

SAO HR/Payroll Interface Requirements

State of Georgia

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HR Interface Requirements

Description

This file contains the indicative data for employees maintained on the PeopleSoft system by SAO. One file will be sent to Aon Hewitt to use for the administration of both SPA and ERS benefit plans.

From/To

- From SAO (Company Codes 100 – 999)
- To Aon Hewitt

Frequency

Daily – Every State of Georgia Business Day

Medium

Electronic File Transfer

Timing

EFT time will vary, but all will be available by 5:00 a.m. ET

HR/Payroll Systems

SAO uses PeopleSoft



Data Selection Criteria

All employees not terminated and employee's who have terminated in the last six months. [In 2017, additional logic was added to the extract process to include terminations with an effective date > 6 months when the termination was entered within the past week. The purpose of this addition was to catch back dated terms that are entered into the system.](#)

Note: Aon Hewitt will create an audit report that looks for anyone who has dropped off the SAO HR Interface and is still in an active or leave status on TBA in an SAO administered agency.

Here is the selection criteria used to pull data from PeopleSoft:

For all data except Action and Action/Reason: Select max row where EFFDT ≤ today and send the data from that row. **Example:** Regardless of Action/Reason, if Annual Benefit Base Rate, Address or any other data on the employee record changed then the data change would be reported on the file.

For Action and Action/Reason: Select the max row where EFFDT ≤ today and the max row where the Action/Reason is in the group of significant Action/Reasons (defined in the appendix within file 'HR Interface Valid Values' as the Action/Reasons with highlighted green TBA Empl Status).

Run date is 9/7/2010:

Example 1:

EFFDT	EFFSEQ ACTION COMPANY
12/01/1999	0 HIR/APP 401
04/01/2002	0 DTA/RBB 401
09/01/2002	0 POS/CP2 401
10/01/2002	0 PAY/PBI 401
04/01/2005	0 DTA/RBB 401
10/01/2005	0 DTA/RBB 401
01/01/2007	0 PAY/PBI 401
06/05/2010	0 POS/GJC 401

For Example #1 the selected Action/Reason will be HIR/APP and the Action/Reason Efcv Date will be 12/1/1999. The remaining data fields (including the Job Efcv Date) will be pulled from the 6/5/2010 record.

Example 2:

EFFDT	EFFSEQ ACTION COMPANY
02/01/2002	0 HIR/APP 401
04/01/2002	0 DTA/RBB 401
09/01/2002	0 POS/CP2 401
10/01/2002	0 PAY/PBI 401
04/01/2005	0 DTA/RBB 401
07/01/2005	0 POS/MCD 907
10/01/2005	0 DTA/RBB 907



01/01/2008	0 PAY/PBI 907
10/01/2008	0 DTA/RBB 907

For Example #2 the selected Action/Reason will be POS/MCD and the Action/Reason Efcv Date will be 7/1/2005. The remaining data fields (including Job Efcv Date) will be pulled from the 10/1/2008 record. For this person we'd expect their Employment Status on PS to be active, since there wasn't a leave action/reason prior to that POS/MCD.

Example 3:

EFFDT	EFFSEQ ACTION COMPANY
-------	-----------------------

12/01/1999	0 HIR/APP 401
04/01/2002	0 DTA/RBB 401
09/01/2002	0 POS/CP2 401
10/01/2002	0 PAY/PBI 401
04/01/2005	0 DEM/DDM 401
06/05/2010	0 POS/GJC 401

For Example #3 the selected Action/Reason will be HIR/APP and the Action/Reason Efcv Date will be 12/1/1999. The remaining data fields (including Job Efcv Date) will be pulled from the 6/5/2010 record.

Example 4:

EFFDT	EFFSEQ ACTION COMPANY
-------	-----------------------

08/01/2010	0 HIR/APP 401
08/01/2010	1 POS/CP2 401
08/01/2010	2 TER/RHA 401

For Example #4 the selected Action/Reason will be TER/RHA and the Action/Reason Efcv Date will be 8/1/2010. The remaining data fields (including Job Efcv Date) will be pulled from the 8/1/2010 (EFFSEQ 2) record. In this example, if all 3 records were entered on the same system date then TBA will edit because we are getting a TERM for someone who isn't on our system likely. If the Hire was entered and then a week later the Term was entered but back dated then that should process fine on TBA.

Special Considerations

Effective Dating Fields

All fields are effective Job Efcv Date unless otherwise noted. See Appendix.

TBA Employment Status Mapping

TBA will derive an Employment Status based on the Action/Action Reason. The mapping is defined in the Appendix.

Plan Eligibility Rules

The eligibility rules for the DC and Flex plans will be defined in the respective Plan Provisions. The HR Interface Requirements will define the data needed to support those rules.

Employees Working at Multiple Agencies within Same HR System

If an employee works at multiple agencies PeopleSoft stores these as multiple Empl Rcd Nmbr's. All Empl Rcd Nmbr's will be sent on the file to Aon Hewitt rather than limiting it to just Empl Rcd Nmbr zero. PeopleSoft will send all Empl Rcd Nmbr's for a person if one changes. Aon Hewitt will still only track this person as one account on TBA for Benefit purposes, but with multiple jobs (i.e., employees can't have benefits under multiple accounts for Flex, but they can have DC Contributions from each jobs pay check and they can't take a distribution unless they are terminated from all jobs).

If an employee is eligible at multiple agencies then the one with the earlier eligibility date will be used for Flex benefits. For DC all jobs an employee is Active or on Leave will be tracked on TBA.

SAO stores employees who are FT with an Empl Rcd Nmbr of Zero and PT jobs in 1 through 'N'. If the only job an employee had was PT they would appear in Empl Rcd Nmbr 1 through 'N'. The zero Empl Rcd Nmbr is reserved for FT jobs. Aon Hewitt would want to question the validity of an Empl Rcd Nmbr of zero and PT. Also, a FT job in an Empl Rcd Nmbr other than zero we'd be questionable. Both would be good audit checks, but not necessarily something Aon Hewitt would edit.

Employees Working at a Single Agency Multiple Jobs

Some employee's on PeopleSoft may work at one agency, but multiple jobs (thus having multiple Empl Rec Sequences tied to the same agency). PeopleSoft will send both Empl Rcd Numbers. TBA will determine which job they were eligible in the longest and set them up for benefits in that one agency for Flex benefits. For DC all jobs and employee is Active or Leave will be tracked on TBA.

Transfer Processing

See Appendix for Transfer business rules.

Storing Job Data

Aon Hewitt will track and store the fields defined in the HR Interface layout for an employee's primary job. The primary job is defined as the agency the employee is currently employed at and has the earliest eligibility date of all their jobs.

Aon Hewitt will also track and store the following fields for up to 5 additional secondary jobs:

- Employment Status
- Benefit Program
- Department Code (and Agency/Group ID which is derived by TBA from Department Code)
- Employee ID
- Employee Record Number
- Retirement System

A secondary job is defined as an employee who is either Active or Leave in another job/position. The additional job/position could be at the same agency or a different agency. The job may or may not be eligible for benefits. If the employee is in multiple jobs that are not benefits eligible, Aon Hewitt will store only one (the one with the earliest hire date). It's not necessary to track all the jobs an employee is active in, but not benefits eligible. The purpose behind storing at least one of the active & benefits ineligible positions is if the employee terminates from all the benefits eligible jobs they can't take a distribution if they are actively employed.

See Appendix for examples of how employees working multiple jobs will be handled on TBA.

Summer Pay Employee's

SAO does not have Summer pay employees.

Indicative Data Interface Edits

- Edit Reports will be delivered weekly to PSP for SPA and ERS. Edits Reports will also be delivered each business day to agencies via the ERWS.
- Custom Edits:
- Employees with GSEPS and NOF or NBP should edit. This is not a valid combination.
- Employees who are PT and GSEPS should edit.

File Layout

Header Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '01'
2	File Label	3	17	CHAR(15)	Value 'HR INTF'
3	File Date	18	25	YYYYMMDD	
4	Filler	26	600	CHAR(575)	

Detail Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '02'
2	SSN	3	13	CHAR(11)	Format 999-99-9999 includes '-' (Main person identifier on TBA)
3	EMPL ID	14	25	CHAR(12)	SAO currently sends PeopleSoft Employee ID
4	EMPL RCD	26	28	NUMR(3)	Only used by SAO to identify people who work at multiple jobs
5	Job Efcv Date	29	36	YYYYMMDD	See selection criteria above for how this will be set
6	Job Efcv Seq	37	39	NUMR(3)	<ul style="list-style-type: none"> See selection criteria above for how this will be set Not loaded to TBA
7	Action	40	42	CHAR(3)	See Appendix for valid values
8	Action/Reason	43	45	CHAR(3)	See Appendix for valid values Used to derive Employment Status on TBA, see Appendix for mapping in the valid value spreadsheet. Also used to indicate transfers
9	Company	46	48	CHAR(3)	See Appendix for SAO valid values Company Code is the same as the first 3 digits of Department Code

