INTEGRATED RESOURCE INFORMATION SYSTEM

PROJECT – HRM PHASE

Leave Interface LEAV Document Template – XML

TABLE OF CONTENTS

1 INTRODUCTION

The Leave Interface (LEAV) document is intended for interfacing leave adjustment information into IRIS HRM. LEAV collects data which will adjust the appropriate leave balance for an employee during the payroll process.

The LEAV document has a Header and Detail section. The Header section records general information about the Employee. The Detail section contains information needed to record leave for an employee. This can include Event Date, Event Type, the amount of time (hours of leave).

2 FILE SPECIFICATIONS

The following sections describe the specifications of the Interface-specific Leave (LEAV) document template.

2.1 TIMESHEET LAYOUT

The Leave transaction file consists of 5 required components:

1. One **AMS_DOC_XML_IMPORT_FILE** component at the beginning of the file
2. One **AMS_DOCUMENT** record per document
3. One **LEAV_DOC_HDR** per document
4. One or more **LEAV_DOC_LINE** records per document
5. One **TRAILER_RECORD** at the end of the file

The remaining sections explain each component of a complete XML-based LEAV document file.

Exhibit 1 defines LEAV file components.

Exhibit 1 LEAV Transaction Required XML Components

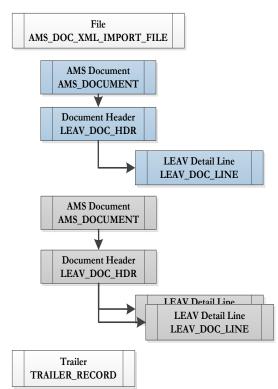| Required File Component	Component Description
AMS_DOC_XML_IMPORT_FILE	Unique Tag used to identify the beginning and ending of an inbound XML interface file.
AMS_DOCUMENT	Unique Tag used to identify the beginning and ending of a document within an inbound XML interface file.
LEAV_DOC_HDR	Unique Tag used to identify the beginning and ending of a header component within a document.
LEAV_DOC_LINE	Unique Tag used to identify the beginning and ending of a detail line component within a document.
TRAILER_RECORD	Unique Tag used to identify the beginning and ending of the file trailer.

For example, the structure of an interface file with two LEAV documents, where the first document has one detail line record and the second document has two detail line records, would be as follows:

File Beginning Component	(AMS_DOC_XML_IMPORT_FILE)
Document Record	(AMS_DOCUMENT) #1
Header Record	(LEAV_DOC_HDR) #1
Detail Line Record	(LEAV_DOC_LINE) #1
Document Record	(AMS_DOCUMENT) #2
Header Record	(LEAV_DOC_HDR) #2
Detail Line Record	(LEAV_DOC_LINE) #1
Detail Line Record	(LEAV_DOC_LINE) #2
Trailer Record	(TRAILER_RECORD)

Exhibit 2 is a graphical presentation of the components and their relationship to one another.

Exhibit 2 LEAV Timesheet Adjustment File Components

The remaining sub-sections of this section provide information for constructing the different file components. In each section, the "Req'd?" column tells if the tag is required (R), conditionally required (CR) based on the contents of another field, optional (O) or Prohibited (P) from this specific interface.

See **Appendix A** for an example of a correctly coded LEAV XML file.

2.2 LEAV XML FILE COMPONENT: AMS_DOC_XML_IMPORT_FILE

This component is a required beginning tag for any XML file being submitted into the IRIS system.

Field	Description	Req'd?	Type	Len	Comments/Rules
VERSION	File specification version.	R	VARCHAR2	3	'1.0'

2.3 LEAV DOCUMENT COMPONENT: AMS_DOCUMENT

The opening AMS_DOCUMENT tag must follow the opening AMS_DOC_XML_IMPORT_FILE tag. The following attributes are required for any XML file submitted into the IRIS system. It is best practice for the data fields to appear within the opening AMS_DOCUMENT tag in the order presented below.

