



INTEGRATED RESOURCE INFORMATION SYSTEM

PROJECT – HRM PHASE

Timesheet Interface TADI Document Template – XML

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SOA Internal Use Only

TABLE OF CONTENTS

- 1 Introduction..... 3**
- 2 File Specifications..... 4**
 - 2.1 Timesheet Layout..... 4
 - 2.2 TADI XML File Component: AMS_DOC_XML_IMPORT_FILE..... 5
 - 2.3 TADI Document Component: AMS_DOCUMENT..... 6
 - 2.4 TADI Document Component: TADJ_DOC_HDR..... 7
 - 2.5 TADI Document Component: TADJ_DOC_LINE..... 8
 - 2.6 Trailer Record Component: TRAILER_RECORD..... 16
- 3 Appendices17**
 - 3.1 Appendix A – TADI XML Sample..... 17
 - 3.2 Appendix B – GENERAL Technical and XML Specifications for IRIS interfaces..... 17
 - 3.3 Appendix C – Valid Document ID Prefixes..... 17
 - 3.4 Appendix D – Sample Valid Codes for commonly used event types..... 18
 - 3.5 Appendix E – Valid Codes for the AMHS override assignment field..... 18

1 INTRODUCTION

The Timesheet Interface (TADI) document is intended for interfacing time and leave information into IRIS HRM. The TADI document is a clone of the Timesheet Adjustment (TADJ) document. TADI is exclusively used by interfaces inbound to IRIS HRM as opposed to TADJ documents that are entered via the IRIS HRM on-line user interface. TADI collects time, leave, and accounting override data which generates pay for the employee during the payroll process. The rest of this document will refer to the IRIS document as TADI except where general purpose technical components refer to it by the general TADJ label (e.g., section 2.1).

The TADI has a Header and Detail section. The Header section records general information about the Employee and Input Amount. The Detail section records the information needed to provide time for an employee. This can include Event Date, Event Type, the amount of time the employee worked, and accounting overrides.

The types of pay events to be interfaced fall into one of the three following categories:

Category	Common Data	Additional Data
Time Entry	Employee ID	Amount (hours)
Dollar Amount Entry	Appointment ID	Amount (dollars)
Time Entry with Pay Rate Override	Event Date Event Type	Amount (hours) & Rate (dollars per hour)

In addition, if there is an accounting override, the accounting fields, as detailed on the detail line table below, will be populated. Detailed information on field types and lengths are included in this document.

Reporting of Leave Transactions:

The way leave transactions are entered will change with IRIS HRM implementation. Historically, leave has been entered as summary transactions in AKPAY. For example, assume a semi-monthly employee took five days of leave (shaded yellow) as in this example:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15				

Currently, leave is entered in summary format, with an effective date of the last day of leave or the pay period end date, as per the following:

Effective Date	Type	Amount
12/15/2015	Regular Time	45.0 hours
12/15/2015	Leave	37.5 hours

With IRIS implementation, leave must be entered on a **daily basis**. This will ensure that information is reported accurately for retirement. Time will be entered as follows:

Effective Date	Type	Amount
12/15/2015	Regular Time	45:00
12/4/2015	Leave	7:30
12/7/2015	Leave	7:30
12/8/2015	Leave	7:30
12/9/2015	Leave	7:30
12/10/2015	Leave	7:30

2 FILE SPECIFICATIONS

The following sections describe the specifications of the Interface specific Timesheet (TADI) document template.

2.1 TIMESHEET LAYOUT

The Timesheet 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 **TADJ_DOC_HDR** per document
4. One or more **TADJ_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 TADI document file.

Exhibit 1 defines TADI file components.

