Deltek

Deltek Costpoint® 8.0

Import Employee Leave and Deductions Preprocessor

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Import Employee Leave And Deductions

Use this preprocessor to import employee deduction, contribution, and leave data from a Comma Separated Values (.CSV) or Fixed Length format ASCII text file into the corresponding employee tables in Costpoint.

Data is imported into the following Costpoint employee tables:

- EMPL_DED
- EMPL_CNTRB
- EMPL_LV_ACCRL

Employee records must exist in Costpoint for the employees whose data is being imported. You must also set up employee deduction, contribution, and leave codes prior to using this preprocessor.

Note: You must have a license for the Payroll module to use this preprocessor.

There are two ways to work with input files in Costpoint:

- You can access the input file from the network by using Alternate File Locations.
- You can upload the input file to the Costpoint database; in which case, no further access to network folders is necessary.

If you decide to use the first option, click  in the **File Location** field to select an alternate file location. If you choose the second option, leave the **File Location** field blank and use the File Upload Manager to upload the input file to the Costpoint database.

Display the Import Employee Leave And Deductions Screen

You access the Import Employee Leave And Deductions screen from the People domain.

Click **People** » **Employee** » **Employee Interfaces** » **Import Employee Leave and Deductions**.

Contents of the Import Employee Leave And Deductions Screen

Use the fields and options to configure the Import Employee Data screen.

Identification

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using **Query**.

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. The saved parameters are also useful and necessary when you want to run the process as part of a batch job. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. The page setup and print options, if there are any, are also included in the saved parameter ID. You can change any of the associated selection defaults as necessary.

Field	Description
Parameter ID	Enter, or click Query to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made on the screen, such as PERIOD or QUARTERLY. When you save your record, all the selections made on the screen are stored with the parameter ID. Later, you can retrieve the parameter using **Query**. You can use the parameter to run the process more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display on the screen, you can override the defaults.
Description	Enter, or click Query to select, a parameter description of up to 30 alphanumeric characters.

Options

Input File

Field	Description
File Name	Enter the name of the input file you are processing.
File Location	Enter the location of the input file you are importing. There are two ways to do this: ▪ In the **File Location** field, enter, or click to select, the alternate file location where the input file is located. Alternate file locations are set up in the Manage Alternate File Locations screen. or ▪ From the Global Menu, click **Process** » **File Upload**. On the File Upload Manager dialog box, click **Browse** and use the dialog box to select the file you want to import. If you select the **Overwrite** check box, Costpoint will overwrite any file of the same name that already exists in the Costpoint database. Click **Upload** when you are finished. If you use this method, leave the **File Location** field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.
File Format	From the drop-down list, select the file format of the input file you are processing. Valid options are: ▪ Comma-Separated Values ▪ Fixed-Length
Truncated Values	From the drop-down list, select the action to be performed when an input file field is too long for the target database column. Valid options are:

Field	Description
	▪ **Always truncate**: If you select this option, values that are too long are always truncated without a warning. A warning message is written to the Error Report. ▪ **Never truncate**: If you select this option, values that are too long are never truncated. The record is rejected and an error message is written to the Error Report. ▪ **Warn before truncation**: If you select this option, a warning appears when a value that is too large is encountered in the input file. You are given the option to truncate the value or reject the record. This field is enabled only when you select **Comma-Separated Values** as the **File Format**.
Override Leave Type from Leave Table	Select this check box to use the **Leave Type** associated with the **Leave Code** in the Costpoint Leave Table, instead of the **Leave Type** from the input file. Do not select this check box if you want to use the **Leave Type** from the input file.

Sort By

Field	Description
1st Sort	From the drop-down list, select the sort order of the data on the report. Valid options are: ▪ **Employee ID**: Select this option to sort by employee ID. ▪ **Deductions, contributions, leave**: Select this option to sort by data type. ▪ **Input Sequence**: Select this option to sort by the sequence from the input file.

Import and Print Employee Leave and Deductions

Click  and select one of the following options to read the input file, validate the data, and insert the data into the Costpoint employee tables (EMPL_DED, EMPL_CNTRB, and EMPL_LV_ACCRL).

