Deltek Costpoint Integration
Cyber Recruiter 6.2
October 2006
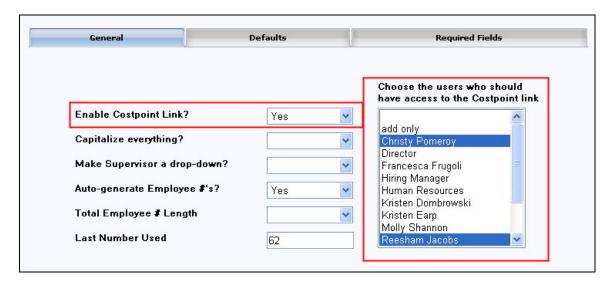
Table of Contents

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 integration pages within Cyber Recruiter.

Enabling Costpoint Integration

Enabling Integration

Before new hires can be exported to Costpoint, the functionality must first be enabled in Cyber Recruiter. By default, Costoint integration is *not* enabled. In order to enable Costpoint integration, go to **Admin / Links / Pre-defined / Deltek Costpoint**

Step 1 – Turn Integration On

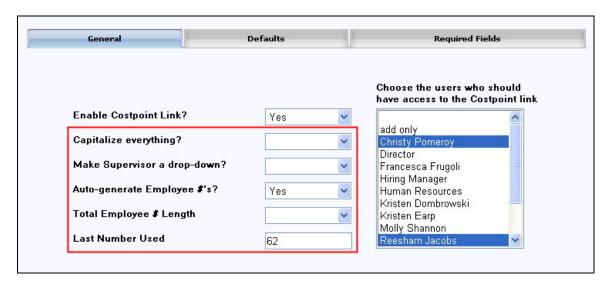| Question	Response	Result
Integration to Costpoint Link?	Yes	All of Costpoint-specific pages and menu items will be added in Cyber Recruiter.
	No	Users will not see any references to Costpoint in Cyber Recruiter.

Step 2 – Set Security

Highlight the Cyber Recruiter Users, using the listing on the right, who should have access to the Costpoint-specific functions in Cyber Recruiter. To highlight multiple people, use the Ctrl key.

Setting Data Options

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

Step 1 – Setting System Options

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.
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.

Setting Costpoint Default Codes

Step 1 – Add Drop-Down Values to Cyber Recruiter
Codes must be added to **Admin / Codes / Costpoint** section before the drop-down values will be seen on the Defaults tab.

Prior to Setting defaults: Employee Class, Leave Cycle, Pay Type, Timesheet Cycle, and 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, there are three codes which build upon each other. It is best to populate these codes in the following order because the first code will be referenced when completing the second code.
1. Workers Comp
2. Job Codes / Job Title
3. GLC Code (Labor Category)

These code tables must be populate with valid values from your 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 2 – Setting Costpoint Defaults

After setting the drop-down value in the Codes section, it can be used to complete the default page for the Costpoint screen. If a default for a field is entered, it will get exported rather than any values entered for that field for any particular applicant. The default value **always** overrides whatever is stored for any particular applicant. If no default is entered, it can be entered on the applicant's screen.

Define Required Fields

The **Required Fields** tab allows each organization 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.

Exporting to Costpoint

Prepare Each Applicant File

Step 1 – Verify Required Fields

To export an applicant's information to Costpoint, go to **Applicants / Find Applicant** and find the particular applicant transfer. There are six fields required for the transfer to Costpoint, three are on the demographics page and three are on the Costpoint page, available on the left-hand toolbar for users who have access to the Costpoint pages.

Demographics: 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 contains information that corresponds to data in Costpoint that doesn't already exist in Cyber Recruiter. In other words, data from this page will be transferred to Costpoint for new hires in addition to the standard data that Cyber Recruiter stores (name, address, phone number, etc.). Appendix A contains the document specifications for the Costpoint Employee Preprocessor outlining the fields can be imported. Before transferring an applicant from Cyber Recruiter to Costpoint, ensure that this page is complete and contains all the required information for that applicant.

Main – Basic information about the applicant/employee. This screen includes pay and labor information. If the setup screen is set to assign **Employee ID** automatically, leave the field blank on this screen.

All codes but 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 pull from the Costpoint setup screen if pre-determined. Changing items on this screen if there is a default will not be recognized in the export file.

Timesheet – Information regarding this applicant/employee's timesheet. All codes but 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 pull from the Costpoint setup screen if pre-determined. Changing items on this screen if there is a default will not be recognized in the export file.

Secondary – Contains other information regarding this applicant/employee's employment with the organization. All codes but 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 pull from the Costpoint setup screen if pre-determined. Changing items on this screen if there is a default will not be recognized in the export file.
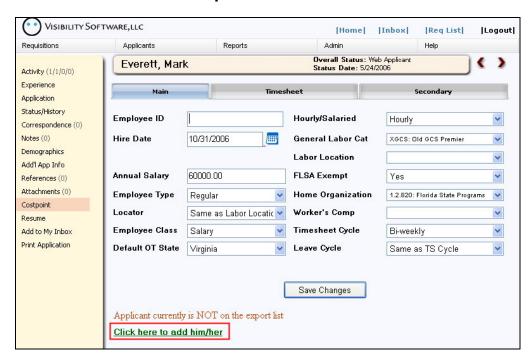
Step 3 – Add Record to the Export File

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

Create Export File

Step 1 – Generate Export List
After verifying all individual applicants record are correct and have been flagged to be included in the export file, select **Applicants / Costpoint Export** to generate the file.

If the Costpoint setup has been set 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/employee's Costpoint screen.

If the Costpoint setup is not set to automatically generate the **Employee ID** number, the number will be pulled from the Costpoint screen's employee ID field.

Step 2 – Verify List

This table displays the applicants who have been added to the export file via the Costpoint screen. To add additional applicant to the list, press the **Add** button and find the applicant name. To remove applicants from the list, checkmark next to the name to remove and press 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.

Step 3 – Run the Export Process

Once the list is populated with everyone who should be exported in this batch, click the **Export** button to create the file. The file with the file name listed under **Filename** will be generated. 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 informs 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. Use the **(PRINT)** to print a report to easily return to the applicant file to make the necessary changes. Re-run the export process after making the necessary changes; the export process can be run as many times as needed to obtain an error free file.

Step 4B – Verify Results – No Errors

If, after performing the export, the error log indicates that all applicants 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 can then be imported into Costpoint, email it to a colleague, etc. Click on the **Return to Costpoint Export Page** to finish the process.

Step 5 – 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 6 – 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.

Appendix A – Specifications for Employee Preprocessor

EMPLOYEE BASIC PREPROCESSOR TABLE OF CONTENTS

EMPLOYEE BASIC PREPROCESSOR

Summary

Use this screen to import employee information from an ASCII file. This is a separately licensed product for the current release of the Costpoint system. An Ongoing Support Plan (OSP) is available for routine maintenance and upgrades to this interface. Customization is priced separately.

> **Note: Only one user at a time can run this application.**

Input File

Select

Select this pushbutton to see a list of files from which you can select or enter the name of the file to be processed in the field to the right.

File Format

Use this drop-down box to select the input file format. The available formats are:

Fixed-Length - If you select this option, each field is a fixed length and must be padded with spaces to the specified field width. You must use this type of file if you are going to import fields that contain commas in the data.

Comma-Separated Values - If you select this option, each field is separated by a comma. The final field on each line does not have a trailing comma. Strings are *not* enclosed in quotes.

ADP (MFOUT.xxx) - Select this option to import data directly from the ASCII file formats generated by ADP's DOS Versions 4, 5, and 6, "Masterfile Output Menu" - "New Hires and Changes, All Information" or "All Employees, All Information." The application will determine which version of ADP prepared the file and will automatically adjust for the differences in the formats.

