HR/Payroll Manual
Cyber Recruiter Version 6.6
December 2007

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Getting Started

Thank you for purchasing the Cyber Recruiter Applicant Tracking System from Visibility Software, LLC. This HR/Payroll Manual provides process-oriented instructions to the Administrator & Users on how to setup available interfaces in the product.

This manual is split into two (2) main areas. The **Admin Setup** sections are for the Cyber Recruiter Administrator to use and follow. Each interface has appendix that give more information about what is transferred and Appendix J lists all the user-defined code tables for each system. The first part of this manual is indicates how to setup of the interface. Various ones might have appendices that will provide further information.

The **Daily Use** sections are for the everyday Cyber Recruiter User who will need to incorporate these pieces into his/her daily recruiting processes. It walks the User through mapping the data to the Applicant File, exporting the file and what to look for by ways of errors/successful transfers.

Available Interfaces

- Abra (HR System & Payroll)

- ADP (Payroll Only)

- CostPoint (HR System & Payroll)

- Deltek Vision (HR System Only)

- Great Plains (HR System Only)

- GCS Premier (HR System Only)

- HR Office (HR System Only)

- HR XML (HR System Only)

Abra Suite – HR System & Payroll

Admin Setup – Enabling Abra HR & Payroll

The process for transferring new hires from Cyber Recruiter to the Abra involves an interface piece setup in the Cyber Recruiter Administrator. It requires no extra software or work outside of the relationship you have with both Cyber Recruiter and Abra. Abra is enabled in **Admin > Links > Pre-defined > Abra Suite**.

Step 1: Turning Abra On

Question	Response	Result
Integration to Abra enabled?	Yes	All of Abra-specific pages and menu items will be added in Cyber Recruiter.
		Highlight the Users in the Drop-Down List who should have access to the Abra-specific functions in Cyber Recruiter. Hold the CRTL key down to select more than one User.
	No	Users will not see any references to Abra in Cyber Recruiter.

Step 2: Finding Abra Data Source

The Abra Integration with Cyber Recruiter is a direct link to the Abra database. For that reason, Cyber Recruiter needs to know what type of data source the organization is using and where it is located in order to function. Appendix A – Provides details on setting up a FoxPro data connection.

Question	Answer	Result
What version of Abra do you use?	FoxPro	All of Abra Payroll-specific fields will appear in Cyber Recruiter during the transfer process. Use Appendix A to help with setup.
	SQL	Only HR Related fields will appear during the transfer process.

Step 3: FoxPro Data Connection

For Abra versions using FoxPro, enter the ODBC DSN name for the data source.

Step 3: SQL Data Connection & Advanced Commands

For Abra versions using SQL, enter the Server Name, Database Name, User ID and Password for the Abra database. The IT staff should be able to provide this information. Using Abra SQL Server does not require Cyber Recruiter web server to be on the same server as Abra Suite, only the Abra SQL connection information is needed

If using SQL Server, additional commands can be run after sending over the Cyber Recruiter information to Abra. To add this feature to the integration, enter the SQL command to use in the box provided.

Step 4: Setting System Options

The Abra Integration with Cyber Recruiter allows for the passing of payroll and HR information as well as any misc. fields that have been set in Abra under the HR Setup section.

Question	Answer	Result
Do you use Abra Payroll?	Yes	All of Abra Payroll-specific fields will appear in Cyber Recruiter during the transfer process.
	No	Only HR Related fields will appear during the transfer process.
Capitalize everything?	Yes	All data transferred to Abra will appear in capitalized lettering.
	No	All data transferred to Abra will appear as it was entered in Cyber Recruiter.
Transfer Benefits	Yes	All benefits set in HR > Rules with the option to 'Automatically Add', will be added to the employee record automatically.
	No	No benefits will be added with the New Hire process. The benefits should be manually added.
Transfer Taxes (payroll only)	Yes	All taxes set in Payroll > Rules with the option to 'Automatically Add', will be added to the employee record automatically.
	No	No taxes will be added with the New Hire process. The taxes should be manually added.
Transfer Deductions (payroll only)	Yes	All deductions set in Payroll > Rules with the option to 'Automatically Add', will be added to the employee record automatically.
	No	No deductions will be added with the New Hire process. The deductions should be manually added.

Step 5: Identify Misc Fields
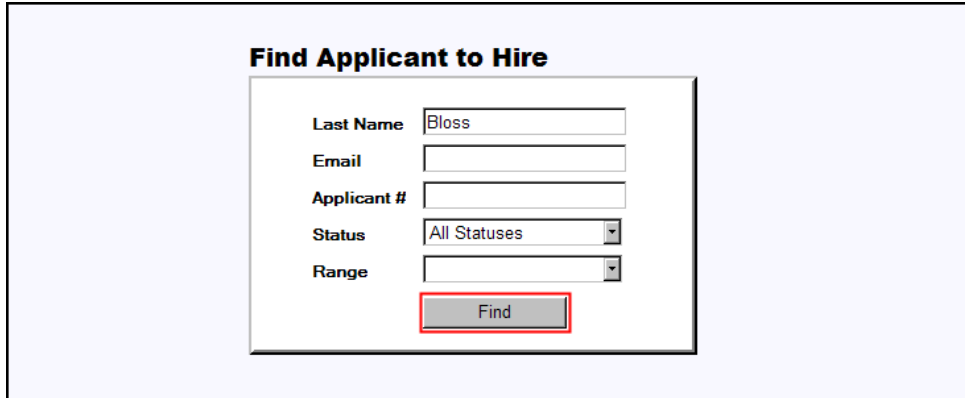
Identify any fields currently in Cyber Recruiter that can be passed to Abra's misc. fields. Use the drop-down menus to identify this connection.

Daily Use – Transferring Applicants to Abra

The transfer process (Cyber Recruiter to Abra) replaces the New Hire Action in Abra. When an applicant needs to be 'hired' into Abra, this is done one at a time from the **Applicants > Hire into Abra Suite** process in Cyber Recruiter. For details on what information is passed to Abra, see the Appendix B – Abra Data Mapping.

Step 1 – Find the Applicant

Find the desired Applicant that needs to be transferred to Abra. Identify the applicant via his/her Last Name, Email, Applicant ID #, Overall Status or Range (Application Date).

Once the Applicant is found, select the Applicant by clicking on the blue hyperlink **Applicant Name**.

Step 2 – Identify the Company in Abra

Should there be more than one company set up in Abra; Users can choose the appropriate company to hire the Applicant. This will dictate last employee number used and the drop-down options in the follow screens.

Step 3 – Enter Employee Identifiers

Enter the **Employee Number** (unique identifier for Abra) and the **Hire Date** for this employee. If employee number in Abra is a numeric value, the Last Employee # will be generated to help determine what the next number should be. If the employee number is alphanumeric, Cannot Determine will show instead.

Step 4 – Verify Demographic Information

Make any necessary changes to the demographics information that has been captured by Cyber Recruiter. **First Name**, **Last Name**, and **State** of residency are required fields on this page.

Remember that the email address that is being passed over to Abra should be the new corporate email address if you are planning on emailing from Abra using Abra Alerts or Abra AWC.

Step 5 – Verify Personal Information

Make any necessary changes to the personal data information that has been captured by Cyber Recruiter. **Social Security Number** is required on this page. Drop-down options are compared against what is currently set in Abra. If the code used in Cyber Recruiter does not match what is set in Abra, the field will not automatically populate.

Step 5 – Enter Job / Salary Information

All fields on this page pull directly from Abra and need to be completed to send over a full record for the new employee. Fields do **NOT** pull automatically from Cyber Recruiter. **Pay Frequency** and **Normal Hours** are generated based on the defaults set in Abra for the company selected at the beginning of the transfer process. **Annual** and **Hourly Salary** numbers are dependent on each other and the pay frequency and normal hours. **Job Code** and **Job Title** are dependent on each other. **Salaried/Hourly** and **1-9 Status** fields are required on this page. Drop-down options are compared against what is currently set in Abra.

Step 6 – Enter Payroll Information (If Payroll is activated)

If the payroll module in Abra is activated, additional information is needed when processing a new hire. Enter the necessary information to complete this employee's payroll record.

Defaults:

Payroll Status	Active (changing this will effect the payroll process)
Job Type	R-Regular (changing this will effect the 941)
EIC Filing Status	Not Eligible (change this only if the employee is eligible for EIC)
Statutory	No (change this only if the person should not have any taxes withheld)

Step 7 – Enter Payroll Processing Information (If Payroll is activated)

If the payroll module in Abra is activated, additional information is needed when processing a new hire. Enter the necessary information to complete this employee's payroll record for processing. **Pay Group** will list the available pay groups based on the company selected, **Regular** and **Holiday** earnings are used if this person will receive an automatic timesheet for payroll. **Time Sheet Work Code** should be the state in which the employee will be working and will determine the state to which unemployment taxes will be calculated.

ADP – Payroll System

Admin Setup – Enabling ADP HR

The process for transferring new hires from Cyber Recruiter to the ADP product involves exporting the information to an ASCII Text file in a CSV format and importing that file into ADP product. Cyber Recruiter automates this task by creating the file from within Cyber Recruiter itself. It requires no extra software or work outside of the ADP pages within Cyber Recruiter. ADP is enabled in **Admin > Links > Pre-Defined > ADP**

Step 1: Turning ADP On

Question	Response	Result
Enabled?	Yes	All of ADP-specific pages and menu items will be added in Cyber Recruiter.
		Highlight the Users in the Drop-Down List who should have access to the ADP-specific functions in Cyber Recruiter. Hold the CRTL key down to select more than one User.
	No	Users will not see any references to ADP in Cyber Recruiter.

The **Required Fields Tab** allows the organization to select additional fields that should be required in the transfer.

Step 2: Verifying Code Tables

To accomplish this step, the Administrator needs verify the ADP code tables are up-to-date in **Admin > Codes > ADP**. The five (5) code tables are required: **Company**, **Home Department**, **Location**, **SUI**, **Employment Type**, **Rate Type**, **Pay Frequency**, **Federal Martial Status**, **State Martial Status**, **Data Control 1-4**, and **Local Tax Code**.

Company, **Home Department** and **Location** are required fields and though the other tables are not required, it is good practice to include as complete information as possible when transferring new hires.

Daily Use – Transferring Applicants to ADP

The transfer process (Cyber Recruiter to ADP) is done one at a time from the **Applicants > ADP Export** process in Cyber Recruiter. For details on what information is passed to ADP, see the Appendix C section of this document.

Step 1: Prepare the Applicant & Verify Required Fields

Once the ADP is enabled, an **ADP Page** in the **Applicant File** will default

Find the Applicant to export - **Applicants > Find Applicant**. Once the Applicant is located, use the ADP Page to enter data that does not already exist in the Cyber Recruiter product. This information will be transferred in addition to the required pieces of information necessary for the transfer (See Appendix C). Even though some of these fields on these tabs are not required it is good practice to fill out as much as possible to have the most complete record.

On the **Pay Info Tab** if a value is not selected for the Rate Type, the default will be 'None'. On the **Tax Info Tab** if values are not selected for the following fields, the below information will be the default:

Federal Exemption = 0   Gender = N (Not specified)
Federal Marital Status = Single   Pay Group = 1 (Period End 1)
Employee Status = A

Step 2 – Add Record to the Export File

Click on the green link at the bottom of the page to add this Applicant to the export file. The red indicator will change to indicate whether the applicant is on the list of applicants to be exported. In this example, the link has not been clicked.

Step 3 – Generate Export File

After verifying and adding the Applicant to the export file, from the main menu bar select **Applicants > ADP Export** to generate the export file.

The Employee ID number is pulled from the **Applicant File (Employee File) > ADP Page > Employee ID Field.**

This table displays the Applicants who have been added to the export file via the **Applicant File > ADP Page**. To add additional Applicants to the list, press the **Add** button and find the Applicant/Employee. To remove Applicants from the list, check the box at the end of the Applicant/Employee name click the **Delete Selected** button. Using the **Select All** or **Deselect All** links at the top will place checkmarks or remove check marks next to everyone's record. Everyone listed here will be included in the export file.

Click the **Export** button to create the export file. Enter the name of the file in the **Filename** field. The **Filename** field will have the following sequence: PRcccEMP.CSV. The 'ccc' is the company assigned code from ADP. For

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2-position Company codes, use the 'cc' followed by an underscore 'cc_'. Cyber Recruiter will save the *last* export file created. However, this file will be overwritten each time the export process is run.