- **Print/Import Employee Leave and Deductions**: import employee leave and deductions file.
- **Batch Print/Import Employee Leave and Deductions**: specify a time and date to import employee leave and deductions file.

Afterwards, the Audit Report and Error Report (if errors exist) print.

Processing Details

The Import Employee Leave And Deductions screen generates input file and error files which have the same file layout.

Input File and Error File Layout

You supply the name for the input file. The input file can be a fixed-format file or a comma-separated file. The error file has the same name as the input file with an ".ERR" extension. The input and error files share the same layout.

If the input file is a fixed-format file, you must fill every position with either an appropriate character or a space. It is not necessary to zero-fill numbers; you can use spaces to maintain the proper format.

If the input file is a comma-separated file, you do not need to fill every position. However, the file must contain the correct number of commas.

A record in the input file must be in one of three formats: Deduction Record (D), Contribution Record (C), or Leave Record (L). The input file layouts are shown below.

Input File Deduction Record ('D')

Field Name	Costpoint Table/ Column	Data Type and Size	Required/ Optional	Format or Validation Table
RECORD_CD		Character 1	Required	D
EMPL_ID	EMPL_DED.EMPL_ID	Character 12	Required	From EMPL
DED_CD	EMPL_DED.DED_CD	Character 6	Required	From DED_CD
S_DED_MTHD_CD	EMPL_DED.S_DED_MTHD_CD	Character 6	Required	Valid Deduction Code Methods are set up on the Manage Deductions screen.
DED_RT_AMT	EMPL_DED.DED_RT_AMT	Numeric 12	Required	99999999.99
DED_ANN_CEIL_AMT	EMPL_DED.DED_ANN_CEIL_AMT	Numeric 10	Required	999999.99
DED_START_DT	EMPL_DED.DED_START_DT	Date 10	Optional	mm/dd/yyyy format
DED_END_DT	EMPL_DED.DED_END_DT	Date 10	Optional	mm/dd/yyyy format
DED_END_CVG_DT	EMPL_DED.DED_END_CVG_DT	Date 10	Optional	mm/dd/yyyy format

Field Name	Costpoint Table/ Column	Data Type and Size	Required/ Optional	Format or Validation Table
DED_PRIORITY_NO	EMPL_DED.DED_PRIORITY_NO	Numeric 2	Optional	99

Input File Contribution Record ('C')

Field Name	Costpoint Table/ Column	Data Type and Size	Required/ Optional	Format or Validation Table
RECORD_CD		Character 1	Required	'C'
EMPL_ID	EMPL_CNTRB.EMPL_ID	Character 12	Required	From EMPL
CONTRIB_DED_CD	EMPL_CNTRB.CNTRB_DED_CD	Character 6	Required	From DED_CD
S_CNTRB_MTHD_CD	EMPL_CNTRB.S_CNTRB_MTHD_CD	Character 6	Required	Valid Contribution Code Methods are set up on the Manage Deductions screen.
CNTRB_RT_AMT	EMPL_CNTRB.CNTRB_RT_AMT	Numeric 12	Optional	99999999.99
CNTRB_ANN_CEIL_AMT	EMPL_CNTRB.CNTRB_ANN_CEIL_AMT	Numeric 10	Optional	999999.99
CNTRB_START_DT	EMPL_CNTRB.CNTRB_START_DT	Date 10	Optional	mm/dd/yyyy format
CNTRB_END_DT	EMPL_CNTRB.CNTRB_END_DT	Date 10	Optional	mm/dd/yyyy format

Input File Leave Record ('L')

Field Name	Costpoint Table/ Column	Data Type and Size	Required/ Optional	Format or Validation Table
RECORD_CD		Character 1	Required	'L'
EMPL_ID	EMPL_LV_ACCRL.EMPLD	Character 12	Required	From EMPL
LV_CD	EMPL_LV_ACCRL.LV_CD	Character 6	Required	From LV
LV_TYPE_CD	EMPL_LV_ACCRL.LV_TYPE_CD	Character 4	Required	Required Valid Leave Types are

Field Name	Costpoint Table/ Column	Data Type and Size	Required/ Optional	Format or Validation Table
				set up on the Configure Leave Types screen.
LV_HIRE_DT	EMPL_LV_ACCRL.LV_HIRE_DT	Date 10	Optional	mm/dd/yyyy format

Additional Processing Details

Costpoint performs multiple actions to import input file data into Costpoint Base Tables.