Truncated Values

Use the drop-down box to select what action you want the system to take when an input file field is too long for the target database column. This field is available only if you selected "Comma-Separated Values" in the *File Format* drop-down box. The choices are as follows:

Always truncate - If you select this option, values that are too long are always truncated without a warning. A warning message will be written to the Error Report.

Never truncate - If you select this option, values that are too long are never truncated. The record will be rejected and an error message will be written to the Error Report.

Warn before truncation - If you select this option, a message box will appear when a value that is too large is encountered in the input file. You will be given the option to truncate the value or reject the record.

Input file includes GLC and home organization

Select this checkbox if your input file includes GLCs and home organizations.

Default Values

Use the 14 fields in this group box to select the default values in the input file. If a default value is provided for a field, any null (or blank) values encountered in the input file for that field will be replaced with the default value you select. Note that this feature does *not* substitute a default value when an invalid value is encountered in the input file; invalid values cause the automatic rejection of the record containing the incorrect value.

Use the drop-down box to enter or select a default value. Clear the drop-down box to disable default value substitution.

Default value substitution is available for the following fields in the input file:

♦ Timesheet Cycle	♦ Employee Status
♦ Leave Cycle	♦ FLSA Exempt
♦ Default OT State	♦ Rate Type
♦ Worker's Comp	♦ Hourly/Salaried
♦ Pay Type	♦ Employee Type
♦ GLC	♦ Home Org
♦ Employee Class	♦ Visa Type

ADP Date Locations

Use this group box only when you are using the ADP file formats to import. Valid data are numbers "1" through "15," which are ADP Date Field Numbers.

Hire Date

Enter the ADP Date Field Number for the *Hire Date*. This information is required for ADP processing only. The default is "1."

Birth Date

Enter the ADP Date Field Number for the *Birth Date*. This information is optional for ADP processing only. The *Birth Date* location must be different from the *Hire Date* location.

Annual Rate Calculation

Use this group box to specify whether to use standard hours or company work hours when converting between annual and hourly pay rates.

Use Standard Hours

Select this checkbox to specify that the standard hours, which were entered in Record 2, will be used to determine the relationship between hourly and annual pay. Otherwise, the value from the *Number of Work Hours in the Year* field in the Labor Settings screen in Costpoint Labor is used.

Print

Select this button on the toolbar to read the input file, create the temporary tables, validate the records, write invalid records to an error output file, and print the Audit and Error reports. Details of the processing and the input file layout are provided below. Sample Audit and Error Reports are included at the end of this document.

Process

Select this button on the toolbar to perform all of the actions that the Print button executes and to also upload the data into the Costpoint database tables.

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	

Field Name	Data Type and Size	Required/Optional	Contents
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	
City	Character 25	Optional	
State	Character 15	Optional	
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

Field Name	Data Type and Size	Required/Optional	Contents
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	

Field Name	Data Type and Size	Required/Optional	Contents
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	

Other Processing Details

1. Any pre-existing rows in the work tables are deleted. (Normally there will not be any data in these tables at the start of processing unless a previous attempt to use the Employee Basic Preprocessor terminated abnormally.)

2. The input file you specify is opened for read-only access. An output file with the same name as the input file but with the three-letter extension ".ERR" is opened for write access. For example, if you select an input file of "EMPLDATA.DAT," the preprocessor opens an output file called "EMPLDATA.ERR." (Note that if a file with the same name as the output file already exists, it is overwritten.)

3. The input worktable is loaded with data from the input text file. For Comma-Separated Format (CSV) files, the preprocessor checks the length of each field as it is being read into the worktable. If a field is too long to fit into the input worktable, either the field is truncated, the record is rejected, or you are asked whether to truncate or reject the record, depending upon

4. When the input table has been loaded, the preprocessor begins scanning the records for null values in any fields you have designated for default value substitution in the Default Values group box. For example, if you specified that "WKLY" should be substituted for any blank Timesheet Cycle fields, the preprocessor will scan the table for any blank Timesheet Cycles. If a blank is found, the preprocessor will change the field value to "WKLY."

5. Once all default value substitutions are completed, the preprocessor performs all data validations on the input table (see discussion below). Records containing invalid field values are marked for deletion, and error messages are written to the error table.

6. When validations are finished, the preprocessor deletes all records containing invalid values from the input table and writes these records to the output error file. At the conclusion of processing, you can review the error report and make corrections. If you selected the Process button on the toolbar, make the corrections directly to the error file. Once the corrected error file has been renamed, you can re-run the preprocessor using that file as the new input file. If you selected the Print button, make the corrections to your original input file and re-run.

7. After records containing invalid field values have been deleted, the input table contains only records that passed all validation tests and are valid candidates for insertion or update in the Costpoint database tables. The preprocessor calculates the value for certain computed columns (such as Annual Salary) and updates the input table with these values.

8. If you selected the Process button on the toolbar, the Costpoint database tables are now updated. If records already exist, they are updated or replaced. New records are inserted. If any fatal errors are encountered during this phase of processing, all transactions are rolled back and processing is aborted. For example, if the database server were to crash during the insertion of a new employee record, all processing that took place during the upload would be canceled, including all prior transactions. Either all transactions succeed or they all fail.

9. Finally, the Audit and Error reports are printed. Once printing is completed, the contents of the work tables are deleted, and processing is finished.

Tables

> **Note: A list of the Costpoint tables used by this preprocessor and their corresponding Costpoint screens can be found at the end of this document.**

Employee Table

The Employee table is keyed on the Employee ID (EMPL_ID) column. If an input file record contains an employee ID that does not exist in the Employee table, that record is added to the Employee table. Otherwise, the existing information for the employee is updated with the data contained in the input file. The individual columns in the Employee table are added or updated as follows:

Employee ID (EMPL_ID)

1. Employee ID is taken from Record 1.

2. The validations for employee ID are as follows:

    a) If you selected the *Use Social Security No for Employee ID* checkbox in the Labor Settings screen in Costpoint Labor, the value of the Social Security No field will be substituted for any value in the Employee ID field, and Employee ID is not required. Otherwise, Employee ID is required and must exist in Record 1.

    b) If Employee ID is required, it must be unique in the input file.

    c) Employee ID must be alphanumeric, using characters "A-Z" and "0-9" only (no special characters, such as "-", "/", etc.). Please note that if the substitution of the social security number for the employee ID is enabled, the Social Security No field must not contain embedded hyphens ("-").

    d) Although the preprocessor can accept an employee ID up to 12 characters in length, the maximum allowable length is controlled by the value in the *Employee ID Length* field in the Labor Settings screen in Costpoint Labor. If Employee ID is required, its length must be less than or equal to this value.

Social Security Number (SSN_ID)

1. Social Security Number is taken from Record 1.

2. The validations for Social Security Number are as follows:

    a) Social Security Number is a required field and must exist in Record 1.

    b) Social Security Number must be unique in the input file.

First Name (FIRST_NAME)

1. First Name is taken from Record 1.

2. First Name is a required field and must exist in Record 1.

Middle Name (MID_NAME)

1. Middle Name is taken from Record 1.

2. Middle Name is an optional field and can be left blank in the input file. No validation is performed on this field.

Last Name (LAST_NAME)

1. Last Name is taken from Record 1.

2. Last Name is a required field and must exist in Record 1.

Display Name (LAST_FIRST_NAME)

1. Display name is derived from the Last Name, First Name and Middle Name input file fields.

2. The Display Name is 25 characters and will be constructed as follows:

    a) First attempt:

       ♦   Last Name

       ♦   A comma

       ♦   A space

       ♦   First Name

       ♦   A space

       ♦   The first letter of the Middle Name

    b) If the result is longer than 25 characters:

       ♦   Last Name

       ♦   A comma

       ♦   A space

       ♦   The first letter of the First Name

       ♦   A space

       ♦   The first letter of the Middle Name

    c) If this result is longer than 25 characters, it will be truncated to 25 characters.