Step 4A – Verify Results – Errors Occurred

This page lists any errors that occurred during the export process. If the error log indicates that some employees are missing information, the information for those employees should be entered and another export performed. Click the **Print** link to print a report as needed t and click the Applicant/Employee name to enter the file o make the necessary changes. Re-run the export process; the export process can be run as many times as needed to obtain an error free file.

Step 4B – Verify Results – No Errors

If the error log indicates that all Applicants/Employees were **Exported Successfully**, right-click the indicated link and choose **Save Target As** to download the ASCII file created to the network or hard drive. Put the files in a folder on a PC that PayeXpert. Transfer the files to the ADP web server and then import them into the ADP database. View the log files to check for errors. Click on the **Return to ADP Export Page** to finish the process.

Step 5 – Prepare Export List for Next Batch

To prepare the ADP Export page for the next batch of new hires, press the **Select All** link to place a checkmark next to the Applicant's names. Then, press the **Delete Selected** button to remove them from this list.

Applicants to Export to ADP

|Add|　　Select All　　DeSelect All　　　　　　　　　　2 applicants

Applicant Name	Employee ID	
Ball, Teal	127	☐
Dombrowski, Molly	126	☐

Export　　Filename　test69.txt　　Delete Selected

CostPoint – HR System & Payroll

Admin Setup – Enabling CostPoint HR & Payroll

The process for transferring new hires from Cyber Recruiter to the Deltek Costpoint product involves exporting the information to an ASCII Text file and importing that file into Costpoint via its Employee Preprocessor utility. Cyber Recruiter automates this task by creating the file from within Cyber Recruiter itself. It requires no extra software or work outside of the CostPoint pages within Cyber Recruiter. Costpoint is enabled in **Admin > Links > Pre-Defined > Deltek Costpoint**

Step 1: Turning Costpoint On

Question	Response	Result
Enable Costpoint Link?	Yes	All of Costpoint-specific pages and menu items will be added in Cyber Recruiter.
		Highlight the Users in the Drop-Down List who should have access to the Costpoint-specific functions in Cyber Recruiter. Hold the CRTL key down to select more than one User.
	No	Users will not see any references to Costpoint in Cyber Recruiter.

Step 2: Setting Data Options

The Costpoint setup with Cyber Recruiter allows for the passing of HR information. There are system settings, defaults and code tables to be set.

Question	Answer	Result / Detail
Capitalize everything?	Yes	All data transferred to Costpoint will appear in capitalized lettering. Some Costpoint users require this to make certain search functions work properly in Costpoint.
	No	All data transferred to Costpoint will appear as it was entered in Cyber Recruiter.
Make Supervisor a drop-down?	Yes	Supervisor field on each applicant's Costpoint page will be a drop-down field filled with Cyber Recruiter User IDs.
	No	Supervisor field on each applicant's Costpoint page will be an open text box to enter a name.
Make Manager a drop-down?	Yes	Manager field on each applicant's Costpoint page will be a drop-down field filled with Cyber Recruiter User IDs.
	No	Manager field on each applicant's Costpoint page will be an open text box to enter a name.
Auto-Generate Employee #s	Yes	Cyber Recruiter will populate each new Costpoint export with the next available employee number
	No	User exporting new hires will manually enter each applicant's new ID number manually.
Total Employee # Length	1 – 12	Indicate the total length of the employee number (for example if it has to be exactly 6 characters)
Last Number Used		Enter the last number assigned as an employee number so the system can assign the next employee number.
Leading Characters		Enter the alpha character which should start the numeric number for the employee's ID number.
Version	2	Select the version of Deltek CostPoint the organization uses either. The current options are version 5 or 6.

Step 3: Verifying Code Tables

To accomplish this step, the Administrator needs verify the CostPoint code tables are up-to-date in **Admin > Codes > CostPoint** as some of the default depend on this these code tables.

Prior to Setting defaults:
- Employee Class
- Leave Cycle,
- Pay Type

- Timesheet Cycle
- Worker's Comp

At Any Point:
- Companies
- GLC
- Home Department
- Job Titles
- Labor Location

- Labor Group
- Locator
- Reasons
- Security Org ID
- Visa Type

Most of the codes in the setup section are independent of each other. However, three (3) codes build upon each other. It is best to populate these codes in the following order:
1. Workers Comp
2. Job Codes / Job Title
3. GLC Code (Labor Category)

All code tables must be populated with valid codes from the Deltek CostPoint system. Alternatively, codes can be imported from an ASCII text file of codes directly into Cyber Recruiter's code tables under **Admin > Processes > Import Code Table**. See the Cyber Recruiter Admin Guide for more information on this process.

Step 4: Setting CostPoint Defaults

Enter field defaults as Users should see them when transferring Employees to CostPoint. The default value **always** overrides whatever is stored for any particular Applicant. If no default is entered, it can be entered on the **Applicant File > CostPoint Page**.

Step 5: Define Required Fields

The **Required Fields Tab** allows the Administrator to indicate which fields are required during the completion of the export process to Costpoint. If a field is checked on this page and a particular applicant does *not* have that field populated when an export is run, that particular applicant will *not* be exported and an error will appear on the export error log indicating that the person was missing a piece of required information.

Daily Use – Transferring Applicants to CostPoint

The transfer process (Cyber Recruiter to Costpoint) is done one at a time from the **Applicants > Costpoint Export** process in Cyber Recruiter. For details on what information is passed to Costpoint, see the Appendix D section of this document.

Step 1: Prepare the Applicant & Verify Required Fields

Find the Applicant to export - **Applicants > Find Applicant**. Once the Applicant is located, there are six (6) fields required for the transfer to Costpoint, three (3) are on the **Demographics Page** and three (3) are on the **Costpoint Page**, available on the left-hand toolbar for users who have access to the Costpoint pages.

Demographics Page: First Name, Last Name, Country (defaults to US if blank)
Costpoint Page: Employee ID, Hire Date, Pay Rate

Step 2 – Complete Costpoint Page

This page is necessary to transfer Applicants into CostPoint because it contains information that doesn't already exist in Cyber Recruiter. The data from this page in addition to standard data that Cyber Recruiter stores (name, address, phone number, etc…) are transferred for new hires. Before transferring an applicant from Cyber Recruiter to Costpoint, ensure that this page is complete and contains all the required information for that Applicant. Appendix D contains Costpoint Employee Preprocessor specifications outlining the fields can be imported.

Main Tab – Basic information about the Applicant/Employee such as pay and labor information. If the Administrator setup this page to assign **Employee ID** automatically, leave the field blank on this screen. This is something that will need to be communicated.

All User-Defined codes must be set in **Admin > Codes** prior to being used on this page. All fields set as required fields must be completed on this screen prior to export or the file will generate an error and this Applicant/ Employee File will not be included in the export to CostPoint. Defaults will occur as the Administrator setup them to apply.

Timesheet Tab –Information regarding this Applicant/Employee's timesheet.

All User-Defined codes must be set in **Admin > Codes** prior to being used on this page. All fields set as required fields must be completed on this screen prior to export or the file will generate an error and this Applicant/ Employee File will not be included in the export to CostPoint. Defaults will occur as the Administrator setup them to apply.

Secondary Tab – Information regarding this applicant/employee's employment with the organization.

All User-Defined codes must be set in **Admin > Codes** prior to being used on this page. All fields set as required fields must be completed on this screen prior to export or the file will generate an error and this Applicant/ Employee File will not be included in the export to CostPoint. Defaults will occur as the Administrator setup them to apply.

Step 3 – Add Record to the Export File

Click on the green link at the bottom of the page to add this Applicant to the export file. The red indicator will change to indicate whether the applicant is on the list of applicants to be exported. In this example, the link has not been clicked yet.

Step 4 – Generate Export File

After verifying and adding the Applicant to the export file, from the main menu bar select **Applicants > Costpoint Export** to generate the export file.

If the Cyber Recruiter Administrator setup to automatically generate the **Employee ID** number, when the Applicant is added to the list, he/she will be assigned an ID number. This ID number will also show on the **Applicant File (Employee File) > Costpoint Page**. If the Employee ID number is not set up to automatically generate, the number at this point will pull from the **Applicant File (Employee File) > CostPoint Page > Employee ID Field.**

This table displays the Applicants who have been added to the export file via the **Applicant File > Costpoint Page**. To add additional applicant to the list, press the **Add** button and find the Applicant/Employee. To remove Applicants from the list, check the box at the end of the Applicant/Employee name click the **Delete Selected** button.   Using the **Select All** or **Deselect All** links at the top will place checkmarks or remove check marks next to everyone's record. Everyone listed here will be included in the export file.

Click the **Export** button to create the export file. Enter the name of the file in the **Filename** field. Cyber Recruiter will save the *last* export file created. However, this file will be overwritten each time the export process is run.

Step 5A – Verify Results – Errors Occurred

This page lists any errors that occurred during the export process. If the error log indicates that some employees are missing information, the information for those employees should be entered and another export performed. Click the **Print** link to print a report as needed t and click the Applicant/Employee name to enter the file o make the necessary changes. Re-run the export process; the export process can be run as many times as needed to obtain an error free file.

Step 5B – Verify Results – No Errors

If the error log indicates that all Applicants/Employees were **Exported Successfully**, right-click the indicated link and choose **Save Target As** to download the ASCII text file created to the network or hard drive. This file is then imported into CostPoint using the preprocessor. Click on the **Return to Costpoint Export Page** to finish the process.

Step 6 – Email New Hire List

From the Costpoint Export page, the list of applicants that have been included in the export file can be emailed to any users of the Cyber Recruiter. Using the Ctrl key on the keyboard, highlight the users that should be emailed and press **Submit**.

Step 7 – Prepare Export List for Next Batch

To prepare the Costpoint Export page for the next batch of new hires, press the **Select All** link to place a checkmark next to the Applicant's names. Then, press the **Delete Selected** button to remove them from this list.

Deltek Vision – HR System

Admin Setup – Enabling Deltek Vision HR

The process for transferring new hires from Cyber Recruiter to the Deltek Vision product involves exporting the information to an ASCII Text file in a CSV format and importing that file into Deltek Vision product. Cyber Recruiter automates this task by creating the file from within Cyber Recruiter itself. It requires no extra software or work outside of the Deltek Vision integration pages within Cyber Recruiter. Deltek Vision is enabled in **Admin > Links > Pre-Defined > Deltek Vision**

Turning Deltek Vision On

Question	Response	Result
Integration to Vision enabled?	Yes	All of Vision-specific pages and menu items will be added in Cyber Recruiter.
		Highlight the Users in the Drop-Down List who should have access to the Vision-specific functions in Cyber Recruiter. Hold the CRTL key down to select more than one User.
	No	Users will not see any references to Vision in Cyber Recruiter.
SQL Server	Open Text	SQL Server where Deltek Vision is located
Database Name	Open Text	Deltek Vision's database name
User ID	Open Text	SQL Login ID to Visions
Password	Open Text	SQL Password to Visions

The **Required Fields Page** allows the organization to select additional fields that should be required in the transfer.

The **Custom Fields Page** allows the organization to select where to pull the custom information from should any of these fields need to be captured in the transfer in addition to those fields that are required.

Daily Use – Transferring Applicants to Deltek Vision

The transfer process (Cyber Recruiter to Deltek Vision) replaces the New Hire Action in Deltek. When an applicant needs to be 'hired' into Deltek, this is done one at a time from the **Applicants > Hire into Deltek Vision** process in Cyber Recruiter. For details on what information is passed to Deltek, see the Appendix E section of this document.

Step 1 – Find the Applicant

Find Applicant to Hire

Last Name	smith
Email	
Applicant #	
Status	All Statuses
Range	Forever

Find

Find the desired Applicant that needs to be transferred to Deltek. Identify the applicant via his/her Last Name, Email, Applicant ID #, Overall Status or Range (Application Date).

Search Results   6 applicants found

Name	App Date	Phone	Email	Status	
Smith, Aidan	8/1/2007			Incomplete	
Smith, Brian	9/6/2006	(444) 444-4444	briansmith@xyz.com	Web Applicant	
smith, christy	4/17/2006			Hired	
Smith, Jane	10/3/2006		janesmith@zzz.com	New Applicant	
Smith, Kristen	9/6/2006	(555) 555-5555	ksmith	Hired	
smith, test	7/17/2007			Incomplete	

Once the Applicant is found, select the Applicant by clicking on the blue hyperlink **Applicant Name**.