To import input file data into Costpoint Base Tables:

1. Costpoint deletes existing rows in the worktables.
2. The application opens and reads the specified input file. The record type is determined from the first character in the record (**D** = Deduction, **C** = Contribution, and **L** = Leave record). Costpoint performs data type validations on input file data, writes any errors found to error table, and inserts data into the appropriate work tables.
3. If the **Override Leave Types from Leave Table** check box on the screen is selected, the LV_TYPE_CD field read from the Leave records is overwritten with the LV_TABLE. LV_TYPE_CD. The LV_TYPE_CD is set to Null if the input file's LV_CD = LV_TYPE.LV_TYPE_CD and the employee's COMPANY_ID is not equal to LV_TYPE.COMPANY_ID.
4. Various fields are checked to ensure that they do not contain Nulls or invalid data. Key fields are checked to ensure that they are valid keys. For each error found, the Line Number, Field Name, Field Value, and Error/Warning Message are written to the Error table.
5. The original row from the input file is written to the Error file for each line number found in the error table. The corresponding input table records are also deleted.
6. The Image tables are populated with data from employee records in the input table for employees that already exist in the Costpoint database tables (EMPL_DED, EMPL_CNTRB, and EMPL_LV_ACCRL). The Image tables are essentially mirrors of the Input tables and are used in the Audit report to show the user what information has changed.
7. The number of error and warning messages encountered in the input file, and the number of new and changed records, are counted. These stats are presented to the user in the Audit and Error reports.
8. The Audit report table is populated with the merged new and existing data values from the Input and Image tables. Records that show no changes to the existing data are deleted.
9. Existing records are deleted from the Costpoint database tables (EMPL_DED, EMPL_CNTRB, and EMPL_LV_ACCRL) for any key combinations that are found to have changes in the Input tables. The new or changed data is then inserted into the Costpoint database tables from the Input tables.

10. The Audit report table is updated with the employee name (FIRST_NAME, MID_NAME, and LAST_NAME fields from the EMPL table) for each employee (EMPL_ID) in the report.
11. The Audit report is printed using the records in the audit table.
12. The Error report is printed using the records in the error table.

Processing Error Messages

The following error messages may be displayed on the screen when you run this preprocessor.

These errors cause processing to terminate.

Message	Description
Each Deduction line in the input file should contain 10 fields. Line <Line Number> of your input file contains <Number of Fields> fields. Abort processing?	Comma Separated Values (.CSV) input file Deduction record (first character of record = **D**) contains greater than or less than 10 fields.
Each Contribution line in the input file should contain 8 fields. Line <Line Number> of your input file contains <Number of Fields> fields.	Comma Separated Values (.CSV) input file Contribution record (first character of record = **C**) contains greater than or less than 8 fields.
Each Leave line in the input file should contain 5 fields. Line <Line Number> of your input file contains <Number of Fields> fields.	Comma Separated Values (.CSV) input file Leave record (first character of record = **L**) contains greater than or less than 5 fields.
Record "D" of the input file should be 79 characters in length. Line <Line Number> of your input file contains <Line Length> characters.	Fixed-length input file Deduction record (first character of record = **D**) contains greater than or less than 79 characters.
Record "C" of the input file should be 67 characters in length. Line <Line Number> of your input file contains <Line Length> characters.	Fixed-length input file Contribution record (first character of record = **C**) contains greater than or less than 67 characters.
Record "L" of the input file should be 33 characters in length. Line <Line Number> of your input file contains <Line Length> characters.	Fixed-length input file Leave record (first character of record = **L**) contains greater than or less than 33 characters.
The record code (Position 1) must be "D", "C" or "L". Line <Line Number> of your input file contains <Position 1 Character>.	Fixed-length input file record does not contain a **D**, **C**, or **L** as the first character.

