



INTEGRATED RESOURCE INFORMATION SYSTEM  
**PROJECT – HRM PHASE**

Miscellaneous Deductions MISC Interface Document Template – XML

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SOA Internal Use Only

## TABLE OF CONTENTS

<b>1</b>	<b>Introduction.....</b>	<b>3</b>
<b>2</b>	<b>File Specifications.....</b>	<b>4</b>
2.1	Miscellaneous Deductions Layout.....	4
2.2	MISC XML File Component: AMS_DOC_XML_IMPORT_FILE.....	5
2.3	MISC Document Component: AMS_DOCUMENT.....	6
2.4	MISC Document Component: MISC_DOC_HDR.....	7
2.5	MISC Document Component: MISC_DOC_DED.....	8
2.6	Trailer Record Component: TRAILER_RECORD.....	10
<b>3</b>	<b>Appendices .....</b>	<b>11</b>
3.1	Appendix A – MISC XML Sample.....	11
3.2	Appendix B – GENERAL Technical and XML Specifications for IRIS interfaces.....	11
3.3	Appendix C – Valid Document ID Prefixes.....	12
3.4	Appendix D – AKPAY to IRIS HRM Cross-Reference.....	13

# 1 INTRODUCTION

The Miscellaneous Deductions (MISC) document allows the entry of specific recurring deductions for an employee which can either be a flat or percentage based amount. Once deductions are entered through this document, they are stored on the Deduction Parameter database table.

The MISC has a Header and Detail section. The Header section records general information about the Employee. The Detail section records the information needed to specify a deduction for an employee. This can include amount or rate overrides, the set-up of installment plans, goal oriented deductions and EFT information. The information required for each Deduction Type and Deduction Plan is determined through configuration in reference tables.

The types of deductions to be interfaced fall into four categories. Each is listed with the corresponding data needed for processing:

Category	Common Data	Additional Data
Table Driven Deduction Amounts	Employee ID	
Employee Specified Deduction Amount	Appointment ID	Override Deduction Amount
Employee Specified Deduction Rate	Deduction Type	Override Deduction Rate
Goal Oriented Deduction Amount	Deduction Plan	Override Deduction Amount
	Effective Date	Goal Deduction Amount
	Expiration Date	

Detailed information on field types and lengths are included in this document.

See **Appendix D** for a cross-reference of AKPAY ETV Codes to IRIS codes.

## 2 FILE SPECIFICATIONS

The following sections describe the specifications of the Miscellaneous Deductions (MISC) document inbound interface template.

### 2.1 MISCELLANEOUS DEDUCTIONS LAYOUT

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The MISC Deductions 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 **MISC\_DOC\_HDR** per document
4. One or more **MISC\_DOC\_DED** records per document
5. One **TRAILER\_RECORD** at the end of the file

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

Exhibit 1 defines MISC Deductions file components.

**Exhibit 1 MISC Deduction 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.
MISC_DOC_HDR	Unique Tag used to identify the beginning and ending of a header component within a document.
MISC_DOC_DED	Unique Tag used to identify the beginning and ending of a deduction component within a document.
TRAILER_RECORD	Unique Tag used to identify the beginning and ending of the file trailer.

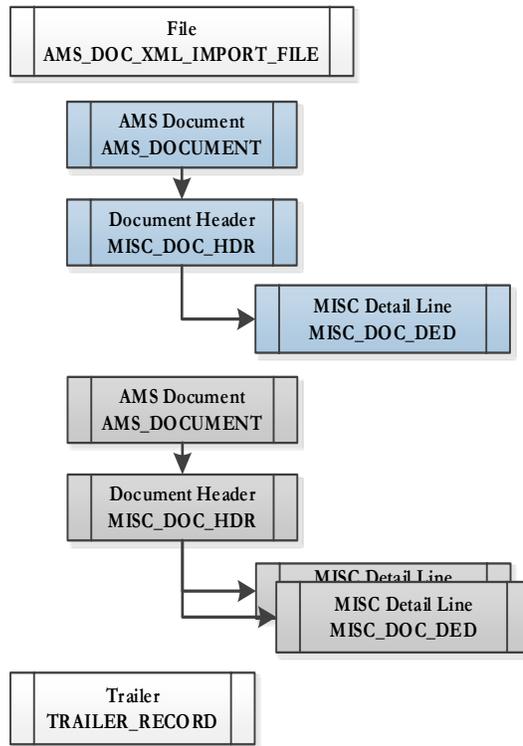
For example, the structure of an interface file with two MISC documents, where the first document has one deduction line record and the second document has two deduction line records, would be as follows:

```

File Beginning Component (AMS_DOC_XML_IMPORT_FILE)
Document Record (AMS_DOCUMENT) #1
Header Record (MISC_DOC_HDR) #1
    Deduction Record (MISC_DOC_DED) #1
Document Record (AMS_DOCUMENT) #2
Header Record (MISC_DOC_HDR) #2
    Deduction Record (MISC_DOC_DED) #1
    Deduction Record (MISC_DOC_DED) #2
Trailer Record (TRAILER_RECORD)
    
```