Step 2 – Enter Employee Identifiers

Employee No *	436	
Hire Date *	9/8/2007	Fields with an asterisk (*) are required

Enter the **Employee Number** (unique identifier for Deltek) and the **Hire Date** for this employee.

Step 3 – Verify Demographic Information

Make any necessary changes to the demographics information that has been captured by Cyber Recruiter. **First Name** and **Last Name** are required fields on this page.

Remember that the email address that is being passed over to Deltek should be the new corporate email address if emailing from Deltek is an organizational practice. To see additional fields of information transferred to Deltek Vision refer to Appendix E.

Step 4 – Enter Job Information

Enter the necessary job related information in the fields provided. Some of these fields might be required as determined by the Administrator.

Step 5 – Enter Other Information

Enter the necessary other information in the fields provided. Some of these fields might be required as determined by the Administrator.

GCS Premier – HR System

Admin Setup – Enabling GCS Premier HR

The process for transferring new hires from Cyber Recruiter to the GCS Premier product involves exporting the information to an ASCII Text file and importing that file into GCS Premier via its Employee Preprocessor utility. Cyber Recruiter automates this task by creating the file from within Cyber Recruiter itself. It requires no extra software or work outside of the GCS Premier pages within Cyber Recruiter. GCS Premier is enabled in **Admin > Links > Pre-Defined > GCS Premier**

Step 1: Turning GCS Premier On

Question	Response	Result
Enable GCS Premier Link?	Yes	All of GCS Premier-specific pages and menu items will be added in Cyber Recruiter.
		Highlight the Users in the Drop-Down List who should have access to the GCS Premier-specific functions in Cyber Recruiter. Hold the CRTL key down to select more than one User.
	No	Users will not see any references to GCS Premier in Cyber Recruiter.

Step 2: Setting Data Options

The GCS Premier setup with Cyber Recruiter allows for the passing of HR information. There are system settings, defaults and code tables to be set.

Question	Answer	Result / Detail
Capitalize everything?	Yes	All data transferred to GCS Premier will appear in capitalized lettering. Some GCS Premier Users require this to make certain search functions work properly in GCS Premier.
	No	All data transferred to GCS Premier will appear as it was entered in Cyber Recruiter.
Auto-Generate Employee #s	Yes	Cyber Recruiter will populate each new GCS Premier export with the next available employee number.
	No	User exporting new hires will manually enter each applicant's new ID number manually.
Total Employee # Length	1 – 12	Indicate the total length of the employee number (for example if it has to be exactly 6 characters)
Last Number Used		Enter the last number assigned as an employee number so the system can assign the next employee number.
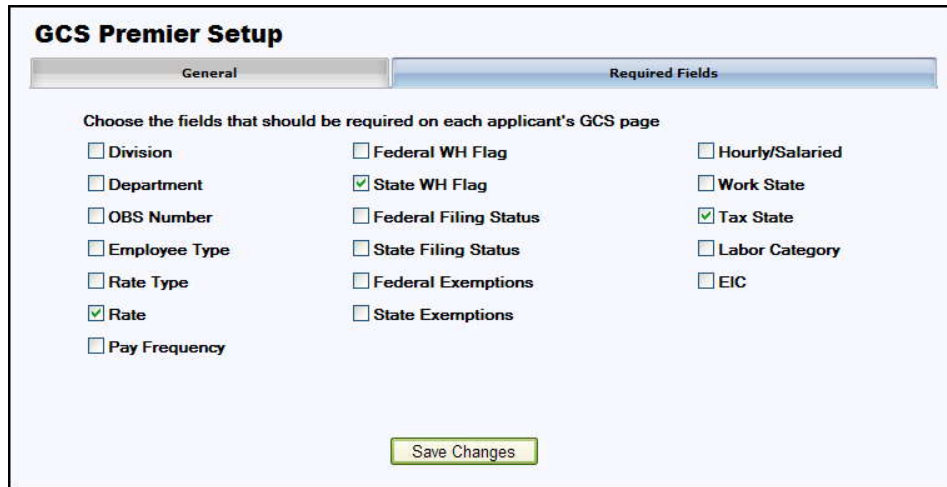
Step 3: Verifying Code Tables

To accomplish this step, the Administrator needs verify the GCS Premier code tables are up-to-date in **Admin > Codes > GCS Premier** as some of the default depend on this these code table.

- Division
- Department
- OBS Number
- Employee Type
- Rate Type

- Pay Frequency
- Labor Category
- Fed Filing Status
- State Filing Status

All code tables must be populated with valid codes from the GCS Premier system. Alternatively, codes can be imported from an ASCII text file of codes directly into Cyber Recruiter's code tables under **Admin > Processes > Import Code Table**. See the Cyber Recruiter Admin Guide for more information on this process.

Step 4: Define Required Fields

The **Required Fields Tab** allows the Administrator to indicate which fields are required during the completion of the export process to GCS Premier. If a field is checked on this page and a particular applicant does *not* have that field populated when an export is run, that particular applicant will *not* be exported and an error will appear on the export error log indicating that the person was missing a piece of required information.

Daily Use – Transferring Applicants to GCS Premier

The transfer process (Cyber Recruiter to GCS Premier) is done one at a time from the **Applicants > GCS Premier Export** process in Cyber Recruiter. For details on what information is passed to GCS Premier, see the Appendix F section of this document.

Step 1: Prepare the Applicant & Complete Required Fields

This page is necessary to transfer Applicants into GCS Premier because it contains information that doesn't already exist in Cyber Recruiter. The data from this page in addition to standard data that Cyber Recruiter stores are transferred for new hires. Before transferring an applicant from Cyber Recruiter to GCS Premier, ensure that this page is complete and contains all the required information for that Applicant. Appendix F contains GCS Premier Employee Preprocessor specifications outlining the fields can be imported.

Find the Applicant to export - **Applicants > Find Applicant**. Once the Applicant is located enter the necessary information as needed in the **Main Tab** and the **Tax Info Tab**.

All User-Defined codes must be set in **Admin > Codes** prior to being used on this page. All fields set as required fields must be completed on this screen prior to export or the file will generate an error and this Applicant/ Employee File will not be included in the export to GCS Premier. Defaults will occur as the Administrator setup them to apply.

Step 2 – Add Record to the Export File

Click on the green link at the bottom of the page to add this Applicant to the export file. The red indicator will change to indicate whether the applicant is on the list of applicants to be exported. In this example, the link has been clicked.

Step 4 – Generate Export File

After verifying and adding the Applicant to the export file, from the main menu bar select **Applicants > GCS Premier Export** to generate the export file.

If the Cyber Recruiter Administrator setup to automatically generate the **Employee ID** number, when the Applicant is added to the list, he/she will be assigned an ID number. This ID number will be grayed out and say 'Auto' on the **Applicant File (Employee File) > GCS Premier Page**. If the Employee ID number is not set up to automatically generate, the number at this point will pull from the **Applicant File (Employee File) > GCS Premier Page > Employee ID Field.**

This table displays the Applicants who have been added to the export file via the **Applicant File > GCS Premier Page**. To add additional applicant to the list, press the **Add** button and find the Applicant/Employee. To remove Applicants from the list, check the box at the end of the Applicant/Employee name click the **Delete Selected** button. Using the **Select All** or **Deselect All** links at the top will place checkmarks or remove check marks next to everyone's record. Everyone listed here will be included in the export file.

Click the **Export** button to create the export file. Enter the name of the file in the **Filename** field. Cyber Recruiter will save the *last* export file created. However, this file will be overwritten each time the export process is run.

Step 5A – Verify Results – Errors Occurred

This page lists any errors that occurred during the export process. If the error log indicates that some employees are missing information, the information for those employees should be entered and another export performed. Click the **Print** link to print a report as needed t and click the Applicant/Employee name to enter the file o make the necessary changes. Re-run the export process; the export process can be run as many times as needed to obtain an error free file.

Step 5B – Verify Results – No Errors

If the error log indicates that all Applicants/Employees were **Exported Successfully**, right-click the indicated link and choose **Save Target As** to download the ASCII text file created to the network or hard drive. This file is then imported into CostPoint using the preprocessor. Click on the **Return to GCS Export Page** to finish the process.

```
004    0    Again          Me                    999-99-9999 SA     100.0000 MN  H   NYM 0000     0.00     0.00MSNNN19091212
```

Step 7 – Prepare Export List for Next Batch

To prepare the GCS Export page for the next batch of new hires, press the **Select All** link to place a checkmark next to the Applicant's names. Then, press the **Delete Selected** button to remove them from this list.

Great Plains – HR System

Admin Setup – Enabling Great Plains HR

The process for transferring new hires from Cyber Recruiter to the Great Plains product involves exporting the information to an ASCII Text file and importing that file into Great Plains. Cyber Recruiter automates this task by creating the file from within Cyber Recruiter itself. It requires no extra software or work outside of the Great Plains pages within Cyber Recruiter. HR-XML is enabled in **Admin > Links > Pre-Defined > Great Plains**

Step 1: Turning Great Plains On

Great Plains Setup

Choose the users who should have access to the Great Plains link

Enable Great Plains Link?	Yes	
Default Employment Type	Full Time Temp	
Hours/Year Default	2080	
Division	Org Level 1	
Department	Great Plains Page	
Location	Great Plains Page	
Driver's License Field	Misc 4	
Driver's License State	Misc 5	
Job Title	Req Job Title	
Last Emp #	16	

add only
Christy Pomeroy
Demo
Director
Francesca Frugoli
Hiring Manager
Human Resources
Kishi Anderson
Kristen Dombrowski
Kristen Earp

Save Changes

Question	Response	Result
Enable Great Plains Link?	Yes	All of Great Plains-specific pages and menu items will be added in Cyber Recruiter.
		Highlight the Users in the Drop-Down List who should have access to the Great Plains-specific functions in Cyber Recruiter. Hold the CRTL key down to select more than one User.
	No	Users will not see any references to Great Plains in Cyber Recruiter.

Step 2: Setting Data Options

The Great Plains setup with Cyber Recruiter allows for the passing of HR information. There are system settings and code tables to be set.

Great Plains Setup

Question	Answer	Result / Detail
Default Employment Type?	Hard Coded Table	Value entered here will default in when transferring New Hires into the Great Plains product.
Hours/Year Default	Open Text Field	Value entered here will default in when transferring New Hires into the Great Plains product.
Division	Code Table	Division field on each Applicant's Great Plains Page will be a drop-down field.
Department	Code Table	Department field on each Applicant's Great Plains Page will be a drop-down field.
Location	Code Table	Location field on each Applicant's Great Plains Page will be a drop-down field.
Driver's License Field	Misc Field or Open Text	Pulls the License number from a pre-determined misc field or it is an open text on the Great Plains Page
Driver's License State	Misc Field or Open Text	Pulls the License number from a pre-determined misc field or it is an open text on the Great Plains Page
Job Title	Req Job Title or Open Text	Pulls the Requisition Job Title from the Main Page or it is an open text field on the Great Plains Page
Last Emp #	Open Text Field	Stores the last Great Plains employee number assigned to Applicants exported from Cyber Recruiter. Reset as necessary.

Step 3: Verifying Code Tables

To accomplish this step, the Administrator needs verify the Great Plains tables are up-to-date in **Admin > Codes > Great Plains**.

All of these code tables are required for transferring data to Great Plains. You only need to populate the **Employment Classes**, **Divisions**, **Departments**, **Locations**, **Job Titles, and Supervisor Codes.** Set these tables up as they are set up in Great Plains.

Daily Use – Transferring Applicants to Great Plains

The transfer process (Cyber Recruiter to Great Plains) is done one at a time from the **Applicants > Great Plains Export** process in Cyber Recruiter. For details on what information is passed to Great Plains, see the Appendix G section of this document.

Step 1: Prepare the Applicant & Verify Required Fields

Once the Great Plains is enabled, a **Great Plains Page** in the **Applicant File** will default.

