

PEIA ACCESS

Options for Sending HRIS Census Data Transcript

0:01

Thank you for watching this video.

0:04

My name is Ibrahim Sheikh and I'm the functional lead for interfaces in this project.

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I am based in Toronto, Canada and actually I almost made my first trip to West Virginia last summer for a whitewater rafting trip, but unfortunately my skill level did not meet the minimum requirements so I had to set this one out.

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But now for moving to the fun part.

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So so we worked with PIA on this HRIS file and the goal is to create a single standardized layout to be used across all entities which will allow for more automated data collection.

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So the HRIS is built to handle large set of data.

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However, if your population is smaller and building a file isn't practical, we also have a user friendly tool that allow you to manage these data manually and I am going to go through it at the end of this video.

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So to start with this HRIS layout, so the HRIS will include everything that we need to manage benefits.

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So member identifier, personal data, demographic and employment information.

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So we're gonna start with some general information.

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So the the file is a fixed length file, meaning each field has a defined position and size.

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Then the last in the in this file spec, we're gonna have all the valid values, code description and so on.

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It's all outlined there.

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So if, if he, if any of your codes do not match the codes we have, please reach out and we can map, map all of these fields to have the same codes and that, that will help us for consistency.

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So I think that that will, that will be it for this file layout.

9:17

So I hope I was clear in it.

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But if not, or if you have any questions, please don't hesitate to reach out.

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And we're, we're happy to clarify or go in in more details.

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But that's, that's the gist of this file.

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And yeah, please don't hesitate to reach out.

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And now as I mentioned earlier, I'm just going to go through our data data manual entry tool.

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I believe there were gonna be a more formal training for that, but I just wanna go through it quickly.

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Just so you have an idea what's your options are so you can you can use that that tool for adding a new member and to use to add a new member.



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10:16

It's in the admin portal left NAV add participant that will prompt you to the member identifier screen.

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Transaction date is typically used as an effective date for for this change.

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SSN it's the same unique identifier as in the then the entity ID.

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So this will allow you to add a new member manually.

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The other way you can use the tool is to edit an existing member information and to do so you search for the members.

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So I have this test member in our test environment.

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Here you go to their profile and go into edit participant.

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This will also prompt you to the first screen which is the transaction date.

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And if the member is enrolled in a different organization, again, transaction date will be used as an effective date for any changes you'll make, you'll make in this tool.

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The next that will take you to the member data.

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And basically this is the same data elements that we touched base on in the HRIS file layout, just the tool group it's into more sections.

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So we have we have demographic data, we have address information, e-mail, phone, employment, salary and additional.

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So it's, it's basically the same data elements.

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It just grouped into separate groups.

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So the, the tool, the the tool here allow for different type of validation.

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So we have a mandatory validation.

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So you can see any field that is mandatory, it's going to be marked here with the like the red sign here.

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The tool also allow for format validation and it's also allowed to select from drop down menu to control the the values.

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Some of the drop down are relational drop downs.

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So for example, the if the country's in the United State States will be will give you the option from valid states.

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But if you have if you choose Canada, for example, it's just gonna give you the Canadian provinces.

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So the tool will allow for different type of validation and that's how how it's controlled.

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So the next will be the employment information with which as as we talked about earlier in the HRIS file layout, some of these fields are marked as mandatory because they are impacting eligibility.

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So employment status, rehire date, position status, original hire date, they're all impacting eligibility.

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So the tool wouldn't allow you to proceed if you don't have any values here.

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Same for salary and for employee additional, which are not mandatory fields here.

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So so yeah, that's that's is for the add the big tool.

14:03

It's more manual entry.

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So if your if your population is at at the search, then threshold and doesn't it's not practical for you to build a file.

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You do the have you do the have the option to to use this tool here.

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And yeah, again, this is was just a quick overview of the manual entry tool and the HRS file layout.

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I hope I was clear, but if if not, please don't hesitate to reach out and we will be happy to help you navigate this layout or this tool or address any concern you might have.

14:50

Thank you and have the have nice of the rest of your day.



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