Report Error Messages

The following error messages may appear on the Error Report when you run this preprocessor. If an error is encountered in the input file, the record causing the error is rejected.

Message	Description
Value truncated.	**Input Field Length** > **Maximum Field Length** and **Truncate Values** is set to **Always truncate** (**A**) on screen.
Value too long for field.	If **Input Field Length** > **Maximum Field Length** and **Truncate Values** is set to **Never truncate** (**N**) on screen.

Report Warning Messages

The following warning messages may appear on the Error Report when you run this preprocessor. If a warning is encountered in the input file, the record causing the warning is still processed.

Message	Description
<Field name> '<field value>' on input file line <line number> is too long.	**Input Field Length** > **Maximum Field Length** and **Truncate Values** is set to **Warn before truncation** (**W**) on screen.
Invalid Deduction Start Date.	DED_START_DT value read from Input File is not a valid date.
Invalid Deduction End Date.	DED_END_DT value read from Input File is not a valid date.
Invalid Ded End Coverage Date.	END_CVG_DT value read from Input File is not a valid date.
Rate is out of range $-99,999,999.99 to $99,999,999.99.	DED_RT_AMT value from Input File is a valid number and DED_RT_AMT value from Input File < -99999999.99 OR > 99999999.99.
Rate is not numeric.	DED_RT_AMT value from Input File is not a valid number.
Annual Ceiling is out of range $-99,999,999.99 to $99,999,999.99.	DED_ANN_CEIL_AMT value from Input File is a valid number and DED_ANN_CEIL_AMT value from Input File < -99999999.99 OR > 99999999.99.
Annual Ceiling is not numeric.	DED_ANN_CEIL_AMT value from Input File is not a valid number.
A positive Priority Number is required.	DED_PRIORITY_NO value from Input File is a valid number and DED_PRIORITY_NO value from Input File <= 0.
Priority Number is not numeric.	DED_PRIORITY_NO value from Input File is not a valid number.
Invalid Contribution Start Date.	CNTRB_START_DT value read from Input File is not a valid date.

Message	Description
Invalid Contribution End Date.	CNTRB_END_DT value read from Input File is not a valid date.
Rate is out of range $0.0000 to $99,999,999.99.	CNTRB_RT_AMT value from Input File is a valid number and CNTRB_RT_AMT value from Input File < 0 OR > 99999999.99.
Rate is not numeric.	CNTRB_RT_AMT value from Input File is not a valid number.
Annual Ceiling is out of range $0.00 to $99,999,999.99.	CNTRB_ANN_CEIL_AMT value from Input File is a valid number and CNTRB_ANN_CEIL_AMT value from Input File < 0 OR > 99999999.99.
Annual Ceiling is not numeric.	CNTRB_ANN_CEIL_AMT value from Input File is not a valid number.
Invalid Leave Hire Date.	LV_HIRE_DT value read from Input File is not a valid date.
Duplicate Deduction for Employee.	EMPL_ID and DED_CD in one record in table Z_AOPUTLDL_INP_D are the same as EMPL_ID and DED_CD in any other record.
Duplicate Deduction Priority for Employee.	PR_SETTINGS.DED_PRIORITY_FL = **Y** and EMPL_ID and DED_PRIORITY_NO fields in one record in table Z_AOPUTLDL_INP_D are the same as EMPL_ID and DED_PRIORITY_NO in any other record and the DED_PRIORITY_NO is not equal to 99.
Deduction Priority for Employee already exists.	PR_SETTINGS.DED_PRIORITY_FL = **Y** and the DED_PRIORITY_NO is not equal to 99 and EMPL_ID and DED_PRIORITY_NO fields in one record in table Z_AOPUTLDL_INP_D are the same as EMPL_ID and DED_PRIORITY_NO in another record in which the DED_CD fields differs from the DED_CD in the first record.
Duplicate Contribution for Employee.	EMPL_ID and CNTRB_DED_CD in one record in table Z_AOPUTLDL_INP_C are the same as EMPL_ID and CNTRB_DED_CD in any other record.
Duplicate Leave for Employee.	EMPL_ID and LV_CD in one record in table Z_AOPUTLDL_INP_L are the same as EMPL_ID and LV_CD in any other record.
Employee Id is a required field.	EMPL_ID is empty in the Z_AOPUTLDL_INP_D input table.

