

Interface Design Specification

## Work Report Import - AASIS

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## Overview

Some state agencies use the Arkansas Administrative Statewide Information System (AASIS) to process their payroll information. APERS receives a bi-weekly file from AASIS that contains employee compensation and hours for these state agencies. APERS uses this file to load the work report to employer accounts as well as individual member accounts. This specification details the AASIS Work Report Import process.

## Record Layout

Field Name	Start	End	Length	Data Type	Description
<b>AASIS Business Area</b>	1	4	4	Billing Location ID	<p>Pull the Paycheck Date for the record based on the logic in Original Period Start Date field section below. Check the 'AASIS Payroll Agencies to Exclude' factor table.</p> <p>If the AASIS Business Area in the file matches the Agency Code for a record in the factor table where the Paycheck Date in the file is between the Paycheck Date Effective Begin Date and Paycheck Date Effective End Date in the factor table, then bypass this record (set the import detail status to Bypassed) and generate the following message: AASIS Business Area is not a valid APERS Employer. This record will be bypassed.</p> <p>Else,</p> <p>Pull all records from the 'AASIS Billing Locations' factor table where AASIS Business Area in the import record = Agency Code in the factor table. If there is only one unique APERS Agency No for all the records, then use this APERS Agency No as the billing location. If there are more than one unique APERS Agency No, then check AASIS Plan field from the import record. If this field is null, then pull the first record from the factor table where AASIS Plan field is null and use the APERS Agency No from the factor table. If AASIS Plan field from the record is not null, then pull the record from the factor table where AASIS Plan field in the import record = AASIS Plan field from the factor table and use the APERS Agency No from the factor table as the billing location.</p>
<b>AASIS Plan</b>	5	5	1	Billing Location ID	See Comments in the AASIS Business Area field for how Billing Location ID is populated
<b>Plan Code</b>	6	7	2	Plan Code	

<b>SSN</b>	8	16	9	SSN	
<b>Last Name</b>	17	36	20	Last Name	
<b>First Name</b>	37	51	15	First Name	
<b>Middle Initial</b>	52	52	1	Middle Initial	
<b>Regular Earnings</b>	53	61	9	Earnings	Total of the Gross Salary paid of the detail records. Note: this is the sum of all employee's gross salary. If amount is negative, it is placed at the end of the number.
<b>Member Contribution</b>	62	70	9	Member Contribution	Deduction amount paid towards Employee Contribution. If amount is negative, it is placed at the end of the number.
<b>Service Code</b>	71	71	1	Service Code	
<b>Service Hours</b>	72	75	4	Service Hours	
<b>Status</b>	76	76	1	Status	
<b>Status Date</b>	77	84	8		
<b>PES</b>	85	85	1	"P"	For each record, when populating the work history in the work report, set the Job Category by pulling the Job Category from the member contract table for the member where billing location in work history = billing location on member contract AND work_history_1.stop_date is between the Start Date and Stop Date on member contract table.

					<p>If no records are selected, then pull the Job Category from the member contract record with the latest Start Date where billing location in work history = billing location on the member contract.</p> <p>If there are multiple records selected, then set the Job Category in the work report = REGULAR if this field is null. If this field = P, then set the Job Category = PS (Public Safety). If this field = E, then set the Job Category = EO (Elected Official). If this field = S, then set the Job Category = S (Sheriff).</p>
<b>Employer Contribution</b>	86	94	9	Employer Contribution	<p>Employer Contribution paid on behalf of the member.</p> <p>If amount is negative, it is placed at the end of the number.</p>
<b>Pay Period Year</b>	95	98	4	Pay Period Year	This field is no longer being used and is being replaced by the Period Start Date, Period Stop Date, Paycheck Date, and Payroll Processing Date fields.
<b>Pay Period Number</b>	99	100	2	Pay Period Number	This field is no longer being used and is being replaced by the Period Start Date, Period Stop Date, Paycheck Date, and Payroll Processing Date fields.
<b>Original Pay Period Year</b>	101	104	4	Original Pay Period Year	This field is no longer being used and is being replaced by the Original Period Start Date, Original Period Stop Date, Original Paycheck Date, and Original Payroll Processing Date fields.
<b>Original Pay Period Number</b>	105	106	2	Original Pay Period Number	This field is no longer being used and is being replaced by the Original Period Start Date, Original Period Stop Date, Original Paycheck Date, and Original Payroll Processing Date fields.
<b>Personnel ID</b>	107	114	8	Personnel ID	
<b>Period Start Date</b>	115	122	8	Period Start Date	See Original Period Start Date to see how this field is populated.
<b>Period Stop Date</b>	123	130	8	Period Stop Date	See Original Period Start Date to see how this field is populated.