Hire Date (ORIG_HIRE_DT)

1. Hire Date is taken from Record 1.

2. The validations for Hire Date are as follows:

    a) Hire Date is a required field and must exist in Record 1.

    b) Hire Date must be a valid date in the format "YYYY-MM-DD."

    c) Hire Date must be later than the employee's birth date, if a value is provided in the Date of Birth field for the employee.

Employee Status (S_EMPL_STATUS_CD)

1. Employee Status is taken from Record 1.

2. A default value for Employee Status may be selected at runtime.

3. The validations for Employee Status are as follows:

    a) Employee Status is a required field and must exist in Record 1 or be designated for default value substitution.

b) Employee Status must be one of the following values:

- ♦ ACT - Active

- ♦ FML - Family medical leave

- ♦ IAL - Inactive; Accruing Leave

- ♦ IN - Inactive

Timesheet Cycle (TS_PD_CD)

1. Timesheet Cycle is taken from Record 1.

2. A default value for Timesheet Cycle can be selected at runtime. A default value must be selected if the input file is ADP format.

3. The validations for Timesheet Cycle are as follows:

   a) Timesheet Cycle is a required field and must either exist in Record 1 or be designated for default value substitution.

   b) The value for Timesheet Cycle must exist in the Timesheet Period table.

   c) The Timesheet Cycle's auto-adjust percentage in the Timesheet Period table must be between 0.000001% and 100%, inclusive.

   d) All timesheet cycles have an associated frequency code stored in the Timesheet Period table. This frequency code must be one of the following values:

   - ♦ B - Bi-weekly

   - ♦ M - Monthly

   - ♦ S - Semi-monthly

   - ♦ W - Weekly

Leave Cycle (LV_PD_CD)

1. Leave Cycle is taken from Record 1.

2. A default value for Leave Cycle may be selected at runtime. A default value must be selected if the input file is ADP format.

3. The validations for Leave Cycle are as follows:

   a) Leave Cycle is a required field and must either exist in Record 1 or be designated for default value substitution.

   b) The value for Leave Cycle must exist in the Leave Period table.

State (MAIL_STATE_DC)

Country (COUNTRY_CD)

1. State and Country are taken from Record 1.

2. The validations for State and Country are as follows:

   a) State and Country are both optional fields and can be left blank in Record 1.

b) If a value for one field is provided, a value for the other field must also be provided, and the combination of State and Country must exist in the Mail State table.

Date of Birth (BIRTH_DT)

1. Date of Birth is taken from Record 1.

2. The validations for Date of Birth are as follows:

    a) Date of Birth is an optional field and can be left blank in Record 1.

    b) If a value is provided for Date of Birth, it must be a valid date in the format "YYYY-MM-DD."

    c) If a value is provided for Date of Birth, it must be earlier than the employee's Hire Date, and it must be earlier than the process date.

Gender (SEX_CD)

1. Gender is taken from Record 1.

2. The validations for Gender are as follows:

    a) Gender is an optional field and can be left blank in Record 1.

    b) If a value is provided for Gender, it must be one of the following values:

    ♦ F - Female

    ♦ M - Male

Payroll Service Employee ID (PR_SERV_EMPL_ID)

1. If the ADP file format is selected, the Payroll Service Employee ID is taken from the ADP File Number.

2. If you selected "Fixed-Length" or "Comma-Separated Values" in the *File Format* field, and Record 2 is submitted, the Payroll Service Employee ID is taken from Record 2.

3. If you selected "Fixed-Length" or "Comma-Separated Values" in the *File Format* field, and Record 2 is *not* submitted, this field is left unchanged.

4. No validations are performed on this field.

Company (TAXBLE_ENTITY_ID)

1. If you selected "Fixed-Length" or "Comma-Separated Values" in the *File Format* field, and Record 2 is submitted, Company is taken from Record 2.

2. If you selected "Fixed-Length" or "Comma-Separated Values" in the *File Format* field, and Record 2 is *not* submitted, or if you selected "ADP (MFOUT.xxx)" in the *File Format* field, Company is left unchanged for existing employees and is set to "1" for new employee records.

3. The validations for Company are as follows:

    a) Company is a required field and must exist in Record 2 if Record 2 is submitted.

    b) The value for Company must exist in the Set up Company Info table.

Adjusted Hire Date (ADJ_HIRE_DT)

1. If you selected "Fixed-Length" or "Comma-Separated Values" in the *File Format* field and Record 2 is submitted, Adjusted Hire Date is taken from Record 2.

2. If you selected "Fixed-Length" or "Comma-Separated Values" in the *File Format* field and Record 2 is *not* submitted, or if you selected the "ADP (MFOUT.xxx)" in the *File Format* field, Adjusted Hire Date is left unchanged for existing employees and is set to NULL for new employee records.

3. The validations for Adjusted Hire Date are as follows:

    a) Adjusted Hire Date is an optional field and can be left blank in Record 2.

    b) If a value is provided for Adjusted Hire Date, it must be a valid date in the format "YYYY-MM-DD."

4. If Record 2 is submitted, the value in this field will replace existing data, even if the new data is blank or null.

Termination Date (TERM_DT)

1. If you selected "Fixed-Length" or "Comma-Separated Values" in the *File Format* field, and Record 2 is submitted, Termination Date is taken from Record 2.

2. If you selected "Fixed-Length" or "Comma-Separated Values" in the *File Format* field, and Record 2 is *not* submitted, or if you selected "ADP (MFOUT.xxx)" in the *File Format* field, Termination Date is left unchanged for existing employees and is set to NULL for new employee records.

3. The validations for Termination Date are as follows:

    a) Termination Date is an optional field and can be left blank in Record 2.

    b) If a value is provided for Termination Date, it must be a valid date in the format "YYYY-MM-DD."

4. If Record 2 is submitted, the value in this field will replace existing data, even if the new data is blank or null.

Eligible for Auto Pay (ELIG_AUTO_PAY_FL)

1. If you selected "Fixed-Length" or "Comma-Separated Values" in the *File Format* field and Record 2 is submitted, Eligible for Auto Pay is taken from Record 2.

2. If you selected "Fixed-Length" or "Comma-Separated Values" in the *File Format* field and Record 2 is *not* submitted, or if you selected "ADP (MFOUT.xxx)" in the *File Format* field, Eligible for Auto Pay is left unchanged for existing employees and set to "N" for new employee records.

3. The validations for Eligible for Auto Pay are as follows:

    a) Eligible for Auto Pay is a required field and must exist in Record 2 when Record 2 is submitted.

    b) Eligible for Auto Pay must be one of the following values:

    ♦   N - No

    ♦   Y - Yes

Union Employee Flag (UNION_EMPL_FL)

1. The Union Employee Flag value is taken from Record 1.

2. The validations for Union Employee are as follows:

   a) Union Employee is a required field and must be specified in Record 1.

   b) The Union Employee value must be one of the following values:

      ♦ Y - Employee is a union employee

      ♦ N - Employee is not a union employee

Address Line 1 (LN_1_ADR)

Address Line 2 (LN_2_ADR)

Address Line 3 (LN_3_ADR)

City (CITY_NAME)

Postal Code (POSTAL_CD)

Locator (LOCATOR_CD)

Marital Status (MARITAL_CD)

1. All of these fields are taken from Record 1.

2. These fields are optional and can be left blank in Record 1. No validations are performed on these fields.

3. The values in these fields will replace existing data, even if the new data is blank or null.

Supervisor Name (SPVSR_NAME)

Preferred Name (PREF_NAME)

Name Prefix (NAME_PRFX_CD)

Name Suffix (NAME_SFX_CD)

Prior Name (PRIR_NAME)

Email ID (EMAIL_ID)

1. All of these fields are taken from Record 2.

2. These fields are optional and can be left blank in Record 2. No validations are performed on these fields.

3. If Record 2 is submitted, the values in these fields will replace existing data, even if the new data are blank or null.