Field	Caption	Description	Req'd?	Type	Len	Comments/Rules
DOC_CAT	Document Category	The category with which the document is associated.	R	VARCHAR2	8	'TLM'
DOC_TYP	Document Type	The type of document, defined in the IRIS Document Type table. Each document code must be assigned a document type.	R	VARCHAR2	8	'LEAV'
DOC_CD	Document Code	The alpha-numeric code that indicates the type of transaction.	R	VARCHAR2	8	'LEAV'
DOC_DEPT_CD	Department Code	The department code assigned to this document.	R	VARCHAR2	4	Must be the 2-digit department code of the department sending the data, with leading zero for departments 01 – 09 (e.g., 02=DOA; 25 = DOT).
DOC_UNIT_CD	Document Unit	The unit code associated with this document, which can be used to facilitate workflow.	R	VARCHAR2	4	Must be a valid 4-character unit code. This field will be used to manage security and workflow. Unit designation and security and workflow configuration is in progress and the IRIS team will provide more information when configuration has stabilized. Unless otherwise instructed, use Z999.
DOC_ID	Document ID	The unique document number assigned for this transaction.	R	VARCHAR2	20	The Department creating the file must provide a unique document ID in this format: Iddnnnnnnnnnnnnnnnnn. Where "**I**" = Literal value that means interface; "**dd**" = A unique 2-character code identifying the originating source system of the interface document. For example: K2= DPS-218-Leave Adjustment; and "**nnnnnnnnnnnnnnnnn**" = a 17-character string unique across all documents sent to IRIS by the originator. For example, **IK2**20160824**123456**001. See **Appendix C** for a list of valid Document ID prefix codes to be used with interfaces that contain LEAV documents.
DOC_VERS_NO	Document Version Number	The version number assigned to this document.	R	NUMBER	2	Set to "1".
AUTO_DOC_NUM	Automatic Document Numbering	Indicates that the system will assign a unique Document ID.	R	VARCHAR2	5	For interfaces always set to "false".

Field	Caption	Description	Req'd?	Type	Len	Comments/Rules
DOC_IMPORT_MODE	Document Import Mode	Indicates that the document is being made as an Original Entry "OE".	R	VARCHAR2	3	Set to "OE " for Original Entry

2.4 LEAV DOCUMENT COMPONENT: LEAV_DOC_HDR

The following XML tags are used for LEAV documents being submitted into the IRIS system. The fields listed represent a subset of all possible LEAV_DOC_HDR fields and may be subject to change if new requirements are identified.

Field	Caption	Description	Req'd?	Type	Len	Comments / Rules
DOC_CAT	Document Category	The category in which the document is located.	R	VARCHAR2	8	'TLM'
DOC_TYP	Document Type	The type of document, defined in the IRIS Document Type table. Each document code must be assigned a document type.	R	VARCHAR2	8	'LEAV'
DOC_CD	Document Code	The alpha-numeric code that indicates the type of transaction.	R	VARCHAR2	8	'LEAV'
DOC_DEPT_CD	Department Code	The department code assigned to this document.	R	VARCHAR2	4	Populate same Department Code value as in the AMS_DOCUMENT section above.
DOC_UNIT_CD	Document Unit	The unit code associated with this document, which can be used to facilitate workflow.	R	VARCHAR2	4	Populate same Unit Code value as in the AMS_DOCUMENT section above.
DOC_ID	Document ID	The unique document number assigned for this document.	R	VARCHAR2	20	Populate same Document ID value as in the AMS_DOCUMENT section above.
DOC_VERS_NO	Document Version Number	The version number assigned to this document.	R	NUMBER	2	Set to "1".
EMPLOYEE_ID	Employee ID	The Employee ID of the employee in IRIS.	R	VARCHAR2	10	The 6-digit State of Alaska ID of the employee to which this document will be applied.
APPOINTMENT_ID	Appointment ID	Specifies the appointment or job to which the time pertains. A primary appointment is blank while each subsequent appointment is identified with a different value.	O	CHAR	1	Populate with a space character which indicates the document applies to the employee's primary appointment. Interfaces are only permitted to send timesheet data for primary appointments. For secondary appointments, submit a paper timesheet for manual processing. Note that if the field is omitted or sent in with a null value, the system will default the field to a single space.

2.5 LEAV DOCUMENT COMPONENT: LEAV_DOC_LINE

The following XML tags are used for LEAV documents being submitted into the IRIS system. The fields listed represent a subset of all possible LEAV_DOC_LINE fields and may be subject to change if new requirements are identified.

