INTEGRATED RESOURCE INFORMATION SYSTEM

PROJECT – HRM PHASE

One-Time Payment OTPAY Interface Document Template – XML

Last Update: November 27, 2018

TABLE OF CONTENTS

1   INTRODUCTION

The One-Time Payment (OTPAY) document allows for special "one-time" only payments to an employee. Unlike permanent pay, one-time payments affect the employee's pay only once. One-time payments can be negative or positive. Positive payments increase the employee's gross pay, whereas negative payments decrease the employee's gross pay. Payments issued through OTPAY documents remain on the pending payment table until gross-to-net is run.

The State of Alaska (SOA) will use OTPAY documents for taxable/reportable compensation such as mileage/travel reimbursements. This is subject to change as analysis of SOA's payroll and reporting needs progresses.

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

2 FILE SPECIFICATIONS

The following sections describe the specifications of the One-Time Payment (OTPAY) document inbound interface template.

2.1 ONE-TIME PAYMENT LAYOUT

The One-Time Payment 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 **OTPAY_DOC_HDR** per document
4. One or more **OTPAY_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 OTPAY document file.

Exhibit 1 defines the OTPAY file components.

### Exhibit 1 OTPAY 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.
OTPAY_DOC_HDR	Unique Tag used to identify the beginning and ending of a header component within a document.
OTPAY_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 OTPAY 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	(OTPAY_DOC_HDR) #1
Detail Line Record	(OTPAY_DOC_LINE) #1
Document Record	(AMS_DOCUMENT) #2
Header Record	(OTPAY_DOC_HDR) #2
Detail Line Record	(OTPAY_DOC_LINE) #1
Detail Line Record	(OTPAY_DOC_LINE) #2
Trailer Record	(TRAILER_RECORD)

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

Exhibit 2 OTPAY Document Components
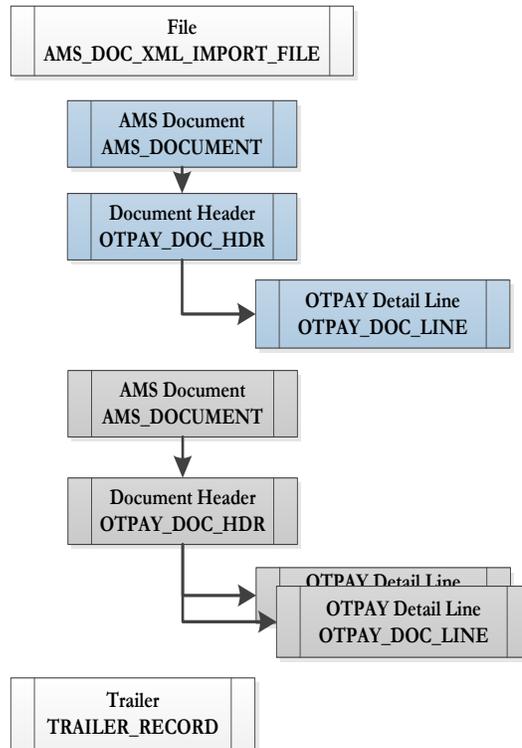
The remaining sub-sections of this section provide information for constructing the different file components. In each section, the "Req'd?" column tells if the tag is required (R), conditionally required (CR) based on the contents of another field, optional (O) or Prohibited (P) from this specific interface.

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

2.2 OTPAY DOCUMENT 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 OTPAY 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	'OTPAY'
DOC_CD	Document Code	The alpha-numeric code that indicates the type of transaction.	R	VARCHAR2	8	'OTPAY'
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. **For initial testing purposes, 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: S1= DRB-18-Dependent Care; and "**nnnnnnnnnnnnnnnnn**" = a unique 17-digit number across all documents sent to IRIS by the originator. See **Appendix C** for a list of valid Document ID prefix codes to be used with interfaces that contain OTPAY 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   OTPAY DOCUMENT COMPONENT: OTPAY_DOC_HDR

The following XML tags are used for OTPAY documents being submitted into the IRIS system. The fields listed represent a subset of all possible OTPAY_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 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	'OTPAY'
DOC_CD	Document Code	The alpha-numeric code that indicates the type of transaction.	R	VARCHAR2	8	'OTPAY'
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. A primary appointment is blank while each subsequent is identified as 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 since employees can have multiple appointments. If the field is omitted or sent with a null value, the system will default to a single space.

