



Time & Labor (OTL)

HR Interface Administrator

Defense Civilian Personnel Data System (DCPDS) and Defense Civilian Pay System (DCPS) Interface Exceptions and Notifications

R12 Work Instructions



Document Control

Change Record

Date	Author	Version	Change Reference
18-mar-2015	Robin Hardy	Initial	R12 Upgrade

Reviewers

Date	Name	Position
31-Mar-2015	Michael Lindsey	OTL Lead

Distribution

Copy No.	Name	Location
1	R12_Wi_OTL_DCPDS_to_DAI_Interface_Exc ptions	DEPS
2		

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Business Process Description

The DCPDS Interface is an automated solution for employee record creation and maintenance for DAI. The Interface receives human resources (HR) Transaction records initiated in the Defense Civilian Personnel Data System (DCPDS), and uses the “Daily Update File” to create or update HR records in DAI.

When the Daily Update File is received in DAI, it sends out Workflow Notification(s) that contain details about the records transmitted and any errors that may have occurred. Below are some Workflow Notifications sent and the description of their resolution as necessary:

- **FYI-DCPDS**
This Notification type provides information about transmitted new hire and termination records. No action is needed.
- **DAIMANUAL**
This notification type provides detailed information for the DAI PMO Helpdesk. The transmitted information may contain errors which may need to be resolved within two agencies regarding an employee.
 - An employee who transfers between Business Group zero agencies requires coordination between the new Agency HR Interface Administrator and the DAI PMO Helpdesk.
- **INTFERR**
If some of the employee’s HR data is missing, inaccurate (e.g. duplicate social security number), or incomplete, an INTFERR notification is sent with details of what needs to be resolved in DCPDS. Once the issue is resolved in DCPDS, the interface can then be re-submitted from within the DAI Notification.
- **Position Updates**
For Agencies using approvals based on Position Hierarchy, notifications will be generated when position changes occur. This includes when a person’s position changes from one level to another level, the hire date on the record has changed, or a person has been terminated.

Trigger

- DAI Workflow Notification has been generated as a result of the DCPDS Interface processing.

Prerequisites

- DCPDS Interface has processed

Responsibilities

- HR Interface Administrator – Agency

Menu Path

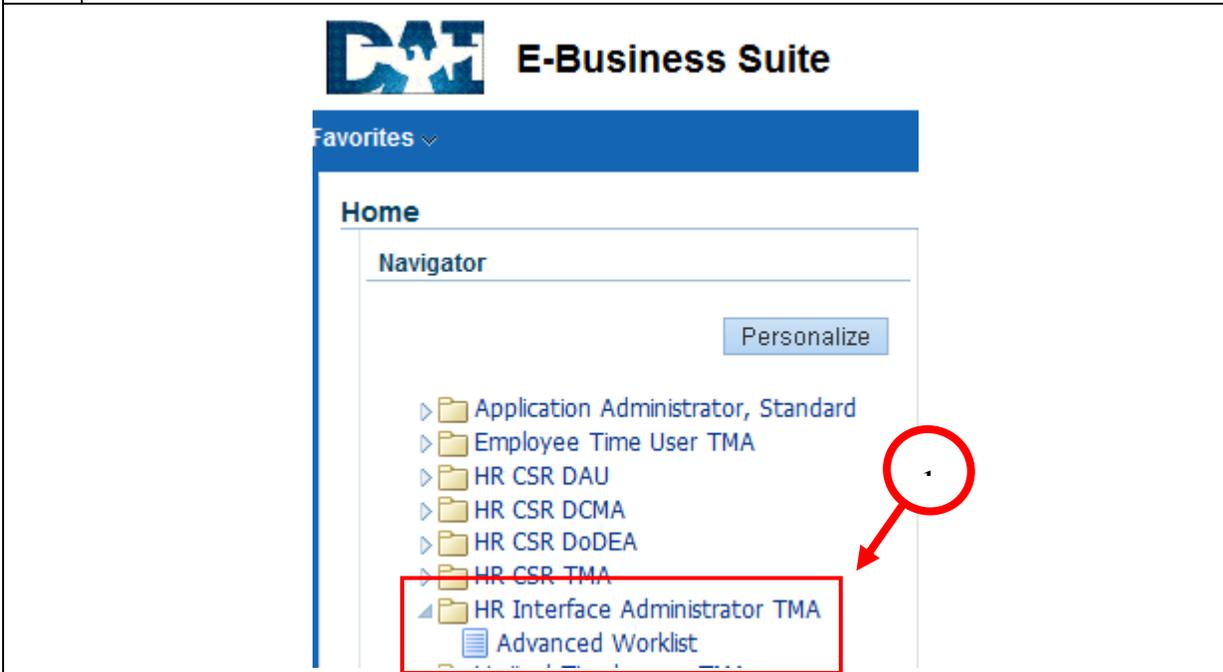
Advanced Worklist

Training Exercises:

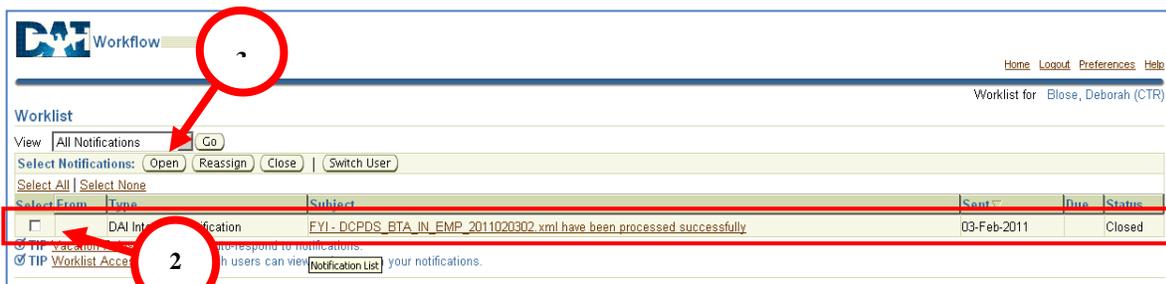
- None

FYI – DCPDS_ Agency – Interface Notification

1. Start the task using the following responsibility and menu path to open the **DAI Worklist** screen:
Responsibility: HR Interface Administrator – Agency
Menu Path: HR Interface Administrator → Advanced Worklist



DAI Worklist



2. By default, the Worklist displays all open notifications. Click the **Select** checkbox to select a Notification.
 Click the Subject link will also open the notification.
3. Click the **Open** button to view the selected notification(s).



Worklist - Information

DAI Workflow

Worklist >

Information

This notification has been closed and did not require a response.

FYI - DCPDS_BTA_IN_EMP_2011020302.xml have been processed successfully

To **Blose, Deborah (CTR)**
Sent 03-Feb-2011 08:35:53
Closed 03-Feb-2011 08:36:18
ID 2903186

Responder
PROCESSEDDCPDS_BTA_IN_EMP_2011020302.xml

LAST NAME	FIRST NAME	ACTION	EFFECTIVE DATE	STATUS
ALAN	JASON	New Hire	JAN-01-2010	PROCESSED
ALAN	TIM	New Hire	DEC-01-2009	PROCESSED
CARSON	GAARDE	Termination	DEC-27-2010	PROCESSED

4. View the notification which alerts the **HR Interface Administrator** of **New Hires** and **Terminated** employees in DAI.

Note: Notify the HR CSR of the new hires in order to complete the required information on the HR record in DAI.

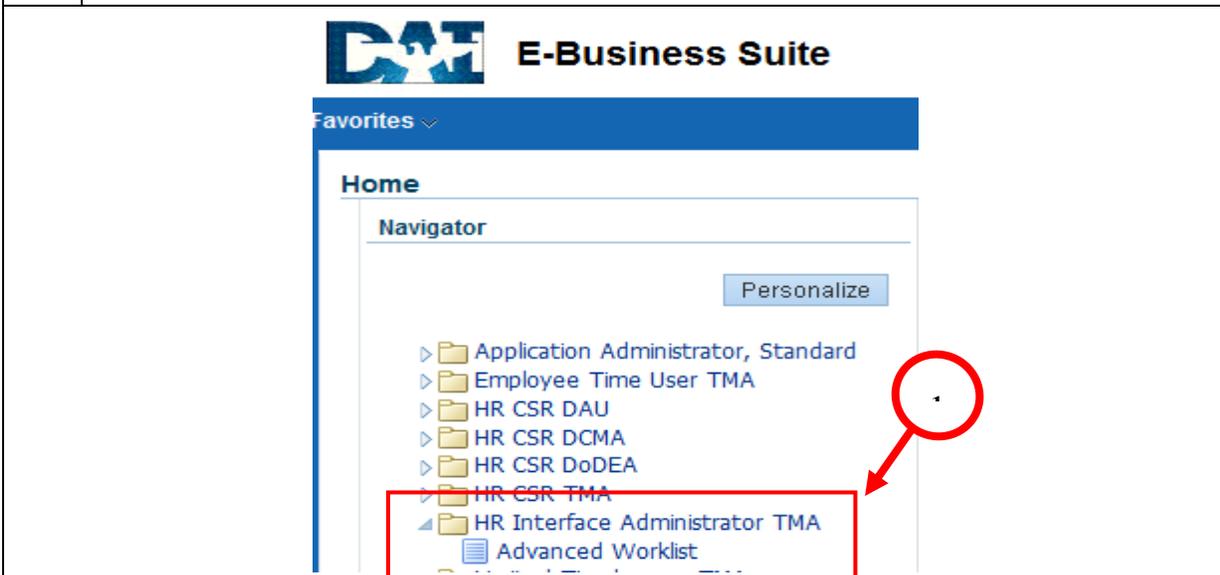
Result

Congratulations! You have successfully reviewed a FYI DCPDS Agency - Interface notification.