Field	Caption	Description	Req'd?	TYPE	Len	Comment / Rules
DOC_CAT	Document Category	The category in which the document is located.	R	VARCHAR2	8	'TLM'
DOC_TYP	Document Type	The type of document, defined in the IRIS Document Type table. Each document code must be assigned a document type.	R	VARCHAR2	8	'LEAV'
DOC_CD	Document Code	The alpha-numeric code that indicates the type of transaction.	R	VARCHAR2	8	'LEAV'
DOC_DEPT_CD	Department Code	The department code assigned to this document.	R	VARCHAR2	4	Populate same Department Code value as in the AMS_DOCUMENT section above.
DOC_UNIT_CD	Document Unit	The unit code associated with this document, which can be used to facilitate workflow.	R	VARCHAR2	4	Populate the Unit Code value as in the AMS_DOCUMENT section above.
DOC_ID	Document ID	The unique document number assigned for this document.	R	VARCHAR2	20	Populate same Document ID value as in the AMS_DOCUMENT section above.
DOC_VERS_NO	Document Version Number	The version number assigned to this document.	R	NUMBER	2	Set to "1".
DOC_LINE_LN_NO	Line Number	Each document line needs a line number.	R	NUMBER	10	Increment line numbers if more than 1. For example, if 4 document lines exist within one document, the first would be set to 1, the second set to 2 and so on.
EFFECTIVE_DT	Event Date	The effective date of the event.	R	DATE	10	This field must be in CCYY-MM-DD format.
EVNT_TYP_CD	Event Type	The identification code associated with the event type. They are used to identify the pay or leave the system is processing.	R	VARCHAR2	5	Event Type values e.g., 959 for Comp Leave Adjustment. See **Appendix D** for information on the commonly used event types for LEAV.

Field	Caption	Description	Req'd?	TYPE	Len	Comment / Rules
LN_AM_SC	Amount	The Amount, in time based format.	R	VARCHAR2	12	Information to be provided in the **HH:MM** format, e.g., 6:30. Because Comp Time is a result of a calculation (e.g., 3.25 hrs * 1.5 = 4.875 or 3:15 * 1.5 = 4:53), it does not have to be reported in quarter hour increments.

2.6   TRAILER RECORD COMPONENT: TRAILER_RECORD

The opening TRAILER_RECORD tag must follow the closing AMS_DOCUMENT tag. The following XML tags are used for LEAV documents being submitted into the IRIS system. The trailer record is an important component of the IRIS Interface Reconciliation process and must provide accurate document record counts and detail line counts to support the validation that what was sent is what was received.

Field	Name	Description	Req'd?	Type	Len	Comments
RECORD_TYPE	Record Type	This record identifies the file record as the trailer record.	R	VARCHAR2	3	"TRL"
FILE_NAME	File Name	The text name of the file.	R	VARCHAR2	64	IRIS HRM will not enforce population of this field, however, as a best practice it should be populated. Populated value must match the file name of the physical file. For naming conventions see section 2.3 of the HRM Interface Technical Specification document identified in chapter 3 below.
RCD_CNT	Record Count	The numeric count of all documents within this file.	R	NUMBER	10	The count of all documents, denoted with an AMS_DOCUMENT tag, within this file. This includes a count of all documents, plus one for the trailer record itself.
SUM_ACCT1	Line Count	The numeric count of all detail line components within this file.	R	DECIMAL	16,2	For interface files containing LEAV documents, the method "LNCNT" will be used. That method will count the number of detail lines, denoted by LEAV_DOC_LINE, within the file. The method code is stored in the SUM_ACCT1 field on the R_INT_RECON_CONTROL table to identify the method for each individual interface.

Note: The Trailer Record is unique to State of Alaska document interface files. Some coding conventions described in the *IRIS HRM General Technical/XML Specifications* (see **Appendix B**) do not apply to the Trailer Record section. See the XML coding in **Appendix A** for an example of proper construction of a LEAV document.

3 APPENDICES

3.1 APPENDIX A – LEAV XML SAMPLE

The following file contains a sample of an Interface Timesheet (LEAV) document.

LEAV_XML_Example.
        xml

3.2 APPENDIX B – GENERAL TECHNICAL AND XML SPECIFICATIONS FOR IRIS INTERFACES

The IRIS_HRM_Interface_Spec document located on the IRIS Portal > Interface webpage contains common interface and XML standards to be followed for all IRIS interface files.

3.3 APPENDIX C – VALID DOCUMENT ID PREFIXES

This appendix presents a table that contains codes required to populate Document ID field's prefix value described in section 2.3 of this document.

For interfaces known to use LEAV documents at the time this document was drafted, the following Document ID prefix codes should be placed in the front of every Document ID field in inbound interface files.

Document ID Prefix Code	Interface Name
IK2	DPS-218-OARS

3.4 APPENDIX D – VALID CODES FOR LEAV INTERFACE EVENT TYPES

This section provides a list of valid Event Types associated with LEAV.

Event Type	Description
944	Flex Time Earned Adjustment
959	Compensatory Leave Adjustment