Message	Description
Deduction Code is a required field.	DED_CD is empty in the Z_AOPUTLDL_INP_D input table.
Deduction Method is a required field.	S_DED_MTHD_CD is empty in the Z_AOPUTLDL_INP_D input table.
Employee Id is a required field.	EMPL_ID is empty in the Z_AOPUTLDL_INP_C input table.
Contribution Code is a required field.	CNTRB_DED_CD is empty in the Z_AOPUTLDL_INP_C input table.
Contribution Rate/Amount is a required field.	CNTRB_RT_AMT is empty in the Z_AOPUTLDL_INP_C input table.
Contribution Method is a required field.	S_CNTRB_MTHD_CD is empty in the Z_AOPUTLDL_INP_C input table.
Employee Id is a required field.	EMPL_ID is empty in the Z_AOPUTLDL_INP_L input table.
Leave Code is a required field.	LV_CD is empty in the Z_AOPUTLDL_INP_L input table.
Leave Type is a required field.	LV_TYPE_CD is empty in the Z_AOPUTLDL_INP_L input table.
Invalid Deduction Method.	S_DED_MTHD_CD in the Z_AOPUTLDL_INP_D table is not one of the following: FIXAMT, ADDGRS, GRSHRF, GRSHRP, NO DED, PCTANN, PCTGRS, PCTREG, REGHRF, REGHRP, PCTCOD, GHRSPD, PCTDPI.
Invalid Contribution Method.	S_CNTRB_MTHD_CD in the Z_AOPUTLDL_INP_C table is not one of the following: FIXAMT, GRSHRS, PCTDED, NO DED, PCTANN, PCTGRS, PCTREG, REGHRS, PCTDED, REGHRF, REHRP, GRSHRF, GRSHRP.
Invalid Date Range.	DED_START_ DT is Not Null and DED_END_DT is Not Null and DED_END_DT < DED_START_DT in table Z_AOPUTLDL_INP_D.
Invalid Date Range.	CNTRB_START_ DT is Not Null and CNTRB _END_DT is Not Null and CNTRB _END_DT < CNTRB _START_DT in table Z_AOPUTLDL_INP_C.
Out of Range 0.00 to 100.	The first three characters of the S_DED_MTHD_CD = **PCT** and