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

**Exhibit 2 MISC Deduction 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 MISC XML file.

**2.2 MISC 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 MISC 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	'HR'
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	'MISC'
DOC_CD	Document Code	The alpha-numeric code that indicates the type of transaction.	R	VARCHAR2	8	'MISC'
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 = DOI).
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. <b>For initial testing purposes, use Z999.</b>
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: Iddnnnnnnnnnnnnnnnnnnnn. Where "I" = Literal value that means interface; "dd" = A unique 2-character code identifying the originating source system of the interface document. For example: S1= DRB-18-Dependent Care; and "nnnnnnnnnnnnnnnnnnnn" = a unique 17-digit number across all documents sent to IRIS by the originator.  See <b>Appendix C</b> for a list of valid Document ID prefix codes to be used with interfaces that contain MISC 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".
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 MISC DOCUMENT COMPONENT: MISC\_DOC\_HDR

The following XML tags are used for MISC documents being submitted into the IRIS system. The fields listed represent a subset of all possible MISC\_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	'HR'
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	'MISC'
DOC_CD	Document Code	The alpha-numeric code that indicates the type of transaction.	R	VARCHAR2	8	'MISC'
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 transaction.	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 which appointment or job the deduction pertains to. 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. It can also be populated with employee's secondary appointment if the employee has multiple appointments. 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 MISC DOCUMENT COMPONENT: MISC\_DOC\_DED

The following XML tags are used for MISC documents being submitted into the IRIS system. The fields listed represent a subset of all possible MISC\_DOC\_DED 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	'HR'
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	'MISC'
DOC_CD	Document Code	The alpha-numeric code that indicates the type of transaction.	R	VARCHAR2	8	'MISC'
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 transaction.	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_DED_LN_NO	Line Number	Each deduction detail line associated with a document needs a line number.	R	NUMBER	10	Increment line numbers if more than 1. For example, if 4 deduction lines exist within one document, the first Line Number field would be set to 1, the second set to 2 and so on.
DEDTYP_CD	Deduction Type	The code associated with the Deduction Type.	R	VARCHAR2	5	See <b>Appendix D</b> for information on the new codes to use for IRIS. These codes are subject to change. Contact the IRIS team if the deduction code you need is not listed.
DEDPLAN_CD	Deduction Plan	The code associated with the Deduction Plan.	R	VARCHAR2	5	See <b>Appendix D</b> for information on the new codes to use for IRIS. These codes are subject to change. Contact the IRIS team if the deduction code you need is not listed.
OVRD_DED_AM	Override Amount	The employee specified amount to be taken for the deduction.	CR	DECIMAL	9,2	Only used if employee specifies a specific deduction amount to be taken each pay period.
OVRD_DED_PC	Override Rate	The employee specified rate to be taken for the deduction.	CR	DECIMAL	7,6	Only used if employee specifies a specific deduction percentage to be taken each pay period. (e.g. 5% would be 0.05)
EFFECTIVE_DT	From	Effective Start Date for the deduction.	R	DATE	10	The start date of the deduction, in CCYY-MM-DD format.
EXPIRATION_DT	To	Expiration date for the deduction.	O	DATE	10	The system will automatically populate with 12/31/9999 if no end date is specified for the deduction.

Field	Caption	Description	Req'd?	TYPE	Len	Comment / Rules
GOAL_DED_AM	Goal Deduction Amount	The total amount to be taken for goal oriented amounts	O	DECIMAL	9,2	Only used for goal oriented amounts when the employee specifies a specific amount to be taken during a period of time.

## 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 MISC 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 deduction line record 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	Deduction Line Count	The numeric count of all deduction line components within this file.	R	DECIMAL	16,2	For interface files containing MISC documents, the method "DEDCNT" will be used. That method will count the number deduction lines, denoted by MISC_DOC_DED 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 coding in **Appendix A** for an example of proper construction of a MISC document.

