



**Generic Sync**

**GAS**  
**Technology**

Data Requirements



## 1. REVIEW SEQUENCE

Review sequence	Revision Date	Responsible Person(s)
1	09/06/2016	Kaibe Mafatle
2	18/10/2016	Kaibe Mafatle
3	05/06/2018	Kaibe Mafatle
4	10/12/2018	Kaibe Mafatle
5	18/12/2018	Kaibe Mafatle
6	10/09/2019	Kaibe Mafatle



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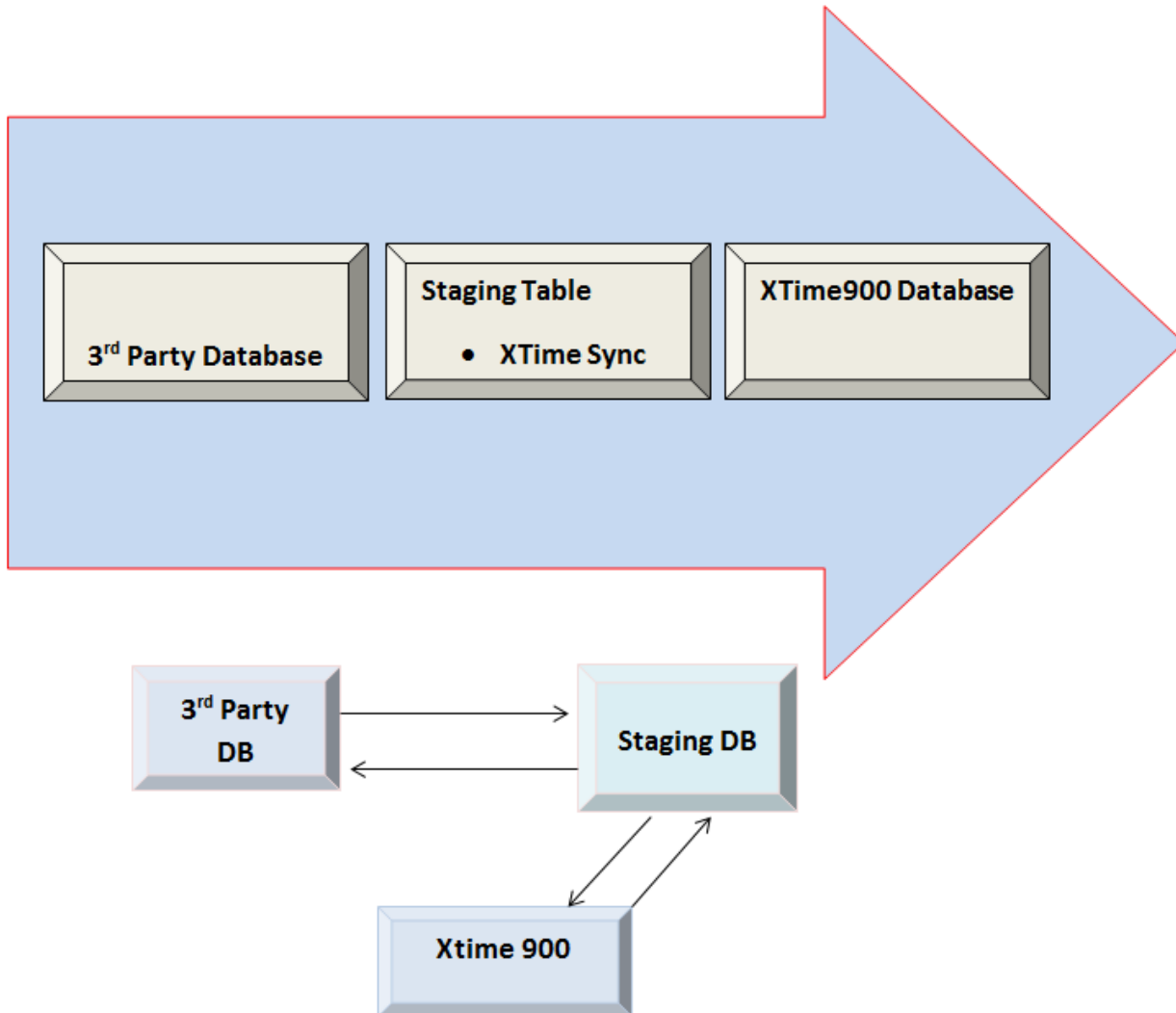
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## 2. BASIC WORKFLOW