Find the Applicant to export - **Applicants > Find Applicant**. Once the Applicant is located, use the Great Plains Page to enter data that does not already exist in the Cyber Recruiter product. This information will be transferred in addition to the required pieces of information necessary for the transfer (See Appendix G). Before transferring an Applicant/Employee from Cyber Recruiter to Great Plains, ensure that this page is complete and contains all the required information for that applicant.

Step 2 – Add Record to the Export File

Click on the green link at the bottom of the page to add this Applicant to the export file. The red indicator will change to indicate whether the applicant is on the list of applicants to be exported. In this example, the link has been clicked.

Step 3 – Generate Export File

After verifying and adding the Applicant to the export file, from the main menu bar select **Applicants > Great Plains Export** to generate the export file.

The Employee ID number is pulled from the **Applicant File (Employee File) > Great Plains Page > Employee ID Field.**

This table displays the Applicants who have been added to the export file via the **Applicant File > Great Plains Page**. To add additional applicant to the list, press the **Add** button and find the Applicant/Employee. To remove Applicants from the list, check the box at the end of the Applicant/Employee name click the **Delete Selected** button. Using the **Select All** or **Deselect All** links at the top will place checkmarks or remove check marks next to everyone's record. Everyone listed here will be included in the export file.

Click the **Export** button to create the export file. Enter the name of the file in the **Filename** field. Cyber Recruiter will save the *last* export file created. However, this file will be overwritten each time the export process is run.

Step 4A – Verify Results – Errors Occurred

This page lists any errors that occurred during the export process. If the error log indicates that some employees are missing information, the information for those employees should be entered and another export performed. Click the **Print** link to print a report as needed t and click the Applicant/Employee name to enter the file o make the necessary changes. Re-run the export process; the export process can be run as many times as needed to obtain an error free file.

Step 4B – Verify Results – No Errors

If the error log indicates that all Applicants/Employees were **Exported Successfully**, right-click the indicated link and choose **Save Target As** to download the ASCII text file created to the network or hard drive. This file is then imported into Great Plains as necessary. Click on the **Return to Great Plains Export Page** to finish the process.

Step 5 – Email New Hire List

If there is more than one (1) Applicant on this list, Cyber Recruiter will create one file for each Applicant, zip them together and send the zip file. After the export, if the User is not same who will be importing the file into the HR System, send the file to the appropriate person for him/her to detach, unzip and import the files.

Step 7 – Prepare Export List for Next Batch

To prepare the Great Plains Export page for the next batch of new hires, press the **Select All** link to place a checkmark next to the Applicant's names. Then, press the **Delete Selected** button to remove them from this list.

HR Office – HR System

Admin Setup – Enabling HR Office HR System

The process for transferring new hires from Cyber Recruiter to the HR Office product involves exporting the information to an XML file and importing that file into HR Office. Cyber Recruiter automates this task by creating the file from within Cyber Recruiter itself. It requires no extra software or work outside of the HR Office pages within Cyber Recruiter. HR Office enabled in **Admin > Links > Pre-Defined > HR Office**

Step 1: Turning HR Office On

Question	Response	Result
Enabled?	Yes	All of HR Office-specific pages and menu items will be added in Cyber Recruiter.
		Highlight the Users in the Drop-Down List who should have access to the HR Office-specific functions in Cyber Recruiter. Hold the CRTL key down to select more than one User.
	No	Users will not see any references to HR Office in Cyber Recruiter.

Step 2: Verifying Code Tables

To accomplish this step, the Administrator needs verify the HR Office code tables are up-to-date in **Admin > Codes > HR Office**. The six (6) code tables: **Companies, Employment Status, Location, Division, Department, & Veteran Status**. Only the **Companies** code table is required, but they are all recommended.

Daily Use – Transferring Applicants to HR Office

The transfer process (Cyber Recruiter to HR Office is done one at a time from the **Applicants > HR Office Export** process in Cyber Recruiter. For details on what information is passed to HR-Office, see the Appendix H section of this document.

Step 1: Prepare the Applicant & Verify Required Fields

Once the HR Office setup is enabled, a **HR Office Page** in the **Applicant File** will default.

Find the Applicant to export - **Applicants > Find Applicant**. Once the Applicant is located, use the HR Office Page to enter data that does not already exist in the Cyber Recruiter product. This information will be transferred in addition to the required pieces of information necessary for the transfer (See Appendix H).

There are only two (2) fields required on this page: **Company** and **Country**. However, **Employee #**, **Hire Date**, and **Employment Status**, are typically required for any HR product. Fill out the fields on this page as needed and click the **Save Changes** button when finished. If the **Company** field is not filled in, Users will not be able to **Save Changes**.

Step 2 – Add Record to the Export File

Click on the green link at the bottom of the page to add this Applicant to the export file. The red indicator will change to indicate whether the applicant is on the list of applicants to be exported. In this example, the link has been clicked.

Once the Applicant is on the export list, if the Applicant does not have the read-only **Country** field filled in, a warning message at the bottom of the page. The **Country** field pulls from the **Applicant File > Demographics Page**. Thus, Users will need to go back to the **Demographics Page** to fill this field in before attempting the export.

When the **HR Office Page** looks like this, the Applicant is ready to transfer.

Step 3 – Generate Export File

After verifying and adding the Applicant to the export file, from the main menu bar select **Applicants > HR Office Export** to generate the export file.

The Employee ID number is pulled from the **Applicant File (Employee File) > HR Office Page > Employee # Field.**

Applicants to Export to HR Office

|Add| Select All   DeSelect All   3 applicants

Applicant Name	Employee ID	Hire Date	
Dombrowski, Molly	253	8/22/2007	☐
Fields, Sally	123	7/26/2006	☐
Smith, Kristen	124	9/10/2006	☐

| Export | **Filename**   ZZZCompany.txt | Delete Selected |

This table displays the Applicants who have been added to the export file via the **Applicant File > HR Office Page**. To add additional Applicants to the list, press the **Add** button and find the Applicant/Employee. To remove Applicants from the list, check the box at the end of the Applicant/Employee name click the **Delete Selected** button.   Using the **Select All** or **Deselect All** links at the top will place checkmarks or remove check marks next to everyone's record. Everyone listed here will be included in the export file.

Click the **Export** button to create the export file. Enter the name of the file in the **Filename** field. Cyber Recruiter will save the *last* export file created. However, this file will be overwritten each time the export process is run.

Step 4A – Verify Results – Errors Occurred

Export Results - HR Office

Applicant	Result
Fields, Sally	Exported successfully
Smith, Kristen	Has no Home Country

(Print)

Return to HR Office Export Page

This page lists any errors that occurred during the export process. If the error log indicates that some employees are missing information, the information for those employees should be entered and another export performed. Click the **Print** link to print a report as needed t and click the Applicant/Employee name to enter the file o make the necessary changes. Re-run the export process; the export process can be run as many times as needed to obtain an error free file.

Step 4B – Verify Results – No Errors

If the error log indicates that all Applicants/Employees were **Exported Successfully**, right-click the indicated link and choose **Save Target As** to download the XML file created to the network or hard drive. This file is then imported into HR Office as necessary. Click on the **Return to HR Office Export Page** to finish the process.

Step 5 – Email New Hire List

After the Export button is clicked, this email will be sent to the User who sent it. If there is more than one (1) Applicant on this list, Cyber Recruiter will create one file for each Applicant, zip them together and send the zip file. After the export, if the User is not same who will be importing the file into the HR System, send the file to the appropriate person for him/her to detach, unzip and import the files.

Step 7 – Prepare Export List for Next Batch

To prepare the HR Office Export page for the next batch of new hires, press the **Select All** link to place a checkmark next to the Applicant's names. Then, press the **Delete Selected** button to remove them from this list.

HR-XML – HR System

Admin Setup – Enabling HR-XML HR System

The process for transferring new hires from Cyber Recruiter to the HR-XML product involves exporting the information to an XML Text file and importing that file into any product that supports the HR-XML format. Cyber Recruiter automates this task by creating the file from within Cyber Recruiter itself. It requires no extra software or work outside of the HR-XML pages within Cyber Recruiter. HR-XML is enabled in **Admin > Links > Pre-Defined > HR-XML**

Step 1: Turning HR-XML On

Question	Response	Result
Enabled?	Yes	All of HR-XML-specific pages and menu items will be added in Cyber Recruiter.
		Highlight the Users in the Drop-Down List who should have access to the HR-XML-specific functions in Cyber Recruiter. Hold the CRTL key down to select more than one User.
	No	Users will not see any references to HR-XML in Cyber Recruiter.

Step 2: Verifying Code Tables

To accomplish this step, the Administrator needs verify the HR-XML code tables are up-to-date in **Admin > Codes > HR-XML**. The two (2) code tables are **Shift** and **Employment Level**. They are not required to transfer data an HR-XML file. The **Shift** code table contains the possible shifts that a person might work (1st, 2nd, 3rd, etc.) and the **Employment Level** contains whether a new employee is Full Time, Part Time, Temporary, etc.

Daily Use – Transferring Applicants to HR-XML

The transfer process (Cyber Recruiter to HR-XML) is done one at a time from the **Applicants > HR-XML Export** process in Cyber Recruiter. For details on what information is passed to HR-XML, see the Appendix I section of this document.

Step 1: Prepare the Applicant & Verify Required Fields

Once the HR-XML setup is enabled, a **HR-XML Page** in the **Applicant File** will default

Find the Applicant to export - **Applicants > Find Applicant**. Once the Applicant is located, use the HR-XML Page to enter data that does not already exist in the Cyber Recruiter product. This information will be transferred in addition to the required pieces of information necessary for the transfer (See Appendix I). Even though these fields are not required, **Employee #**, **Hire Date**, **Employment Level**, and **Annual Salary** are typically required for any HR product.

Step 2 – Add Record to the Export File

Click on the green link at the bottom of the page to add this Applicant to the export file. The red indicator will change to indicate whether the applicant is on the list of applicants to be exported. In this example, the link has been clicked.

Step 3 – Generate Export File

After verifying and adding the Applicant to the export file, from the main menu bar select **Applicants > HR-XML Export** to generate the export file.

The Employee ID number is pulled from the **Applicant File (Employee File) > HR-XML Page > Employee ID Field.**

This table displays the Applicants who have been added to the export file via the **Applicant File > HR-XML Page**. To add additional applicant to the list, press the **Add** button and find the Applicant/Employee. To remove Applicants from the list, check the box at the end of the Applicant/Employee name click the **Delete Selected** button. Using the **Select All** or **Deselect All** links at the top will place checkmarks or remove check marks next to everyone's record. Everyone listed here will be included in the export file.

Click the **Export** button to create the export file. Enter the name of the file in the **Filename** field. Cyber Recruiter will save the *last* export file created. However, this file will be overwritten each time the export process is run.

Step 4A – Verify Results – Errors Occurred

This page lists any errors that occurred during the export process. If the error log indicates that some employees are missing information, the information for those employees should be entered and another export performed. Click the **Print** link to print a report as needed t and click the Applicant/Employee name to enter the file o make the necessary changes. Re-run the export process; the export process can be run as many times as needed to obtain an error free file.

Step 4B – Verify Results – No Errors

If the error log indicates that all Applicants/Employees were **Exported Successfully**, right-click the indicated link and choose **Save Target As** to download the XML file created to the network or hard drive. This file is then imported into HR System necessary. Click on the **Return to HR-XML Export Page** to finish the process.

Step 5 – Email New Hire List

After the Export button is clicked, this email will be sent to the User who sent it.

If there is more than one (1) Applicant on this list, Cyber Recruiter will create one file for each Applicant, zip them together and send the zip file. After the export, if the User is not same who will be importing the file into the HR System, send the file to the appropriate person for him/her to detach, unzip and import the files.

Step 7 – Prepare Export List for Next Batch

To prepare the HR-XML Export page for the next batch of new hires, press the **Select All** link to place a checkmark next to the Applicant's names. Then, press the **Delete Selected** button to remove them from this list.