2.5 OTPAY DOCUMENT COMPONENT: OTPAY_DOC_LINE

The following XML tags are used for OTPAY documents being submitted into the IRIS system. The fields listed represent a subset of all possible OTPAY_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 with which the document is associated.	R	VARCHAR2	8	'HR'
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	'OTPAY'
DOC_CD	Document Code	The alpha-numeric code that indicates the type of transaction.	R	VARCHAR2	8	'OTPAY'
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_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 the first would be set to 1, the second set to 2 and so on.
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.
EFFECTIVE_DT	Event Date	The effective date for this one-time payment.	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 used to identify the pay the system is processing.	R	VARCHAR2	5	Event Type values (e.g., 378 for Taxable Per Diem and 355 for Uniform Allowance, etc.) come from the Earnings Matrix. This matrix is available to the Departments for use in the design and development of this interface. See **Appendix D** for information on the commonly used event types for IRIS HRM. Only dollar based Event Types can be entered on OTPAY documents.
CNTRCT_PAY_AM	Amount	The dollar amount for this one-time payment.	R	DECIMAL	11,2	Dollar amount provided in Decimal format, e.g., 150.50
SUPPL_TYP_ID	Supplemental Pay	Indicates when the payment should be issued to the employee	R	CHAR	1	Populate with a value of NULL.

Field	Caption	Description	Req'd?	Type	Len	Comment / Rules
LABR_DIST_OVRD_FL	Labor Distribution Option	Controls how labor distribution will be determined.	O	CHAR	1	Valid values: **A** - Use Appointment Accounting Values *If selected, no override accounting attributes are allowed.* **C** - Use Position Accounting Values *If selected, no override accounting attributes are allowed.* **E** - Use Entered Accounting Values *If selected, some accounting fields which follow below may need to be provided.* **P** - Use Entered Labor Distribution Profile *If selected, "Labor Distribution Profile" must be provided.*
LABR_DIST_PROF_CD	Labor Distribution Profile	The value for the labor distribution profile.	CR	VARCHAR2	5	**Required** if Labor Distribution Option field is given as "P - Use Entered Labor Distribution Profile"; otherwise, omit field.
POSN_ID	Position Number	The identification number associated with the position number.	CR	VARCHAR2	20	**Required** if Labor Distribution Option field is given as "C - Use Position Accounting Values"; otherwise, omit field.
FUND_CD	Fund	The identification code associated with the fund record. Values may be entered as a chart of account element on a budget or accounting document.	CR	VARCHAR2	4	Used for accounting overrides. **Required** if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
SFUND_CD	Sub Fund	The identification code associated with the sub-fund.	O	VARCHAR2	4	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
OBJ_CD	Object	The identification code associated with an object of expenditure. Object is a fund accounting Chart of Accounts element. These codes can then be used to create expense budgets, track spending activity, trigger business rules, and serve as selection criteria for batch jobs.	CR	VARCHAR2	4	Used for accounting overrides. **Required** if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
SOBJ_CD	Sub Object	The identification code associated with the sub-object. Sub-object is a fund accounting Chart of Accounts element.	CR	VARCHAR2	4	Used for accounting overrides. **Required** if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
RSRC_CD	Revenue Source	Revenue sources are used to track individual sources of revenue taken in.	O	VARCHAR2	4	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
SRSRC_CD	Sub Revenue Source	The identification code associated with the sub-revenue source.	O	VARCHAR2	4	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.

Field	Caption	Description	Req'd?	Type	Len	Comment / Rules
DEPT_CD	Department	The identification code associated with the department. This field is required.	CR	VARCHAR2	4	Used for accounting overrides. **Required** if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
UNIT_CD	Unit	The identification code associated with the organization or the unit within the department.	CR	VARCHAR2	4	Used for accounting overrides. **Required** if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
SUNIT_CD	Sub Unit	Sub Unit is a means of breaking down a unit code into smaller measurements. It is the lowest level of organizational structure and is required or prohibited based on one or more sub unit requirement tables.	O	VARCHAR2	4	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
APPR_CD	Appropriation	The identification code assigned to a single appropriation unit. An appropriation is a budgeting Chart of Accounts element.	CR	VARCHAR2	9	Used for accounting overrides. **Required** if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
BSA_CD	BSA	The identification code assigned to the balance sheet account. The balance sheet account code is the first level of six allowed rollups.	O	VARCHAR2	4	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
SBSA_CD	Sub BSA	The identification code assigned to the Sub Balance Sheet Account	O	VARCHAR2	4	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
OBSA_CD	OBSA	The balance sheet account code to which the offset is posted. In most cases, there is a default established for this code; however, certain documents will allow users to manually enter a value to be used other than the default. The posting code that the offset account is associated with will edit that the supplied or defaulted account is of the correct account type, and whether or not it should be a cash or memo account.	O	VARCHAR2	4	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
SOBSA_CD	Sub OBSA	The sub offset balance sheet account code to which the offset is posted. In most cases, there is a default established for this code; however, certain documents will allow users to manually enter a value to be used other than the default. The posting code that the sub offset account is associated with will edit that the supplied or defaulted account is of the correct account type, and whether or not it should be a cash or memo account.	O	VARCHAR2	4	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.