Information that gets processed follows three simple steps:

- Step1: 3<sup>rd</sup> Party application builds a spreadsheet of information and this information is then populated into a staging table.
- Step2: The Generic Sync reads this information and applies business rules.
- Step3: The Generic Sync either Insert, Update or Delete records in XTime900 database and marks the records in the staging tables as processed.



**Figure 1: Workflow Overview**



### 3. EMPLOYEE ENGAGEMENTS AND UPDATES

#### XTImportEmployee (Employee / Contractor Engagements and Updates)

##### Import process details

All the data that is imported is read from staging tables “XTImportEmployee” on a staging database. The source system is responsible to populate this table with data as described in the following sections.

Field Name	Field Type	Field Required	Description
Autold	Bigint	N/A	A unique database generated number.
InsertTime	DateTime	N/A	The date and time when the row was processed by the XTime interface.
ProcessedTime	DateTime	N/A	The date and time when the row was processed by the XTime interface.
Operation	char(1)	YES	The action required: <input type="checkbox"/> I = Insert <input type="checkbox"/> D = Delete <input type="checkbox"/> C = Update <input type="checkbox"/> M = Mass download <input type="checkbox"/> V = Verify
EmployeeNumber	Varchar(20)	YES	Personnel or payroll number as used on XTime.
CompanyCode	varchar(20)		The Code of the company this person belongs to
CompanyName	varchar(50)		The Name of the company this person belongs to
EngagementDate	datetime	YES	The Date when this person was hired or taken on
ExpiryDate	datetime		The Date when this person Expires. They will not be allowed on site after this date
DischargeDate	datetime		The Date when this person was discharged
DischargeCode	varchar		The code linked to the reason why this person has been discharged.
DischargeName	varchar(50)		The description why this person was discharged
Surname	varchar(50)	YES	Self-explanatory
FirstName	varchar(50)	YES	Self-explanatory
Title	varchar(20)		Self-explanatory
Initials	varchar(10)		Self-explanatory
ManagerEmployeeNumber	varchar(20)		The Employee Number of the Manager who this person reports to
IdNumber	varchar(50)	YES	Identification Number or Passport Number
DepartmentCode	varchar(50)		The department code which this person belongs to
DepartmentName	varchar(50)		The department name which this person belongs to
SubDepartmentCode	varchar(50)		The SubDepartment code which this person belongs to
SubDepartmentName	varchar(50)		The SubDepartment name which this person belongs to
CostCentreCode	varchar(20)		Code linked to department expenditures
CostCentreName	varchar(50)		Description linked to department expenditures
OccupationCode	varchar(20)	YES	Code linked to occupation
OccupationName	varchar(50)	YES	Description linked to occupation
Gender	varchar(50)		Male of Female
IsContractor	varchar(50)		Whether this person is a contractor or not
PayCategoryCode	varchar(20)		Code linked to this persons Pay Category
PayCategoryName	varchar(50)		Description linked to this persons Pay Category