Applicants to Export to HR-XML

|Add| Select All   DeSelect All   2 applicants

Applicant Name	Employee ID	Hire Date	Req	
Smith, Kristen	1234	6/29/2006	122 Consultant	☑
Thumb, Tom	1235	7/13/2006	KEARP-002 IT Consultant	☑

Export   **Filename**   ZZZCompany.txt   Delete Selected

Appendix A – Using FoxPro Data Source

Abra and Cyber Recruiter on Same Computer

1. From with Abra Suite
   a. Find the path to the Abra Suite Data Directory
      i. Log in to Abra Suite
      ii. Go to Help / Abra Suite
      iii. Click the System Information tab
      iv. Write down the **Data Path**
2. On the Cyber Recruiter Web Server
   a. Ensure that Abra Suite has an assigned path viewable by this computer
   b. Go to **Start / Setting / Control Panel**
      i. If using Windows2000 this is in the Administrative Tools folder
   c. Double-click on the **Data Source (ODBC)** or **32-bit Data Source** icon
      i. Click on the **System DSN** tab
      ii. Click **Add**
         1. Double-click **Microsoft Visual FoxPro Driver**
         2. Enter the Data Source Name (LiveAbra, AbraData, LiveAbraData, etc)
         3. Enter the Description (can be same as the data source name)
         4. Choose **Free Table Directory**
         5. Enter the path to the Abra data directory using UNC naming conventions. DO NOT browsing this must just be entered.
         6. Click **Options**
         7. Uncheck the **Deleted** box.
         8. Save Changes and exit this setup screen
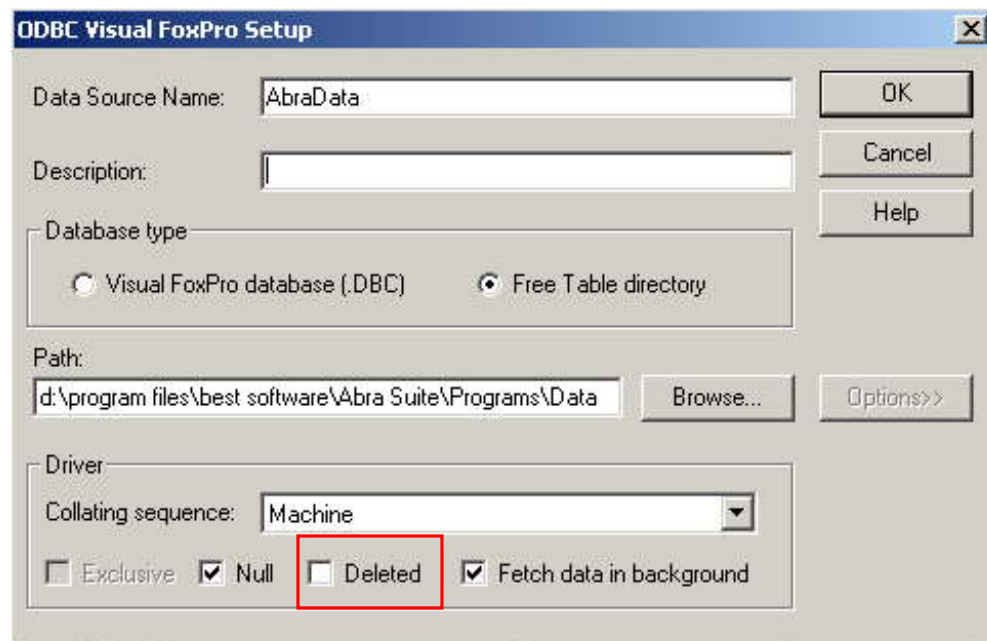
3. In Cyber Recruiter
   a. Go to **Admin / Links / Pre-Define Links**
   b. Select **Abra Suite**
   c. Enter the new data source created in step 2 as the FoxPro Data Source

---

Abra and Cyber Recruiter NOT on Same Computer

ASP .NET Impersonation

1. On the Cyber Recruiter Web Server
   a. Security Change
      i. Add a new *domain* user account.
      ii. Check the 'password never expires' and 'user cannot change password' check boxes.
      iii. Add the new user to the Administrators group - this is needed so when ASP.Net impersonates this user it can access all needed resources. (Leaving the admin as just a user results in Cyber Recruiter being unable to run)
   b. Change Web Config file
      i. Open the Cyber Recruiter's web.config file in the Cyber Recruiter installation folder and add the following line (using the username and password from the windows account you just created) *WITHIN* the system.web tags:

```
I
   <!--   IMPERSONATION - Allows this application to read/write to remote FoxPro tables   -->
   <identity impersonate="true" userName="windowsUserName" password="myPassword" />


</system.web>
```

2. Create an ODBC Source
   a. From with Abra Suite
      i. Find the path to the Abra Suite Data Directory
         1. Log in to Abra Suite
         2. Go to Help / Abra Suite
         3. Click the System Information tab
         4. Write down the **Data Path**
   b. On the Cyber Recruiter Web Server
      i. Ensure that Abra Suite has an assigned path viewable by this computer
      ii. Go to **Start / Setting / Control Panel**
         1. If using Windows2000 this is in the Administrative Tools folder
      iii. Double-click on the **Data Source (ODBC)** or **32-bit Data Source** icon
         1. Click on the **System DSN** tab
         2. Click **Add**
            a. Double-click **Microsoft Visual FoxPro Driver**
            b. Enter the Data Source Name (LiveAbra, AbraData, LiveAbraData, etc)
            c. Enter the Description (can be same as the data source name)
            d. Choose **Free Table Directory**
            e. Enter the path to the Abra data directory using UNC naming conventions. DO NOT browsing this must just be entered.
            f. Click **Options**
            g. Uncheck the **Deleted** box.
            h. Uncheck **Fetch in Background** box.
            i. Save Changes and exit this setup screen
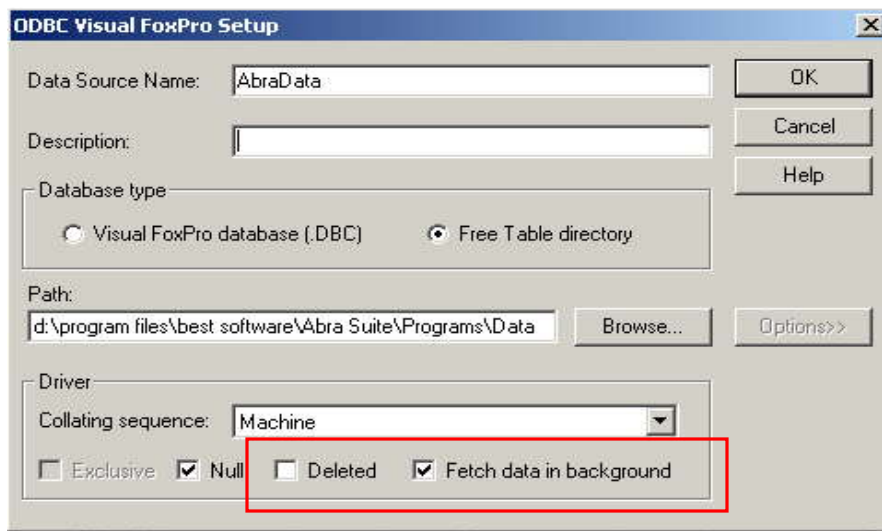
    c.   In Cyber Recruiter
         i.   Go to **Admin / Links / Pre-Define Links**
        ii.   Select **Abra Suite**
       iii.   Enter the new data source created in step 2 as the FoxPro Data Source
3.   On the Abra Server (FoxPro Table Server)
    a.   New 'user' must be added to whatever group has read/write permissions on the Abra data folder.
4.   Adjust Security for New User to "Modify" for the following areas:
    a.   Cyber Recruiter root folder
    b.   C:\WINDOWS\Microsoft.NET\Framework\v1.1.4322\Temporary ASP.NET File
    c.   HKEY_LOCAL_MACHINE\Software\Visibility Software\Cyber Recruiter registry key

Appendix B – Abra Data Mapping

This section links the tabs used in the Abra Data Transfer of Cyber Recruiter to the Abra HR & Payroll system. It is also important to note that the interface:

    (1) Checks the benefits setup to determine if any automatically added benefits should be add to this employee's record

    (2) Passes formal education to the Education screen in Abra

    (3) Passes previous employment to the Previous Employment screen in Abra

    (4) Passes skills to the Skills screen in Abra (skills code must be the same in the two systems)

General

Field Name	Abra Screen and Field	Abra Database Name
Company	Each Screen	P_company
Employee ID	Each Screen	P_empno
Hire Date	HR Status / Original Hire	P_orighire
	HR Status / Last Hire	P_lasthire
	HR Status / Seniority Date	P_sendate
	Current Job / Job Date	P_jobdate
	Current Pay / Pay Effective Date	P_paydate
	Current Job / Employee Status	P_active

Demographics

Information that appears on this page is pulled from the Cyber Recruiter Applicant Demographics Page. It should be verified as the employee is hired into Abra.

Field Name	Abra Screen and Field	Abra Database Name
First Name	Demographics / First Name	P_fname
Middle Name	Demographics /Middle Name	P_mi
Last Name	Demographics / Last Name	P_lname
Home Phone	Demographics / Home Phone	P_hphone
Work Phone	Demographics / Business Phone	P_busphone
Work Ext.	Demographics / Extension	P_busext
Cell Phone	Demographics / Cell Phone	P_cellphone
Email	Demographics / Email	P_email
Street 1	Demographics / Home Street 1	P_hstreet1
Street 2	Demographics / Home Street 2	P_hstreet2
City	Demographics / Home City	P_hcity
State	Demographics / Home State	P_hstate
Zip	Demographics / Home Zip	P_hzip

Personal Information

Information that appears on this page is pulled from the Cyber Recruiter Applicant Demographics Page under the EEO section. It should be verified as the employee is hired into Abra.

Field Name	Abra Screen and Field	Abra Database Name
SSN	Demographics / Social Security Number	P_ssn
Race	Demographics / Ethnic Origin	P_race
Gender	Demographics / Gender	P_sex
Marital Status	Demographics / Marital Status	P_married
Birth Date	Demographics / Birth Date	P_birth
Disabled	Demographics / Disabled	P_handicap
Vietnam Vet	HR Status / Vietnam Era Veteran	P_Vietnam
Disabled Vet	HR Status / Disabled Veteran	P_disvet
Other Vet	HR Status / Other Eligible Veteran	P_othervet

Job / Salary

Information that is captured on this page is pulling from the Abra drop-down options. All information needs to be verified and selected from the drop-down options.

Field Name	Abra Screen and Field	Abra Database Name
Job Title	Current Job / Job Title	P_jobtitle P_jobcode (based on Abra setup) P_eeoclass (based on Abra setup) P_exempt (based on Abra setup) P_jobgroup (based on Abra setup) P_salgrade (based on Abra seteup)
Employee Type	Current Job / Employee Type	P_employ
Salaried/Hourly	Current Pay / Salaried Hourly	P_salhour
Annual Salary	Current Pay / Annual Pay	P_annual P_salary (based on pay frequency and normal hours)
Hourly Salary	Current Pay / Unit Pay Rate	P_unitrate
Pay Frequency	Current Pay / Pay Frequency	P_payfreq
Supervisor	Current Job / Supervisor	P_supervis
Secondary Sup	Current Job / Manager	P_supervis2
Division/ Department/ Location/	Current Job / Division (based on Abra Setup) Current Job / Department (based on Abra Setup) Current Job / Location (based on Abra Setup)	P_level1 P_level2 P_level3
Normal Hours	Current Pay / Hours Per Pay Period	P_normunit
I-9 Status	HR Status / I-9 Verification Status	P_i9verif

Payroll Info

Information that is captured on this page is pulling from the Abra drop-down options. All information needs to be verified and selected from the drop-down options. This tab will only be activated if the set up in the Cyber Recruiter Admin section is set to track payroll information for Abra.

Field Name	Abra Screen and Field	Abra Database Name
Payroll Status	Payroll Status / Payroll Status	P_paystat
Job Type	Current Job (Pay) / Job Type	P_emptype
WC Category	Current Job (Pay) / Workers Comp	P_workcomp P_workrate (based on Abra setup)
Direct/Indirect	Current Job (Pay) / Direct	P_direct
EIC Filing Status	Tax Withholding / EIC	P_eicmstat
Statutory	Tax Withholding / Statutory	P_statute

Payroll Processing

Information that is captured on this page is pulling from the Abra drop-down options. All information needs to be verified and selected from the drop-down options. This tab will only be activated if the set up in the Cyber Recruiter Admin section is set to track payroll information for Abra.