DAIMANUAL Interface Error Notification

- Start this task using the following responsibility and menu path to open the **DAI Worklist** screen:
Responsibility: HR Interface Administrator – Agency
Menu Path: HR Interface Administrator → Advanced Worklist



DAI Worklist

Select From	Type	Subject	Sent	Due	Status
<input type="checkbox"/> Li, Chun (CTR)	DAI Interface Error Notification	Error information - DCPDS EMPLOYEE - DCPDS_DTIC_IN_EMP_1209_UAT_07a2.xml AGENCYMANUAL	06-Jan-2010	06-Jan-2010	Open
<input type="checkbox"/> Li, Chun (CTR)	DAI Interface Error Notification	Error information - DCPDS EMPLOYEE - DCPS_BTA_IN_EMP_20100106UAT10.xml DAIMANUAL	06-Jan-2010	06-Jan-2010	Close
<input type="checkbox"/> Li, Chun (CTR)	DAI Interface Error Notification	Error information - DCPDS EMPLOYEE - DCPDS_DTIC_IN_EMP_1130_UAT_08a.xml AGENCYMANUAL	06-Jan-2010	06-Jan-2010	Open
<input type="checkbox"/> Li, Chun (CTR)	DAI Interface Error Notification	Error information - DCPDS EMPLOYEE - DCPDS_DTIC_IN_EMP_0106_UAT_10.xml INTFERR	06-Jan-2010	06-Jan-2010	Open

TIP Vacation Rules - Select or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

- By default, the Worklist displays all open notifications. Click the **Select** checkbox next to a notification (or click on the Subject of the notification), or select multiple notifications to open more than one notification at once (these will open in series after you close the previous notification).
- Click the **Open** button to view the notification(s) selected.





DAI Interface Notification-Error DAIMANUAL

Error information - DCPDS EMPLOYEE - DCPDS_BTA_IN_EMP_20091204234108035g.xml MANUAL

To: ALEXANDER, DEBRA
 Sent: 04-Dec-2009 10:33:06
 Due: 04-Dec-2009 22:33:05
 ID: 2604490
 Status: MANUAL File Name: DCPDS_BTA_IN_EMP_20091204234108035g.xml Original File Name: DAI_DAILY_27_AUG_2009_DD77_65117.XML

LAST NAME	FIRST NAME	ACTION	MOA	EFF DATE	ERROR DESCRIPTION
BRABHAM	ERICK CPMS	G		04-DEC-2009	Not able to rehire employee because the employee was from a different agency <Agency>. Move employee to Agency Operating Unit and re-submit to process

Action History

Num	Action Date	Action	From	To	Details
1	04-DEC-2009 10:33:06	Submit	Li, Chun (CTD)	ALEXANDER, DEBRA	

References

[Error records document](#)

[Return to Worklist](#)

Display next notification after my response

The DCPDS Interface Notification Detail contains:

- Original GEX File Name, DCPDS File Name (MANUAL File Name)
- Employee's Last Name and First Name
- Action that the Interface was trying to perform
- 'G' = Gain (Hire/Rehire), 'L' = Loss (or Termination), and 'C' = 'Change'
- Descriptive Error Message

HR CSR-DAI PMO Help Desk

DCPDS interface processes a transfer from one Agency to another by:

Day One

- Sends a "L" record to the Losing Agency in the DAI Interface Error Notification (DAIMANUAL)

Day Two

- Sends a "G" record to the Gaining Agency in the DAI Interface Error Notification (DAIMANUAL). The effective date of the hire will be the day of the "L" record.

The DCPDS Interface will process the termination for the Losing Agency. However, the DCPDS Interface cannot process the employee for the Gaining Agency (if both agencies are in Business Group zero) because the employee organization in the DAI HR record has the Losing Agency organization, and the Security Profile for the gaining agency doesn't have access to change that organization. The update to the organization must be manually changed to complete the transfer from the US Super HRMS Manager responsibility by the DAI PMO Helpdesk.



The HR CSR must contact the DAI PMO Help Desk to jointly complete the following actions:

1. HR CSR - Provides the following employee information:
 - Employee Name
 - Effective Date (i.e. the hire date or date of joining the Organization/Agency)
 - Gaining Agency's name.
2. DAI PMO – Reverse-terminates the employee.
3. DAI PMO – Changes the employee's organization to the Gaining Agency

After the DAI PMO Helpdesk completes the Agency transfer, they will notify the HR CSR to re-submit the concurrent program.



The screenshot shows the DAI Workflow interface for an error. The title bar reads "Error information - DCPDS EMPLOYEE - DCPDS_BTA_IN_EMP_20091204234108035g.xml MANUAL". Below the title bar are navigation buttons: "Re-Submit Concurrent Program", "Send Error Ack", "Reassign", and "Request Information". The email header shows: "To: ALEXANDER, DEBRA", "Sent: 04-Dec-2009 10:33:06", "Dus: 04-Dec-2009 22:33:05", "ID: 2604490". The status is "MANUAL" and the file name is "DCPDS_BTA_IN_EMP_20091204234108035g.xml". An error description follows: "Not able to rehire employee, because the employee was from different agency -DTIC 2M Technology Division. Move employee to Agency Operating Unit and...". Below this is an "Action History" table:

Num	Action Date	Action	From	To	Details
1	04-DEC-2009 10:33:06	Submit	Li, Chun (CTR)	ALEXANDER, DEBRA	

There are also "References" and "Return to Worklist" options at the bottom of the error screen.