CycleCode	varchar(20)		Shift cycle code
DayInCycle	int		what day is the employee on in there shift
EnvironmentCode	varchar(50)		Code linked to the persons Environment
Environment Name	varchar(50)		Description linked to the persons Environment
Nationality	varchar(50)		Describes where the person came from
UniqueGlobalId	varchar(50)		Unique Identifier that will never change
WorkLocationCode	varchar(50)		The Worklocation code which this person belongs to
WorkLocationName	varchar(50)		The Work location name which this person belongs to
VehiclePermitTypeCode	varchar(50)		The Vehicle Permit Type code which this person belongs to
VehiclePermitTypeName	varchar(50)		The Vehicle Permit Type code which this person belongs to
HRDepartmentCode	varchar(50)		
HRDepartmentName	varchar(50)		
ShiftOverride	bit		Indicator to enable shift override for the employee
LeaveOverride	bit		Indicator to enable leave override for the employee
FreeText01	varchar(50)		Custom field
FreeText02	varchar(50)		Custom field
FreeText03	varchar(50)		Custom field
FreeText04	varchar(50)		Custom field
FreeText05	varchar(50)		Custom field
PayRuleCode	Varchar(100)		Pay rule code
PayRuleName	Varchar(30)		Pay rule name
TradeUnionName	Varchar(50)		Trade union name

## 4. EMPLOYEE LEAVES

### **XTImportLeave (Employee Leave Imports)**

#### **Import process detail**

All the data that is imported is read from staging table “XTImportLeave” on a staging database. The source system is responsible to populate this table with data as described in the following sections.

#### **Employee Leave**

Employee leave is any authorized absence reason (medical/study/annual leave etc.) for a period.



Field Name	Field Type	Description
Autoid	Bigint	A unique database generated number.
InsertTime	DateTime	The date and time when the row was inserted into the staging table.
ProcessedTime	DateTime	The date and time when the row was processed by the XTime interface.
Operation	char(1)	The action required: <input type="checkbox"/> I = Insert <input type="checkbox"/> D = Delete <input type="checkbox"/> V = Verify Updates are not allowed. Do a delete with the old data and insert with the new data.
EmployeeNumber	Varchar(20)	Personnel or payroll number as used on XTime.
StartDate	DateTime	The first day of the absence.
EndDate	DateTime	The last day of the absence.
LeaveCode	Varchar(20)	The leave or absence code as defined on the XTime database.
LeaveName	Varchar(50)	Description of the leave type.
FullDay	Smallint	The indicator to specify if a leave is full day.
LeaveHours	Time	Non full day leave hours
ReferenceDate	Date	Used to identify how far back can a leave record be modified.
Batch	Varchar(100)	Batch number used to identify leave records that are part of the same batch.

## 5. EMPLOYEE CERTIFICATES

### XTImportCertificates (Employee Certificates) – Not Mandatory

#### Import process detail

All the data that is imported is read from staging tables on a staging database. The source system is responsible to populate these tables with data as described in the following sections.

*Operation "I"*: When a record is received with "I", it will be treated as a new Insert for the specified employee. If the certificate already exists an error message will be logged.

*Operation "C"*: When a record is received with "C", it will be treated as an Update; if the person does not have this specific certificate an error message will be logged.

*Operation "D"*: When a record is received with "D", it will be treated as a Delete; if the person does not have this specific type of certificate an error message will be logged.

*Operation "M"*: When a record is received with "M", the system will check if the record exists, if true it will process the record as an Update ("C"), else it will treat the record as Insert ("I").

#### Employee Certificate

Employee certificate is a document certifying that a person may officially practice in certain professions.

Field Name	Field Type	Description
Autoid	Bigint	A unique database generated number.
InsertTime	DateTime	The date and time when the row was processed by the XTime interface.
ProcessedTime	DateTime	The date and time when the row was processed by the XTime interface.
Operation	char(1)	The action required: <input type="checkbox"/> I = Insert <input type="checkbox"/> D = Delete <input type="checkbox"/> C = Change <input type="checkbox"/> M = Bulk
EmployeeNumber	Varchar(20)	Personnel or payroll number as used on XTime.
CertificateName	Varchar(30)	Certificate Name.



