proposed FTE:
 - a. Positions with FTE: FTE on POSITION record
 - b. Exception Hourly:

$$[(^1\text{Number of days worked}) \times (^2\text{Number of hours worked per day})]/2080$$

¹Number of days worked—from Employee's assigned Holiday Schedule found on JOB record.

²Number of hours worked per day—Employee's Assigned Work Schedule.

3. FTE Start Date: 07-01 of budget year
4. FTE End Date: blank

SALGRINFO

1. Point-of-View:
 - a. Site: Department ID on POSITION record
2. Salary Grade Type Input: Grade_Step
3. Grade Salary Basis Input: Annual
4. Grade Step: Step on JOB record
5. Grade Sequence: blank
6. Option Value:
 - a. NAANNL: Comp Rate on JOB record
 - b. NAHRLY: Comp Rate on JOB record multiplied by 2080
7. Option Start Date: Step Entry Date on JOB record
8. Option End Date: blank
9. Allow Value Change Input: Yes
10. Override Option Value:
 - a. NAANNL: Comp Rate on JOB record
 - b. NAHRLY: Comp Rate on JOB record multiplied by 2080

COMPINFO

1. Point-of-View:
 - a. Site: Department ID on POSITION record
2. Options:
 - a. BEN elements only
 - b. Coverage or Participation
3. Required Element Input: Compensation Element default
4. Taxable Component: Compensation Element default
5. Payment Frequency Input: Compensation Element default
6. Payment Terms Input: Compensation Element default
7. Maximum Value: Compensation Element default
8. Option Value
 - a. BEN: Employer Rate
 - b. ERN:
 - i. %: Percent on JOB record
 - ii. \$: Comp Rate on JOB record divided by the number of months on the SDCOE Job Data
 - c. TAX: Employer Rate
9. Override Option Value
 - a. BEN: Employer Rate
 - b. ERN:
 - i. %: Percent on JOB record
 - ii. \$: Comp Rate on JOB record divided by the number of months on the SDCOE Job Data
 - c. TAX: Employer Rate
10. Option Start Date
 - a. Elements where Option Value is a percentage: 07-01 of Budget Year
 - b. Elements where Option Value is an amount: Override Deductions (Employee)
11. Option End Date: blank
12. Earning Type Input: Compensation Element default
13. Value Type Input: Compensation Element default
14. Allow Value Change Input: Yes

ALLOCINFO

1. Point-of-View:
 - a. Site: Department ID on POSITION record
2. Chartfields: current fiscal year Department Budget Table USA record where the Department Budget Table USA Department ID matches the POSITION Department ID.
 - a. Account Segment: Object
 - b. Entity Segment: Site
 - c. Fund Segment: Fund
 - d. Program Segment: Function
 - e. Project Segment: Resource
 - f. Goal Segment: Goal
 - g. PY Segment: Project Year
 - h. OperUnit Segment: Operating Unit
3. Allocation Start Date: July 1 of Budget Year
4. Allocation End Date: blank
5. Percentage Allocation: Distribution on Department Budget Table USA