

Health & Welfare Administration Implementation Workbook

Reports – HRIS Processing

Client Name

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Revision History

Version	Updated By	Date	Changes Made

Introduction

The following reports/extracts are required by the administration team to manage the inbound HRIS import process. They are run during the HRIS Import process.

General Information

TELUS Health is responsible for extracting the required data elements as detailed within this document and exporting the data into a csv file.

Format Definition

All reports are in csv format.

File Naming Convention

All reports (except the Internal HRIS Error Report) are labelled according to following file naming convention:

- WVPEIA_FileType_DateTime_PRN.csv

Expect the Internal HRIS Error Report label will be:

- processLogError_JobId_PRN.csv

Component	Description
Client ID	Client identifier
File Type	The name of the report
Date/Time	The date and time that the interface file is produced. The date/time stamp is used as the versioning code for each file that is produced. Format is YYYYMMDDHHMMSS
PRN	Process Reference Number

File Name example:

- WVPEIA_HRISErrorReport_20160701095844_1164460.csv

Data Types

The data types set out in the file are as follows:

Field Type	Description
A	Alphanumeric field, mixed case
N	Strictly numeric field with digits 0 through 9
D	Date field in YYYY/MM/DD format

HRIS Change Report

The HRIS Change Report is a summary of all data elements that have changed for a member as part of the HRIS load process. It indicates the current and new values.

File Frequency

The report is run in conjunction with each HRIS load according to the HRIS load frequency and is run for each separate HRIS file provided.

File Naming Convention

The report is labelled according to following file naming convention:

- WVPEIA_EmployerCode_HRISChangesReport_RunDate_PRN.csv

Data Manipulation

Not applicable

Selection Criteria

The report includes all transaction records that have changed either because of an 'add' (new value) or a 'change' (update value).

Sort Order

The report is sorted by Member ID.

File Layout

Column	Header Label	Type	Description
1	Process Reference Number	N	
2	Person Number	A	Member's employee number
3	Last Name	A	Member's last name
4	First Name	A	Member's first name
5	Field Name	A	Indicates the field name of the data element that has changed
6	Table Name	A	Indicates the table name in which the changed data field resides
7	Change Type	A	Indicates the type of change: <ul style="list-style-type: none">• 'Added' for a value that did not previously exist.• 'Changed' for a value that was changed

Column	Header Label	Type	Description
8	Old Attribute	A	Indicates the value that existed before the change
9	New Attribute	A	Indicates the updated value based on the data received on the HRIS and posted to the production table
10	Effective Date	D	Indicates the effective date of the change as indicated on the HRIS file

HRIS Error Report

The HRIS Error report is a summary of all errors and warnings that were triggered as part of the HRIS load process.

File Frequency

The report is run in conjunction with each HRIS load according to the HRIS load frequency and is run for each separate HRIS file provided.

File Naming Convention

The report is labelled according to following file naming convention:

- WVPEIA_EmployerCode_processLogError_JobId_PRN.csv

Data Manipulation

Not applicable

Selection Criteria

The report includes all transaction records that have triggered either an error or a warning as part of the HRIS load process.

Sort Order

The report is sorted by Person Number.

File Layout

Column	Header Label	Type	Description
1	Process ID	A	
2	Process Reference Number	N	Process Reference Number
3	Error Code	N	
4	Error Time	D	
5	Key Value	N	Member's SSN
6	Error Text	A	Error messages.
7	User ID	A	ID of the user that loaded the HRIS
8	Job ID	A	
9	BW ID	N	Note: bw_id will not be reported for HRIS errors
10	Person ID	A	

HRIS Event Report

The HRIS Event Report is a list of events queued by the HRIS load and sitting in the Benefit Queue. The report is compared against the HRIS Changes Report to ensure all events are triggered accurately.

File Frequency

The report is run in conjunction with each HRIS load according to the HRIS load frequency and is run for each separate HRIS file provided.

File Naming Convention

The eligibility interface files are labelled according to following file naming convention:

- WVPEIA_EmployerCode_hrlImportEventReport_DateTime_PRN.csv

Data Manipulation

Not applicable

Selection Criteria

The report selects all events that have been queued as part of the HRIS load and currently sit in the Benefit Queue.

Sort Order

The report is sorted by Person Number.

File Layout

Column	Header Label	Type	Description
1	Process Reference Number	N	Member's employee number
2	Person Number	A	Member's employee number
3	Last Name	A	Member's last name
4	First Name	A	Member's first name
5	Event ID	A	Internal event code
6	Event Description	A	Event full name
7	Event Date	D	Event effective date
8	Notes	A	