Field Name	Abra Screen and Field	Abra Database Name
Pay Group	Payroll Status / Pay Group	P_paygroup
Regular Earnings Code	Payroll Status / Regular Pay	P_autoreg
Holiday Earnings Code	Payroll Status / Holiday Pay	P_autohol
Time Sheet Work Code	Tax Withholding / Timesheet Work Code	P_workcode
Auto Timesheet	Payroll Status / Auto Timesheet	P_autopay

Appendix C – ADP Data Mapping

Field Name/Description	Length	Valid Values	Requirements/Conditions
Co Code	2-3	A-Z, 0-9, &, -	Field must occur first in the header record. Required for each record. The company code must exist in the database, be set up for Employee Data Import, and be at a phase in the payroll cycle when employee maintenance tasks can be performed. The code must match the company code in the import filename, except for 2-position company codes. A 2-position code requires an underscore in the third position of the import filename. The underscore is not allowed in the Co Code field in the import file.
File #	2-6	51-999999	Field must occur second in the header record. Required for each record. Delete Deletion is not allowed.
Social Security Number	9 (without dashes) or 11 (with dashes)	0-9, dash Invalid values1st digit = 8 or 91st three digits = 6661st through 3rd digits = 0004th and 5th digits = 006th through 9th digits = 00001111111113333333 333123456789	Must exactly match the value in the database for an existing employee. New Hires Required
	1-30	A-Z, 0-9, space$ @ [\ ] ^ _ ` { | } ! # % & ' ( ) * + - . / : < = > ?	Length of last name plus first name cannot exceed 31characters. New Hires Required Delete Deletion is not allowed.
Employee First Name	1-30	A-Z, 0-9, space$ @ [\ ] ^ _ ` { | } ! # % & ' ( ) * + - . / : < = > ?	Length of last name plus first name cannot exceed 31characters.
Address Line 1	0-20	A-Z, 0-9, space$ @ [\ ] ^ _ ` { | } ! # % & '( ) * + , - . / : ; < = > ? "	New Hires Recommended Delete Deletion is not recommended.
Address Line 2	0-20	A-Z, 0-9, space$ @ [\ ] ^ _ ` { | } ! # % & '( ) * + , - . / : ; < = > ? "	
City	6 or 7 (alphanumeric) 5, 9, or 10 (numeric)	AlphanumericA-Z, 0-9, dashFormat must be ANANAN or ANA-NAN. Numeric0-9, dashFormat must be: NNNNN,NNNNNNNNN or NNNNN-NNNN	New Hires Recommended Delete Deletion is not recommended
State	2	Valid postal	(See Appendix B for the State Postal codes used by ADP)

Postal Code		abbreviation	Entry is allowed only if city is in the import file or database. New Hires Recommended Delete Deletion is not recommended. City and State Postal code must be deleted in the same import file.
Zip Code	6 or 7 (alphan umeric) 5, 9, or 10 (numeri c)	AlphanumericA-Z, 0-9, dashFormat must be ANANAN or ANA-NAN. Numeric0-9, dashFormat must be: NNNNN,NNNNNNNNN or NNNNN-NNNN	New Hires Recommended Delete Deletion is not recommended.
Home Phone Number	7 or 10	For 7 positions, where the format is aaaaaaa: 0-9, A-Z A dash is permitted between positions 3 and 4. For 10 positions, where the format is nnnaaaaaaa:0-9 in positions 1-3,0-9, A-Z in positions 4-10. A dash is permitted between positions 3 and 4, and 6 and 7. Paired parentheses are permitted around positions 1-3.	If a Home Area Code value is in the header record, the length must be 7. If a Home Area Code value is not in the header record, the length must be 10. Delete Deleting this field clears both the Home Area Code and Home Phone Number fields.
Gender	1	M – Male F – Female N – Not specified	New Hires Defaults to N (Not specified) unless there is a company default. Change/Delete Cannot be changed to N for an existing employee. Deletion is not allowed.
Home Departme nt	3 or 6, depend ing on compa ny setup	A-Z, 0-9, comma/ $. -	Table Validation Validates to company's Department table unless importing with validation override is selected.
Location Code	1-5	A-Z, 0-9, space$ @ [\ ] ^ _ ` {	} ! # % & ' ( ) * + , - . / : ; < = > ? "	Cannot contain all spaces. Table Validation Validates to company's Location table unless importing with validation override selected.
Rate Type	1	H – Hourly S – Salary D – Daily N – None	When using a Rate Type code other than N (None), the employee must have a rate amount in the import file. New Hires Defaults to N (None). Change/Delete Use the tilde character (~) to change H, S, or D to N (None).

			Deletion is not allowed if a value other than 0 is in the Rate 1 Amount field.
Rate 1 Amount		Salary Rate Types Min: -99999.99 Max: 99999.99 Hourly or Daily Rate Types Min: -999.9999 Max: 999.9999	If the employee's Rate Type code is N (None), value must be 0 or blank. Cannot be blank if the employee's Rate Type code is changed to S (Salary), H (Hourly), or D (Daily). Salary Rate Types If the company is set up with a value in the Salary Rate Limit field and the rate type is hourly; a warning is issued if the amount exceeds that value. A valid amount is added to the database anyway. Hourly Rate Types If the company is set up with a value in the Hourly Rate Limit field and the rate type is hourly, a warning is issued if the amount exceeds that value. A valid amount is added to the database anyway. Delete Deletion is not allowed unless rate type is also deleted or has a value of N.
Pay Frequency Code	1	W – Weekly B – Biweekly S – Semimonthly M – Monthly D – Daily 5 – 5.2 weeks 2 – 2.6 weeks 4 - 4 weeks	New Hires Defaults to the company's pay frequency if no value is in the import file. Delete Deletion is not allowed.
Hire Status	1	A – Active L - Leave of Absence T – Terminated D - Deceased	New Hires Defaults to A (Active). Change If the employee uses eTIME and the status is changed to T (Terminated) or D (Deceased), all eTIME fields are deleted and an eTIME On/Off Work/Life Event is created.
Hire Date	6-10	Same as Adjusted Service Date on page 77	Delete Deletion is not allowed. Must be a valid date.
Birth Date	6-10	Format is m/d/yy Where m is a 1 or 2-digit month (1-12)d is a 1 or 2-digit day (1-31) yy is a 2- or 4-digit year (1900-2199) A slash is required if month and/or day are single-digit entries If a 6-digit date does not include slashes, year is assumed to be 2 digits	Must be a valid date
Worked State Tax Code	2	Valid ADP State Tax Jurisdiction code (See Appendix C for the ADP State Tax Jurisdiction codes)	Worked State Tax Code field cannot be the same as the Lived State Tax Code field. New Hires Defaults to State Tax Jurisdiction code set up for the company. If there is no code set up for the company, entry in the import file is required.

			<u>Change</u> Change is not allowed for an existing employee under the following conditions: •The company is set up for Tax Filing but not for Multi-Jurisdiction •The company is set up for Tax Reporting only •The company is not set up for either Multi-Tax or for Multi-Jurisdiction, the State Tax code is for a non-taxing state, and year-to-date worked-in-state tax amounts exist for the employee <u>Delete</u> Deletion is not allowed. <u>Table Validation</u> The code must be in the company's State Tax Jurisdiction table.
SUI/SDI Tax Jurisdiction Code	2	Valid ADP SUI/SDI Tax Jurisdiction code (See Appendix C for the ADP SUI/SDI Tax Jurisdiction codes)	<u>New Hires</u> Defaults to SUI/SDI Tax Jurisdiction code set up for the company. If no code is set up for the company, entry in the import file is required. <u>Change</u> Change is not allowed for an existing employee under any of the following conditions: •The company is set up for Tax Filing but not for Multi-Juris-diction •The company is set up for Tax Reporting only •The company is not set up for either Multi-Tax or for Multi-Jurisdiction, the SUI/SDI Tax code is for a non-taxing state, and year-to-date tax amounts exist for the employee •The employee has a Pay-by-Pay Job Class code that is not valid in the new SUI/SDI tax jurisdiction **Note:** If changing both the SUI/SDI Tax Jurisdiction code and the Pay-by-Pay Job Class code, both codes must be valid. <u>Delete</u> Deletion is not allowed. <u>Table Validation</u> The code must be in the company's SUI/SDI Tax Jurisdiction table.
Federal Marital Status	1	M – Married S – Single	<u>New Hires</u> Defaults to S. <u>Delete</u> Deletion is not allowed.
State Marital Status	1	M - Married (one income) S – Single T - Single head of household R - Single head of household and qualifying dependent Y - Married head of household (two incomes) N - Married head of household (one income) X - Married (two incomes)	Must follow either a Worked State Tax Code or a Lived State Tax Code field. Can also follow a State Tax Code field (and entry) if the company uses Multi-Jurisdiction. Entry is not allowed if the corresponding tax code is for the lived-in state and: •The Lived State Tax code is the same as the Worked State Tax code •The lived in state is a non-taxing state <u>Delete</u> Deletion is not allowed.
Federal Exemption	1-2	0-99	<u>New Hires</u> Defaults to 0.

s			Delete Deletion is not allowed.
State Exemptions	1-2	0-99 0, 1, 2 - If state is Louisiana	Must follow either a Worked State Tax Code or a Lived State Tax Code field. Can also follow a State Tax Code field (and entry) if the company uses Multi-Jurisdiction. Entry is not allowed for non-taxing states.
Local Tax Code	4	Positions 1, 2, 3: 001-255, 301-799 excluding 325, 400, 425, 500, 525, 600, 625, 700, and 725 Position 4: A-Z, 0-9	Change/Delete Deletion is not allowed if an entry exists for Lived Local Tax code in the import file. Deletion is allowed if also deleting the Lived Local Tax code in the import file or if there is no Lived Local Tax code in the database for the employee. Change or deletion is not allowed for an existing employee when the company is set up for Tax Filing but not for Multi-Jurisdiction or when the company is set up for Tax Reporting only. Table Validation The code must be in the company's Local Tax Jurisdiction table.
Local Exemptions	1-2	Min: 0 Max: 99	Must follow either a Worked Local Tax Code or a Lived Local Tax Code field. Can also follow a Local Tax Code field (and entry) if the company uses Multi-Jurisdiction. Entry is not allowed for non-taxing localities.
Data Control Position 1	1	A-Z, 0-9, space$ @ [\ ] ^ _ ` { | } ! # % & '( ) * + , - . / : ; < = > ? "	Delete Use the tilde character (~) to delete a single data control position.
Data Control Position 2	1	Same as Data Control Position 1	Same as Data Control Position 1.
Data Control Position 3	1	Same as Data Control Position 1	Same as Data Control Position 1.
Data Control Position 4	1	Same as Data Control Position 1	Same as Data Control Position 1.
EEO Ethnic Code	1	1 – White 2 – Black 3 – Hispanic only 4 – Asian/Pacific Islander 5 – Native American	
Employee Type	1-4	A-Z, 0-9, space$ @ [\ ] ^ _ ` { | } ! # % & '( ) * + , - . / : ; < = > ? "	Table Validation Validates to the company's Employee Type table unless importing with validation override selected.

Appendix D – CostPoint Data Mapping

This information is adapted from the Deltek CostPoint Employee Pre-Processor documentation. Please reference that manual for more detailed information on this connection piece between Cyber Recruiter and CostPoint.

Processing Details
Input File and Error File Layout

The input file is named by the user. The error file has the same name with an extension of ".ERR." Do not give the input file an ".ERR" extension or an error will occur. The input file may be a fixed-format file, a comma-separated file, or an ADP-formatted file. If the file is a fixed-format file, every position must be filled with either an appropriate character or a space. It is not necessary to zero-fill numbers; spaces can be used to maintain the proper format. If the file is comma-separated, it is not necessary to fill every position, but the file must have the correct number of commas.