Exhibit 1 TADI Transaction Required XML Components

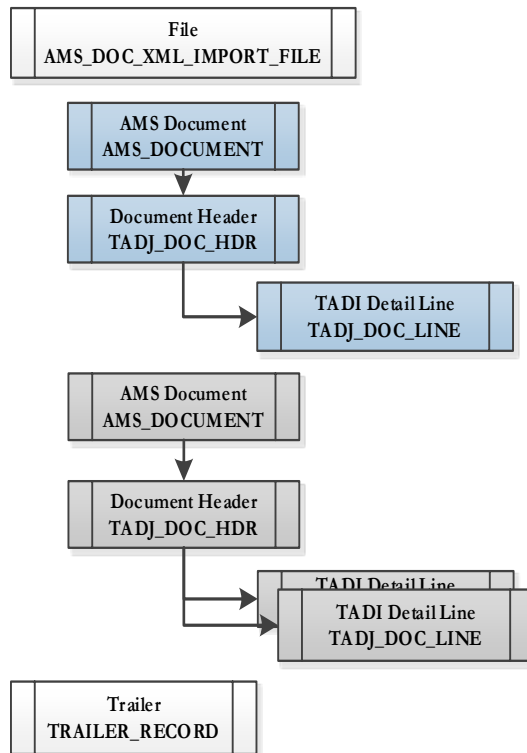
Required File Component	Component Description
AMS_DOC_XML_IMPORT_FILE	Unique Tag used to identify the beginning and ending of an inbound XML interface file.
AMS_DOCUMENT	Unique Tag used to identify the beginning and ending of a document within an inbound XML interface file.
TADJ_DOC_HDR	Unique Tag used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

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

Exhibit 2 TADI 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 TADI XML file.

2.2 TADI 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 TADI 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	'TADJ'
DOC_CD	Document Code	The alpha-numeric code that indicates the type of transaction.	R	VARCHAR2	8	'TADI'
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: 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: S1= DRB-18-Dependent Care; and "nnnnnnnnnnnnnnnnnn" = 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 TADI 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 TADI DOCUMENT COMPONENT: TADJ_DOC_HDR

The following XML tags are used for TADI documents being submitted into the IRIS system. The fields listed represent a subset of all possible TADJ_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	'TADJ'
DOC_CD	Document Code	The alpha-numeric code that indicates the type of transaction.	R	VARCHAR2	8	'TADI'
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 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.
PRY_TMST_INTR_FL	Primary Timesheet Flag	This indicates to the system if this is the primary timesheet for an employee during the Pay Period.	R	CHAR	5	Always set to 'true' for interface feeds.
SUP_PAY_CD	Supplemental Pay Cycle	Indicates how the payment is to be made in a supplemental pay cycle	O	CHAR	1	Possible future use. Omit field or specify as a null value.
INPUT_AM_SC	Input Total	This field is used in an HRM cross-validation between the document header and its detail lines.	R	VARCHAR2	12	The numeric count of all detail line components within the current document, denoted by TADJ_DOC_LINE.

2.5 TADI DOCUMENT COMPONENT: TADJ_DOC_LINE

The following XML tags are used for TADI documents being submitted into the IRIS system. The fields listed represent a subset of all possible TADJ_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	'TADJ'
DOC_CD	Document Code	The alpha-numeric code that indicates the type of transaction.	R	VARCHAR2	8	'TADI'
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	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	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.
APPOINTMENT_ID	Appointment ID	Specifies which appointment or job the time 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. 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.
EFFECTIVE_DT	Event Date	The effective date of the event.	R	DATE	10	This field must be in CCYY-MM-DD format.

Field	Caption	Description	Req'd?	TYPE	Len	Comment / Rules
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., 100 for Regular Pay, 105 for Regular Holiday, 195 for Court Leave, 165 for Personal Leave Pay, 251 for OT, 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.
LN_AM_SC	Amount	The Amount, in time based or dollars based format.	CR	VARCHAR2	12	For Pay Types which are time based, information will be provided in the HH:MM format, e.g., 6:30. Record time in 15 minute increments, e.g., 00:15, 2:30 or 6:45. For Pay Types which are dollar based, information will be provided in Decimal format , e.g., 300.50
LABR_DIST_OVRD_FL	Labor Distribution Option	Controls how labor distribution will be determined.	O	CHAR	1	Valid values: A - Use Appointment Accounting Values <i>If selected, no override accounting attributes are allowed.</i> C - Use Position Accounting Values <i>If selected, no override accounting attributes are allowed.</i> E - Use Entered Accounting Values <i>If selected, some accounting fields which follow below may need to be provided.</i> P - Use Entered Labor Distribution Profile <i>If selected, "Labor Distribution Profile" must be provided.</i>
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.
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.
FUND_CD	Fund	The identification code associated with a 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.