Field #	Data Element	Start Position	End Position	Format	Description
10	Department	49	58	CHAR(10)	<ul style="list-style-type: none"> TBA will not maintain the list of valid values for Department Code Identifies the agency an employee works at; Department Code is the same as Agency ID Aon Hewitt will use this field to populate an Agency/Group ID; the Agency/Group ID will not use all of the Department Code characters, see mapping in the Agency Listing document in the Appendix TBA will maintain the list of valid values for the Agency/Group ID
11	First Name	59	78	CHAR(20)	
12	Middle Initial	79	79	CHAR(1)	
13	Last Name	80	109	CHAR(30)	
14	Suffix	110	119	CHAR(10)	Name Suffix
15	Address Line 1	120	149	CHAR(30)	<ul style="list-style-type: none"> Home Address Address will be effective Job Efcv Date for New Hires/Rehires Ongoing changes will be dated File Date from the Header Record Agencies own address for active employees. Pension systems own the addresses for retirees and TBA owns addresses for COBRA employees
16	Address Line 2	150	179	CHAR(30)	
17	City	180	204	CHAR(25)	
18	State	205	206	CHAR(2)	
19	ZIP Code	207	216	CHAR(10)	
20	Country	217	219	CHAR(3)	
21	Phone Number	220	233	CHAR(14)	Home or Business
22	Gender Code	234	234	CHAR(1)	M – Male, F – Female, U – Unknown (Aon Hewitt will edit if U is sent)
23	Agency Hire Date	235	242	YYYYMMDD	Most recent hire date
24	Birth Date	243	250	YYYYMMDD	

Field #	Data Element	Start Position	End Position	Format	Description
25	Annual Salary	251	259	NUMB(7V2)	Implied decimal; not signed; used for DC
26	ABBR Salary	260	268	NUMR(7V2)	Implied decimal; not signed See Annual ABBR Salary Update Process when Aon Hewitt begins administration
27	FICA Status	269	269	CHAR(1)	N – Subject to FICA, M – Medicare Only , E – Exempt Used to calc STD/LTD premiums; Flex currently freezes this each year
28	Retirement System	270	270	CHAR(1)	E - ERS, T - TRS, L - LRS, J - JRS, P – PRS, G – GSEPS, D – GA DC Plan SAO will send a Blank value when employees Terminate; Aon Hewitt will default a Blank value to “N” – No Pension See the Retirement System Change examples in the Appendix to see how this field is set along with other fields Note: GSEPS is new to this interface for Aon Hewitt; SAO will be changing how it's reported with the ERS live date; many Employee's who are currently reported as 'E' will be changed to a 'G'
29	Benefit Program Code	271	273	CHAR(3)	FLX – Benefits Eligible NBP – No Benefit Plan NOF – DC Eligible/No Flex (Aon Hewitt will map any other value other than the three listed above to NBP) SAO is mapping BPC of HFN to as NOF and BPC of HMP to NBP on the HR file. In April 2015 an SPRC request was submitted to make mapping changes so HMP and HNF are treated as NOF and NOF treated as NBP. The purpose of this is to align PSR eligibility to the plan document and limit eligibility to those working at least 30 hours a week. This request is still outstanding #8068567.
30	FT/PT Indicator	274	274	CHAR(1)	F – Full Time, P – Part-Time
31	Standard Hours	275	277	NUMR(99V9)	Zero if not defined

Field #	Data Element	Start Position	End Position	Format	Description
32	Reserved	278	278	CHAR(1)	
33	Job Code	279	284	CHAR(6)	Not Loaded to TBA for SAO
34	Updated Time Stamp	285	310	CHAR(26)	Not used by Aon Hewitt
35	Pay Frequency	311	311	CHAR(1)	W – Weekly, S – Semi-monthly, M – Monthly
36	Mail Drop	312	361	CHAR(50)	Loaded to TBA for reporting purposes only; TBA has a limit of 30 characters, so Aon Hewitt will trim out extra spaces and then truncate
37	Employment Status	362	362	CHAR(1)	This field is not loaded to TBA; it is used however to audit the Employment Status on TBA
38	Employment Status Efcv Date	363	370	YYYYMMDD	Not loaded to TBA, but used to audit the TBA Employment Status Effective Date A Active D Deceased L Leave of Absence P Leave With Pay R Retired S Suspended T Terminated
39	Hourly/Salary Indicator	371	371	CHAR(1)	H – Hourly S – Salary
40	EEO Code	372	376	CHAR(5)	AMIND – American Indian/Alaska Native ASIAN – Asian BLACK – Black/African American HISPA – Hispanic/Latino NSPEC – Multiracial PACIF – Native Hawaiian/Other Pacific Islander WHITE – White Blank – Not Available



Field #	Data Element	Start Position	End Position	Format	Description
41	GSEPS Initial Opt Out Indicator	377	377	CHAR(1)	<p>"O" for Opt out or Blank; Indicates whether the employee Initially Opted Out of GSEPS</p> <p>Aon Hewitt will only look at this value for new hires and rehires (rehired after 30 day break); an employee's GSEPS election on TBA would take precedence over this field</p> <p>Effective 7/1/2013 this is no longer being used, all participants GSEPS eligible are auto enrolled.</p>
42	Action/Reason Efcv Date	378	385	YYYYMMDD	Effective date of Job Row that was selected to populate the Action and Action/Reason fields above
43	Retirement System Efcv Date	386	393	YYYYMMDD	<ul style="list-style-type: none"> Eligibility Date associated with the Retirement System Code An Admin Report will be created for ERS if the Retirement System Date is different than the HIR* or REH* Action/Reason Effective Date for a Ret Sys of 'G'
44	Work Email Address	394	493	CHAR(100)	<p>Optional; while this field will be loaded to TBA it won't be used by anything on TBA; employees couldn't select it to be their preferred email address on YBR, nor is it displayed on YBR; the reason for this is these email addresses are shared in some cases which creates a security issue to use it; it will be loaded to TBA and available in PSP Reporting</p> <p>Aon Hewitt will drop any emails that aren't unique or equal 'nomail@mail.com'; emails from the interface will be forced to all lowercase</p>
45	Filler	494	600	CHAR(107)	

Trailer Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '03'
2	Record Count	3	9	NUMR(7)	Includes Header, Detail and Trailer Records



Field #	Data Element	Start Position	End Position	Format	Description
3	Filler	10	600	CHAR(591)	

Benefit Deduction Interface Requirements

Description

This file contains benefit deduction instructions for SAO.

From/To

- From Hewitt Associates
- To SAO (Company Codes 400 – 999)

Frequency

Daily – Changes Only (Every State of Georgia Business Day)

Medium

Electronic File Transfer

Timing

EFT will be available by 9:00 a.m. ET

Data Selection Criteria

- Any changes since last file was sent
- The first file after conversion will be a changes-only file

Special Considerations

Start/End Dates

The attached document defines the rules for how deductions begin/end.



**SOG - Effective
Dating Matrix for Busi**

Unpaid Leaves

See Business Rule Requirements for how Billings for leaves works.

Annual Enrollment

Hewitt will pass a full file of active deductions. Payroll will end date all current year deductions (and imputed income earnings) before applying the full file for the next plan year. Payroll will also clear out any arrears balances for Flex Deductions/Earnings if they track arrears.

Imputed Income

Aon Hewitt will send payroll the imputed income and coverage for people in a pay status. For those not in a pay status, Aon Hewitt will hold the amount until year end and send a file to payroll of the YTD amount that was missed.

Stop Instructions

- Hewitt will send an instruction with a zero amount and a Start Date to indicate when payroll should stop taking a deduction (e.g., if an employee terminates Hewitt will send stop instructions for each currently active deduction. For Annual Enrollment Hewitt assumes payroll is going to end date all existing deductions/earnings.
 - Stops aren't sent today by Flex, but Hewitt will send stops/zero deductions to end them.
-

Employees Working at Multiple Agencies

Employees changing Company within the same Payroll should have their deductions refreshed (all current deductions resent).

Transfers

- Changes in Department Code within the same Payroll should result in the deductions be refreshed (all resent even though nothing may have changed).
 - Stops aren't sent today by Flex. Within SAO the transfers are coordinated. Across payroll systems it looks like a term/hire. Flex never really sends stops for terms.
-

FSA Administration

FSA Administration will work as follows:

- Aon Hewitt will take an goal election from employees
 - Aon Hewitt will estimate the number of remaining months in the year
 - Aon Hewitt will calc a monthly deduction based on remaining months and report to payroll
 - For mid-year changes Aon Hewitt will use actual contributions year-to-date to subtract from the goal election, and then calculate the monthly deduction from that remaining amount.
 - Aon Hewitt will collect actual contributions from payroll to report to the FSA administrator and for calculating deductions for mid-year QSC's.
-

Arrears Processing

Given the number of payrolls it's not really possible to know for all of them if they take arrears or not.

Retro Deductions

Most of the payrolls will us the effective date of the deductions and calculating retro amounts manually. There's really know way to know which agencies may be calculating retro's.

File Layout

Header Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '01'
2	File Label	3	17	CHAR(15)	Value 'BNFT DED INTF'
3	File Date	18	25	YYYYMMDD	
4	Filler	26	80	CHAR(55)	

Detail Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '02'
2	SSN	3	13	CHAR(11)	<ul style="list-style-type: none"> Format 999-99-9999 Includes '-'
3	EMPL ID	14	25	CHAR(12)	
4	EMPL RCD	26	28	NUMR(3)	Defaulted to zero for all agencies except SAO
5	Instruction Code	29	34	CHAR(6)	See Appendix for valid values
6	Tax Type	35	35	CHAR(1)	Used by everyone except SAO
7	Start Date	36	43	YYYYMMDD	
8	Deduction Amount	44	50	NUMR(5V2)	Monthly amount of employees benefit deduction
9	Goal Amount	51	59	NUMR(7V2)	Contains HC/DC FSA Goal Amount for the FSA instructions (informational only, Payroll doesn't do anything with the goal)
10	Filler	60	80	CHAR(21)	

Trailer Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '03'
2	Record Count	3	9	NUMR(7)	Includes Header, Detail and Trailer Records
3	Filler	10	80	CHAR(71)	



PSR Deduction Interface Requirements

Description

This file contains Savings Plan deduction instructions from Aon Hewitt to SAO.