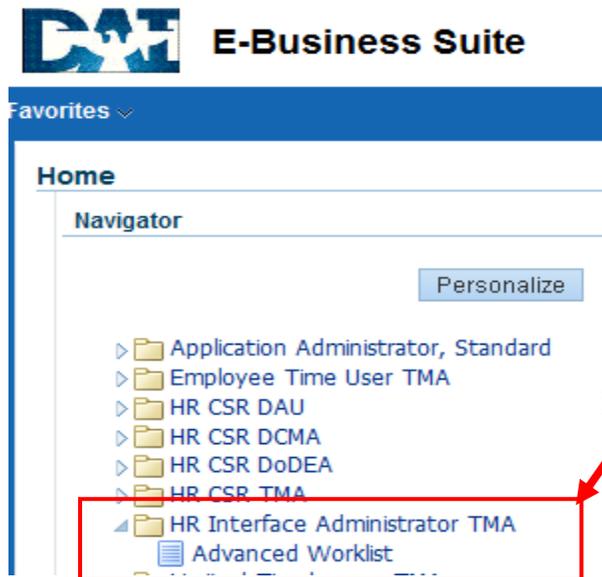
4. **Re-Submit: HR CSR – Click the **Re-Submit Concurrent Program** button after the DAI PMO confirms the HR Record has been updated.**
- Important Note:**
- Coordination is required between the DAI PMO Help Desk and the Agency HR CSR. The DAI PMO Help Desk contacts the HR CSR for the HR CSR to click the Re-Submit Concurrent Program.
- The HR CSR can re-submit the interface from the DAI Interface Notification Error screen.
- When the record is resubmitted, the interface updates the employee’s HR record with any additional changes, such as Position and Payroll.

Result

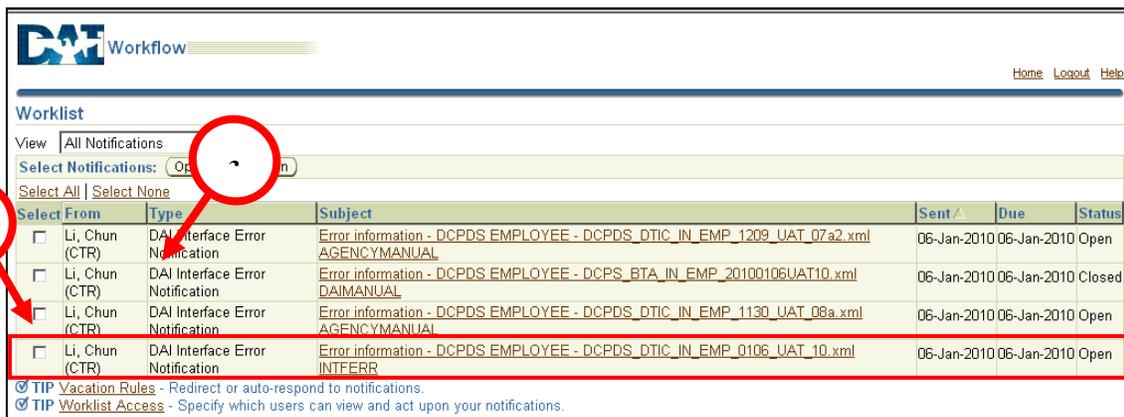
Congratulations! You have successfully handled a DAIMANUAL error and transferred an employee from one Agency to another in DAI.

INTFERR Interface Error Notification

1. Start the task using the following responsibility and menu path to open the **DAI Worklist** screen:
Responsibility: HR Interface Administrator – Agency
Menu Path: HR Interface Administrator → Advanced Worklist



DAI Worklist



Select From	Type	Subject	Sent	Due	Status
<input type="checkbox"/> Li, Chun (CTR)	DAI Interface Error Notification	Error information - DCPDS EMPLOYEE - DCPDS_DTIC_IN_EMP_1209_UAT_07a2.xml AGENCYMANUAL	06-Jan-2010	06-Jan-2010	Open
<input type="checkbox"/> Li, Chun (CTR)	DAI Interface Error Notification	Error information - DCPDS EMPLOYEE - DCPS_BTA_IN_EMP_20100106UAT10.xml DAIMANUAL	06-Jan-2010	06-Jan-2010	Closed
<input type="checkbox"/> Li, Chun (CTR)	DAI Interface Error Notification	Error information - DCPDS EMPLOYEE - DCPDS_DTIC_IN_EMP_1130_UAT_08a.xml AGENCYMANUAL	06-Jan-2010	06-Jan-2010	Open
<input type="checkbox"/> Li, Chun (CTR)	DAI Interface Error Notification	Error information - DCPDS EMPLOYEE - DCPDS_DTIC_IN_EMP_0106_UAT_10.xml INTFERR	06-Jan-2010	06-Jan-2010	Open

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

- By default, the Worklist displays all open notifications.