Note: You cannot use commas in the Notes field.
An ADP-formatted file is generated by ADP's "PC/Payroll & Personnel System" (DOS) Version 4, 5, or 6, "Masterfile Output Menu" - "New Hires and Changes, All Information" or "All Employees, All Information" and is named MFOUT.xxx where xxx is your ADP company code. The record layouts for the ADP format may be found in the "ADP PC/Payroll & Personnel – System Administrator's Guide" at Appendix B in Version 6 and Appendix C in Version 5. The input file layouts for the fixed-format and comma-separated values format follow:

Input Record 1

Field Name	Data Type and Size	Required/Optional	Contents
Record Code	Character 1	Required	N or 1
Social Security Number	Numeric 9	Required	
Employee ID	Character 12	Required	
First Name	Character 20	Required	
Middle Name	Character 10	Optional	
Last Name	Character 25	Required	
Hire Date	Character 10	Required	YYYY-MM-DD
Employee Status	Character 3	Default Provided	ACT, FML, IAL, IN
Timesheet Cycle	Character 4	Default Provided	
Leave Cycle	Character 4	Default Provided	
General Labor Category	Character 6	Default Provided	
Pay Type	Character 3	Default Provided	
FLSA Exempt	Character 1	Default Provided	Y, N
Employee Type	Character 1	Default Provided	R, P
Hourly/Salaried	Character 1	Default Provided	H, F, S
Home Organization	Character 20	Default Provided	
Home Reference 1	Character 20	Optional	
Home Reference 2	Character 20	Optional	
Default OT State	Character 2	Default Provided	
Worker's Comp	Character 6	Default Provided	
Effective Date	Character 10	Required	YYYY-MM-DD
Rate Type	Character 1	Default Provided	A, H, S
Rate	Numeric 14	Required	
Account	Character 15	Optional	
Organization	Character 20	Optional	
Project	Character 30	Optional	
Reference 1	Character 20	Optional	
Reference 2	Character 20	Optional	
Labor Location	Character 6	Optional	
Address Line 1	Character 30	Optional	
Address Line 2	Character 30	Optional	
Address Line 3	Character 30	Optional	

Field Name	Data Type and Size	Required/Optional	Contents
City	Character 25	Optional	
State	Character 15	Optional	
Field Name	**Data Type and Size**	**Required/Optional**	**Contents**
Country	Character 8	Optional	
Postal Code	Character 10	Optional	
Home Telephone	Character 20	Optional	
Emergency Telephone	Character 20	Optional	
Locator	Character 6	Optional	
Date Of Birth	Character 10	Optional	YYYY-MM-DD
Marital Status	Character 1	Optional	
Gender	Character 1	Optional	M, F
Employee Class	Character 12	Optional	
Union Employee Flag	Character 1	Required	Y, N

Input Record 2

Field Name	Data Type and Size	Required/Optional	Contents
Record Code	Character 1	Required	2
Employee ID	Character 12	Required	
Company	Character 10	Default Provided	
Adjusted Hire Date	Character 10	Optional	YYYY-MM-DD
Termination Date	Character 10	Optional	YYYY-MM-DD
Supervisor Name	Character 25	Optional	
Preferred Name	Character 10	Optional	
Name Prefix	Character 6	Optional	
Name Suffix	Character 6	Optional	
Prior Name	Character 25	Optional	
Eligible for Auto Pay	Character 1	Default Provided	Y, N
Email ID	Character 20	Optional	
PR Service Employee ID	Character 12	Optional	
Job Title Description	Character 30	Optional	
Estimated Hours	Numeric 10	Optional	
Labor Group	Character 3	Optional	
Reason	Character 30	Optional	
Security Organization ID	Character 20	Default Provided	
Work Hours in Year	Character 4	Default Provided	
Visa Type	Character 10	Optional	None, A-1, A-2, A-3, B-1, B-2, C-1, C-2, C-3, D, E-1, E-2, F1, F2, G-1, G-2, G-3, G-4, G-5, H-1(A), H-1(B), H-2(A), H-2(B), H-3, H-4, I, J-1, J-2, K-1, K-2, L-1, L-2, M-1, M-2, N-8, N-9, NATO-1, NATO-2, NATO-3, NATO-4, NATO-5, NATO-6, NATO-7, O-1, O-2, -3, P-1, P-2, P-3, P-4, Q-1, R-1, R-2
Comments	Character 254	Default Provided	

Input Record 3

Field Name	Data Type and Size	Required/Optional	Contents
Record Code	Character 1	Required	3
Employee ID	Character 12	Required	
Notes	Character 254	Optional	

Appendix E – Deltek Vision Data Mapping

** This information was adapted from the Deltek Vision specification document ***

Vision Field Names	Cyber Recruiter Field Names
Employee	Employee ID from Applicant File > Vision Page
Lastname	Last name
Firstname	First name
Middlename	Middle name
Payrate	Pay Rate from Applicant File > Vision Page
Jobcostrate	Pay Rate from Applicant File > Vision Page
Jobcosttype	Pay Type from Applicant File > Vision Page
Paytype	Pay Type from Applicant File > Vision Page
Payovtpct	Overtime Costing % from Applicant File > Vision Page
Jcovtpct	Overtime Costing % from Applicant File > Vision Page
Targetratio	Target ratio from Applicant File > Vision Page
Hoursperday	Hours per Day from Applicant File > Vision Page
Hiredate	Hire Date from Applicant File > Vision Page
Status	"A"
Type	Type from Applicant File > Vision Page
Org	Org from Applicant File > Vision Page
Billingcatergory	Billing Category from Applicant File > Vision Page
Billingpool	0
SSN	SSN
Address1	Home Address 1
Address2	Home Address 2
City	Home City
State	Home State
Zip	Home Zip
Country	Home Country
Homephone	Home Phone
Fax	Fax
Email	Email
Tkgroup	TK Group from Applicant File > Vision Page
Tkadminedit	"N"
Tkadminapproval	"N"
Ekgroup	EK Group from Applicant File > Vision Page
Ekadminedit	"N"
Ekadminapproval	"N"
Provcostrate	Pay Rate from Applicant File > Vision Page
Provbillrate	Bill Rate from Applicant File > Vision Page
ProvCostotpct	Overtime Costing % from Applicant File > Vision Page
Provbillotpct	Billing Costing % from Applicant File > Vision Page
Changedefaultlc	Changed Default LC from Applicant File > Vision Page
Defaultlc1	LC1 from Applicant File > Vision Page
Defaultlc2	LC2 from Applicant File > Vision Page
Defaultlc3	LC3 from Applicant File > Vision Page
Defaultlc4	LC4 from Applicant File > Vision Page
Defaultlc5	LC5 from Applicant File > Vision Page
UseTotalHrsAsStd	"N"
ProvCostSpecialOTPct	Overtime Costing % from Applicant File > Vision Page
ProvBillSpecialOTPct	0
Title	Job Title from Applicant File > Vision Page
YearsOtherFirms	0
ExportInd	"N"

ConsultantInd	"N"
Supervisor	Supervisor from Applicant File > Vision Page
Workphone	Work Phone
Workphonext	Work Extension
Mobilephone	Cell Phone
Createuser	"CR"
Createdate	Current Date
AvailableForCRM	"Y"
ReadyForApproval	"Y"
ReadyForProcessing	"Y"
Moduser	"CR"
Moddate	Current Date
LocaleMethod	0
Otherpay	0
Otherpay2	0
Otherpay3	0
Otherpay4	0
Otherpay5	0
CostRateMeth	0
CostRateTableNo	0
PayRateMeth	0
UtilizationRatio	0
PriorYearsFirm	0
IncludeLocalJurisOnly	"N"
Payspecialovtpct	Special Overtime % from Applicant File > Vision Page
Jcspecialovtpct	Special Overtime % from Applicant File > Vision Page
PreferredName	Nickname

* Skills and Education Records are also brought over.

Appendix F – GCS Premier Data Mapping

** This information was adapted from the Deltek GCS Premier specification document ***This program will update existing records and add new records, but will not delete records. "Deletes" must be performed manually through the Deltek GCS Premier program. The Input Data file should contain new employees and employees with changes, but may contain all employees if desired.

In the "Single Record" format, updates will overwrite the existing record in the Deltek GCS Premier Employee Master File and therefore must have complete information for each employee submitted.

All input will be validated as follows:

Field	Defaults	Validations
Employee ID	None	Must be unique.
Division Number	01	Must be numeric. Must be less than or equal to number of divisions set up in the *General Ledger Control File*.
Department Number	00	Must be in Deltek GCS Premier's Department/Transaction Code File.
Last Name, First Name & Middle Initial	None	Must be unique in the Deltek GCS Premier Employee Master File. New employees must have both a First and Last Name.
OBS Number	Zeros	If OBS numbers are used, must be in proper format (XX.XX.XX.XX.XX.XX). They must also exist in the Deltek GCS Premier.
Social Security Number	None	Must be in format 999-99-9999. Required for new employees.
Sex	None	Must be Male or Female. May be blank for consultants.
Martial Status	None	Must be Single, Married, Divorced or Widowed. May be blank for consultants.
Status	A	Must be Active or InActive.
Employee Type	R	Must be Regular, Part Time or Consultant.
Exempt	None	Must be Yes or No.
Rate Type (Single record format only)	None	Must be Annual, Salaried, or Hourly.
Rate	None	Must be numeric.
Pay Frequency	None	Must be Weekly, Bi-Weekly, Semi-Monthly or Monthly. May be blank for consultants.
Working State	None	Must exist in the Deltek GCS Premier State Name Table (uses Postal abbreviations). May be blank for consultants.
Default Suffix	39	Must be 00, 39, 40, 41, or 42.
Hourly or Salaried Flag	None	Must be Hourly or Salaried. May be blank for consultants
Labor Category	None	Must exist in the Deltek GCS Premier Job Category Table. May be blank for consultants.
Earned Income Credit Flag	N	Must be Full, Half, Single or No
Federal Withholding Flag	Y	Must be Yes or No. N for consultants.
Federal Filing Status	None	Must be Single or Married. Required if Federal Withholding Flag = Y
State Filing Status	None	Must be Single, Married, 1, 2, 3, 4. Required if State Withholding Flag = Y

Number of Federal Exemptions	Zero	Must be numeric.
Number of State Exemptions	Zero	Must be numeric.
Additional Federal Withholding	Zero	Must be numeric.
Additional State Withholdings	Zero	Must be numeric.
Taxing State	Working State	Must exist in Deltek GCS Premier's State Name Table (use Postal abbreviations). May be blank for consultants.
FICA Exempt Flag	N for Regular or Part-Time Employees. Y for consultants	Must be Yes or No.
FUTA Exempt Flag	N for Regular or Part-Time Employees. Y for consultants	Must be Yes or No.
SUTA Exempt Flag	N for Regular or Part-Time Employees. Y for consultants	Must be Yes or No.
Date of Birth	Zeros	Must be a valid date or zeros. Must be in the YYYYMMDD format.
Street	None	None
Street Line 2	None	None
City	None	None
State	None	None
Zip Code (first five)	None	None
Zip Code (last four)	None	None
High Compensation Flag	L	Must be High, Low, or Ineligible
Key Employee Flag	N	Must be Yes or No

Appendix G – Great Plains Data Mapping

The table below lists each of the field exported from Cyber Recruiter into the .csv file created. (This appendix has been adapted from the Great Plains Specification Document).

Field	Notes
Employee ID	As entered on applicant's Great Plains page.
Employee Class	As entered on applicant's Great Plains page. Code entered under Admin/Codes/Great Plains
Last Name	
First Name	
Middle Name	
"PRIMARY"	Address Code, always hard-coded as PRIMARY
SSN	SSN without dashes
Birth Date	
Gender	1-Male, 2-Female, 3-N/A
Ethnic Origin	1- White, 2 - American Indian or Alaska Native, 3- Black, 4 - Asian or Pacific Islander, 5- Hispanic, 6 - Other, 7 - N/A
Marital Status	1- Married, 2- Single, 3- N/A
Spouse Name	As entered on applicant's Great Plains page.
Hire Date	As entered on applicant's Great Plains page.
Adjusted Hire Date	As entered on applicant's Great Plains page.
Employment Type	As entered on applicant's Great Plains page. Code entered under Admin/Codes/Great Plains
Division	As entered on applicant's Great Plains page OR pulled from a requisition field for the applicants HIRED req. Code entered under Admin/Codes/Great Plains
Department	As entered on applicant's Great Plains page OR pulled from a requisition field for the applicants HIRED req. Code entered under Admin/Codes/Great Plains
Job Title	As entered on applicant's Great Plains page OR pulled from a requisition field for the applicants HIRED req. Code entered under Admin/Codes/Great Plains
Location	As entered on applicant's Great Plains page OR pulled from a requisition field for the applicants HIRED req. Code entered under Admin/Codes/Great Plains
Is Veteran?	Equals 1 if applicants is a disabled vet, Vietnam vet, or other vet
Home Street 1	
Home Street 2	
Home City	
Home State	
Home Zip	
Home Country	Defaults to USA if empty
Home Phone	All numbers, no punctuation
Work Phone	All numbers, no punctuation
Cell Phone	All numbers, no punctuation
Hours/Year	As entered on applicant's Great Plains page.
Email	
Citizen	As entered on applicant's Great Plains page.
I-9 Verified	As entered on applicant's Great Plains page.
Disabled?	
Disabled Vet?	
Vietnam Vet?	
Other Eligible Vet?	
Education	Top 3 education records for applicant, each has school, degree, major, GPA, and graduation year
Driver's License Info	State, a space, then Driver's License #
Driver's License Exp Date	Driver's License Exp date as entered on applicant's Great Plains page.