From/To

- From Aon Hewitt
- To SAO (Company Codes 400 – 999)

Frequency

Daily – Changes Only (Every State of Georgia Business Day)

Medium

Electronic File Transfer

Timing

EFT will be available by 9:00 a.m. ET

Data Selection Criteria

- Any change since the last file was sent
- The first file after conversion will be a changes-only file

Special Considerations

Start Instructions

Aon Hewitt will determine the DC Deduction effective date based on plan rules. They are reported as soon as administratively possible. Future dated deductions won't be reported until they are less than or equal to the system date when the interface runs.

Stop Instructions

- Aon Hewitt will send an instruction with a zero amount and a Start Date to indicate when payroll should stop taking a deduction (e.g., if an employee terminates Aon Hewitt will send stop instructions for each currently active deduction).
 - Payroll automatically stops deductions at termination. To ensure the deductions are turned off Aon Hewitt will send stop instructions 60 days from receipt of termination status.
-

DC Deductions

There is a population of employees on PeopleSoft with dollar amount elections. Aon Hewitt will report the dollar amount under the same instruction code as the percent election, but in the Deduction Amount field. Anyone with a dollar amount election who changes frequency will need to have their dollar amount election on TBA manually adjusted.

Catch-up Eligible Annual Refresh

Employee's who turn 50 will have their deduction changed on TBA from the standard instruction code to the 50+ deduction code. Aon Hewitt will date the 50+ deduction 1/1 of the next calendar year for employees turning 50. These will be picked up in the first file to be reported on or after 1/1 (first State Business day the file is reported for the new calendar year). SAO doesn't do any validation of age vs. correct deduction code.

Transfers

- Changes in Department Code within the same Payroll should result in the deductions being refreshed (all resent even though nothing may have changed).
- Within SAO the transfers are usually coordinated. Across payroll systems it looks like a term/hire in most cases. See the HR Interface Requirements for more information on Transfers.
- Rehired participants with a break in service > 31 days will need to reenroll in the plan. Rehired/transfers with a break in service ≤ 31 days are reinstated at prior elections. Since payroll is automatically stopping the deduction when an employee terms, the reinstatement or new election will be needed in order for the deductions to start again.



File Layout

Header Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '01'
2	File Label	3	17	CHAR(15)	Value 'DC DED INTF'
3	File Date	18	25	YYYYMMDD	
4	Filler	26	80	CHAR(55)	

Detail Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '02'
2	SSN	3	13	CHAR(11)	<ul style="list-style-type: none"> Format 999-99-9999 includes '-'
3	EMPL ID	14	25	CHAR(12)	
4	EMPL RCD	26	28	NUMR(3)	
5	Instruction Code	29	34	CHAR(6)	<ul style="list-style-type: none"> 50+401 – GA 401(k) Plan 50+ (percent or amount) GA401K – State of GA Employee 401K GS401K – GSEPS 401 (k) GS401+ – GSEPS 401 (k) Plan 50+ 457 CU – GA 457 Catch-Up 50+457 – GA 457 Plan 50+ GA 457 – GA 457 Deferral Plan
6	Tax Type	35	35	CHAR(1)	Not used by SAO
7	Start Date	36	43	YYYYMMDD	



8	Contribution Amount	44	50	NUMR(5V2)	Only populated for employee's who have a dollar amount election
9	Goal Amount	51	59	NUMR(7V2)	Not used by SAO
10	Contribution Rate	60	62	NUMR(3)	<ul style="list-style-type: none"> ▪ DC Contribution Rate Only ▪ This is reported as a percent (e.g., 003 represents 3%) ▪ Includes Catch-up election for DC plan (e.g., 457 Special Catch-up)
11	Company Code	63	65	CHAR(3)	
12	Filler	66	80	CHAR(15)	

Trailer Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '03'
2	Record Count	3	9	NUMR(7)	Includes Header, Detail and Trailer Records
3	Total Contribution Amount	10	20	NUMR(9V2)	
4	Total Contribution Rate	21	29	NUMR(9)	
5	Filler	30	80	CHAR(50)	

Imputed Income Interface Requirements

Description

This file contains Imputed Income instructions for SAO.

From/To

- From Hewitt Associates
- To SAO

Frequency

- Daily – Changes Only (Every State of Georgia Business Day)

Medium

Electronic File Transfer

Timing

EFT will be available by 9:00 a.m. ET

Data Selection Criteria

- Any changes since the last file was sent
- The first file after conversion will be a changes-only file



Special Considerations

Unpaid Leaves

Anyone on an unpaid leave and continuing to pay for benefits by direct bill, will have imputed income calculated by Hewitt. The total amount of imputed income during these periods will be added up at the end of the year and sent on a year end file to payroll. See the Annual Inactive Imputed Income Interface Requirements.



File Layout

Header Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	▪ Value '01'
2	File Label	3	17	CHAR(15)	▪ Value 'IMPT INCM INTF'
3	File Date	18	25	YYYYMMDD	
4	Filler	26	80	CHAR(55)	

Detail Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	▪ Value '02'
2	SSN	3	13	CHAR(11)	▪ Format 999-99-9999 ▪ includes '-'
3	EMPL ID	14	25	CHAR(12)	
4	EMPL RCD	26	28	NUMR(3)	Defaulted to zero for all agencies except SAO.
5	Instruction Code	29	34	CHAR(6)	▪ EELFII – Employee Life Imputed Income ▪ SPLFII – Spouse Life Imputed Income
6	Start Date	35	42	YYYYMMDD	
7	Earnings Amount	43	49	NUMR(5V2)	Monthly imputed income amount. Even thou coverage is sent on the file we still calc Impt Incm.
8	Coverage Amount	50	58	NUMR(7V2)	Contains the total Employee Life Insurance Coverage amount. This field will be zero for Spouse Life Ins.
9	Filler	59	80	CHAR(22)	

Trailer Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	▪ Value '03'
2	Record Count	3	9	NUMR(7)	▪ Includes Header, Detail and Trailer Records
3	Filler	10	80	CHAR(71)	

Payroll Results Interface Requirements

Description

This file contains the results of the payroll run. It will be used to capture and load the HC/DC FSA deductions to TBA. Hewitt will then forward these deductions to the vendors.

From/To

- From SAO
- To Hewitt

Frequency

- Each time payroll is confirmed which could be 5 – 11 payrolls a month

Medium

Electronic File Transfer

Timing

EFT time will vary, but all will be available by 5:00 a.m. ET

Data Selection Criteria

Changes only – Only the FSA results for the pay run will be sent on the file

Note: The amount provided on the file is a pay period amount based on the employee's pay frequency.

Special Considerations

FSA's

Open issue for Hewitt: FSA's can have adjustments for prior year contributions applied to current year pay check. Also, the December deductions are for January coverage.

File Layout

Header Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '01'
2	File Label	3	17	CHAR(15)	Value 'PYRL RSLT INTF'
3	File Date	18	25	YYYYMMDD	
4	Filler	26	80	CHAR(55)	

Detail Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '02'
2	SSN	3	13	CHAR(11)	<ul style="list-style-type: none"> Format 999-99-9999 includes '-'
3	EMPL ID	14	25	CHAR(12)	
4	EMPL RCD	26	28	NUMR(3)	Defaulted to zero for all agencies except SAO.
5	Instruction Code	29	34	CHAR(6)	<ul style="list-style-type: none"> XHCSA – Health Care Spending Account XDCSA – Day Care Spending Account
6	Deduction Amount	35	41	NUMR(5V2)	(Signed field; i.e., S9(5)V99)
7	Check Date	42	49	YYYYMMDD	Informational, not loaded to TBA
8	Pay End Date	50	57	YYYYMMDD	Used to effective date deduction on TBA
9	Company Code	58	60	CHAR(3)	Informational, not loaded to TBA
10	Filler	61	80	CHAR(20)	

Trailer Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '03'
2	Record Count	3	9	NUMR(7)	Includes Header, Detail and Trailer Records
3	Filler	10	80	CHAR(71)	

PSR Payroll Results Interface Requirements

Description

This file contains payroll results for the Savings Plan.