2. Click the **Select** checkbox to select a notification or select multiple notifications to open more than one notification at once.
3. Click the **Open** button to view the selected notification(s).



HR CSR

The errors contained in this notification must be resolved in the DCPDS system and re-submitted to DAI once resolved.

INTFERR DAI Interface Notification Error Description Examples:

- Employee SSN/Identification must be provided.
- Employee last name must be provided.
- Change cannot be completed as employee is not in the system.
- Correct SSN must be provided in the data file for record with incorrect SSN.
- Cannot add new employee as employee with this SSN is already in the system.
- Nature of action date must be provided.
- Location Code XXX is not in DAI.

 These errors must be researched and resolved in DCPDS and the Notification can be resubmitted.

- In the cases where Location Code or Organization Code not found in DAI, these will have to be resolved in DAI by creating the new Location Code or Organization Code.

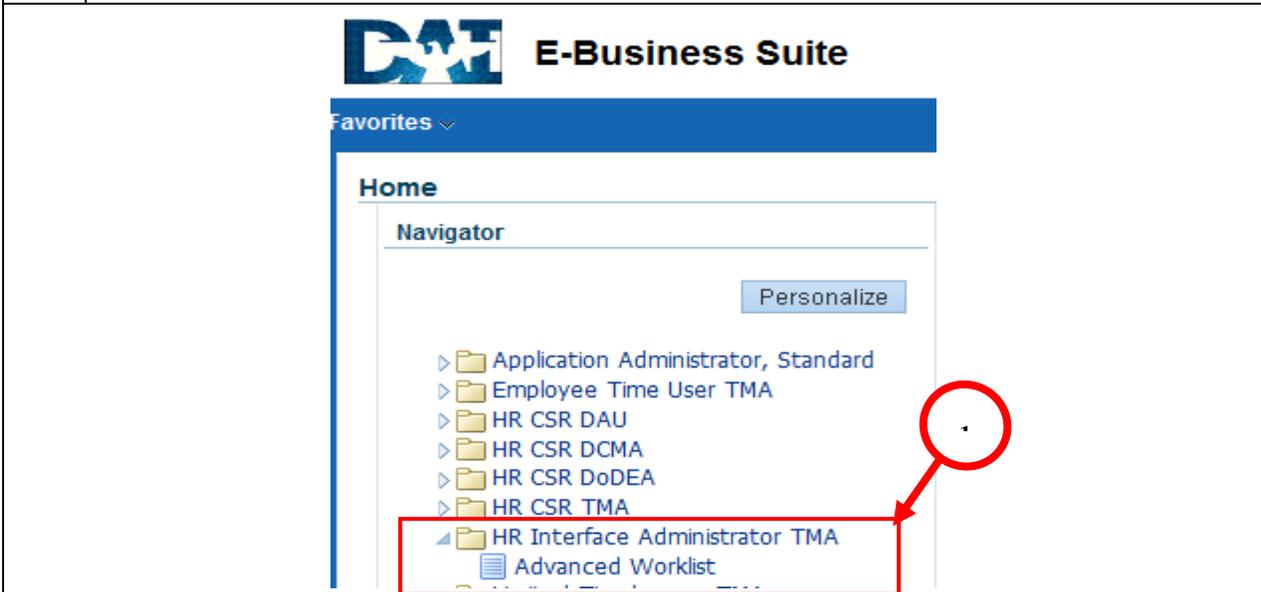
Result

Congratulations! You have successfully reviewed the INTFERR error Notification.

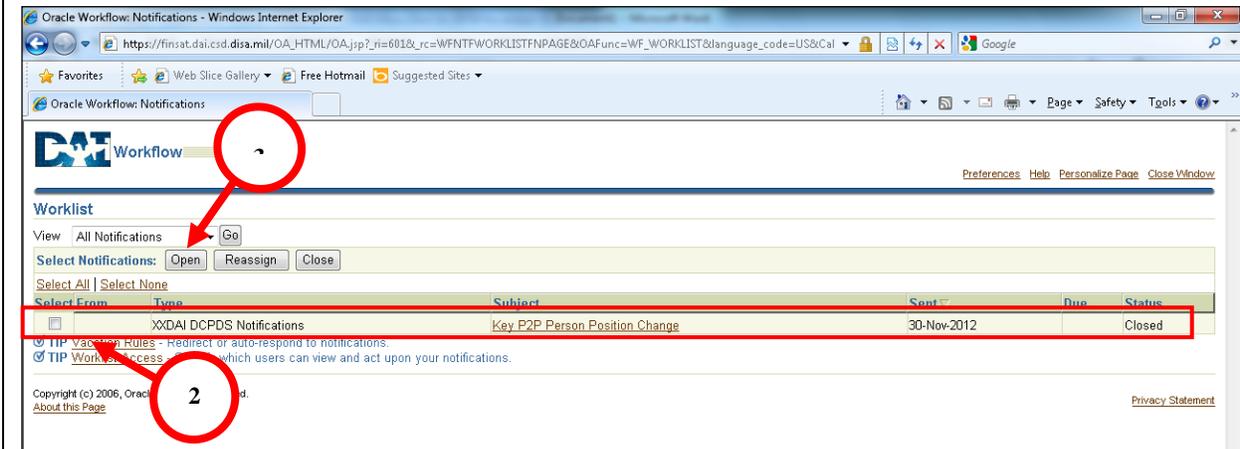


Position Change Notification

1. Start the task using the following responsibility and menu path to open the **DAI Worklist** screen:
Responsibility: HR Interface Administrator – Agency
Menu Path: HR Interface Administrator → Advanced Worklist



DAI Worklist



2. Click the **Select** checkbox to select a notification or click on the subject line.
3. Click the **Open** button to view the selected notification(s).