Visa Type (VISA_TYPE_CD)

1. The Visa Type value is taken from Record 2.

2. If no value is specified in Record 2 and a *Visa Type* is selected in the Default Values group box in the Employee Basic Preprocessor screen, that selected value will be inserted into the Visa Type column in the Salary Info and History table.

3. If no value is specified in Record 2 and a *Visa Type* is not selected in the Default Values group box of the Employee Basic Preprocessor screen, "NONE" will be inserted into the Visa Type column in the Salary Info and History table.

4. The validations for Visa Type are as follows:

   The Visa Type value must be one of the following values: 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.

Notes (NOTES)

1. Notes is taken from Record 3.

2. Notes is optional and can be left blank in Record 3. No validations are performed on this field.

3. If Record 3 is submitted, the value in Notes will replace existing data, even if the new data is blank or null.

Basic Employee Info-Defaults

The Basic Employee Info-Defaults table is keyed on the Employee ID (EMPL_ID) column. If an input file record contains an Employee ID that does not exist in the Basic Employee Info-Defaults table, that record is added to the table. Otherwise, the existing information for the employee is updated with the data contained in the input file. The individual columns in the Basic Employee Info-Defaults table are added or updated as follows:

Employee ID (EMPL_ID)

1. Employee ID is set to the same value as in the Employee table.

Account (ACCT_ID)

1. Account is taken from Record 1.

2. The validations for Account are as follows:

   a) Account is an optional field and can be left blank in Record 1.

   b) If a value for Account is provided, it must exist in the Account table and the combination of Account and Organization must exist in the Organization/Account table.

   c) The Account must match the input mask specified for accounts. If any segment is shorter than the specified length for that segment, it will be padded. If the value is numeric, it will be padded with zeroes on the left. If the value is alphanumeric, it will be padded with spaces on the right.

Organization (CHG_ORG_ID)

1. Organization is taken from Record 1.

2. The validations for Organization are as follows:

    a) Organization is an optional field and can be left blank in Record 1.

    b) If a value for Organization is provided, it must exist in the Organization table and the combination of Account and Organization must exist in the Organization/Account table.

    c) The Organization must match the input mask specified for the organization. If any segment is shorter than the specified length for that segment, it will be padded. If the value is numeric, it will be padded with zeroes on the left. If the value is alphanumeric, it will be padded with spaces on the right.

Project (PROJ_ID)

1. Project is taken from Record 1.

2. The validations for Project are as follows:

    a) Project is an optional field and can be left blank in Record 1.

    b) If a value for Project is provided, it must exist in the Project table.

    c) If you selected the *Limit which Orgs can charge specific Accts* checkbox in the Basic Info screen in Costpoint Project Setup and a value for Project is provided, the combination of Project, Organization, and Account must exist in the Project/Org/ Account table.

    d) The Project must match the input mask specified for the project. If any segment is shorter than the specified length for that segment, it will be padded. If the value is numeric, it will be padded with zeroes on the left. If the value is alphanumeric, it will be padded with spaces on the right.

Reference 1 (REF_STRUC_1_ID)

1. Reference 1 is taken from Record 1.

2. The validations for Reference 1 are as follows:

    a) Reference 1 is an optional field and can be left blank in Record 1.

    b) If a value for Reference 1 is provided, it must exist in the Reference Structure table, it must have been designated as a Reference 1 in the Referenc e Structure table, and it must be set up for data entry.

    c) If a value for Reference 1 is provided, a valid Home Reference 1 value must also be provided (see Home Reference 1 in the Employee Labor Information section).

    d) The Reference 1 must match the input mask specified for Reference 1. If any segment is shorter than the specified length for that segment, it will be padded. If the value is numeric, it will be padded with zeroes on the left. If the value is alphanumeric, it will be padded with spaces on the right.

Reference 2 (REF_STRUC_1_ID)

1. Reference 2 is taken from Record 1.

2. The validations for Reference 2 are as follows:

    a) Reference 2 is an optional field and can be left blank in Record 1.

b) If a value for Reference 2 is provided, it must exist in the Reference Structure table, it must have been designated as a Reference 2 in the Reference Structure table, and it must be set up for data entry.

c) If a value for Reference 2 is provided, a valid Home Reference 2 value must also be provided (see Home Reference 2 in the Employee Labor Information section).

d) The Reference 2 must match the input mask specified for Reference 2. If any segment is shorter than the specified length for that segment, it will be padded. If the value is numeric, it will be padded with zeroes on the left. If the value is alphanumeric, it will be padded with spaces on the right.

General Labor Category (GENL_LAB_CAT_CD)

1. General Labor Category is taken from Record 1.

2. A default value for General Labor Category must be selected if the input file is ADP format.

3. The validations for General Labor Category are as follows:

a) General Labor Category is a required field.

b) The value for General Labor Category must exist in the General Labor Category table.

Pay Type (PAY_TYPE)

1. Pay Type is taken from Record 1.

2. A default value for Pay Type can be selected at runtime. A default value must be selected if the input file is ADP format.

3. The validations for Pay Type are as follows:

a) Pay Type is a required field and must either exist in Record 1 or be designated for default value substitution.

b) The value for Pay Type must exist in the Pay Type table.

Labor Location (LAB_LOC_CD)

1. Labor Location is taken from Record 1.

2. The validations for Labor Location are as follows:

a) Labor Location is an optional field and can be left blank in Record 1.

b) If a value for Labor Location is provided, it must exist in the Labor Location table.

Worker's Comp (WORK_COMP_CD)

1. Worker's Comp is taken from Record 1.

2. A default value for Worker's Comp can be selected at runtime.

3. The validations for Worker's Comp are as follows:

A value for Worker's Comp is required and must exist in the Worker's Compensation table.

Employee Phone Table

The Employee Phone table is keyed on a combination of the Employee ID (EMPL_ID) and Phone Type (PHONE_TYPE_DC) columns. The data in the input file for Home and Emergency phone numbers will be added or updated depending on whether records for the Employee ID (EMPL_ID) and Phone Type (PHONE_TYPE_DC) columns already exist. If one or more of the phone fields are left blank, any existing row for the Employee ID (EMPL_ID) and Phone Type (PHONE_TYPE_DC) will be dropped. The individual columns in the Employee Phone table are added or updated as follows:

Employee ID (EMPL_ID)

Employee ID is set to the same value as in the Employee table.

Phone (PHONE_ID)

Phone Type (PHONE_TYPE_DC)

Sequence Number (SEQ_NO)

1. These three columns are computed from the Home Telephone and Emergency Telephone input file fields.

2. Home Telephone and Emergency Telephone are both optional fields and can be left blank in Record 1.

3. If a value is provided for Home Telephone, it is placed in the Phone column with a Phone Type of "HOME" and a Sequence Number of "1."

4. If a value is provided for Emergency Telephone, it is placed in the Phone column with a Phone Type of "EMERG" and a Sequence Number of "2."

Phone Extension (PHONE_EXT_CD)

Phone Extension is left blank by the preprocessor.

Salary Info and History Table

The Salary Info and History table is keyed on a combination of the Employee ID (EMPL_ID) and Effective Date (EFFECT_DT) columns. If an input file record contains an Employee ID and Effective Date that do not exist in the Salary Info and History table, that record is added to the table. Otherwise, the existing data for the employee is updated with the data contained in the input file. The individual columns in the Salary Info and History table are added or updated as follows:

Employee ID (EMPL_ID)

Employee ID is set to the same value as in the Employee table.