Message	Description
	(DED_RT_AMT < 0 or DED_RT_AMT > 100) in table Z_AOPUTLDL_INP_D.
Out of Range 0.00 to 100.	The first three characters of the S_CNTRB_MTHD_CD = **PCT** and (CNTRB_RT_AMT < 0 or CNTRB_RT_AMT > 100) in table Z_AOPUTLDL_INP_C.
Too many decimal places.	S_DED_MTHD_CD is either **FIXAMT** or **ADDGRS** and DED_RT_AMT is not equal to the rounded value of DED_RT_AMT (2 decimal places).
Too many decimal places.	S_ CNTRB_MTHD_CD is either **FIXAMT** or **ADDGRS** and CNTRB_RT_AMT is not equal to the rounded value of CNTRB_RT_AMT (2 decimal places).
Employee ID is invalid.	Value in Z_AOPUTLDL_INP_D.EMPL_ID does not exist in EMPL_ID field of EMPL table.
Employee ID is invalid.	Value in Z_AOPUTLDL_INP_C.EMPL_ID does not exist in EMPL_ID field of EMPL table.
Employee ID is invalid.	Value in Z_AOPUTLDL_INP_L.EMPL_ID does not exist in EMPL_ID field of EMPL table.
Deduction code is not set up.	Not (Z_AOPUTLDL_INP_D.DED_FL = **Y** and Z_AOPUTLDL_INP_D.EMPL_ID = EMPL.EMPL_ID and EMPL.COMPANY_ID = DED_CD.COMPANY_ID and Z_AOPUTLDL_INP_D.DED_CD = DED_CD_CORP.DED_CD and DED_CD_CORP.DED_FL = **Y** and Z_AOPUTLDL_INP_D.DED_CD = DED_CD_CORP.DED_CD).
Contribution Code is not set up.	Not (Z_AOPUTLDL_INP_C.CNTRB_FL = **Y** and Z_AOPUTLDL_INP_C.EMPL_ID = EMPL.EMPL_ID and EMPL.COMPANY_ID = DED_CD.COMPANY_ID And Z_AOPUTLDL_INP_C.CNTRB_DED_CD = DED_CD_CORP.DED_CD and DED_CD_CORP.CNTRB_FL = **Y** and Z_AOPUTLDL_INP_C.CNTRB_DED_CD = DED_CD_CORP.DED_CD).
Leave Type/Leave Code combination is invalid.	Not (Z_AOPUTLDL_INP_L.LV_TYPE_CD = LV_TABLE.LV_TYPE_CD and Z_AOPUTLDL_INP_L.LV_CD = LV_TABLE.LV_CD and Z_AOPUTLDL_INP_L.LV_TYPE_CD Is Not

Message	Description
	Null and Z_AOPUTLDL_INP_L.LV_CD Is Not Null).
Cannot replace leave code when leave type exists.	Z_AOPUTLDL_INP_L.EMPL_ID = EMPL_LV_ACCRL.EMPL_ID and Z_AOPUTLDL_INP_L.LV_TYPE_CD = EMPL_LV_ACCRL.LV_TYPE_CD.
Deductions Cannot Be Processed – Not licensed for Payroll	Add-On license for Payroll (PR) is not found and RECORD_CD value read from input file = **D**.
Contributions Cannot Be Processed – Not licensed for Payroll	Add-On license for Payroll (PR) is not found and RECORD_CD value read from input file = **C**.
Union deductions cannot be assigned to individual employees.	The deduction code from the input file has a DED_CD_CORP.s_ded_type = **UDED** (Union Deduction).
Arrears deduction not assigned to a deduction.	The deduction code from the input file has a DED_CD_CORP.s_ded_type = **ARR** (Arrears) and the deduction code from the input file is not assigned to another DED_CD as an Arrears Deduction (Input file Deduction Code is not equal to DED_CD_CORP.ded_arrears_cd).
Method must be ADDGRS.	The deduction code from the input file has a DED_CD_CORP.s_ded_mthd_cd = **ADDGRS** and the compute method from the input file is not equal to **ADDGRS**.
Method cannot be changed to ADDGRS.	The deduction code from the input file does not have a DED_CD_CORP.s_ded_mthd_cd = **ADDGRS** and the compute method from the input file is **ADDGRS**.
Method cannot be changed to ADDGRS.	The deduction code from the input file has a DED_CD_CORP.s_ded_mthd_cd = **PCTCOD** and the deduction code from the input file does not have a DED_CD_CORP.s_ded_type = **ADMFEE** (Admin. Fee Court Orders).

Table Information for the Import Employee Leave And Deductions Screen

This preprocessor updates the following tables:

- EMPL_DED
- EMPL_CNTRB

- EMPL_LV_ACCRL

This preprocessor uses the following worktables for processing:

- Z_AOPUTLDL_INP_D
- Z_AOPUTLDL_INP_C
- Z_AOPUTLDL_INP_L
- Z_AOPUTLDL_IMG_D
- Z_AOPUTLDL_IMG_C
- Z_AOPUTLDL_IMG_L
- Z_AOPUTLDL_ERROR
- Z_AOPUTLDL_DATA
- Z_AOPUTLDL_RPT1
- Z_AOPUTLDL_TEST
- Z_AOPUTLDL_EMP_L
- Z_AOPUTLDL_CO_DED
- Z_AOPUTLDL_CO_LV

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