

United States Office of Personnel Management

# Enterprise Human Resources Integration

## Guide to Human Resources Reporting

Update 4-4



*The contents of this document are confidential and shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed-in whole or in part-for any purpose other than that intended by the creator.*

## Table of Contents

<b>1 General Information</b>	<b>1-1</b>
1.1 General Information Revision Sheet	1-1
1.2 Purpose	1-2
1.3 Background	1-2
1.4 Contact Information	1-2
1.5 Privacy	1-3
<b>2 Technical Compliance</b>	<b>2-1</b>
2.1 Technical Compliance Revision Sheet	2-1
2.2 Overview	2-1
2.3 Technical Compliance Process	2-1
2.4 Maintaining Technical Compliance	2-2
<b>3 HR Data Feed</b>	<b>3-1</b>
3.1 Revision Sheet	3-1
3.2 Overview of HR Data Feeds	3-6
3.3 Employee Coverage	3-6
3.4 General File Content Rules	3-7
3.5 Email Notification of File Transmission	3-7
3.6 Status Data Submission Requirements	3-7
3.6.1 General Requirements	3-7
3.6.2 File Naming Convention	3-8
3.6.3 Transmission Frequency	3-9
3.6.4 Quality Control	3-9
3.6.5 Record Corrections	3-10
3.6.6 Data Element Coverage	3-10
3.7 Dynamics Data Submission Requirements	3-13
3.7.1 General Requirements	3-13
3.7.2 File Naming Convention	3-14
3.7.3 Transmission Frequency	3-14
3.7.4 Quality Control	3-14
3.7.5 Data Element Coverage	3-15
3.7.5.1 Dynamics Data Element Requirements by Nature of Action	3-18
3.7.5.2 Cancellation Actions	3-23
3.7.5.3 Correction Actions	3-23
3.8 Quality Control	3-24
3.9 Quality Control Reports	3-25
3.10 Edit Rules	3-26
3.10.1 Record Identifying Fields	3-26
3.10.2 Non-Record Identifying Fields	3-26
3.10.3 Relational Edits	3-27
3.11 Overall Record Specification	3-27
3.11.1 Overview	3-27
3.11.2 Data Element Format Types	3-28
3.12 Status Record Specification	3-29
3.13 Dynamics Record Specification	3-30
<b>4 Payroll Data Feed</b>	<b>4-1</b>
4.1 Revision Sheet	4-1
4.2 Overview of Payroll Data Feed	4-10
4.3 Employee Coverage	4-10
4.4 Payroll Data Submission Requirements	4-11

# GUIDE TO HUMAN RESOURCES REPORTING

## Table of Contents

4.4.1	File Content	4-11
4.4.2	Email Notification of File Transmission	4-11
4.4.3	File Naming Convention	4-11
4.4.4	Transmission Frequency	4-12
4.4.5	Quality Requirements	4-12
4.4.6	Explanation of Record Actions	4-12
4.5	Quality Control	4-13
4.6	Quality Control Reports	4-14
4.7	Edit Rules	4-14
4.7.1	Record Identifying Fields	4-14
4.7.2	Non-Record Identifying Fields	4-15
4.7.3	Relational Edits	4-16
4.8	Overall Record Specification	4-16
4.8.1	Overview	4-16
4.8.2	Data Element Format Types	4-17
4.9	Payroll Record Specification	4-19
<b>5</b>	<b>Training Data Feed</b>	<b>5-1</b>
5.1	Training Revision Sheet	5-1
5.2	Overview of Training Data Feed	5-5
5.3	Employee Coverage	5-6
5.4	Training Data Submission Requirements	5-7
5.4.1	File Content	5-7
5.4.1.1	Delimited File Format	5-7
5.4.1.2	XML File Format	5-7
5.4.2	Email Notification of File Transmission	5-7
5.4.3	File Naming Conventions	5-8
5.4.4	Transmission Frequency	5-8
5.4.5	Quality Requirements	5-8
5.4.6	Explanation of Record Actions	5-9
5.5	Quality Control	5-9
5.6	Quality Control Reports	5-10
5.7	Edit Rules	5-10
5.7.1	Individual Field Edits	5-10
5.7.2	Relational Edits	5-13
5.8	Overall Record Specification	5-15
5.8.1	Overview	5-15
5.8.2	Data Element Format Types	5-16
5.9	Training Record Specifications	5-17
5.9.1	Pipe-Delimited Format	5-18
5.9.1.1	Sample Delimited File	5-18
5.9.2	XML Schema	5-18
5.9.2.1	Sample XML File	5-23

---