Effective Date (EFFECT_DT)

1. Effective Date is taken from Record 1.

2. The validations for Effective Date are as follows:

   a) Effective Date is a required field.

   b) Effective Date must be a valid date in the format "YYYY-MM-DD."

Work Hours in Year (WORK_YR_HRS_NO)

1. If you selected a *File Format* of "Fixed-Length" or "Comma-Separated Values" and Record 2 is submitted with a Work Hours in Year value, that value will be used to populate the Work Hours in Year field in Salary Info and History.

2. If you selected a *File Format* of "Fixed-Length" or "Comma-Separated Values" and Record 2 is submitted with no Work Hours in Year value, the *Number of Work Hours in the Year* value from the Labor Settings screen in Costpoint Labor will be used to populate the Work Hours in Year field in Salary Info and History.

3. If you selected a *File Format* of "Fixed-Length" or "Comma-Separated Values," but no Record 2 was submitted, or if you selected a *File Format* of "ADP (MFOUT.xxx)," Work Hours in Year will not be updated for existing employees. If you selected the *Enable* checkbox in the Use Standard Rates group box in the Labor Settings screen in Costpoint Labor, the preprocessor sets the Standard Estimated Hours column equal to the *Number of Work Hours in the Year*.

Annual Rate (ANNL_AMT)

Hourly Rate (HRLY_AMT)

Salary Rate (SAL_AMT)

1. These three columns are computed from the Rate and Rate Type input file fields.

2. A default value for Rate Type may be selected at runtime.

3. Rate computations are based upon the employee's Pay Frequency, which is derived from the Employee's Timesheet Cycle frequency as follows:

   a) If the Timesheet Cycle frequency is "B" (Bi-weekly), Pay Frequency is "26."

   b) If the Timesheet Cycle frequency is "M" (Monthly), Pay Frequency is "12."

   c) If the Timesheet Cycle frequency is "S" (Semi-monthly), Pay Frequency is "24."

   d) If the Timesheet Cycle frequency is "W" (Weekly), Pay Frequency is "52."

4. The Pay Frequency is multiplied by the Timesheet Cycle's auto-adjust percentage to arrive at an Adjusted Pay Frequency. For example, if an employee's Timesheet Cycle frequency is "W" (Weekly) and the Timesheet Cycle's auto-adjust rate is 50%, the Adjusted Pay Frequency is 52 x 0.5 = 26.

5. Rate calculations also are based upon the value in the *Number of Work Hours in the Year* field in the Labor Settings screen in Costpoint Labor. This must be a value greater than zero in order for the preprocessor to operate.

6. If Record 1 Rate Type is "A" (Annual), the following computations are performed:

   a) Salary Rate = Annual Rate / Adjusted Pay Frequency.

   b) Hourly Rate = Annual Rate / Number of Work Hours in the Year.

7. If Record 1 Rate Type is "H" (Hourly), the following computations are performed:

   a) Annual Rate = Hourly Rate x Number of Work Hours in the Year.

   b) Salary Rate = Annual Rate /Adjusted Pay Frequency.

8. If Record 1 Rate Type is "S" (Salary), the following computations are performed:

   a) Annual Rate = Salary Rate x Adjusted Pay Frequency.

   b) Hourly Rate = Annual Rate / Number of Work Hours in the Year.

9. The validations for Rate are as follows:

   a) Rate is a required field.

   b) If Rate Type is "H" (Hourly), Rate must be between "$0.0001" and "$999,999.9999," inclusive. If Rate Type is "A" or "S," Rate must be between "$0.01" and "$99,999,999.99," inclusive.

   c) The calculations for Annual, Hourly, and Salary rates (described above) must fall within the following ranges:

      ♦ Annual Rate must be between "$0.01" and "$99,999,999.99," inclusive.

      ♦ Hourly Rate must be between "$0.0001" and "$999,999.9999," inclusive.

      ♦ Salary Rate must be between "$0.01" and "$99,999,999.99," inclusive.

10. The validations for Rate Type are as follows:

    a) Rate Type is a required field and must either exist in Record 1 or be designated for default value substitution.

    b) Rate Type must be one of the following values:

       ♦ A - Annual Rate

       ♦ H - Hourly Rate

       ♦ S - Salary Rate

Percent Increase (PCT_INCR_RT)

1. The preprocessor calculates increase percentages for a record entered for an employee that has a preceding record and for a record for an employee that previously existed and that immediately follows an entered record.

2. The preprocessor applies the following formula: Percent Increase = (New Hourly Rate - Old Hourly Rate) / Old Hourly Rate. Note that *New* and *Old* refer to the Effective Dates, not to when the data was entered into Costpoint.

Standard Estimated Hours (STD_EST_HRS)

Standard Rate (STD_EFFECT_AMT)

1. If you selected "Fixed-Length" or "Comma-Separated Values" in the *File Format* field and Record 2 is submitted, Standard Estimated Hours is taken from Record 2.

2. If you selected "Fixed-Length" or "Comma-Separated Values" in the *File Format* field and Record 2 is *not* submitted, or if you selected "ADP (MFOUT.xxx)" in the *File Format* field, Standard Estimated Hours is left unchanged for existing employees. If you selected the *Enable* checkbox in the Use Standard Rates group box in the Labor Settings screen in Costpoint Labor, the preprocessor sets the Standard Estimated Hours column equal to the *Number of Work Hours in the Year*.

3. The validations for Standard Estimated Hours are as follows:

   a) Standard Estimated Hours is an optional field and can be left blank or zero in Record 2.

   b) The value for Standard Estimated Hours must be a non-negative integer.

4. Standard Rate is a computed column that is based on the amounts in the Annual Rate column for each employee. The computations are performed as follows:

   a) If you selected the *Enable* checkbox in the Use Standard Rates group box in the Labor Settings screen in Costpoint Labor, the preprocessor applies the following formula to the Standard Rate column: Standard Rate = Annual Rate / Number of Work Hours in the Year.

   b) If you did *not* select the *Enable* checkbox in the Use Standard Rates group box in the Labor Settings screen in Costpoint Labor, the preprocessor sets the Standard Rate column to zero.

Employee Class (EMPL_CLASS_CD)

Default Process

1. If an Employee Class code was specified in Record 1, that value will be inserted into the Salary Info and History-Employee Class field.

2. If an *Employee Class* code was selected in the Default Values group box, that value will be inserted into the Salary Info and History-Employee Class field.

3. If no default value is specified in the input file or on the screen, a null value will be inserted into the Salary Info and History-Employee Class field.

Hourly/Salaried (S_HRLY_SAL_CD)

1. Hourly/Salaried is taken from Record 1.

2. A default value for Hourly/Salaried can be selected at runtime.

3. The validations for Hourly/Salaried are as follows:

   a) Hourly/Salaried is a required field and must either exist in Record 1 or be designated as a field marked for default value substitution.

   b) Hourly/Salaried must be one of the following values:

   ♦ H - Hourly

   ♦ F - Salaried with fluctuating hours

   ♦ S - Salaried

FLSA Exempt (EXMPT_FL)

1. FLSA Exempt is taken from Record 1.

2. A default value for FLSA Exempt may be selected at runtime.

3. The validations for FLSA Exempt are as follows:

    a) FLSA Exempt is a required field and must either exist in Record 1 or be designated for default value substitution.

    b) FLSA Exempt must be one of the following values:

      ♦   N - No (not exempt)

      ♦   Y - Yes (exempt)

General Labor Category (GENL_LAB_CAT_CD)

General Labor Category is set to the same value as in the Basic Employee Info -Defaults table.