Field	Caption	Description	Req'd?	TYPE	Len	Comment / Rules
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.
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.

Field	Caption	Description	Req'd?	TYPE	Len	Comment / Rules
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.

Field	Caption	Description	Req'd?	TYPE	Len	Comment / Rules
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.
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.

Field	Caption	Description	Req'd?	TYPE	Len	Comment / Rules
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.
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.

Field	Caption	Description	Req'd?	TYPE	Len	Comment / Rules
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.
PAY_RT_AM	Rate	The override pay rate amount.	O	DECIMAL	11,4	Normally omitted. Used only when the employee should receive an override pay rate for a specified event type. Up to 4 decimal digits are supported. For example, a rate of 6.73 would be populated in this field as 6.73. A rate of 56.8182 would be formatted as 56.8182.
LABR_DIST_DEPT_CD	Labor Distribution Department Code	The department code to which the labor expense should be distributed.	O	VARCHAR2	4	If a value is provided it will be used. If not provided, the field will default to the home department code associated with the employee's current primary assignment in HRM.
TITLE_CD	Title	The identification code associated with the Title.	R	VARCHAR2	6	AMHS Use Only: The Job Class (e.g., M0007, M0036, M0037) for the Job Code the employee is working for the time reported.
SUB_TITLE_CD	Sub-Title	The identification code associated with the Sub-Title.	R	VARCHAR2	2	AMHS Use Only: The Bargaining Unit (e.g., CC, BB, SE, SW) for the Job Class. IBU/MM employees are specified as either SE or SW to correctly determine their rate of pay.
GRDE_CD	Grade	The identification code associated with the grade for table driven employee that defines an employee's pay or promotion schedule code as defined on the Grade (GRDE) page based on the employee's title or overridden on Employee Status Maintenance (ESMT) table in IRIS HRM.	CR	VARCHAR2	5	AMHS Use Only: This is a composite code which uses the employee's 3-character Job Class and 2-character Vessel Number the employee is working on for the time reported. For example, a Master on Vessel 01 would have a value of '00101' in this field. Vessel Number: Valid 2 digit numeric values as of publish date of design: 01 (Taku) 02 (Malaspina) 03 (Matanuska) 04 (Kennicott) 05 (Columbia) 06 (Leconte) 07 (Aurora) 10 (Tustumena) 12 (Fairweather) 13 (Lituya) 14 (Chenega)
STEP_CD	Step	The identification code associated with the Step.	O	VARCHAR2	5	Possible Future Use. Omit field or specify as a null value.