Position Change

In this example, the person has changed from a level 3 to a level 2 position. To resolve, contact the PMO Help Desk to change the agency P2P Hierarchy.

The screenshot shows a Windows Internet Explorer browser window displaying a notification page. The page title is "Notification Details - Windows Internet Explorer". The address bar shows a URL from the DAI system. The page content includes a "Workflow" header, a "Worklist" link, and an "Information" section stating "This notification has been closed and did not require a response." Below this is a "Key P2P Person Position Change" notification. The notification details are as follows:

To	Macon, David (CTR)	Personalize Table Layout: (NHDetailsFn_NHDetailsAttr_rightTable)
Sent	30-Nov-2012 13:58:43	
Closed	30-Nov-2012 14:03:44	
ID	7540634	
Responder	Macon, David (CTR)	
Key P2P person Position Change Notification		

These Key P2P persons have had a Position Change. Please update the P2P Hierarchy to reflect the change.
Name: POORE, SALEM
From: TA391 PROGRAM ANALYST.162230.DD74.APPR
To: T8499 LEAD PROGRAM ANALYST.205440.DD74.APPR
2nd level position structure name: BB DTIC Position Hierarchy

No Terminations

[Return to Worklist](#)
 Display next notification after my response

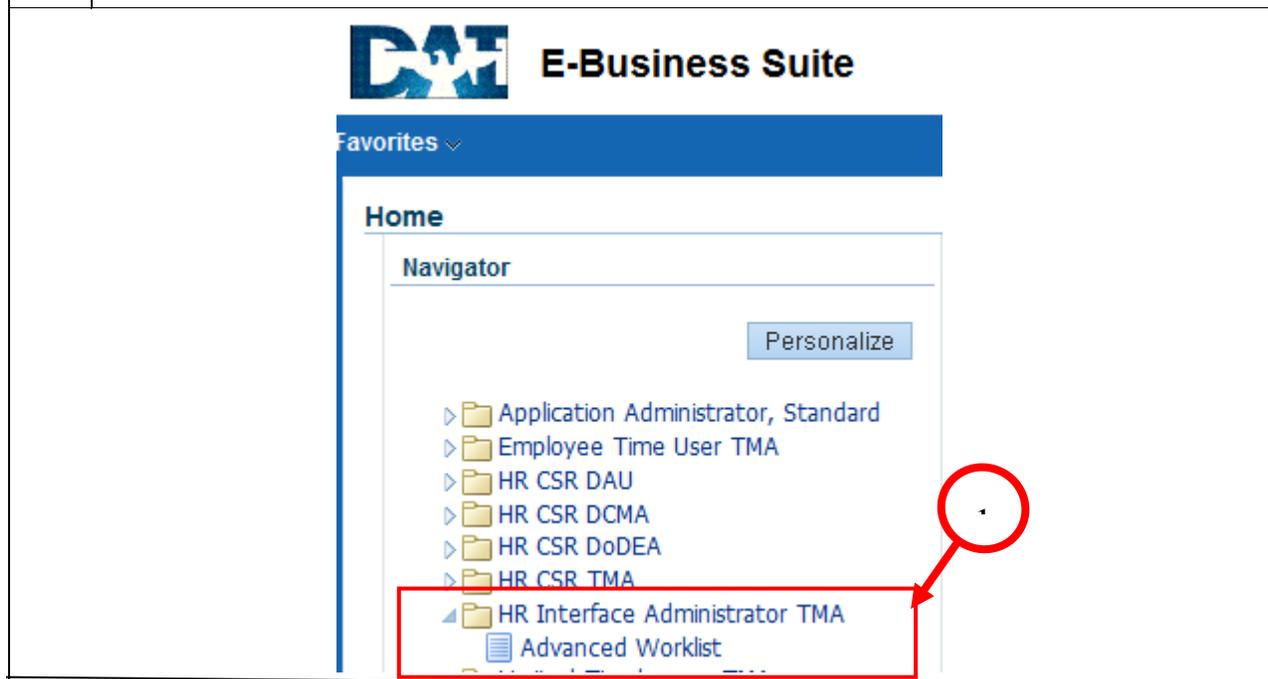
Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)
[About this Page](#)

