



INTEGRATED RESOURCE INFORMATION SYSTEM

PROJECT – HRM PHASE

DL Interface Design Document Template – XML

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SOA Internal Use Only

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1 INTRODUCTION

The Donated Leave Interface (DL) document is intended for interfacing donated leave information into IRIS HRM.

The DL document contains only a Header section. It records information about the Employee donating leave as well as the recipient. Additional information includes Event Date, Event Type, the amount of time (hours of leave) donated.

2 FILE SPECIFICATIONS

The following sections describe the specifications of the Interface-specific Donated Leave (DL) 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 **DL_DOC_HDR** per document
4. One **TRAILER_RECORD** at the end of the file

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

Exhibit 1 defines DL file components.

Exhibit 1 DL Transaction Required XML Components

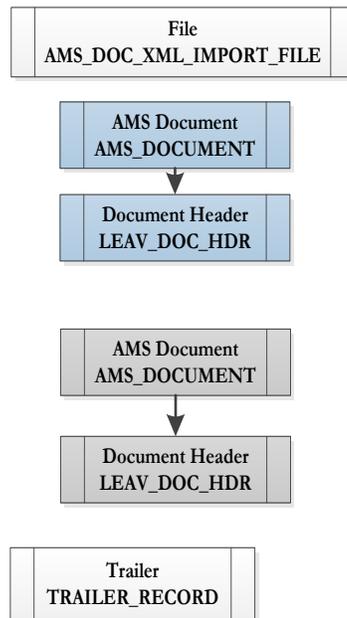
Required File Component	Component Description
AMS_DOC_XML_IMPORT_FILE	Unique Tag used to identify the beginning and ending of an inbound XML interface file.
AMS_DOCUMENT	Unique Tag used to identify the beginning and ending of a document within an inbound XML interface file.
DL_DOC_HDR	Unique Tag used to identify the beginning and ending of a header 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 DL 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	(DL_DOC_HDR) #1
Document Record	(AMS_DOCUMENT) #2
Header Record	(DL_DOC_HDR) #2
Trailer Record	(TRAILER_RECORD)

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

Exhibit 2 DL 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 DL XML file.

2.2 DL 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 DL 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	'DL'
DOC_CD	Document Code	The alpha-numeric code that indicates the type of transaction.	R	VARCHAR2	8	'DL'
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: Iddnnnnnnnnnnnnnnnnnn. 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 "nnnnnnnnnnnnnnnnnn" = a 17-character string unique across all documents sent to IRIS by the originator. For example, IK220160824123456001 . See Appendix C for a list of valid Document ID prefix codes to be used with interfaces that contain DL 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 DL DOCUMENT COMPONENT: DL_DOC_HDR

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

Field	Caption	Description	R/CR/O/P	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 Document Type table. Each document code must be assigned a document type.	R	VARCHAR2	8	'DL'
DOC_CD	Document Code	The alpha-numeric code that indicates the type of transaction.	R	VARCHAR2	8	'DL'
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 record.
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 record.
DOC_ID	Document ID	The unique document number assigned for this transaction.	R	VARCHAR2	20	Populate same Document ID value as in the AMS_DOCUMENT record.
DOC_VERS_NO	Document Version Number	The version number assigned to this document.	R	NUMBER	2	Set to "1".
COMP_ACTION	Action	Select whether to take No Action, Update, or Delete to the changes being made to the record.	O	NUMBER	10	
DONA_DPSIT_IND	Donation/Deposit Action	Enter the usage / accrual type of the donated Leave.	R	CHAR	1	
CATG_CD	Leave Bank	The identification code associated with the category code.	R	VARCHAR2	5	
EVNT_DT	Event Date	The event date associated with this check detail.	R	DATE	7	
DONA_INPUT_AM	Donation Input Total		R	NUMBER	9	
ACCR_INPUT_AM	Accrual Input Total		O	NUMBER	9	
CALC_DONA_AM	Calculated Donation		O	NUMBER	9	