From/To

- From SAO
- To Aon Hewitt

Frequency

- Each time payroll is confirmed which could be 5 –11 payrolls a month
- Job is scheduled to run on posting date

Medium

Electronic File Transfer

Timing

EFT time will vary, but all will be available by 5:00 a.m. ET

Data Selection Criteria

- Only the Savings Plan results for the pay run will be sent on the file
- Some files may come across with just a header and trailer with no detail records if there were no contributions to report that pay run

Special Considerations

Contribution Adjustments

- Agencies can't make changes to payroll after Payroll Confirm has run. Any adjustments for the current calendar year will get reported as part of the next pay period. Adjustments will be netted out against the next pay period and reported to Aon Hewitt on this file.
 - SAO uses special off-cycle calendars for prior year adjustments. These calendars are tied to the open pay run, but have a check date in the year that is being adjusted. These prior year adjustments can go back multiple years (not just the last one). If an agency was correcting an employee in 2007, 2008 and 2009 there would be multiple check dates for the transactions. Negative adjustments for prior years are reported for the prior year. Positive adjustments for prior years are reported in the current year.
 - Adjustments to prior years will impact the limit testing and W2's for the prior years. Agencies would reissue W2C's as necessary.
-

Check Date

- Check Date is the date the money was taken from the employee's pay check. It's used by payroll to monitor limits. Used to effective date contributions on TBA. Theoretically this would be the date agencies fund.
 - For negative adjustments for a prior year, the Check Date will be effective in the prior year. The Check Date for prior year adjustments will start out 12/31 for the first adjustment run. Then increment down one day for each subsequent run (i.e., 12/30, 12/29, etc). The adjustment should have a net effect to what is stored on TBA (i.e. that is if TBA has a \$500.00 contribution on 12/31 of the prior year and there is a -\$100.00 adjustment, the result on TBA will be \$400.00 after the adjustment has posted).
-

Pay End Date

Pay period end date. Not loaded to TBA.

Limit Monitoring

SAO will do the primary check for limit monitoring. Aon Hewitt will do a secondary check. Check Date is used to monitor yearly limits.

Military Leaves

Military Make-up Contributions will manually be administered by Aon Hewitt. SAO will report the Make-up contributions on the Payroll Results file. Aon Hewitt will manually administer the contribution once it's received.

Military Make-up Contributions:

MU2401	GA 401(K) Make-up 2002
MU3401	GA 401(K) Make-up 2003
MU4401	GA 401(K) Make-up 2004
MU5401	GA 401(K) Make-up 2005
MU6401	GA 401(K) Make-up 2006
MU7401	GA 401(K) Make-up 2007
MU1457	GA 457 Make-up 2001
MU2457	GA 457 Make-up 2002
MU3457	GA 457 Make-up 2003
MU4457	GA 457 Make-up 2004
MU5457	GA 457 Make-up 2005
MU6457	GA 457 Make-up 2006
MU7457	GA 457 Make-up 2007

File Layout

Header Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '01'
2	File Label	3	17	CHAR(15)	Value 'DC PYRL RSLT'
3	File Date	18	25	YYYYMMDD	System Date which is most often same as Posting Date
4	Filler	26	80	CHAR(55)	

Detail Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '02'
2	SSN	3	13	CHAR(11)	<ul style="list-style-type: none"> Format 999-99-9999 Includes '-'
3	EMPL ID	14	25	CHAR(12)	
4	EMPL RCD	26	28	NUMR(3)	
5	Instruction Code	29	34	CHAR(6)	<ul style="list-style-type: none"> 50+401 – GA 401(k) Plan 50+ (percent or amount) GA401K – State of GA Employee 401K GS401K – GSEPS 401 (k) GS401+ – GSEPS 401 (k) Plan 50+ 457 CU – GA 457 Catch-Up 50+457 – GA 457 Plan 50+ GA 457 – GA 457 Deferral Plan

Field #	Data Element	Start Position	End Position	Format	Description
6	Contribution Amount	35	41	NUMR(5V2)	<ul style="list-style-type: none"> (Signed field; i.e., S9(5)V99) The amount provided on the file is a pay period amount based on the employee's pay frequency. The amount may reflect adjustments.
7	Check Date	42	49	YYYYMMDD	Used to effective date deduction on TBA
8	Pay End Date	50	57	YYYYMMDD	Informational, not loaded to TBA
9	Company Code	58	60	CHAR(3)	Used to track contribution amounts by agency on TBA
10	Tax Class	61	61	CHAR(1)	<p>Employee is 'B' – Before Tax Contribution Employer is 'P' – Pretax Nontaxable Benefit (match) This field will only be referenced for GS401K and GS401+ instructions. Aon Hewitt will use GS401K and GS401+ as the employee instruction code. The employer instructions will be loaded to TBA as ES401K based on mapping the Instruction Code and Tax Class. Tax Class won't be stored on TBA.</p>
11	Filler	62	80	CHAR(19)	

Trailer Record – Instruction Total

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '03'
2	Instruction Code	3	8	CHAR(6)	
3	Record Count	9	15	NUMR(7)	Count of records for Instruction Code
4	Contribution Total	16	26	NUMR(9V2)	<ul style="list-style-type: none"> Sum of Contribution Amounts for the Instruction Code (Signed field; i.e., S9(5)V99)
5	Filler	27	80	CHAR(54)	



Trailer Record – File Total

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '04'
2	Record Count	3	9	NUMR(7)	Includes Header, Detail and Trailer Records
3	Contribution Total	10	22	NUMR(11V2)	<ul style="list-style-type: none">Sum of Contribution Amounts for the FileSigned field; i.e., S9(5)V99
4	Filler	23	80	CHAR(58)	



Annual ABBR Salary Update Process

The ABBR Salary can be provided on the daily HR Interface/Employer Website throughout the year or in early October. A cut-off date will be defined by SPA and communicated each year to Hewitt for when the pay must be provided. After the cut-off date Hewitt will run a process to copy the ABBR Salary into a separate Frozen Benefit Salary field that's dated 1/1 of the next plan year. This Frozen Benefit Salary will be used during Annual Enrollment to calculate benefits for the next plan year. For new hires or rehires during the year the ABBR Salary is copied immediately into the Frozen Benefit Salary for the current plan year. No special year end file would be needed with this process.



Annual Inactive Employee Imputed Income Interface Requirements

Description

This file contains Imputed Income for employees who had Imputed Income while on an unpaid leave. During these periods Hewitt will calculate the Imputed Income and accumulate it until year end. At that time Hewitt will report the total amount during these unpaid periods to payroll. This file layout will be used for SAO.

Open issue for Hewitt/SPA: Hewitt will perform the process mentioned, but it's undecided who the year end files will go to (e.g., agency payrolls).

From/To

- From Hewitt Associates
- To SAO

Frequency

Once a year in late December

Medium

Post to Hewitt Plan Sponsor Portal

Data Selection Criteria

Employees who had imputed income while on direct bill.

Special Considerations

2010 Transition Year

Hewitt begins administration in April 2010. Since the file is providing a YTD amount and Hewitt wasn't the record keeper prior to April, the reporting period for this first year will be April – December. Payrolls will need to determine what the amount is from January through March of 2010 and add that into the total from Hewitt. Starting in 2011 Hewitt will be able to report the full year.

File Layout

Header Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '01'
2	File Label	3	17	CHAR(15)	Value 'ANNL II INTF'
3	File Date	18	25	YYYYMMDD	
4	Filler	26	80	CHAR(55)	

Detail Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '02'
2	SSN	3	13	CHAR(11)	<ul style="list-style-type: none"> Format 999-99-9999 includes '-'
3	EMPL ID	14	25	CHAR(12)	
4	EMPL RCD	26	28	NUMR(3)	Defaulted to zero for all agencies except SAO.
5	Earnings Amount	29	35	NUMR(5V2)	Monthly imputed income amount. This calculation will subtract out the first \$50,000 and then determine the imputed income on the remaining amount.
6	Filler	36	80	CHAR(45)	

Trailer Record

Field #	Data Element	Start Position	End Position	Format	Description
1	Record Type	1	2	CHAR(2)	Value '03'
2	Record Count	3	9	NUMR(7)	Includes Header, Detail and Trailer Records
3	Filler	10	80	CHAR(71)	



Appendix (Flex)



Action/Reason Codes

Action	Description	Reason	Description	SAO Job Effective Date	TBA Job Effective Date	TBA Employment Status Mapping
DEM	Demotion	DDM	Disciplinary Demotion	Data Change Efcv Date	Data Change Efcv Date	Unchanged
DEM	Demotion	IDM	Involuntary Demotion	Data Change Efcv Date	Data Change Efcv Date	Unchanged
DEM	Demotion	VDM	Voluntary Demotion	Data Change Efcv Date	Data Change Efcv Date	Unchanged
DTA	Data Change	MAN	Manual	Data Change Efcv Date	Data Change Efcv Date	Unchanged
HIR	Hire	APP	Appointment	First Day of Work	First Day of Work	ACTIVE
HIR	Hire	ATL	Appointment Time Limited	First Day of Work	First Day of Work	ACTIVE
HIR	Hire	CNV	Non-Statewide Trnsactn ERS ONLY	First Day of Work	First Day of Work	ACTIVE
HIR	Hire	NSW	Conversion Pension	First Day of Work	First Day of Work	ACTIVE
HIR	Hire	PEN	First Job	First Day of Work	First Day of Work	ACTIVE
HIR	Hire	REI	Rehire	First Day of Work	First Day of Work	ACTIVE
HIR	Hire	TRA	Transfer	First Day of Work	First Day of Work	ACTIVE
LOA	Leave of Absence	AUT	Authorized Leave Without Pay	First Day of Unpaid Leave	First Day of Unpaid Leave	LOANP
LOA	Leave of Absence	CMP	Compassionate Care Leave	First Day of Unpaid Leave	First Day of Unpaid Leave	LOANP
LOA	Leave of Absence	CNV	Conversion	First Day of Unpaid Leave	First Day of Unpaid Leave	LOANP
LOA	Leave of Absence	CON	Contingent Leave Without Pay	First Day of Unpaid Leave	First Day of Unpaid Leave	LOANP
LOA	Leave of Absence	EDU	Education	First Day of Unpaid Leave	First Day of Unpaid Leave	LOANP