Employee Type (S_EMPL_TYPE_CD)

1. Employee Type is taken from Record 1.

2. A default value for Employee Type may be selected at runtime. A default value must be selected if the input file is ADP format.

3. The validations for Employee Type are as follows:

    a) Employee Type is a required field and must either exist in Record 1 or be designated for default value substitution.

    b) Employee Type must be one of the following values:

      ♦   P - Part-Time employee

      ♦   R - Regular employee

Home Organization (ORG_ID)

1. Home Organization is taken from Record 1.

2. A default value for Home Organization can be selected at runtime. A default value must be chosen if you selected "ADP (MFOUT.xxx)" in the *File Format* field.

3. The validations for Home Organization are as follows:

    a) Home Organization is a required field and must exist in Record 1.

    b) The value for Home Organization must exist in the Organization table.

Home Reference 1 (HOME_REF1_ID)

1. Home Reference 1 is taken from Record 1.

2. The validations for Home Reference 1 are as follows:

    a) Home Reference 1 is an optional field and can be left blank in Record 1, unless a value is provided in the Reference 1 field for the employee, in which case this field is required.

    b) If a value for Home Reference 1 is required and/or provided, it must exist in the Reference Structure table, it must have been designated as a Reference 1 in the Reference Structure table, and it must be set up for data entry.

Home Reference 2 (HOME_REF2_ID)

1. Home Reference 2 is taken from Record 1.

2. The validations for Home Reference 2 are as follows:

    a) Home Reference 2 is an optional field and can be left blank in Record 1, unless a value is provided in the Reference 2 field for the employee, in which case this field is required.

    b) If a value for Home Reference 2 is required and/or provided, it must exist in the Reference Structure table, it must have been designated as a Reference 2 in the Reference Structure table, and it must be set up for data entry.

Default OT State (WORK_STATE_CD)

1. Default OT State is taken from Record 1.

2. A default value for Default OT State can be selected at runtime.

3. The validations for Default OT State are as follows:

    a) Default OT State is a required field and must either exist in Record 1 or be designated for default value substitution.

    b) The value for Default OT State must exist in the Overtime Rules By State table.

Labor Group Type (LAB_GRP_TYPE)

1. If you selected "Fixed-Length" or "Comma-Separated Values" in the *File Format* field and Record 2 is submitted, Labor Group Type is taken from Record 2.

2. If you selected "Fixed-Length" or "Comma-Separated Values" in the *File Format* field and Record 2 is *not* submitted, or if you selected "ADP (MFOUT.xxx)" in the *File Format* field, Labor Group Type is left unchanged for existing employees and is set to NULL for new employee records.

3. The validations for Labor Group Type are as follows:

    a) Labor Group Type is an optional field and can be left blank in Record 2.

    b) The value for Labor Group Type must exist in the Labor Groups table if entered.

Security Organization ID

1. If you selected "Fixed-Length" or "Comma-Separated Values" in the *File Format* field and Record 2 is submitted, Security Organization is taken from Record 2.

2. If you selected "Fixed-Length" or "Comma-Separated Values" in the *File Format* field and Record 2 is *not* submitted, or if you selected "ADP (MFOUT.xxx)" in the *File Format* field, Security Organization is left unchanged for existing employees and is set to the same value as Home Organization for new employee records.

3. The validations for Security Organization are as follows:

   a) Security Organization is a required field and must exist in Record 2 if Record 2 is submitted.

   b) The value for Security Organization must exist in the Organization table.

Reason Description (REASON_DESC)

Title Description (TITLE_DESC)

Comments

1. All of these fields are taken from Record 2.

2. All of these fields are optional and can be left blank in Record 2. No validations are performed on these fields.

3. If you selected "Fixed-Length" or "Comma-Separated Values" in the *File Format* field and Record 2 is submitted, the values in these fields will replace existing data, even if the new data are blank or null.

Report Error Messages

The following errors may appear on the Error Report. If an error is encountered in the input file, it will cause the rejection of the record containing the error.

> **Note: A list of the Costpoint tables used by this preprocessor and their corresponding Costpoint screens can be found at the end of this document.**

All Fields

<<field name>> is a required field.

The preprocessor encountered a null or blank value for a field that is required in the input file.

<<field name>> is invalid.

The preprocessor encountered a value for a field that does not exist in the field's parent table. See the validation rules for the field in error.

Value too long for field.

The preprocessor encountered a field in a comma-separated value input file that was too wide to fit into the target database column, and the record was rejected. See the input file layout for the maximum allowable field widths.

Account

Account is a required field if Organization is supplied.

If an organization is supplied in the input file, an account must be also be supplied.

Account, Organization, Project, Reference 1 or Reference 2

<<field name>> contains one or more segments that are too long.

The field in the input file has one or more segments that are longer than the specified length for the segment.

<<field name>> contains too many segments.

The field in the input file has too many delimiters.

<<field name>> could not be formatted due to a fatal error.

A fatal error occurred while the system was trying to check the input mask format. Please call for Technical Support.

<<field name>> has invalid base segment.

The field in the input file has a base segment that is invalid. It is either too large or does not exist in the base table.

<<field name>> reformatted to conform to structure definition.

The field in the input file does not match the input mask defined for it. It has been padded with spaces or zeroes to match the input mask.

<<field name>> too long for the defined structure.

The field in the input file is longer than the specified length defined for it.

Country/State

Country/State combination is invalid.

The combination of Country and State in the input file does not exist in the Mail State table.

Date of Birth

Date of Birth must be before today.

The value for an employee's Date of Birth must fall before the processing date.

Invalid Date of Birth.

The value for Date of Birth must be in the format "YYYY-MM-DD."

Effective Date

Invalid Effective Date.

The value for Effective Date must be in the format "YYYY-MM-DD."

Employee ID

Duplicate Employee ID.

Employee ID must be unique in the input file.

Employee Status

Value must be "ACT", "FML", "IAL", or "IN."

The value for Employee Status must be "ACT" (Active), "FML" (Family Medical Leave), "IAL" (Inactive; Accruing Leave), or "IN" (Inactive).

Employee Type

Value must be "R" or "P."

The value for Employee Type must be "R" (Regular) or "P" (Part-Time).

FLSA Exempt

Value must be "Y" or "N."

The value for FLSA Exempt must be "Y" (employee is exempt) or "N" (employee is non-exempt).

Hire Date

Hire Date must be greater than Date of Birth.

The value for an employee's Hire Date must be later than the Date of Birth.

Invalid Hire Date.

The value for Hire Date must be in the format "YYYY-MM-DD."

Home Reference 1

Home Reference 1 is a required field if Reference 1 is supplied.

If a Reference 1 is supplied in the input file, a Home Reference 1 must also be provided.

Home Reference 1 exists but is set up as Reference 2.

Although the supplied Home Reference 1 does exist in the Reference Structure table, it is set up in that table as a Reference 2 number.

Home Reference 1 exists but is not set up for data entry.

Although the supplied Home Reference 1 does exist in the Reference Structure table, it is not a reference number set up for data entry (i.e., it is used for reporting purposes only).

Home Reference 2

Home Reference 2 is a required field if Reference 2 is supplied.

If a Reference 2 is supplied in the input file, a Home Reference 2 must also be provided.

Home Reference 2 exists but is set up as Reference 1.

Although the supplied Home Reference 2 does exist in the Reference Structure table, it is set up in that table as a Reference 1 number.

Home Reference 2 exists but is not set up for data entry.

Although the supplied Home Reference 2 does exist in the Reference Structure table, it is not a reference number set up for data entry (i.e., it is used for reporting purposes only).

Hourly/Salaried

Value must be "F", "H", or "S."