Appendix H – HR Office Data Mapping

(This appendix has been adapted from the HR Office specifications document).

Fields in HROffice that can be populated by a Recruiting System

The following is a list of the fields that are required to create **new** employee records within HROffice:

- **Social Security or Canadian Social Insurance Number** ☐ **must** be numeric and include 9 numbers. If dashes are entered the program will recognize it as a SSN or SIN number. (123-123-123 for a SIN or 123-12-1234 for a SSN). If there are no dashes the number will be treated as an *Other ID.*
- **Full** Alternative to Last Name and First Name. Full Name combines the employee's full name into one field in the form of "Last, First, Middle" or "First, Middle, Last."
- **Last** Employee's last name with a maximum of 40 letters.
- **First** Employee's first name with a maximum of 40 letters.
- **Hire Date** Employee's hire date in Month-Day-Year (4-14-01) or Day-Month-Year (14-4-01) format.

Personal Information Fields
The following Personal Information fields can be imported using the QuickStart Data Import Utility.

- **Social Security or Canadian Social Insurance Number** ☐ must be numeric and can include up to 25 numbers. The dashes will be filled in automatically for you. This can be in either a formatted form (999-99-9999, 999-999-999), or an unformatted form (999999999) depending on the choice you make.
- **Full** Name ☐ Alternative to Last Name and First Name. Full Name combines the employee's full name into one field in the form of "Last, First, Middle" or "First, Middle, Last." Maximum of 120 characters.
- **Employee's Last** Name ☐ Maximum of 40 letters.
- **Employee's First** Name ☐ Maximum of 40 letters.
- **Employee's Middle** Name **or Initial** ☐ Maximum of 40 letters.
- **Nickname** ☐ Employee's nickname with up to a maximum of 40 letters.
- **Previous** Name ☐ Employee's previous name with up to a maximum of 40 letters.
- **Birth Date** ☐ Employee's date of birth in Month-Day-Year (4-14-01) or Day-Month-Year (14-4-01) format.
- **Employee ID** ☐ Employee's identifier with a maximum of 15 characters. If used, this identifier must be unique for each employee. This can be all numbers, all letters, or a combination of letters and numbers.
- **Address** ☐ Employee's home address with a maximum of 40 characters.
- **Address - Line 2** ☐ Optional second line for employee's home address with a maximum of 40 characters.
- **City** ☐ Employee's home address city name, with a maximum of 40 letters.
- **State or Province** ☐ Employee's home address state or Province abbreviation, with a standard two-letter abbreviation. You also have the option of setting a default value for any empty field in this column. For example, if you set the default to WA, the blank field would be imported as WA for any employee that does not have a state designated in the address.
- **Zip or Postal Code** ☐ Employee's home address zip or postal code, with five to nine digit zip code format (93333 or 93333-1234; or for Canadian mail codes A1B C2D).
- **Country** ☐ Country in which employee's home address is located.
- **Sex** ☐ Employee's sex. You will need to translate your information to match the information used in HROffice. (F converts to Female, M converts to Male.)
- **Marital Status** ☐ Employee's current marital status, such as Single, Married, Divorced, etc. You will need to translate your information to match the information used in HROffice. (M may convert to Married, S may convert to Single, etc.)
- **Home Phone** ☐ Employee's home phone number.
- **Work Phone** ☐ Employee's work phone number, which may include up to a five-digit extension number.
- **Email Address** ☐ Employee's Email address with a maximum of 80 characters.

- **Smoker** □ Is this employee a smoker? Use *Yes* or *No* to answer this question. This may be used in calculating any benefit premiums that have different rates for smokers. You will need to translate your information to match the information used in HROffice if you use *Y* or *N*.
- **Employee Personal Comments** □ This field is for any general comments with a limit of 16,000 characters, and will be imported to the Comments field.

Job Information Fields

If the Location, Division, Department names, and Job Titles are not already set up in Setup Manger, HROffice will create these entries for you.

- **Hire Date** □ Use the format of Month-Day-Year (4-14-99) or Day-Month-Year (4-Apr-99).
- **Employment Status** – (Full Time, Part-Time, Temporary, Seasonal, etc.) Text Field
- **Job History Effective Date** □ Effective date of any job history you are importing. Use the format of Month-Day-Year (4-14-99) or Day-Month-Year (4-Apr-99).
- **Job History End Date** □ Ending date of any job history you are importing. Use the format of Month-Day-Year (4-14-99) or Day-Month-Year (4-Apr-99).
- **Job Title** □ Employee's job title, with a maximum of 40 characters.
- **Location Name** □ Employee's assigned location, with a maximum of 40 characters.
- **Division Name** □ Employee's assigned division, with a maximum of 40 characters.
- **Department Name** □ Employee's assigned department, with a maximum of 40 characters.
- **Supervisor SSN or SIN** □ must be numeric and can include up to 25 numbers. The dashes will be filled in automatically for you. This can be in either a formatted form (999-99-9999, 999-999-999), or an unformatted form (999999999) depending on the choice you make.
- **Supervisor First** Name □ Maximum of 40 letters.
- **Supervisor Last** Name □ Maximum of 40 letters.
- **Supervisor Full Name** □ Alternative to Last Name and First Name. Full Name combines the Supervisor's full name into one field in the form of "Last, First, Middle" or "First, Middle, Last." Maximum of 120 characters.

Note: You must include the Hire Date in the import file in order to make any change to Location Name, Division Name, Department Name, or Job Title. The Hire Date becomes the effective date of the organizational change.

Education Fields

Skills Fields

Previous Employment Fields

License/Certification Fields

Appendix I – HR-XML Data Mapping

** This information was adapted from the Ascentis specification documents. ** The import capability is accessed via the "Employee" menu item in the primary menu in Employee manager. A new "Import New Hire(s) from HR-XML" option has been added.

The "Import New Hire(s) from HR-XML" option brings up an "Open File" dialog that allows the user to select which file to import. The default directory for the "Open File" dialog is the "<HROffice Installation>\Program" folder.

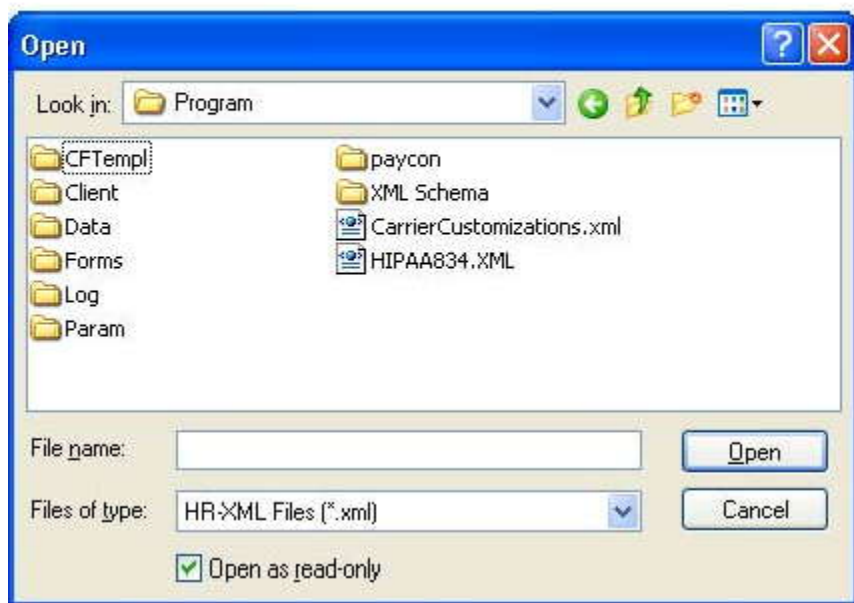| By:	Nathan D'Ambrosia
Created On:	7/20/2005
Updated On:	7/22/2005
Version:	1

Ascentis

Figure 1 -- Import File Dialog Box

If the user selects "Open", then the HR-XML file is loaded. If the file isn't the right format, the user is notified and will have the opportunity to enter a different filename.

Once the HR-XML file is successfully loaded, a dialog displaying all of the import fields and data is displayed. Each field has a checkbox next to it that indicating whether it will be imported or not. The user can select which fields they wish to import for the new employee(s).

Figure 2 -- Import Field Selection

If all the required fields have valid import data in them and they have been selected for import, then the employee is imported into HROffice and the current "Employee Information" form brings up the imported employee(s).

If not all the required fields have data in them or haven't been selected for import, then a dialog is brought up that prompts the user for the needed information. This dialog is the same as the "New Employee" dialog except that it contains a little message at the top of it telling the user to make sure they enter the specified required fields (Figure 3).

Figure 3 -- Required Employee Data Entry Dialog

Once all the data has been entered and the user has pressed the "Import" button, then the employee will be imported and a "New Employee" dialog will be opened for the next new employee in the file.

Appendix J – Importing Code Tables

The **Import Code Tables** menu item of **Admin > Processes** allows the ability to import ASCII text files of code into any the Cyber Recruiter code tables. The file must be a .csv file with only two columns: first column represents the **Code** and the second column represents the **Description**. (Note: Neither column can have commas in them BUT they the columns will need to be separated by commas.)

Browse	This button allows Users to find the ASCII text file on a computer hard drive or network. (Note: the specific instructions listed are necessary for successful importation of codes; otherwise all codes might not make it in the database.)
Drop-Down List	This drop-down list contains all the available code tables the ASCII Text file can be imported.
Open Text Field	**Field Description:** If the desired code tables are not listed in the drop-down list, use the last option in the list, **Other (Enter at Right)**. This make the other field activated and a table abbreviation code should be entered. Below is a list of codes that can be used to upload the code tables for the appropriate HR and Payroll systems.

ADP Code Tables

Code Table	Code to Enter
Company	ADPCO
Data Control 1	ADPDC1
Data Control 2	ADPDC2
Data Control 3	ADPDC3
Data Control 4	ADPDC4
Employment Type	ADPET
Federal Marital Status	ADPFEDMAR
Home Department	ADPDEPT
Local Tax Code	ADPLTAX
Location	ADPLOC
Pay Frequency	ADPPF
Rate Type	ADPRT
State Marital Status	ADPSTMAR
State Unemployment	ADPSUI

CostPoint Code Tables

Code Table	Code to Enter
Employee Class	DTKEECLS
General Labor Category	DTKGLC
Home Org	DTKORG
Job Titles	DTKJT
Labor Group	DTKLGR
Labor Location	DTKLABLOC
Leave Cycle	DTKLEAVE
Locator	DTKLCTR
Pay Types	DTKPAYTYPE
Reason	DTKREAS
Security Org ID	DTKSECORG
Timesheet Cycle	DTKTSCYC
Visa Type	DTKVISA
Workers Comp	DTKWKCOMP
PLC Codes	DTKPLC

Great Plains Code Tables

Code Table	Code to Enter
Employee Class	GPEC
Employee Type	GPET
Division	GPDIV
Department	GPDEPT
Location	GPLOC
Supervisor Code	GPSUP
Job Titles	GPJT

GSC Premier Code Tables

Code Table	Code to Enter
Department	GCSDEPT
Division	GCSDIV
Employee Type	GCSEMPTYPE
Fed Filing Status	GCSFFILE
Labor Category	GCSLABCAT
OBS Number	GCSOBS
Pay Frequency	GCSPF
Rate Type	GCSRT
State Filing Status	GCSSSFILE

HR Office Code Tables

Code Table	Code to Enter
Division	HRODIV
Department	HRODEPT
Location	HROLOC
Employee Status	HROEMPSTAT
Company	HROCOMP
Job Title	HROJT

HR-XML Code Tables

Code Table	Code to Enter
Shift Code	XMLSHIFT
Employment Level	XMLLEVEL