

Using Discoverer 10g to: Interface Oracle HR Data to ADP

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- E-Business Suite User
- Oracle OnDemand Hosted Customer
- DB Version 10.2.0.3
- Product Version 11.5.10

- Discoverer Standard Edition 10g
- ADP PC Payroll for Windows 5.1

Implementing HUMAN RESOURCES

- Phase I January 2007 - October 2007
- HR, IT, Accounting, and 1 Consultant
- Interface to ADP to prevent data incongruity
- Documentation
 - “Field of Dreams”
 - *ADP Interface Implementation Guide*, provided by Oracle
 - *ADP Integration Manual*, provided by ADP

Field of Dreams

| Fields | Set Up in Oracle? | Oracle Form | Table and Field Name | Reports Accepts Interface Data? | ADP Yes | Aetna (Health) Yes |
|---|-------------------|--|---|------------------------------------|---|-----------------------|
| Employee SSN | Yes | people | PER_ALL_PEOPLE_F. NATIONAL_IDENTIFIER | Yes | Required | Required |
| Employee Number | Yes | people | PER_ALL_PEOPLE_F. EMPLOYEE_NUMBER | | | |
| Effective Date (date of hire) | Yes | people (original hire date) | PER_ALL_PEOPLE_F. ORIGINAL_DATE_OF_HIRE | Yes | Required | Required |
| Adjusted Service Date (Rehire) | Yes | periods of service (adjusted service date) | PER_PERIODS_OF_SERVICE. ADJUSTED_SVC_DATE | Yes | N/A | N/A |
| Effective Month and Year (MM YYYY) | calculated | period of service | calculated from PER_PERIODS_OF_SERVICE. | N/A | N/A | N/A |
| Termination Month and Year (MM YYYY) | calculated | period of service | calculated from PER_PERIODS_OF_SERVICE. ACTUAL_TERMINATION_DATE | N/A | N/A | N/A |
| Termination Date | Yes | period of service | PER_PERIODS_OF_SERVICE. ACTUAL_TERMINATION_DATE | Yes | Required | Required |
| Termination Reason | Yes | period of service | PER_PERIODS_OF_SERVICE. LEAVING_REASON | Yes | N/A | N/A |
| Deceased | Yes | people | PER_ALL_PEOPLE_F. DATE_OF_DEATH | | | |
| Final Process Date | Yes | period of service (used for field sales commission pay out upon term. Also has to be populated in order to rehire an associate.) | PER_PERIODS_OF_SERVICE. FINAL_PROCESS_DATE | Yes | Yes (for interface - not entered via form) | N/A |
| Termination Type (i.e. voluntary, involuntary, or mutual agreement) | Yes | people | PER_PERIODS_OF_SERVICE. ACTUAL_TERMINATION_DATE | Yes | N/A | N/A |
| Leave of Absence Reason (military, FMLA, LTD, etc.) | Yes | people | | Yes | N/A | N/A |
| Seniority Date (eligibility for specific benefits) | pass hire date | people | PER_ALL_PEOPLE_F. ORIGINAL_DATE_OF_HIRE | N/A | Required | N/A |
| Assignment Category (full time, part time, etc.) | Yes | people | PER_ALL_ASSIGNMENTS_F. ASSIGNMENT_CATEGORY | Yes | N/A | N/A |
| Employment Type (active, terminated) | Yes | assignment | | Yes | N/A | N/A |
| Signature Date | No | NA | NA | N/A | N/A | Required |
| Reason code | No | NA | NA | N/A | N/A | Required |
| Last Name | Yes | people | PER_ALL_PEOPLE_F. LAST_NAME | Yes | Required | Required |
| First Name | Yes | people | PER_ALL_PEOPLE_F. FIRST_NAME | Yes | Required | Required |

TOAD for Oracle (PL/SQL)

- Build customized views for the interface
 - xxhr_adp_all_v
 - xxhr_adp_ben_v
 - xxhr_adp_no_ben_v
- Format existing table data prior to import
 - per_all_people_f,
 - per_all_assignments_f
 - per_all_periods_of_service
- Create functions to register in Discoverer
 - New Hire
 - Payroll Change

Discoverer Administrator 10g

Standard Edition

- Create New Business Area
- Create customer folders by copy/pasting SQL
- Register any functions
- Create any necessary joins
- Upon changes to the tables/views, refresh the business area
- Assign business area access

Discoverer Desktop 10g

Standard Edition

- Advantages
 - User friendly Admin and Desktop interface
 - Custom calculations
 - Easily register functions
 - Flexibility
- Disadvantages
 - Unable to create a union or apply a condition to only one column
 - Does not automatically save or recover if connection is dropped

The ADP Interface Workbook

- The workbook contains 7 worksheets
 - New Hires (nh)
 - File Hires (ft)
 - File Terminations (ft)
 - The Main Employee Data (mn)
 - Rates (rt)
 - Earnings Codes (ec)
 - Terminations (tm)