Action	Description	Reason	Description	SAO Job Effective Date	TBA Job Effective Date	TBA Employment Status Mapping
LOA	Leave of Absence	FML	Family and Medical Leave Act	First Day of Unpaid Leave	First Day of Unpaid Leave	LOAFM
LOA	Leave of Absence	MIL	Military Service	First Day of Unpaid Leave	First Day of Unpaid Leave	LOAML
LOA	Leave of Absence	PAR	Parental Leave	First Day of Unpaid Leave	First Day of Unpaid Leave	LOANP
LOA	Leave of Absence	UNA	Unauthorized Leave Without Pay	First Day of Unpaid Leave	First Day of Unpaid Leave	LOANP
LOF	Layoff	FUR	Furlough	Day After Last Day Worked	Day After Last Day Worked	TERM
LOF	Layoff	SEA	Seasonal Closure	Day After Last Day Worked	Day After Last Day Worked	TERM
LOF	Layoff	TMP	Temporary Closure	Day After Last Day Worked	Day After Last Day Worked	TERM
PAY	Pay Rate Change	ACT	Acting Pay Supplement	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	BPI	Board Legislated Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	CBI	Criteria Based Salary Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	CSH	Change Standard Hours	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	END	End Acting Pay Supplement	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	EPI	Equity Adjustment	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	FTI	Full To-Target Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	GPI	General Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	INC	Salary Increase	Date of Data Change	Date of Data Change	Unchanged

Action	Description	Reason	Description	SAO Job Effective Date	TBA Job Effective Date	TBA Employment Status Mapping
PAY	Pay Rate Change	JB I	Job Based Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	MPI	Market Adjustment	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	NGI	No General Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	NPI	No Performance-Based Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	NSW	Non Statewide Transaction ERS	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	PBI	Performance Based Sal Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	PTI	Partial to Target Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	REC	Job Reclassification	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	RED	Salary Reduction	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	RES	Restore Salary Reduction	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	RTE	Hourly Rate Change	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	RWL	Reduced Workload	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	SCI	Structure Change Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	TCH	Teacher Salary Adjustment	Date of Data Change	Date of Data Change	Unchanged
PRO	Promotion	PRO	Promotion	Date of Data Change	Date of Data Change	Unchanged
REC	Recall from Suspension	RCF	Recall from Furlough	First Day of Work	First Day of Work	ACTIVE



Action	Description	Reason	Description	SAO Job Effective Date	TBA Job Effective Date	TBA Employment Status Mapping
REC	Recall from Suspension	RCL	Recall from Closure	First Day of Work	First Day of Work	ACTIVE
REC	Recall from Suspension	SUS	Recall from Suspension	First Day of Work	First Day of Work	ACTIVE
REH	Rehire	NSW	Non-Statewide Trnsactn ERS ONLY	First Day of Work	First Day of Work	ACTIVE
REH	Rehire	PEN	Pension	First Day of Work	First Day of Work	ACTIVE
REH	Rehire	REH	Rehire	First Day of Work	First Day of Work	ACTIVE
REH	Rehire	RTA	Repeal Incorrect Terminatn Actn	First Day of Work	First Day of Work	ACTIVE
REH	Rehire	RTL	Rehire-Time Limited	First Day of Work	First Day of Work	ACTIVE
REH	Rehire	SPB	Rehire State Personnel Board	First Day of Work	First Day of Work	ACTIVE
RFL	Return from Leave	RFL	Return From Leave	First Day of Work	First Day of Work	ACTIVE
SUS	Suspension	CCA	Pending Criminal Court Action	Day After Last Day Worked	Day After Last Day Worked	LOANP
SUS	Suspension	DAC	Disciplinary Action	Day After Last Day Worked	Day After Last Day Worked	LOANP
SUS	Suspension	DRG	Drug Conviction	Day After Last Day Worked	Day After Last Day Worked	LOANP
TER	Termination	ATT	Attendance	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	CER	Change Employment Record	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	CHI	Child/House Care	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	CNV	Controlling Instance Termd	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	CON	Misconduct	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	DEA	Death	Day After Death	Date of Death	DEATHR



Action	Description	Reason	Description	SAO Job Effective Date	TBA Job Effective Date	TBA Employment Status Mapping
TER	Termination	DIS	Dismissal	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	DRG	Drug Testing	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	EES	Dissatisfied w/Fellow Employee	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	FAM	Family Reasons	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	FOR	Forfeiture of Position	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	HEA	Health Reasons	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	HRS	Dissatisfied with Hours	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	ILL	Illness in Family	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	INS	Insubordination	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	LOC	Dissatisfied with Location	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	LVE	Failure to Return from Leave	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	MAR	Marriage	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	MIS	Misstatement on Application	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	MUT	Mutual Consent	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	NPR	No Position Return From Leave	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	NRC	Non-Statewde Trnsactn ERS ONLY	Day After Last Day Worked	Day After Last Day Worked	TERM



Action	Description	Reason	Description	SAO Job Effective Date	TBA Job Effective Date	TBA Employment Status Mapping
TER	Termination	NSW	Dissatisfied with Pay	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	PAY	Conversion Pension	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	PEN	Pension	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	PER	Personal Reasons	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	PLE	Paid Leave Exhausted	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	POL	Dissatisfied w/Comp. Policies	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	PPO	Pension Payee Off	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	PRE	Presumptive Resignation	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	PRM	Dissatisfied w/Promotion Opps	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	PSE	Private Sector Employment	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	PTD	Partial/Total Disability	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	REF	Refused Transfer	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	REL	Relocation	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	RES	Resignation	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	RHA	Repeal Incorrect Hire Action	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	RIF	Reduction in Force	Day After Last Day Worked	Day After Last Day Worked	TERM



Action	Description	Reason	Description	SAO Job Effective Date	TBA Job Effective Date	TBA Employment Status Mapping
TER	Termination	RLS	Release	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	RTM	Retirement	Day After Last Day Worked	Day After Last Day Worked	RETIRE
TER	Termination	RTS	Return to School	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	SUP	Dissatisfied with Supervision	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	TAR	Tardiness	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	TMP	End Temporary Employment	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	TRA	Transportation Problems	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	TYP	Dissatisfied w/Type of Work	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	UNS	Unsatisfactory Performance	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	VIO	Violation of Rules	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	WOR	Dissatisfied w/Work Conditions	Day After Last Day Worked	Day After Last Day Worked	TERM
XFR	Transfer	CNV	Conversion	Date of Data Change	Date of Data Change	ACTIVE
XFR	Transfer	HIR	Hire from NSW	Date of Data Change	Date of Data Change	ACTIVE
XFR	Transfer	IN	Lateral Xfer Frm Diffrent Cmpny	Date of Data Change	Date of Data Change	ACTIVE
XFR	Transfer	LAT	Lateral Xfer Within Same Cmpny	Date of Data Change	Date of Data Change	ACTIVE
XFR	Transfer	OUT	Xfer Out To Different Company	Date of Data Change	Date of Data Change	ACTIVE



Action	Description	Reason	Description	SAO Job Effective Date	TBA Job Effective Date	TBA Employment Status Mapping
XFR	Transfer	PRO	Promotion	Date of Data Change	Date of Data Change	ACTIVE
XFR	Transfer	VDM	Voluntary Demotion	Date of Data Change	Date of Data Change	ACTIVE
RFD	Return from Disability	CSH	Change Standard Hours	First Day of Unpaid Leave	First Day of Unpaid Leave	LOANP
PLA	Paid Leave	FML	FMLA	First Day of Paid Leave	First Day of Paid Leave	LOAWP
POS	Position	MCD	Mass Change Data	Date of Data Change	Date of Data Change	Unchanged

Transfer Action Reason Code Processing

Previous Action Reason	New Action Reason	Description	Action	Effective Date
Not a Transfer Action	XFR HIR	Hire from NSW	Process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR HIR	Load Primary – Dept Code date of Data change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
Not a Transfer Action	XFR IN	Lateral Xfer From Different Company	Process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR IN Note: Hewitt will review how this one is handled today on TBA.	Load Primary – Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
Not a Transfer Action	XFR LAT	Lateral Xfer Within Same Company	If Dept Code related to the XFR LAT is the same as Primary Dept Code on TBA then no action. Otherwise, process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR LAT	Load Primary – Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
Not a Transfer Action	XFR OUT	Transfer Out to Different Company	No Action (i.e. wait for new company code) Note: SAO will pass a term to Hewitt after 30 days in XFR OUT status.	N/A
Not a Transfer Action	XFR PRO	Promotion	If the Dept Code for the related action/reason is the same as on TBA then no action needed. Otherwise, process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR PRO	Load Primary – Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.

Previous Action Reason	New Action Reason	Description	Action	Effective Date
Not a Transfer Action	XFR VDM	Voluntary Demotion	If the Dept Code for the related action/reason is the same as on TBA then no action needed. Otherwise, process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR VDM	Load Primary – Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
XFR OUT	XFR HIR	Hire from NSW	Process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR HIR.	Load Primary – Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
XFR OUT	XFR IN	Lateral Xfer From Different Company	Process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR IN.	Load Primary – Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
XFR OUT	XFR LAT	Lateral Xfer Within Same Company	If Dept Code related to the XFR LAT is the same as Primary Dept Code on TBA then no action. Otherwise, process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR LAT.	Load Primary – Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
XFR OUT	XFR PRO	Promotion	If the Dept Code for the related action/reason is the same as on TBA then no action needed. If it's different from the Primary Dept Code on TBA then process the transfer without an edit.	Load Primary – Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.