Field	Caption	Description	Req'd?	TYPE	Len	Comment / Rules
OVRD_ASGN_CD	Override Assignment	The Override Assignment code is associated to a Union Code and Leave Policy. The Timesheet Adjustment (TADJ) document associates the Override Assignment code entered with a work assignment to drive the AMHS leave accrual process.	CR	VARCHAR2	30	AMHS Use Only: Specifies how leave is accrued per contract. This is a composite code using the 3-letter Bargaining Unit Code with the job, location or vessel code that the employee is working in. (See Appendix E for a complete list of valid values for this field). 1. For MMP, use MMP 2. For IBU, the code is combined with location, for example, IBUSE or IBUSW . 3. For MEBA, the code combines the bargaining unit with the Vessel No. the employee is working on; e.g., MEB14 for an employee working on AMHS Chenega; or MEBPE for MEBA Port Engineer.
GEOG_LOC_CD	Region/Geographic Location	The Region/Geographic Location the pay is associated with.	CR	VARCHAR2	6	AMHS Use Only: Region the employee works in. Valid values are: - SE = Southeast - SW = Southwest
VESL_LOC_CD	Vessel/Location	The Vessel/Location	CR	VARCHAR2	6	AMHS Use Only: The two character Vessel Number for which the time was reported. The Vessel Number in this field should match the number used in the "GRADE" field above.
TIME_IN_1	Time In 1	The time the employee arrives for time period 1.	O	CHAR	4	Potential Future Use
TIME_OUT_1	Time Out 1	The time the employee leaves for time period 1.	O	CHAR	4	Potential Future Use
TIME_IN_2	Time In 1	The time the employee arrives for time period 2.	O	CHAR	4	Potential Future Use
TIME_OUT_2	Time Out 2	The time the employee leaves for time period 2.	O	CHAR	4	Potential Future Use
TIME_IN_3	Time In 1	The time the employee arrives for time period 3.	O	CHAR	4	Potential Future Use
TIME_OUT_3	Time Out 3	The time the employee leaves for time period 3.	O	CHAR	4	Potential Future Use
TIME_IN_4	Time In 1	The time the employee arrives for time period 4.	O	CHAR	4	Potential Future Use
TIME_OUT_4	Time Out 4	The time the employee leaves for time period 4.	O	CHAR	4	Potential Future Use

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 TADI 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 TADI documents, the method "LNCNT" will be used. That method will count the number of detail lines, denoted by TADJ_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 TADI document.

3 APPENDICES

3.1 APPENDIX A – TADI XML SAMPLE

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



TADI_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 TADI 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
ID1	DEC-2-CRITTS
IN2	DNR-157B-Emergency Firefighters Pay
IK1	DPS-1-OARS
IF1	DFG-216-TEARS Timesheets
IA1	ASEA-158-Emergency Leave Enrollment

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 timesheet for the interfaces listed. 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
100	Regular Gross Pay	DPS, DEC, DGS, DFG, DOT AMHS
105	Holiday Pay	DPS, DEC, DGS, DFG, DOT AMHS
250	Overtime - Straight	DPS, DEC, DGS, DFG, DOT AMHS
251	Overtime - Time & 1/2	DPS, DEC, DGS, DFG, DOT AMHS
165	Personal Leave	DPS, DEC, DGS, DFG
116	Emergency Firefighters Regular Pay	DNR Emergency Firefighter
255	Emergency Firefighters Overtime	DNR Emergency Firefighter

3.5 APPENDIX E – VALID CODES FOR THE AMHS OVERRIDE ASSIGNMENT FIELD

Override Assignment	Description	Union Local	Override Leave Policy
IBUSE	IBU Employee Working in the SOUTHEAST	MM	IBUSE
IBUSW	IBU Employee Working in the SOUTHWEST	MM	IBUSW
MEB04	MEBA Employee Working on the KENNICOTT	BB	MEB04
MEB07	MEBA Employee Working on the AURORA	BB	MEB07
MEB10	MEBA Employee Working on the TUSTUMENA	BB	MEB10
MEBPE	MEBA Port Engineer	BB	MEBPE
MEBTE	MEBA Temporary Employee	BB	NONE
MMP	MMP	CC	MMP
MEB01	MEBA Employee Working on the TAKU	BB	MEBA
MEB02	MEBA Employee Working on the MALASPINA	BB	MEBA
MEB03	MEBA Employee Working on the MATANUSKA	BB	MEBA
MEB05	MEBA Employee Working on the COLUMBIA	BB	MEBA
MEB06	MEBA Employee Working on the LECONTE	BB	MEBA
MEB12	MEBA Employee Working on the FAIRWEATHER	BB	MEBA
MEB13	MEBA Employee Working on the LITUYA	BB	MEBA
MEB14	MEBA Employee Working on the CHENGA	BB	MEBA