The New Hire Worksheet

- **Built from custom view: xxhr_adp_no_ben_v**
 - If you build from a view with benefit data, you will have multiple lines for each employee, which is not acceptable for ADP New Hire import protocol
- **8 standard fields & 2 calculated fields**
 - Per new hire requirements in the *ADP Integration Manual*.
 - Calculated field for Status: `DECODE(Status, 'S', 'L', Status)`
 - Calculated field for Rate: `Rate 1 Amount = 1.00`
- **Parameters**
 - New Hire Function with Date Parameter
 - Company Code

The New Hire Function

```

SELECT 'Y'
FROM   per_periods_of_service
WHERE  person_id = p_person_id
      --
      =====
      -- This is to make sure the person is not
      terminated. --
      =====
AND    actual_termination_date IS NULL
AND    (date_start BETWEEN p_start_date AND
      p_end_date
      OR (date_start < p_start_date
      AND last_update_date BETWEEN p_start_date
      AND p_end_date));

```

File Transfers

- For organizations with more than one ADP Company Code
- Move a file from one Company Code to another
- Built like New Hires and Terminations but with a “Payroll Change” function rather than “New Hire” function
(see appendix D)
- Parameters
 - Assignments Effective Start Date
 - Company Code

The Main Employee Data

- Built from custom view: xxhr_adp_all_v
 - Retrieves multiple lines per person_id
 - Transmits duplicate data

- Transmits all basic employee data
 - Name, address, phone, home dept, birth/hire date

- Transmits deductions
 - Insurance, Flex, 401(k), etc...

- Parameters
 - Company Code Only

Rates

- Built from custom view: `xxhr_adp_no_ben_v`
- Transmits Rate 1 Amount & Rate Effective Date
 - Overwrites \$1.00 rate transmitted in the New Hire sheet
- Parameters
 - From/To “Salary Last Update Date”
 - Company Code

Earnings Codes

- Built from custom view: `xxhr_adp_ben_v`
- Transmits minimum necessary for adding earnings codes to the ADP profile
- Parameters
 - Company Code
 - No Date Range (all files every time)

Terminations

- Built from multiple views:
 - per_all_periods_of_service (actual term date)
 - per_all_people_f (person_id)
 - Seeded Business Area “Payroll Core” (payroll name)
- Parameters
 - From/To Actual Termination Date
 - Company Code
- Calculated Field
 - Status = ‘T’

Conditions, Calculations, & Parameters

- Must create one for each new view to which it is being applied
- Example: If a sheet built on xxhr_adp_no_ben_v has a condition for Company Code = XYZ, this condition cannot be applied to a sheet built on xxhr_adp_all_v.
- Don't worry about duplicate calculation and condition names. Fields are easily renamed to the desired format within the worksheet.

Interfacing the Data to ADP

- The sheets are set up in Discoverer to export in the order they should be imported to ADP
- The naming convention for these sheets needs to be 'xxAJKemp.csv.'
 - This is two letters, followed by the company code, followed by 'emp', then the file type.
- Go to File -> Export:
 - 'Export All Sheets,' choose file type '.csv', and a file name of 'AJK', they will automatically export concatenating all that to 'nhAJKemp.csv,' 'mnAJKemp.csv,' etc...

Interfacing the Data to ADP (cont'd)

- Save the exported files to C:/V: if you are an ADP hosted client, or the local folder of your choice otherwise.
- If you are hosted, go to the hosted area file manager, and copy/paste the files from V: to the ADP DATA folder. They are now viewable for receipt/import to ADP.

Interfacing the Data to ADP (cont'd)

- Go to your “Wheel” in ADP
- Receive the files in the order they are listed, which should be the order (L-R) in Discoverer
- As you receive/import the files, you will receive a message of success or a warning
- If you encounter a warning, simply double click to see the log file
- Make any corrections necessary, and then receive/import the “Restart” file
- If for any reason you need to open the .csv to alter it, open in Notepad or WordPad, never Excel

Testing

- Ask ADP for a test database
- Run the interface in the test environment parallel with the live payroll and compare the Employee Data reports from each ADP environment (Employee Changes Report).
- The only data issues we encountered were due to incorrect entries in Oracle. The interface accurately pulled whatever was in Oracle, 100% of the time.

Friendly & Flexible

- End users find Discoverer very user-friendly
- The ADP Interface business area is great for building other payroll reports
- It is easy to make additions, deletions, or modifications via Discoverer
- Sometimes changes need to be made at the table/view level
 - Do it in a test environment first
 - For OnDemand customers, anticipate 24-48 hours for code migration to production

Lessons Learned

- Make sure there is a *very* clear understanding of the benefits configuration before starting. Both Oracle's configuration and your process configuration.
- Don't confuse testing the data with testing the interface. We wasted valuable time testing a flawless interface when we could have been testing data integrity, via other methods, all along.

Conclusion

- We are very pleased to say that Discoverer has proven to be a very flexible, user-friendly, and cost effective approach for handling our phasic HR implementation.
 - Increased data security
 - Increased data integrity
 - Increase data congruity
 - Increased workload efficiency
 - Expanded reporting capabilities
 - Savings of over \$65K

.....in only 3 weeks.