<b>Paycheck Date</b>	131	138	8	Paycheck Date	See Original Period Start Date to see how this field is populated.
<b>Payroll Processing Date</b>	139	146	8	Payroll Processing Date	See Original Period Start Date to see how this field is populated.
<b>Original Period Start Date</b>	147	154	8	Original Period Start Date	<p>Do the following:</p> <ol style="list-style-type: none"> <li>1) Group Records by Billing Location (See AASIS Business Area for mapping AASIS Business Area and AASIS Plan to Billing Location)</li> <li>2) For each Billing Location, do the following: <ol style="list-style-type: none"> <li>1. For each record, If Original Period Start Date = Period Start Date in the file and Original Period Stop Date = Period Stop Date in the file, then consider Original Period Start Date, Original Period Stop Date, Original Paycheck Date, and Original Payroll Processing Date as null.</li> <li>2. For each record, If Original Period Start Date and Original Period Stop Date are zeroes, then consider Original Period Start Date, Original Period Stop Date, Original Paycheck Date, and Original Payroll Processing Date as null.</li> <li>3. Sort all records for each billing location that have non-null Original Period Start Date and Original Period Stop Date by Original Period Start Date.</li> <li>4. For records where SSN, Plan Code, PES, Original Period Start Date and Original Period Stop Date are duplicated, combine the records, summing the Regular Earnings, Member Contributions, Service Hours, and Employer Contributions values.</li> <li>5. Create one Adjustment Work Report for the Billing Location and set the Report Start Date using the record with the earliest Original Period Start Date for the Billing Location. Set the Report Stop Date using the record with the latest Original Period Stop Date for the Billing Location. Set the Paycheck Date (WORK_REPORT.PAYROLL_DATE) with the Paycheck Date in the file. Set the Payroll Processing Date (WORK_REPORT.PAYROLL_PROCESSING_DATE) with the Payroll Processing Date in the file. Populate the Work Report Pay Number with the Pay Period Number in the file and the Work Report Pay Period Year with Pay Period Year in the file. Populate the details for the Work Report Adjustment, one for each record with a valid Original Period Start Date for the Billing Location, populating the Start Date (WORK_HISTORY_1.START_DATE) with the Original Period Start Date in the file, Stop Date (WORK_HISTORY_1.STOP_DATE) with the Original Period Stop Date in the file, the Paycheck Date (WORK_HISTORY_1.PAY_DATE) with the Original Paycheck Date in the file, and the Payroll Processing Date (WORK_HISTORY_1.PAYROLL_PROCESSING_DATE) with the Original Payroll Processing Date in the file.</li> </ol> </li> </ol>

					<p>6. For all the remaining records for the Billing Location that have a null Original Period Start Date and Original Period Stop Date, for records where SSN, Plan Code, PES, Original Pay Period Year and Original Pay Period Number are duplicated, combine the records, summing the Regular Earnings, Member Contributions, Service Hours, and Employer Contributions values.</p> <p>7. Create one regular Work Report, populate the Work Report Start Date with the Period Start Date field and Work Report Stop Date with the Period Stop Date from the file, populate the Paycheck Date (WORK_REPORT.PAYROLL_DATE) with the Paycheck Date in the file, populate the Payroll Processing Date (WORK_REPORT.PAYROLL_PROCESSING_DATE) with the Payroll Processing Date in the file, populate the Work Report Pay Number with the Pay Period Number in the file and the Work Report Pay Period Year with Pay Period Year in the file, and populate the details of the work report, one for each record, populating the Start Date (WORK_HISTORY_1.START_DATE) with the Period Start Date in the file, Stop Date (WORK_HISTORY_1.STOP_DATE) with the Period Stop Date in the file, the Paycheck Date (WORK_HISTORY_1.PAY_DATE) with the Paycheck Date in the file, and the Payroll Processing Date (WORK_HISTORY_1.PAYROLL_PROCESSING_DATE) with the Payroll Processing Date in the file.</p> <p>For each Billing Location, there should be at most one Regular Work Report and one Adjustment Work Report.</p>
<b>Original Period Stop Date</b>	155	162	8	Original Period Stop Date	See Original Period Start Date to see how this field is populated.
<b>Original Paycheck Date</b>	163	170	8	Original Paycheck Date	See Original Period Start Date to see how this field is populated.
<b>Original Payroll Processing Date</b>	171	178	8	Original Payroll Processing Date	See Original Period Start Date to see how this field is populated.