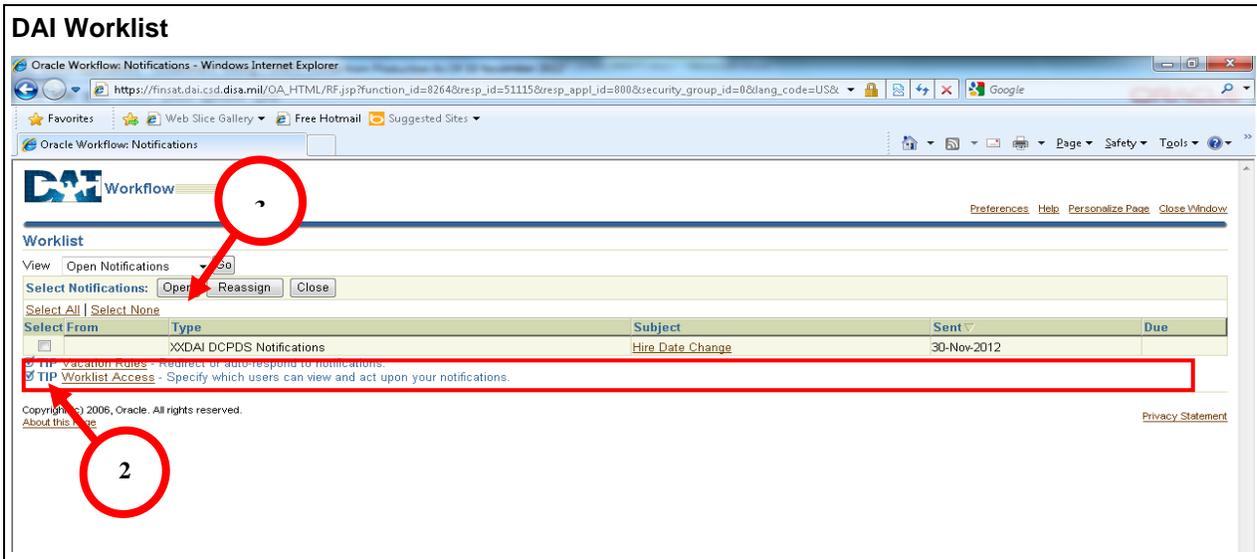
Result

Congratulations! You have successfully reviewed the Position Change Notification.

Hire Date Change Notification

1. Start the task using the following responsibility and menu path to open the **DAI Worklist** screen:
Responsibility: HR Interface Administrator – Agency
Menu Path: HR Interface Administrator → Advanced Worklist





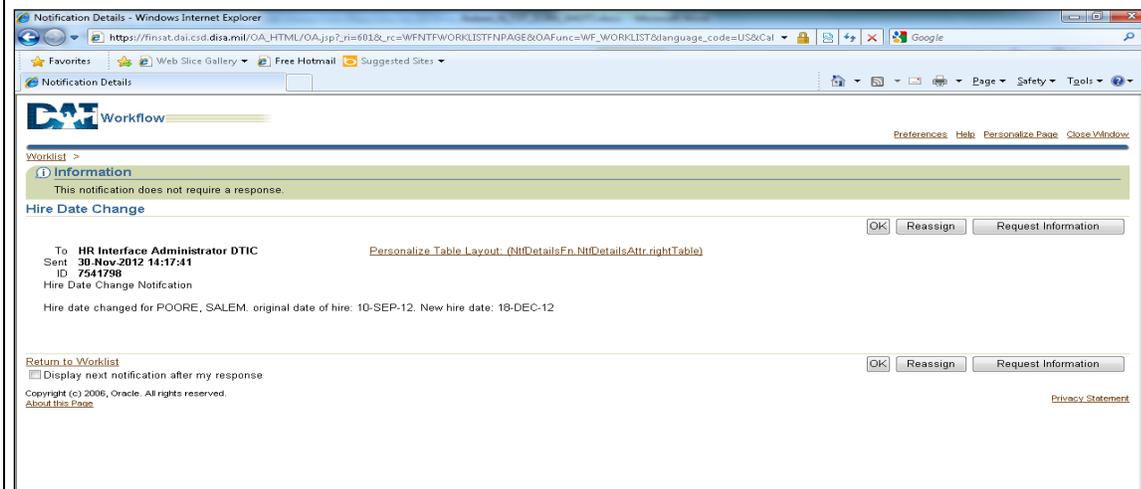
2. Click the **Select** checkbox to select a notification or click on the subject line.

3. Click the **Open** button to view the selected notification(s).

Hire Date Change

In this example, the person's Hire Date has changed. The HR Interface Administrator must contact the appropriate person to change the P2P Hierarchy (if the agency is using the Position Hierarchy for P2P Approvals).

Note: The interface sends a notification only if the hire date on the inbound record is equal to or greater than Dec 17, 2012 (the date the interface started receiving the Hire Date in the file).



Result

Congratulations! You have successfully reviewed the Hire Date Change Notification.