Previous Action Reason	New Action Reason	Description	Action	Effective Date
XFR OUT	XFR VDM	Voluntary Demotion	If the Dept Code for the related action/reason is the same as on TBA then no action needed. If it's different from the Primary Dept Code on TBA then process the transfer without an edit.	Load Primary – Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.

Note: SAO does not have Summer pay employees. See Clayton or DeKalb interface requirements for details on Summer pay employees.

HR Interface Data Effective Date Rules for fields on TBA

Data Element	Conversion	Ongoing
SSN	Not effective dated on TBA	Not effective dated on TBA
EMPL ID	Not effective dated on TBA	Not effective dated on TBA
EMPL RCD	1/1/1930	Job Efcv Date
Job Efcv Date	Effective date unto itself	Effective date unto itself
Job Efcv Seq	Not Loaded to TBA	Not Loaded to TBA
Action/Reason	If there is no Job EFFECTIVE-DT on file then set field to EMP-HIRE-DT for Actives, unknown for Terms/LOAs	See Action Reason Code chart above. The TBA Employment Status will follow the effective dates of the TBA Job Effective Date in the chart. The TBA Employment Status is dated the same as the TBA Job Effective Date as defined in the above chart.
Company	1/1/1930	Job Efcv Date
Department	1/1/1930	Job Efcv Date
First Name	Not effective dated on TBA	Not effective dated on TBA
Middle Initial	Not effective dated on TBA	Not effective dated on TBA
Last Name	Not effective dated on TBA	Not effective dated on TBA
Address Line 1	1/1/1930	Job Efcv Date
Address Line 2		
City		
State		
ZIP Code		
Country		
Phone Number	1/1/1930	System Date
Gender Code	Not effective dated on TBA	Not effective dated on TBA
Agency Hire Date	Effective date unto itself	Effective date unto itself (loaded as of job efcv date)
Birth Date	Effective date unto itself	Effective date unto itself
Annual Salary	1/1/2010	Job Efcv Date



Data Element	Conversion	Ongoing
ABBR Salary	1/1/2010	Job Efcv Date
FICA Status	1/1/2010	Job Efcv Date
Retirement System	1/1/1930	Job Efcv Date
Benefit Program Code	EMP-HIRE-DT	Job Efcv Date
FT/PT Indicator	1/1/1930	Job Efcv Date
Scheduled Hours	1/1/1930	Job Efcv Date (if provided)
Certification Indicator	1/1/1930	Job Efcv Date (if provided)
Job Code	1/1/1930	Job Efcv Date (if provided)
Updated Time Stamp	N/A	N/A
Pay Frequency	1/1/1930	Job Efcv Date (if provided)
Mail Drop	1/1/1930	Job Efcv Date (if provided)



HR Interface Valid Values

SAO Payroll Instruction Codes

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Agency Listing

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Field Rules for all Interfaces

- All dates follow YYYYMMDD format
- Alpha fields will be left justified and space filled
- Numeric fields will be right justified and zero field
- Signed Numeric fields will be signed as follows (COBOL Translation Values for Signed Numbers):
- For **positive** numbers, if the last digit is:

Number	Value
0	{
1	A
2	B
3	C
4	D
5	E
6	F
7	G
8	H
9	I



- For **negative** numbers, if the last digit is:

Number	Value
0	}
1	J
2	K
3	L
4	M
5	N
6	O
7	P
8	Q
9	R



Appendix (PSR)



HR Interface Data Effective Date Rules for Fields on TBA

Data Element	Effective Date Rule
SSN	Not effective dated on TBA
EMPL ID	Not effective dated on TBA
EMPL RCD	Job Efcv Date
Job Efcv Date	Effective date unto itself
Job Efcv Seq	Not Loaded to TBA
Action/Reason	This field is used to map to the TBA Employment Status Action/Reason Efcv Date is used to effective date the TBA Employment Status See the Action Reason Codes and Effective Date Rules document attached below for TBA Employment Status effective date rules
Company	Job Efcv Date
Department	Job Efcv Date
First Name	Not effective dated on TBA
Middle Initial	Not effective dated on TBA
Last Name	Not effective dated on TBA
Address Line 1	Job Efcv Date
Address Line 2	
City	
State	
ZIP Code	
Country	
Phone Number	System Date
Not effective dated on TBA	
Agency Hire Date	Effective date unto itself
Birth Date	Effective date unto itself



Data Element	Effective Date Rule
Annual Salary	Job Efcv Date
ABBR Salary	Job Efcv Date
FICA Status	Job Efcv Date
Retirement System	Retirement System Efcv Date
Benefit Program Code	Job Efcv Date
FT/PT Indicator	Job Efcv Date
Scheduled Hours	Job Efcv Date (if provided)
Job Code	Not loaded to TBA
Updated Time Stamp	Not loaded to TBA
Pay Frequency	Job Efcv Date
Mail Drop	Job Efcv Date (if provided)
Employment Status	Not loaded to TBA
Hourly/Salary Indicator	Job Efcv Date (if provided)
EEO Code	Job Efcv Date (if provided)
Initial Opt Out Indicator	Job Efcv Date (if provided)
Work Email Address	System Date

Note: When the Action/Reason is a Hire or Rehire where Job Efcv Date is mentioned above, Aon Hewitt will use the Action/Reason Efcv Date instead. The purpose for doing this is to sync up those fields with the Hire or Rehire date. For all other Action/Reason those fields will use Job Efcv Date.



Transfer Rules

Previous Action Reason	New Action Reason	Description	Action	Effective Date
Not a Transfer Action	XFR IN	Lateral Xfer From Different Company	Process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR IN	Load Primary Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
Not a Transfer Action	XFR LAT	Lateral Xfer Within Same Company	If Dept Code related to the XFR LAT is the same as Primary Dept Code on TBA then no action. Otherwise, process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR LAT	Load Primary Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
Not a Transfer Action	XFR OUT	Transfer Out to Different Company	No Action (i.e., wait for new company code) Note: SAO will pass a term to Aon Hewitt after 30 days in XFR OUT status. Term Date will be effective the same date as the XFR OUT.	N/A
Not a Transfer Action	XFR PRO	Promotion	If the Dept Code for the related action/reason is the same as on TBA then no action needed. Otherwise, process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR PRO.	Load Primary Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.

Previous Action Reason	New Action Reason	Description	Action	Effective Date
Not a Transfer Action	XFR VDM	Voluntary Demotion	If the Dept Code for the related action/reason is the same as on TBA then no action needed. Otherwise, process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR VDM.	Load Primary Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
XFR OUT	XFR IN	Lateral Xfer From Different Company	Process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR IN.	Load Primary Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
XFR OUT	XFR LAT	Lateral Xfer Within Same Company	If Dept Code related to the XFR LAT is the same as Primary Dept Code on TBA then no action. Otherwise, process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR LAT.	Load Primary Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
XFR OUT	XFR PRO	Promotion	If the Dept Code for the related action/reason is the same as on TBA then no action needed. If it's different from the Primary Dept Code on TBA then process the transfer without an edit.	Load Primary Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
XFR OUT	XFR VDM	Voluntary Demotion	If the Dept Code for the related action/reason is the same as on TBA then no action needed. If it's different from the Primary Dept Code on TBA then process the transfer without an edit.	Load Primary Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.



Note: Some of the action/reason codes may be entered without the HR user trying to change their Dept Code (promotions, lateral transfers, etc). Also, some of the action/reason can be used when the transfer is between PeopleSoft and non-PeopleSoft agencies. However, most transfers between PeopleSoft and non-PeopleSoft agencies will be handled as a Term/Hire.

- Transfers out (action/reason XFROUT) entered in as Job Efcv Seq of Zero for the Job Efcv Date. The payroll status in PeopleSoft will change to Leave, but the HR Status will remain Active. The Leave (HR Status) is treated as neither paid nor unpaid. On TBA it will be treated as Active, since XFROUT maps to ACTIVE. If the person is in transfer out (XFROUT) for more than 30 days then SAO runs a process to create a Term action/reason with the XFROUT effective date, but with a greater Job Sq Number than the XFROUT. The Term action/reason will then be fed to Aon Hewitt.
- Transfers in (action/reason XFRIN) will come across as Job Efcv Seq of 1 on the same Job Efcv Date as the Transfer Out (XFROUT) (even if received several days later).

Mass Transfers

SAO may send an action/reason of POS/MCD for employee's where there is a mass transfer. A POS/MCD can't be the first action/reason on PeopleSoft for an employee (i.e., meaning they had to have had a Hire or Rehire action prior to the mass transfer). Transfers won't be processed on terminated employees. If a terminated employee needs to be transferred, then the agency would first need to make them active and then process the POS/MCD. A POS/MCD can be processed on employees who are on a leave. Since POS/MCD is a significant action/reason and it maps to an ACTIVE employment status on TBA, Aon Hewitt will need to bypass creating a TBA Employment Status transaction for POS/MCD action/reasons. Since Aon Hewitt is tracking up to 6 jobs for an employee, Aon Hewitt will process the POS/MCD on the job information that has the same Empl ID and Empl Rcd Number.