CertificateCode	Varchar(20)	Certificate Code.
AwardDate	DateTime	The date this certificate was awarded.
ExpiryDate	DateTime	The Date this certificate will expire.

## 6. SAP DAILY WORK SCHEDULES

### XTImportSAPDailyWorkSchedule (Shifts Import)

This table is used to import all shift settings related information.

Field Name	Field Type	Description
Autold	Bigint	A unique database generated number.
InsertTime	DateTime	The date and time when the row was processed by the XTime interface.
ProcessedTime	DateTime	The date and time when the row was processed by the XTime interface.
Operation	char(1)	The action required: I = Insert D = Delete C = Change M = Bulk
SourceSystem	Varchar(10)	The 3 <sup>rd</sup> party system identify code or name
PSAGroup	Varchar(2)	Used as prefix to shift code
DWSCode	Varchar(4)	Shift code
DWSName	Varchar(50)	Shift name
PlannedHours	Time	Shift duration
ShiftStart	Time	Shift Start time
ShiftEnd	Time	Shift End time
ShiftEarlyStart	Time	Shift early start time
ShiftLateStart	Time	Shift late start time
ShiftEarlyEnd	Time	Shift early end time
ShiftLateEnd	Time	Shift late end time

## 7. SAP PERIOD WORK SCHEDULES

### XTImportSAPPeriodWorkSchedule (Cycle Days Import)

This table is used to import all the settings related to the days within a shift cycle.

Field Name	Field Type	Description
Autold	Bigint	A unique database generated number.





InsertTime	DateTime	The date and time when the row was processed by the XTime interface.
ProcessedTime	DateTime	The date and time when the row was processed by the XTime interface.
Operation	char(1)	The action required: <input type="checkbox"/> I = Insert <input type="checkbox"/> D = Delete <input type="checkbox"/> C = Change <input type="checkbox"/> M = Bulk
SourceSystem	Varchar(10)	The 3 <sup>rd</sup> party system identify code or name
PSAGroup	Varchar(2)	Used as prefix to shift code
PWSCode	Varchar(50)	Period work schedule code
PWSName	Varchar(50)	Period work schedule name
WeekNumber	Smallint	Week in cycle
DWSMonday	Varchar(50)	DWS Code (prefix with PSA group)
DWSTuesday	Varchar(50)	DWS Code (prefix with PSA group)
DWSWednesday	Varchar(50)	DWS Code (prefix with PSA group)
DWSThursday	Varchar(50)	DWS Code (prefix with PSA group)
DWSFriday	Varchar(50)	DWS Code (prefix with PSA group)
DWSSaturday	Varchar(50)	DWS Code (prefix with PSA group)
DWSSunday	Varchar(50)	DWS Code (prefix with PSA group)

## 8. SAP WORK SCHEDULES

### XTimeport SAPWorkSchedule (Cycle Import)

This table is used to import all the settings related to the shift cycle

details.

Field Name	Field Type	Description
Autold	Bigint	A unique database generated number.
InsertTime	DateTime	The date and time when the row was processed by the XTime interface.
ProcessedTime	DateTime	The date and time when the row was processed by the XTime interface.
Operation	char(1)	The action required: <input type="checkbox"/> I = Insert <input type="checkbox"/> D = Delete <input type="checkbox"/> C = Change <input type="checkbox"/> M = Bulk
SourceSystem	Varchar(10)	The 3 <sup>rd</sup> party system identify code or name
PSAGroup	Varchar(2)	Used as prefix to shift code
WSRCode	Varchar(50)	Work schedule rule code
WSRName	Varchar(50)	Work schedule rule name
PWSCode	Varchar(50)	Period Work Schedule
StartDate	Date	Reference start date for WSR
StartPoint	smallint	Start point

\*\*\*\*\* END OF DOCUMENT \*\*\*\*\*



## Sign off and Acceptance

Name and Surname	Date	Signature

### Technical Support

**Call Centre:**

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