

PeopleSoft HRMS Interface File Layout Instructions
Revised: 03/07/2008

Overview:

The CORE team has designed agency extracts based on the PeopleSoft table layouts. Where needed, the SSN and Record Name have been added to each layout since agencies will require this information in order to tie the data to their legacy systems.

Within each pre-defined category the user will be able to select which tables within the category will be included in the extract file. The predefined categories are:

- Setup Tables (Statewide)
- Agency Setup Tables
- Leave Tables
- Personal Data Tables
- Employees Table
- Employee Data Tables
- Pay Check Tables
- YTD Tables
- Allocations Tables

Where possible, the information from the legacy system has been included in the file layout as well as any conversion mapping criteria that has been defined.

The 'Statewide Setup Tables' category contains records that are applicable statewide. These extracts are run each night by the CORE staff and will be placed on the IBM under the name: CORE.PY.COMMON.SETUP.

Category 0 - Statewide Set-Up Tables:

COMPANY_TBL	Agency information; company is a 3-digit field that matches the agency number.
DEDUCTION_TBL	Deduction codes and their descriptions.
EARNINGS_TBL	Earnings Codes
JOBCODE_TBL	Job codes and their descriptions.
JOB_FAMILY_TBL	Listing of job family codes for classified job codes.
ST_OTH_TAX_TBL	Lists the tax rates and maximum allowable amounts. Added March 2008

Category 1 - Agency (Company) Set-Up Tables:

ACCT_CD_TBL	Valid funding codes for an agency. The funding line is assigned to an 'account code'. Then the account code and corresponding % is assigned to the appropriate employees.
DEPT_TBL	Divisions within an agency based on the 2 digit financial activity code. The department code is a 5 digit field. If activity code is '02' then the department code will be '02000'.

PeopleSoft HRMS Interface File Layout Instructions
Revised: 03/07/2008

LOCATION_TBL	Equates to warrant sequence in Agency Payroll
POSITION_DATA	Valid positions for a company (agency)
SAL_GRADE_TBL	Based on the agency's salary plan filed with OPM.
OCP_LABOR_AGREE	Labor Agreement – unclassified cite code for a position
OCP_CITE_CODE	Valid cite codes assigned to the agency.
MDC_WCC_TBL	Workers Comp Code information.

Category 2 - LEAVE DATA:

TL_COMPLEAVE_TBL	Other Leave.
LEAVE_ACCRUAL	Sick Leave and Annual Leave.

Category 3 - PERSONAL DATA:

ADDRESSES	Employee address data.
DIVERS_ETHNIC	Employee ethnicity data
NAMES	Employee name.
PERSON	Includes date of birth, hire date.
PERS_DATA_EFFDT	Gender, marital status.

Category 4 - EMPLOYEE SET-UP TABLES:

ADDL_PAY_DATA	Employee benefit allowance information.
ADDL_PAY_EFFDT	Employee benefit allowance information.
ADDL_PAY_ERNCD	Employee benefit allowance information.
BOND_LOG	These three tables contain information related to bonds and bond purchases.
BOND_SPEC	These three tables contain information related to bonds and bond purchases.
BOND_SPEC_DATA	These three tables contain information related to bonds and bond purchases.
COMPENSATION	Employees' salary information.
EMPLOYMENT	EOD date, longevity date, etc.
FED_TAX_DATA	Number of exemptions, additional FIT.

PeopleSoft HRMS Interface File Layout Instructions
Revised: 03/07/2008

GARN_RULE	Garnishment data.
GARN_SCHED	Garnishment data.
GARN_SPEC	Garnishment data.
GENL_DEDUCTION	Employee deductions (from EBC).
JOB	Ties employee to position.
JOB_EARNS_DIST	Funding information for the job.
JOB_JR	Contains a field that designates whether an employee is a supervisor. *** Added 09/2006
STATE_TAX_DATA	Number of exemptions, additional SIT.
MDC_JOB_DATA	Special Use Fields.
MDC_COST_CENTER	Cost Center information
OCP_JOB_CERT	Unclassified cite codes
RTRMNT_PLAN	Retirement information an employee is enrolled in.
SAVINGS_PLAN	OPERS retirement information and SoonerSave enrollment information an employee is enrolled in.

Category 5 - PAY CHECK DATA:

PAY_CHECK	Check details.
PAY_DEDUCTION	Deduction details by check.
PAY_DISTRIBUTN	Direct Deposit information.
PAY_EARNINGS	Earnings and distribution (funding) information by check.
PAY_GARNISH	Garnishment information by check.
PAY_OTH_EARNS	Other earnings information by check.
PAY_TAX	Taxes by check
TL_PAYABLE_HIST	Time reported for employees (historical information)

Category 6 - YTD INFORMATION:

BAL_ADJ_TAX1042	1042 information.
CHECK_YTD	MTD/QTD/YTD Totals for gross, deductions, earnings, and taxes.

PeopleSoft HRMS Interface File Layout Instructions
Revised: 03/07/2008

DEDUCTION_BAL	MTD/QTD/YTD Totals by deduction type.
EARNINGS_BAL	MTD/QTD/YTD Totals by earnings type.
GARN_BALANCE	MTD/QTD/YTD Totals by garnishment.
TAX_BALANCE	MTD/QTD/YTD Totals by tax type.

Category 7 - General Employee Data:

EMPLOYEES	<p>It is a snapshot of employees' personal/demographic data, employment data, and job/salary data as of the date indicated when the program is run.</p> <p>This table is primarily for reporting. Only employees with EMPL_STATUS (A,P,L,S,W,T) are included with all their EMPL_RCDs and the most current JOB row as of the ASOFDATE.</p>
-----------	--

Category 8 - Employee Pay Check Detail:

EMPL PAY CHECK INFO	This table provides employee gross to net deductions based on a pay check. Not every deduction is listed separately, so some are lumped into the Misc category. To get the true details, you must use the PAY CHECK DATA tables.
---------------------	--

Category 9 – Allocations:

MDC_ALLOCATIONS	This table contains the funding by employee that is sent to the general ledger.
-----------------	---

CHANGE HISTORY:

August 2004:	Added COMPENSATION layout (Category 4) Added GENL_DEDUCTION layout (Category 4)
January 2005:	Added RTRMNT_PLAN layout (Category 4) Added SAVINGS_PLAN layout (Category 4) Added PAY_GARNISH layout (Category 5) Added GARN_BALANCE layout (Category 6)
April 2005:	Added OCP_JOB_CERT layout (Category 4)

PeopleSoft HRMS Interface File Layout Instructions
Revised: 03/07/2008

- June 2006: Sal Grade (Category 1) Fixed file layout to include begin column number and length.
OCP_LABOR_AGEE (Category 1) Added record name = 'LBAGREE' to layout.
Added OCP_CITE_CODE layout (Category 1)
- October 2006: Added JOB_JR record
Added Category 9 – MDC Allocations
- September 2007: Added DIVERS_ETHNIC layout (Category 3)
Employees extract (Category 7) was modified to include terminated employees.
- March 2008: Added ST_OTH_TAX_TBL (Category 0)
Moved Worker's Comp Code extract from Category 0 to Category 1.