Field	Caption	Description	R/CR/O/P	Type	Len	Comments / Rules
	Input Total					
CALC_ACCR_AM	Calculated Accrual Input Total		O	NUMBER	9	
DL_INPUT_AM_SC	Amount	The amount of donated Leave.	O	VARCHAR2	12	
CALC_AM_SC	Calculated Amount	The amount of Leave donated that is calculated if the Calculate Accrual / Usage Based Upon Pay Rate is selected on Leave Bank (LBANK) page.	O	VARCHAR2	12	
EMPLOYEE_ID	Donor Employee ID	The identification code associated with the employee. The Employee ID is used to identify the employee in the system. This code can be any combination of letters and numbers and can be from 1 to 10 characters in length.	R	VARCHAR2	10	The State of Alaska ID of the employee this document will be applied to. Note: This is not the Internal IRIS Employee ID.
APPOINTMENT_ID	Donor Appointment ID	If this field is blank, the employee data pertains to the employee's primary (blank) appointment. If the employee holds more than one appointment, this field represents the appropriate appointment identification number for the employee. If this field contains an asterisk (*), the employee data pertains to all appointments.	O	CHAR	1	Normally blank but can be populated with employee's appointment. Employees can have multiple appointments. If the deduction should apply across all appointments, a value of "*" should be used in this field.
DONA_EVNT_TYP_CD	Donation Event Type	The Event Type for donation of Leave on the Donated Leave (DL) page. The donated Leave is credited to the corresponding Leave bank if specified. If this field is not specified it defaults to the value in the field Accrual Event on the Leave Bank (LBANK) page and donated Leave is credited to the corresponding Leave bank. If a value is specified which is different from the Donation Event for the Leave Bank on the Leave Bank	R	VARCHAR2	5	

Field	Caption	Description	R/CR/O/P	Type	Len	Comments / Rules
		(LBANK) page, the Donated Leave (DL) document is not processed.				
RECIP_EMPL_ID	Recipient Employee ID	The Employee ID / Identification code of the employee on the Donated Leave (DL) page associated with the employee who receives the donated Leave.	O	VARCHAR2	10	
RECIP_APPT_ID	Recipient Appointment ID	The Appointment ID / Appointment identification number on the Donated Leave (DL) document associated with the employee who receives the donated Leave.	O	CHAR	1	
ACCR_EVNT_TYP_CD	Accrual Event Type	The Event Type for receipt of Leave on the Donated Leave (DL) page. The donated Leave is credited to the corresponding Leave bank if specified. If this field is not specified it defaults to the value in the field Accrual Event Type on the Donated Leave (DL) page.	R	VARCHAR2	5	

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 DL 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.
HDR_CNT	Header Count	The numeric count of all header components within this file.	R	NUMBER	10	For interface files containing DL documents, the method "HDCNT" will be used. That method will count the number header components, denoted by DL_DOC_HDR records 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 DL document.

3 APPENDICES

3.1 APPENDIX A – DL XML SAMPLE

The following file contains a sample of an Interface Donated Leave (DL) document.



DL_XML_EXAMPLE.xml

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

The “IRIS_HRM_Interface_Spec.docx” document located at the IRIS HRM SharePoint site location specified below contains common interface and XML standards to be followed for all IRIS interface files.

IRIS HRM SharePoint	http://intra.dof.doa.alaska.gov/sites/iris/HRM/Forms/Category.aspx
Folder Path	HRM Documents, Category: Interfaces
Direct Link	IRIS_HRM_Interface_Spec.docx

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 DL 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
IP4	DOF-301B-Periodic/Annual Business Bank Assessment - Hours Bank
IP5	DOF-306B-Business Bank Initial Assessment - Hours Bank

3.4 APPENDIX D – VALID CODES FOR DL INTERFACE EVENT TYPES

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

Event Type	Description
971B	Leave Assessment Code for AA/AP
973B	Leave Assessment Code for LL
976B	Leave Assessment Code for TM