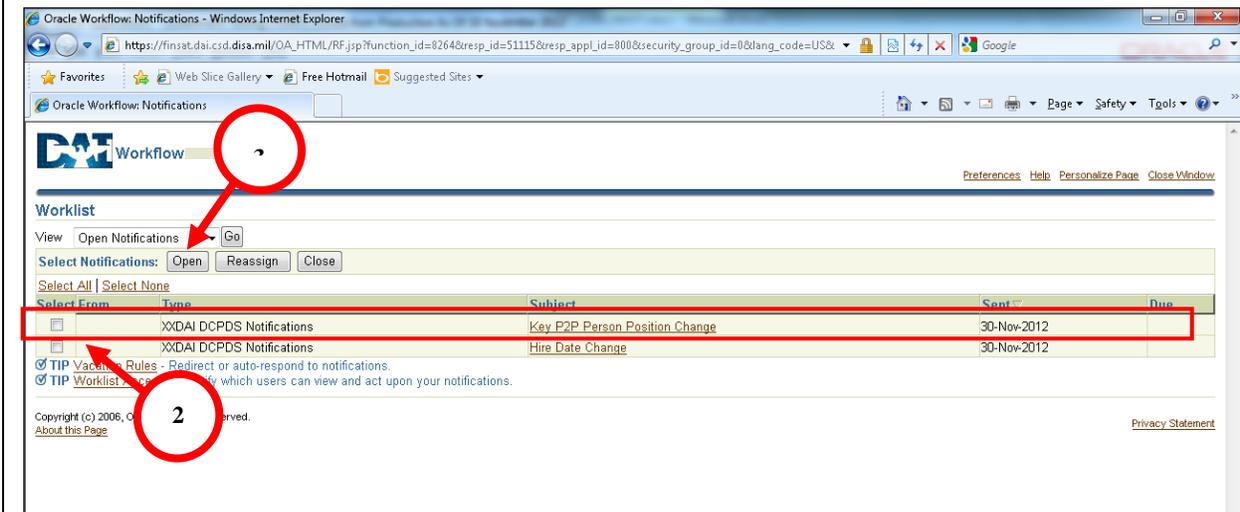


Termination Notification

1. Start the task using the following responsibility and menu path to open the **DAI Worklist** screen:
Responsibility: HR Interface Administrator – Agency
Menu Path: HR Interface Administrator → Advanced Worklist



DAI Worklist

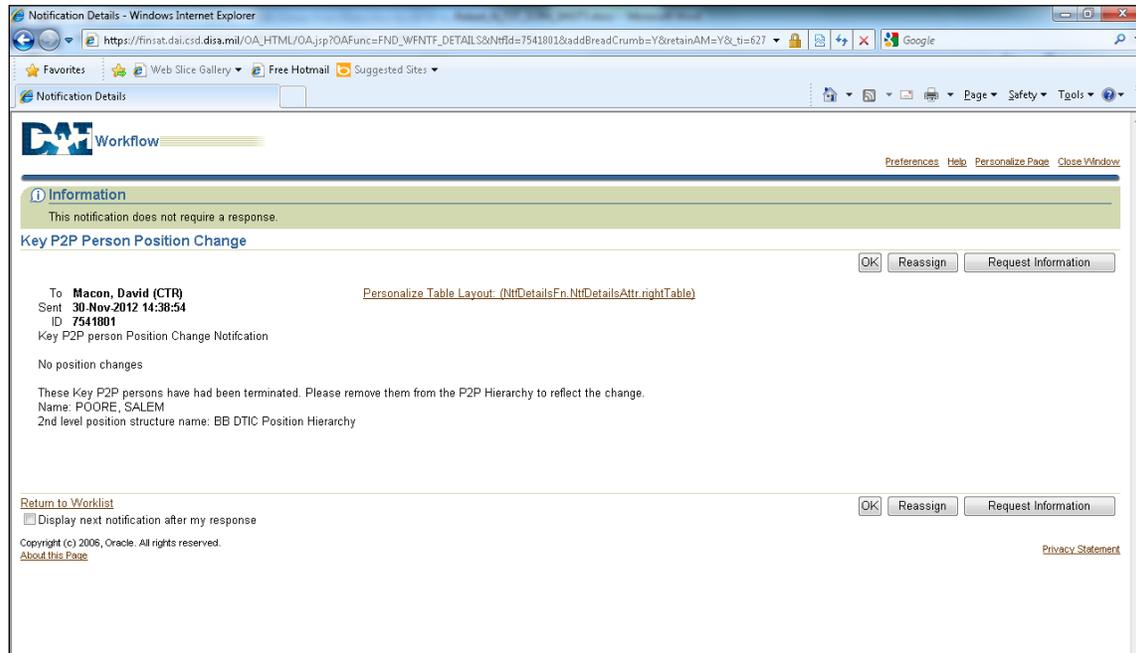


2. Click the **Select** checkbox to select a notification or click on the subject line.
3. Click the **Open** button to view the selected notification(s).



Termination Change

In this example, the person was Terminated. The HR Interface Administrator must contact the appropriate person to update the P2P Hierarchy (if the agency is using the Position Hierarchy for P2P Approvals). They must also follow their agency business process rules when an employee terminates the agency (eg. Notify the DAI PMO Helpdesk to end-date the user record).



Result

Congratulations! You have successfully reviewed the Termination Notification.