The value for Hourly/Salaried must be "F" (Salaried with fluctuating hours), "H" (Hourly), or "S" (Salaried).

Organization

Organization is a required field if Account is supplied.

If an account is supplied in the input file, an organization must be also be supplied.

Organization/Account

Organization/Account combination is invalid.

The combination of organization and account in the input file does not exist in the Organization/Account table.

Project/Org/Account

Project/Org/Account combination is invalid.

The combination of project, organization, and account in the input file does not exist in the Project/Org/Account table.

Rate

Calculated Annual Rate exceeds the maximum of $99,999,999.99.

Using the Rate and Rate Type supplied, the preprocessor calculated an Annual Rate that exceeds the maximum allowable value of "$99,999,999.99."

Calculated Hourly Rate exceeds the maximum of $999,999.9999.

Using the Rate and Rate Type supplied, the preprocessor calculated an Hourly Rate that exceeds the maximum allowable value of "$999,999.9999."

Rate is not numeric.

The value for Rate contains invalid non-numeric characters. (The only valid non-numeric character in this field is a decimal point.)

Rate is out of range $0.0001 to $99,999,999.99.

The value for Rate is not in the acceptable range of "$0.0001" to "$99,999,999.99," inclusive.

Rate Type

Value must be "A", "H", or "S."

The value for Rate Type must be "A" (Annual Rate), "H" (Hourly Rate), or "S" (Salary Rate).

Record Code

Value must be "N", "1", "2" or "3."

The value for Rate Type must be "N" or "1" for Record 1, "2" for Record 2, or "3" for Record 3.

Reference 1

Reference 1 exists but is set up as Reference 2.

Although the supplied Reference 1 does exist in the Reference Structure table, it is set up in that table as a Reference 2 number.

Reference 1 exists but is not set up for data entry.

Although the supplied Reference 1 does exist in the Reference Structure table, it is not a reference number set up for data entry (i.e., it is used for reporting purposes only).

Reference 2

Reference 2 exists but is set up as Reference 1.

Although the supplied Reference 2 does exist in the Reference Structure table, it is set up in that table as a Reference 1 number.

Reference 2 exists but is not set up for data entry.

Although the supplied Reference 2 does exist in the Reference Structure table, it is not a reference number set up for data entry (i.e., it is used for reporting purposes only).

Social Security Number

Duplicate Social Security Number.

Social Security Number must be unique in the input file.

Report Warning Messages

The following warning messages may appear on the error report. Warnings do not cause a record to be rejected.

All Fields

WARNING: Value truncated.

The preprocessor encountered a field in a comma-separated value input file that was too long to fit in the target database column. The preprocessor truncated the field to the maximum allowable size. See the input file layout for the maximum allowable field widths.

Gender

WARNING: Value set to NULL (must be "M" or "F").

The value for Gender was not "M" (Male) or "F" (Female). The preprocessor set the value of Gender to null, because Gender is not a required column in the Employee table.

Screen Error Messages

The following error messages may be displayed on the screen.

"Number of Work Hours in the Year" in the Costpoint Labor Settings screen is less than or equal to zero. Employee data cannot be imported until a value greater than zero has been entered for annual work hours.

While the preprocessor screen was initializing, it checked the value for *Number of Work Hours in the Year* in the Labor Settings screen in Costpoint Labor and found it to be less than or equal to zero. This indicates an error when the Labor Settings screen was set up. Because the preprocessor will not be able to calculate the value for either the Annual or Hourly Rate columns in the Employee Labor Information table without a valid work hours value, the Process and Print buttons on the toolbar are disabled and processing is not permitted. Change the value of *Number of Work Hours in the Year* to a positive, non-zero value in the Labor Settings screen and shut down and restart your Costpoint session for the change to take effect.

The input file that you have selected does not exist or could not be found. Press the Select button to search for available input files.

The preprocessor was unable to find the file specified in the *Input File* field. If the file is not in the current Windows directory, append the filename with the full directory path, or use the Select pushbutton to search for available files.

The input file that you have selected could not be opened. Verify that you have selected the correct filename and try again.

The preprocessor was unable to open the input file for exclusive read-only access. Verify that the correct file was selected, and if so, that another user is not attempting to use the file during processing.

The processor is unable to open error file <<filename>> for output.

The preprocessor was unable to open the output error file for exclusive write access. The preprocessor automatically names the output file with the same name as the input file, but with an extension of ".ERR." For example, an input file with the name "INPUT.ERR" would create a naming conflict and would cause this error to occur. Verify that the input filename does not conflict with the output filename and that no other users are attempting to use the output file during processing.

<<Field name>> '<<field value>>' on input file line number is too long. Truncate?

If you selected "Comma-Separated Values" in the *File Format* field and the "Warn before truncation" option in the *Truncated Values* drop-down box, this message will appear if the preprocessor encounters a field that is too wide for the target database column. Answering "Yes" will cause the field to be truncated to the maximum length allowable for the field, and a warning message will be displayed on the Error Report. Answering "No" will cause rejection of the record to the error output file, and an error message will be displayed on the Error Report.

Each line of the input file should contain 42 fields. Line <<number>> of your input file contains <<number>> fields. Abort processing?

If you selected "Comma-Separated Values" in the *File Format* field, the preprocessor verifies the number of fields in each line of the input file. If this message appears, there are either too many or too few fields in the input file on the specified line. A possible cause may be that one or more fields on the specified line contain commas, which are used to indicate end-of-field in a CSV file.

Answer "Yes" to this message box to halt input file processing. We recommend answering "No" even though the input record will probably be rejected by the preprocessor for containing invalid or null field values. It may be possible to determine which fields contain illegal comma characters by reviewing the Error Report. If it is necessary to import fields that contain commas, you must select the "Fixed-Length" format in the *File Format* drop-down box.

Each line of the input file should be 520 characters in length. Line <<number>> of your input file contains <<number>> characters. Abort processing?

When you select "Fixed-Length" in the *File Format* field, the preprocessor verifies the length of each line in the input file. If this message appears, there are too many or too few characters in the input file on the specified line.

Answer "Yes" to halt input file processing. We recommend answering "No" even though the input record will probably be rejected by the preprocessor for containing invalid or null field values. It may be possible to determine which fields contain the incorrect number of characters by reviewing the error report.

Timesheet Cycle <<cycle code>> has an unknown and unsupported pay frequency of <<frequency>>. You must either change all employees with this Timesheet Cycle to a different cycle, or change the pay frequency for this cycle to a valid value.

While the preprocessor was scanning the Costpoint Timesheet Period table for pay frequencies corresponding to the Timesheet Cycles specified in the input file, it encountered a pay frequency that was not "W" (Weekly), "B" (Bi-weekly), "S" (Semi-monthly), or "M" (Monthly). This indicates an error in the setup for the specified Timesheet Cycle. Because the preprocessor cannot calculate any of the pay rate columns without a valid pay frequency, processing was halted. Either correct the pay frequency in the Timesheet Periods screen in Costpoint Labor or change all employees in the input file with the invalid Timesheet Cycle to a cycle with a valid pay frequency.

Timesheet Cycle <<cycle code>> has an invalid auto-adjustment rate of <<rate>>. You must either change all employees with this Timesheet Cycle to a different cycle, or change the auto-adjustment rate for this cycle to between 0.000001% and 100%.

While the preprocessor was scanning the Costpoint Timesheet Period table for auto-adjustment rates corresponding to the Timesheet Cycles specified in the input file, it encountered a rate that did not fall within the acceptable range of "0.000001%" to "100%," inclusive. This indicates an error in the setup for the specified Timesheet Cycle. Because the preprocessor cannot calculate the value for the Salary Rate column in the Employee Labor Information table without a valid auto-adjustment rate, processing was halted. Either correct the auto-adjustment rate in the Timesheet Periods screen in Costpoint Labor or change all employees in the input file with the invalid Timesheet Cycle to a cycle with a valid auto-adjustment rate.