Examples:

- Primary Agency is SAO on TBA. We get this action/reason for the same Empl ID and Empl Rcd Number, so we go ahead and update the agency on TBA.
- Primary Agency is SAO on TBA. We get this action/reason for the same Empl ID but a different Empl Rcd Number. If Empl Rcd Number is on TBA as a secondary job then we will update that Empl Rcd Number. If the Empl Rcd Number doesn't exist on TBA then it's invalid since this can't be the first action/reason for an Empl ID & Empl Rcd Number.
- Primary Agency is DeKalb on TBA (active and elig) and Secondary agency on TBA is SAO. We get this action reason for the secondary Empl ID and Empl Rcd Number, so we go ahead and update the secondary agency on TBA (i.e., the Primary agency wasn't changed).
- Primary Agency is DeKalb on TBA (active and elig) and no Secondary agency on TBA. We get this action reason on the PeopleSoft interface and edit. It's not valid to receive a POS/MCD as the first action/reason for an employee.
- Primary Agency is DeKalb on TBA (not active or not elig) and no secondary agency on TBA. We get this action reason on the PeopleSoft interface and edit. It's not valid to receive a POS/MCD as the first action/reason for an employee.

Multiple Job Processing Examples

Scenario	TBA	Comments
Earliest FLX eligible hire date is at DeKalb. Employee is also active and NOF at agency 427.	Primary Agency will be DeKalb. Secondary Agency will be 427.	
Earliest FLX eligible hire date is at agency 427. Employee is also active and NOF at agency 361. Employee terminates from 427.	Primary Agency will change to 361.	If there was an election for 427 it needs to be ended and if there is an election for 361 it needs to be moved to primary.
Earliest FLX eligible hire date is at agency 427. Employee is also active, but NBP at 5 tech schools.	Primary Agency will be 427 and one secondary agency will be tracked using the earliest hire date of the tech school jobs.	
Employee is active and NBP at agency 361. They become FLX eligible at agency 427.	Primary Agency will change from 361 to 427 and a secondary agency will be setup for agency 361	
Employee is active and NOF at agency 361. They become FLX eligible at agency 427.	Primary Agency will change from 361 to 427 and a secondary agency will be setup for agency 361.	If there was an election for 361 it will need to be moved to the secondary position.
Earliest FLX eligible hire date is at agency 427. Employee is active and NOF at 6 Tech Schools. Employee is active and NBP at 4 other Tech Schools.	The Primary Agency is 427. The 5 NOF Tech Schools with the earliest hire dates will be stored as secondary agencies. One of the NOF Tech Schools and all of the NBP agencies won't be stored on TBA.	If the employee wanted to have contributions taken from all 6 NOF Tech Schools then the 6 th one will need to be handled manually with payroll. The election will manually need to be reported to payroll, but the contribution back from payroll will flow through automated.
Earliest FLX eligible hire date is at agency 933000 (ERWS agency). Employee is active and NOF at 427.	Primary Agency is 933000. Secondary agency is 427.	



Scenario	TBA	Comments
Earliest FLX eligible hire date is at agency 427. Employee is also active and NOF at agency 361. Employee is also active and NOF at agency 441. Employee Terminates from 427.	Primary Agency will change to 361. Secondary agency of 361 is set to term. Third agency 441 remains unchanged.	

HR Interface Valid Values



HR Intf Valid Values
11-23-2009.xls

Action/Reason Codes and Effective Date Rules



ActionReason
1-29-2011.doc

Agency Listing



Agency Listing
10282010_V1.1.xls

Retirement System Data Change Examples



03889 Transfer and
Rehire Service and Ve



Field Rules for all Interfaces

- All dates follow YYYYMMDD format
- Alpha fields will be left justified and space filled
- Numeric fields will be right justified and zero field
- Signed Numeric fields will follow COBOL Signed Field Standards



Action/Reason Codes

Action	Description	Reason	Description	SAO Job Effective Date	TBA Job Effective Date	TBA Employment Status Mapping
DEM	Demotion	DDM	Disciplinary Demotion	Data Change Efcv Date	Data Change Efcv Date	Unchanged
DEM	Demotion	IDM	Involuntary Demotion	Data Change Efcv Date	Data Change Efcv Date	Unchanged
DEM	Demotion	VDM	Voluntary Demotion	Data Change Efcv Date	Data Change Efcv Date	Unchanged
DTA	Data Change	MAN	Manual	Data Change Efcv Date	Data Change Efcv Date	Unchanged
HIR	Hire	APP	Appointment	First Day of Work	First Day of Work	ACTIVE
HIR	Hire	ATL	Appointment Time Limited	First Day of Work	First Day of Work	ACTIVE
HIR	Hire	CNV	Non-Statewde Trnsactn ERS ONLY	First Day of Work	First Day of Work	ACTIVE
HIR	Hire	NSW	Conversion Pension	First Day of Work	First Day of Work	ACTIVE
HIR	Hire	PEN	First Job	First Day of Work	First Day of Work	ACTIVE
HIR	Hire	REI	Rehire	First Day of Work	First Day of Work	ACTIVE
HIR	Hire	TRA	Transfer	First Day of Work	First Day of Work	ACTIVE
LOA	Leave of Absence	AUT	Authorized Leave Without Pay	First Day of Unpaid Leave	First Day of Unpaid Leave	LOANP
LOA	Leave of Absence	CMP	Compassionate Care Leave	First Day of Unpaid Leave	First Day of Unpaid Leave	LOANP
LOA	Leave of Absence	CNV	Conversion	First Day of Unpaid Leave	First Day of Unpaid Leave	LOANP
LOA	Leave of Absence	CON	Contingent Leave Without Pay	First Day of Unpaid Leave	First Day of Unpaid Leave	LOANP
LOA	Leave of Absence	EDU	Education	First Day of Unpaid Leave	First Day of Unpaid Leave	LOANP
LOA	Leave of Absence	FML	Family and Medical Leave Act	First Day of Unpaid Leave	First Day of Unpaid Leave	LOAFM



Action	Description	Reason	Description	SAO Job Effective Date	TBA Job Effective Date	TBA Employment Status Mapping
LOA	Leave of Absence	MIL	Military Service	First Day of Unpaid Leave	First Day of Unpaid Leave	LOAML
LOA	Leave of Absence	PAR	Parental Leave	First Day of Unpaid Leave	First Day of Unpaid Leave	LOANP
LOA	Leave of Absence	UNA	Unauthorized Leave Without Pay	First Day of Unpaid Leave	First Day of Unpaid Leave	LOANP
LOF	Layoff	FUR	Furlough	Day After Last Day Worked	Day After Last Day Worked	TERM
LOF	Layoff	SEA	Seasonal Closure	Day After Last Day Worked	Day After Last Day Worked	TERM
LOF	Layoff	TMP	Temporary Closure	Day After Last Day Worked	Day After Last Day Worked	TERM
PAY	Pay Rate Change	ACT	Acting Pay Supplement	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	BPI	Board Legislated Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	CBI	Criteria Based Salary Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	CSH	Change Standard Hours	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	END	End Acting Pay Supplement	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	EPI	Equity Adjustment	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	FTI	Full To-Target Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	GPI	General Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	INC	Salary Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	JB	Job Based Increase	Date of Data Change	Date of Data Change	Unchanged

Action	Description	Reason	Description	SAO Job Effective Date	TBA Job Effective Date	TBA Employment Status Mapping
PAY	Pay Rate Change	MPI	Market Adjustment	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	NGI	No General Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	NPI	No Performance-Based Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	NSW	Non Statewide Transaction ERS	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	PBI	Performance Based Sal Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	PTI	Partial to Target Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	REC	Job Reclassification	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	RED	Salary Reduction	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	RES	Restore Salary Reduction	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	RTE	Hourly Rate Change	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	RWL	Reduced Workload	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	SCI	Structure Change Increase	Date of Data Change	Date of Data Change	Unchanged
PAY	Pay Rate Change	TCH	Teacher Salary Adjustment	Date of Data Change	Date of Data Change	Unchanged
PRO	Promotion	PRO	Promotion	Date of Data Change	Date of Data Change	Unchanged
REC	Recall from Suspension	RCF	Recall from Furlough	First Day of Work	First Day of Work	ACTIVE
REC	Recall from Suspension	RCL	Recall from Closure	First Day of Work	First Day of Work	ACTIVE

Action	Description	Reason	Description	SAO Job Effective Date	TBA Job Effective Date	TBA Employment Status Mapping
REC	Recall from Suspension	SUS	Recall from Suspension	First Day of Work	First Day of Work	ACTIVE
REH	Rehire	NSW	Non-Statewide Trnsactn ERS ONLY	First Day of Work	First Day of Work	ACTIVE
REH	Rehire	PEN	Pension	First Day of Work	First Day of Work	ACTIVE
REH	Rehire	REH	Rehire	First Day of Work	First Day of Work	ACTIVE
REH	Rehire	RTA	Repeal Inccorct Terminatn Actn	First Day of Work	First Day of Work	ACTIVE
REH	Rehire	RTL	Rehire-Time Limited	First Day of Work	First Day of Work	ACTIVE
REH	Rehire	SPB	Rehire State Personnel Board	First Day of Work	First Day of Work	ACTIVE
RFL	Return from Leave	RFL	Return From Leave	First Day of Work	First Day of Work	ACTIVE
SUS	Suspension	CCA	Pending Criminal Court Action	Day After Last Day Worked	Day After Last Day Worked	LOANP
SUS	Suspension	DAC	Disciplinary Action	Day After Last Day Worked	Day After Last Day Worked	LOANP
SUS	Suspension	DRG	Drug Conviction	Day After Last Day Worked	Day After Last Day Worked	LOANP
TER	Termination	ATT	Attendance	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	CER	Change Employment Record	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	CHI	Child/House Care	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	CNV	Controlling Instance Termd	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	CON	Misconduct	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	DEA	Death	Day After Death	Date of Death	DEATHR
TER	Termination	DIS	Dismissal	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	DRG	Drug Testing	Day After Last Day Worked	Day After Last Day Worked	TERM