## **3 APPENDICES**

### **3.1 APPENDIX A – MISC XML SAMPLE**

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The following XML file contains sample XML code for a Miscellaneous Deductions (MISC) document.



MISC\_XML\_Example.  
XML

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

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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

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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 MISC document at the time this document was drafted, the following Document ID prefix codes should be placed in the front of every Document ID field populated in inbound interface files.

Document ID Prefix Code	Interface Name
IS1	DRB-18-Retirement Contributions
IS2	DRB-125-High Limit Updates
IS3	DRB-126-Deferred Comp Load
IS4	DRB-164B-Select Benefits
IA1	ASEA-158-Emergency Leave Enrollment
IA2	ASEA-136B-Health Trust Enrollment
IA3	ASEA-137-Health Trust Open Enrollment
IA4	LTC-138-Health Trust Enrollment
IA5	DOF-309-United Way Deduction

### 3.4 APPENDIX D – AKPAY TO IRIS HRM CROSS-REFERENCE

The table below presents a cross-reference of AKPAY negative earnings and deduction codes to IRIS deduction types and deduction plans anticipated for use in interfaces. The list is subject to change. Changes will be communicated to the affected Departments. Contact the IRIS team if a code you need is not listed below.

AKPAY Code	Description	IRIS Deduction Type	IRIS Deduction Plan	Deduction Category	Interface Agency
E484	SSDP	D484	D484	Employee Specified Amount	R&B
E486	Imputed Life > 50K	D486	D486	Employee Specified Amount	R&B
E503	Dependent Care	D503	D503	Employee Specified Amount	R&B
E504	Supplemental Life	D504	D504	Employee Specified Amount	R&B
E505	Supplemental AD&D	D505	D505	Employee Specified Amount	R&B
E506	Supplemental Survivor	D506	D506	Employee Specified Amount	R&B
E507	Short Term Disability	D507	D507	Employee Specified Amount	R&B
E508	Long Term Disability	D508	D508	Employee Specified Amount	R&B
E521	Deferred Comp	D521	D521	Employee Specified Amount	R&B
E522	Deferred Comp Catch-Up	D522	D522	Goal Oriented Amount	R&B
E530	Section 125 HCRA LTC	D530	D530	Employee Specified Amount	Local 71
E532	LTC FSA	D532	D532	Employee Specified Amount	Local 71
E533	Section 125 HCRA Select Benefits	D533	D533	Employee Specified Amount	R&B
E534	Section 125 Select Benefits	D534	D534	Employee Specified Amount	R&B
E536	ASEA EE Buy-Up for PT	D536	D536	Employee Specified Amount	ASEA Health Trust
E538	ASEA EE PT HI	D538	D538	Employee Specified Amount	ASEA Health Trust
E539	ASEA HCRA	D539	D539	Employee Specified Amount	ASEA Health Trust
E550	Section 125 LTC	D550	D550	Employee Specified Amount	Local 71
E552	Dependent Care LTC	D552	D552	Employee Specified Amount	Local 71
E557	Select Benefits 125 HI Buy-Up	D557	D557	Employee Specified Amount	R&B
E558	Select Benefits Dental	D558	D558	Employee Specified Amount	R&B
E559	Select Benefits Vision	D559	D559	Employee Specified Amount	R&B
E560	ASEA Additional Ins	D560	D560	Employee Specified Amount	ASEA Health Trust
V341	LTC Same Sex Partner	D341	D341	Employee Specified Amount	Local 71
V342	ASEA Same Sex Partner	D342	D342	Employee Specified Amount	ASEA Health Trust
V354	Share Donation	D354	D354	Goal Oriented Amount	United Way Coordinator-DOF
V362	LTC Life Insurance	D362	D362	Employee Specified Amount	Local 71
V860	LTC FT Health Insurance	D860R	D860R	Employee Specified Amount	Local 71
V865	Select Benefits Health	D865R	D865R	Table Driven Amount	R&B
V870	LTC PT Health Insurance	D870R	D870R	Table Driven Amount	Local 71
V877	ASEA PT Health Insurance	D877R	D877R	Table Driven Amount	ASEA Health Trust
V057	Roth 457 Plan Under Age	D057	D057	Employee Specified Amount	R&B
V058	Roth 457 Plan Age 50+	D058	D058	Employee Specified Amount	R&B