The preprocessor was unable to insert a row into table <<table name>>.

The preprocessor was unable to insert a row into the specified table. Usually this error occurs when other users have issued uncommitted transactions to the specified table. If the specified table is the Employee, Employee Phone, Basic Employee Info-Defaults, or Employee Labor Information table, check to see if other users have not committed their transaction(s) to the table.

Any other table names appearing in this message box will be tables that are used exclusively by the preprocessor and indicate an error condition that should not normally occur. Record the current status of the processing progress meter and contact Technical Support for assistance.

The preprocessor was unable to delete rows from table <<table name>>.

The preprocessor was unable to delete the contents of the specified worktable . Usually this error occurs when other users have issued uncommitted transactions to the specified table. However, since the Employee Basic Preprocessor is a single-user utility and the worktables are used only by the preprocessor, this error should not normally occur. Record the current status of the processing progress meter and contact Technical Support for assistance.

The Employee Basic Preprocessor was unable to create the semaphore flag for this process.

or

The Employee Basic Preprocessor was unable to delete the semaphore flag for this process.

The preprocessor was either unable to create or unable to delete the record in the Semaphore table that prevents multiuser operation of the preprocessor (the Employee Basic Preprocessor is a single-user utility). Record the circumstances leading up to this error message and contact Technical Support for assistance.

An error was encountered in line <<line number>> of the input file, but the preprocessor was unable to write the line to the error file.

This error should not normally occur. Record the current status of the processing progress meter and contact Technical Support for assistance.

An unknown database error has occurred. Processing has stopped.

This error should not normally occur. Record the current status of the processing progress meter and contact Technical Support for assistance.

Technical Details

Tables Read

Account

(ACCT)

Menu: Accounting - General Ledger - Accounts - Maintain Accounts

General Labor Category

(GENL_LAB_CAT)

Menu: People - Labor - Labor Controls - General Labor Categories

Labor Location

(LAB_LOCATION)

Menu: People - Labor - Labor Rate Controls - Labor Locations/Local

Labor Settings

(LAB_SETTINGS)

Menu: People - Labor - Labor Controls - Labor Settings

Leave Period

(LV_PD)

Menu: People - Leave - Leave Controls - Leave Periods

Mail State

(MAIL_STATE)

Organization

(ORG)

Menu: Accounting - General Ledger - Organizations - Maintain Org Elements

Organization Account

(ORG_ACCT)

Menu: Accounting - General Ledger - Accounts - Maintain Account/Org Links

Over-Time Rules by State

(OT_RULES_BY_STATE)

Menu: People - Labor - Overtime Controls - Overtime Rules by State

Pay Type

(PAY_TYPE)

Menu: People - Labor - Labor Controls - Pay Types

Project

(PROJ)

Menu: Projects - Project Setup - Project Master - Basic Info

Project Organization Account

(PROJ_ORG_ACCT)

Menu: Projects - Project Setup - Project Master - Maintain Valid Project/Account/Orgs

Reference Structure

(REF_STRUC)

Menu: Accounting - General Ledger - Reference Numbers (Ref) - Maintain Ref Elements

Timesheet Period

(TS_PD)

Menu: People - Labor - Labor Controls - Timesheet Periods

Worker's Comp

(WORK_COMP)

Menu: People - Labor - Labor Controls - Worker's Comp Codes

Input File

(User-named)

Tables Read and Written

Employee

(EMPL)

Menu: Labor/Payroll - Labor - Employee Info - Basic Employee Info

Employee Basic Prep Parameters

(X_PARMS_AOPUTLMF)

Menu: Others - Product Interfaces - Preprocessors - Employee Basic Preprocessor

Employee Phone

(EMPL_PHONE)

Menu: People - Labor/Payroll - Employee Info/Employee Setup - Basic Employee Info

Function Parameter Catalog

(FUNC_PARMS_CATLG)

Posting Semaphore

(POST_SEMAPHORE)

Salary Information and History

(EMPL_LAB_INFO)

Menu: People - Labor/Payroll - Employee Info/Employee Setup - Salary Info and History

Timesheet Regular Default Lines

(DFLT_REG_TS)

Menu: People - Labor/Payroll - Employee Info/Employee Setup - Basic Employee Info

Other Output

Error File

(input file name + .ERR)

Edit Report

Error Report

EMPLOYEE BASIC PREPROCESSOR ERROR REPORT

```
Date:      02/17/2000                        SuperTech, Inc.
Time:      2:31:35 PM          Employee Basic Preprocessor Audit Report


                                       Processing Parameters



Input File


              File Name:  F:\PGMR\ARCHIBAL\D30C\BUGFIXES\AOPUTLEL\IDA2.CSV
                Format:   Comma-Separated Values
       Truncated Values:  Always truncate



Default Values


        Timesheet Cycle:  WKG1
           Leave Cycle:   WKL1
        Default OT State:  CA
         Worker's Comp:   6204
              Pay Type:   (none)
       Employee Status:   Inactive  (IN)
          FLSA Exempt:    Yes (Y)
            Rate Type:    Salary (S)
       Hourly/Salaried:   Salaried (S)
         Employee Type:   Temporary (T)
      Home Organization:   1.2
  General Labor Category:  12160
       Employee Class:    (none)
```

Costpoint

EMPLOYEE BASIC PREPROCESSOR ERROR REPORT

Annual Pay Calculation

Annual Rate = Hourly Rate x Work Hours In Year
SuperTech, Inc.
Employee Basic Preprocessor Audit Report

Date: 02/17/2000
Time: 2:31:35 PM

Input File Line: 1
Employee ID: WIDKXA1
Action: Existing employee information changed

Field Name	Old Field Value	New Field Value
Security Org ID	1.2	
Calculated Values:		
Rate Type	(n/a)	H
Rate	(n/a)	37.5000

Input File Line: 4
Employee ID: WIDKXA2
Action: Existing employee information changed

Field Name	Old Field Value	New Field Value
Calculated Values:		
Rate Type	(n/a)	H
Rate	(n/a)	37.5000

Costpoint

EMPLOYEE BASIC PREPROCESSOR ERROR REPORT

```
Input File Line:          7
Employee ID:       WIDKXA3
Action:            Existing employee information changed


Field Name                            Old Field Value                    New Field Value


Calculated Values:
    Rate Type                             (n/a)                              H
    Rate                                  (n/a)                                        14.6800



Input File Line:         10
Employee ID:       WIDKXA4
Action:            Existing employee information changed


Field Name                            Old Field Value                    New Field Value


Calculated Values:
    Rate Type                             (n/a)                              H
    Rate                                  (n/a)                                        14.6800



Input File Line:         13
Employee ID:       WIDKXA5
Action:            Existing employee information changed


Field Name                            Old Field Value                    New Field Value


Calculated Values:
    Rate Type                             (n/a)                              H
    Rate                                  (n/a)                                        14.6800
```

Costpoint

EMPLOYEE BASIC PREPROCESSOR ERROR REPORT

SuperTech, Inc.

Date:	02/17/2000
Page	2
Time:	2:31:35 PM

Employee Basic Preprocessor Audit Report

Input File Line:		13
Employee ID:	WIDKXA5	
Action:	Existing employee information changed	

Field Name	Old Field Value	New Field Value

Input File Line:		16
Employee ID:	WIDKXA6	
Action:	Existing employee information changed	

Field Name	Old Field Value	New Field Value
Calculated Values:		
Rate Type	(n/a)	H
Rate	(n/a)	14.6800

New employees:	0
Existing employees:	6

Costpoint