Action	Description	Reason	Description	SAO Job Effective Date	TBA Job Effective Date	TBA Employment Status Mapping
TER	Termination	EES	Dissatisfied w/Fellow Employee	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	FAM	Family Reasons	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	FOR	Forfeiture of Position	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	HEA	Health Reasons	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	HRS	Dissatisfied with Hours	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	ILL	Illness in Family	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	INS	Insubordination	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	LOC	Dissatisfied with Location	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	LVE	Failure to Return from Leave	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	MAR	Marriage	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	MIS	Misstatement on Application	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	MUT	Mutual Consent	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	NPR	No Position Return From Leave	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	NRC	Non-Statewde Trnsactn ERS ONLY	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	NSW	Dissatisfied with Pay	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	PAY	Conversion Pension	Day After Last Day Worked	Day After Last Day Worked	TERM



Action	Description	Reason	Description	SAO Job Effective Date	TBA Job Effective Date	TBA Employment Status Mapping
TER	Termination	PEN	Pension	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	PER	Personal Reasons	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	PLE	Paid Leave Exhausted	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	POL	Dissatisfied w/Comp. Policies	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	PPO	Pension Payee Off	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	PRE	Presumptive Resignation	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	PRM	Dissatisfied w/Promotion Opps	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	PSE	Private Sector Employment	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	PTD	Partial/Total Disability	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	REF	Refused Transfer	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	REL	Relocation	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	RES	Resignation	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	RHA	Repeal Incorrect Hire Action	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	RIF	Reduction in Force	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	RLS	Release	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	RTM	Retirement	Day After Last Day Worked	Day After Last Day Worked	RETIRE



Action	Description	Reason	Description	SAO Job Effective Date	TBA Job Effective Date	TBA Employment Status Mapping
TER	Termination	RTS	Return to School	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	SUP	Dissatisfied with Supervision	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	TAR	Tardiness	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	TMP	End Temporary Employment	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	TRA	Transportation Problems	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	TYP	Dissatisfied w/Type of Work	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	UNS	Unsatisfactory Performance	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	VIO	Violation of Rules	Day After Last Day Worked	Day After Last Day Worked	TERM
TER	Termination	WOR	Dissatisfied w/Work Conditions	Day After Last Day Worked	Day After Last Day Worked	TERM
XFR	Transfer	CNV	Conversion	Date of Data Change	Date of Data Change	ACTIVE
XFR	Transfer	HIR	Hire from NSW	Date of Data Change	Date of Data Change	ACTIVE
XFR	Transfer	IN	Lateral Xfer Frm Diffrent Cmpny	Date of Data Change	Date of Data Change	ACTIVE
XFR	Transfer	LAT	Lateral Xfer Within Same Cmpny	Date of Data Change	Date of Data Change	ACTIVE
XFR	Transfer	OUT	Xfer Out To Different Company	Date of Data Change	Date of Data Change	ACTIVE
XFR	Transfer	PRO	Promotion	Date of Data Change	Date of Data Change	ACTIVE
XFR	Transfer	VDM	Voluntary Demotion	Date of Data Change	Date of Data Change	ACTIVE



Action	Description	Reason	Description	SAO Job Effective Date	TBA Job Effective Date	TBA Employment Status Mapping
RFD	Return from Disability	CSH	Change Standard Hours	First Day of Unpaid Leave	First Day of Unpaid Leave	LOANP
PLA	Paid Leave	FML	FMLA	First Day of Paid Leave	First Day of Paid Leave	LOAWP
POS	Position	MCD	Mass Change Data	Date of Data Change	Date of Data Change	Unchanged

Transfer Action Reason Code Processing

Previous Action Reason	New Action Reason	Description	Action	Effective Date
Not a Transfer Action	XFR HIR	Hire from NSW	Process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR HIR.	Load Primary Dept Code date of Data change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
Not a Transfer Action	XFR IN	Lateral Xfer From Different Company	Process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR IN Note: Hewitt will review how this one is handled today on TBA.	Load Primary Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
Not a Transfer Action	XFR LAT	Lateral Xfer Within Same Company	If Dept Code related to the XFR LAT is the same as Primary Dept Code on TBA then no action. Otherwise, process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR LAT.	Load Primary Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
Not a Transfer Action	XFR OUT	Transfer Out to Different Company	No Action (i.e., wait for new company code) Note: SAO will pass a term to Hewitt after 30 days in XFR OUT status.	N/A
Not a Transfer Action	XFR PRO	Promotion	If the Dept Code for the related action/reason is the same as on TBA then no action needed. Otherwise, process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR PRO.	Load Primary Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.

Previous Action Reason	New Action Reason	Description	Action	Effective Date
Not a Transfer Action	XFR VDM	Voluntary Demotion	If the Dept Code for the related action/reason is the same as on TBA then no action needed. Otherwise, process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR VDM.	Load Primary Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
XFR OUT	XFR HIR	Hire from NSW	Process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR HIR.	Load Primary Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
XFR OUT	XFR IN	Lateral Xfer From Different Company	Process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR IN.	Load Primary Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
XFR OUT	XFR LAT	Lateral Xfer Within Same Company	If Dept Code related to the XFR LAT is the same as Primary Dept Code on TBA then no action. Otherwise, process as a transfer in and update the Primary Dept Code on TBA with that of the Dept Code associated with the XFR LAT.	Load Primary Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.
XFR OUT	XFR PRO	Promotion	If the Dept Code for the related action/reason is the same as on TBA then no action needed. If it's different from the Primary Dept Code on TBA then process the transfer without an edit.	Load Primary Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.



Previous Action Reason	New Action Reason	Description	Action	Effective Date
XFR OUT	XFR VDM	Voluntary Demotion	If the Dept Code for the related action/reason is the same as on TBA then no action needed. If it's different from the Primary Dept Code on TBA then process the transfer without an edit.	Load Primary Dept Code date of Data Change. The date would reflect the date entered into job effective date field within the SAO HRIS File. The Job Effective Date filed is what drives the effective dates associated with the new agency on TBA.

Note: SAO does not have Summer pay employees. See Clayton or DeKalb interface requirements for details on Summer pay employees.



HR Interface Data Effective Date Rules for Fields on TBA

Data Element	Conversion	Ongoing
SSN	Not effective dated on TBA	Not effective dated on TBA
EMPL ID	Not effective dated on TBA	Not effective dated on TBA
EMPL RCD	1/1/1930	Job Efcv Date
Job Efcv Date	Effective date unto itself	Effective date unto itself
Job Efcv Seq	Not Loaded to TBA	Not Loaded to TBA
Action/Reason	If there is no Job EFFECTIVE-DT on file then set field to EMP-HIRE-DT for Actives, unknown for Terms/LOAs	See Action Reason Code chart above. The TBA Employment Status will follow the effective dates of the TBA Job Effective Date in the chart. The TBA Employment Status is dated the same as the TBA Job Effective Date as defined in the above chart.
Company	1/1/1930	Job Efcv Date
Department	1/1/1930	Job Efcv Date
First Name	Not effective dated on TBA	Not effective dated on TBA
Middle Initial	Not effective dated on TBA	Not effective dated on TBA
Last Name	Not effective dated on TBA	Not effective dated on TBA
Address Line 1	1/1/1930	Job Efcv Date
Address Line 2		
City		
State		
ZIP Code		
Country		
Phone Number	1/1/1930	System Date
Gender Code	Not effective dated on TBA	Not effective dated on TBA
Agency Hire Date	Effective date unto itself	Effective date unto itself (loaded as of job efcv date)
Birth Date	Effective date unto itself	Effective date unto itself
Annual Salary	1/1/2010	Job Efcv Date



Data Element	Conversion	Ongoing
ABBR Salary	1/1/2010	Job Efcv Date
FICA Status	1/1/2010	Job Efcv Date
Retirement System	1/1/1930	Job Efcv Date
Benefit Program Code	EMP-HIRE-DT	Job Efcv Date
FT/PT Indicator	1/1/1930	Job Efcv Date
Scheduled Hours	1/1/1930	Job Efcv Date (if provided)
Certification Indicator	1/1/1930	Job Efcv Date (if provided)
Job Code	1/1/1930	Job Efcv Date (if provided)
Updated Time Stamp	N/A	N/A
Pay Frequency	1/1/1930	Job Efcv Date (if provided)
Mail Drop	1/1/1930	Job Efcv Date (if provided)



HR Interface Valid Values

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SAO Payroll Instruction Codes

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Agency Listing

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Field Rules for all Interfaces

- All dates follow YYYYMMDD format
- Alpha fields will be left justified and space filled
- Numeric fields will be right justified and zero field
- Signed Numeric fields will be signed as follows (COBOL Translation Values for Signed Numbers):

- For **positive** numbers, if the last digit is...

Number	Value
0	{
1	A
2	B
3	C
4	D
5	E
6	F
7	G
8	H
9	I

- For **negative** numbers, if the last digit is...

Number	Value
0	}
1	J
2	K
3	L
4	M
5	N
6	O
7	P
8	Q
9	R