Field	Caption	Description	Req'd?	Type	Len	Comment / Rules
DOBJ_CD	Dept Object	The identification code assigned to the Department Object	O	VARCHAR2	4	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
DRSRC_CD	Dept Revenue	The code assigned to the department revenue source.	O	VARCHAR2	4	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
LOC_CD	Location	The identification code assigned to the location. Location is a programmatic Chart of Accounts element.	O	VARCHAR2	4	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
SLOC_CD	Sub Location	The identification code associated with the sub-location.	O	VARCHAR2	4	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
ACTV_CD	Activity	The identification code associated with the activity. An activity is an internal program that you want to define for budgeting and/or reporting purposes. Activities can apply to multiple agency and funds.	O	VARCHAR2	4	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
SACTV_CD	Sub Activity	The identification code associated with the sub-activity.	O	VARCHAR2	4	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
FUNC_CD	Function	The identification code associated with the function. The function code defines broad operational objectives, such as instruction, support services, and facilities acquisition.	O	VARCHAR2	10	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
SFUNC_CD	Sub Function	The identification code associated with the sub-function.	O	VARCHAR2	4	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
RPT_CD	Reporting	The reporting code element is a programmatic element that can be used in many different ways for measurement and tracking.	O	VARCHAR2	10	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise omit field.
SRPT_CD	Sub Reporting	Sub reporting codes are used to further define a specific reporting code.	O	VARCHAR2	4	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.

Field	Caption	Description	Req'd?	Type	Len	Comment / Rules
TASK_CD	Task	The unique identification code assigned to the task.	O	VARCHAR2	4	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
STASK_CD	Sub Task	The sub task is a means of breaking down tasks into smaller components.	O	VARCHAR2	4	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
TASK_ORD_CD	Task Order	The unique identification code assigned to the task order.	O	VARCHAR2	6	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
MJR_PROG_CD	Major Program	The unique identification code assigned to the major program. This is the highest level in the cost accounting hierarchy.	O	VARCHAR2	6	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
PROG_CD	Program	The identification code assigned to the Program	O	VARCHAR2	10	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
PHASE_CD	Phase	The identification code assigned to the phase. Phase is a cost accounting Chart of Accounts element representing a phase of a program.	O	VARCHAR2	6	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.
PPC_CD	Program Period	The identification code assigned to the program period.	O	VARCHAR2	6	Used for accounting overrides. Optional if Labor Distribution Option field is given as "E - Use Entered Accounting Values"; otherwise, omit field.

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 OTPAY 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 OTPAY documents, the method "LNCNT" will be used. That method will count the number of detail lines, denoted by OTPAY_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 an OTPAY document.

3 APPENDICES

3.1 APPENDIX A – OTPAY XML SAMPLE

The following file contains a sample of a One-Time Payment Interface (OTPAY) document.

OTPAY_XML_EXAMPL
E.xml

3.2 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 OTPAY 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 the following interface files.

Document ID Prefix Code	Interface Name
ITA	DOT-54-Travel Per Diem Northern
ITB	DOT-55-Travel Per Diem Central
ITC	DOT-56-Travel Per Diem Southcoast
ITD	DOT-57-Travel Per Diem AMHS
IP3	DOF-310-Uniform Allowances for MEBA

3.4 APPENDIX D – SAMPLE VALID CODES FOR COMMONLY USED EVENT TYPES

This section provides examples of the most commonly used Event Types associated with travel reimbursement and uniform allowance payments. Only dollar based Event Types can be entered on OTPAY documents. The detailed list of currently defined event types will be available on the IRIS HRM SharePoint, under the sub-category of Reference Data.

Event Type	Description	Interface Agency
355	Uniform Allowance	DOF, MEBA
371	Taxable Travel and Lodging - Move	ALL
376	Taxable Other - Moving	ALL
377	Excess Mileage - Taxable	ALL
378	Per Diem - Taxable	ALL