**ERS Interface Specification version 6.0 - May 2020**

This document describes the format of each of the interface files that will be input to the Effort Reporting System (ERS). The interface files share these common characteristics:

* Sequential “flat files”
* All data values converted to character
* Dates converted to CHAR(10) using MM/DD/YYYY format
* Encoding converted as required by platforms (e.g., EBCDIC to ASCII if going from MVS to Unix)

For the purposes of this specification, a format of “NOT NULL” means that a value must be present in the interface file, otherwise the value may be null, represented as a series of spaces or blank characters of the appropriate length.

These interface files are expected to be loaded into ERS on a recurring basis, based on campus processing schedules. For ERS processing purposes, the recommendation is that PPS Interface files be created and loaded after each payroll compute. Campus financial system interface files should be loaded to be in sync with the PPS interface files.

Specifics for each interface file

ERS/PPS Interface File: This file will be produced by a program that will be added to the PPS Base System. It will accept sequential PAR files from an individual compute or a monthly consolidated PAR file.

Financial Systems Interface File: This is a required interface file. This file is expected to be produced from the campus financial system, contracts and grants system, or a combination of both. The file should contain a complete list of all FAU’s on the campus chart of accounts *that will be used for payroll funds*. See page 5 for additional details on the data required for this file.

Departments Interface File: This is a required interface file. The organizational hierarchy is used in multiple parts of the ERS system including: display of employee department information on the effort report, and associating projects and funds with the departments that are responsible for them.

Cost Sharing Interface File: This is an optional interface file. If present, cost sharing commitments will be associated with the employee and presented on the Effort Report as a default value. If this interface file is not loaded, employees can still enter cost sharing percents on the effort report manually.

User Interface File: This is an optional interface file for campuses that have an integrated authentication system which provides employee ID and email address to the application. For campuses using the ERS internal logon mechanism, this interface file is required to associate authentication IDs with employee IDs for users of the ERS system.

Org/Dept Interface File: This is an optional interface file. When using the decentralized security administration feature, this table provides a mapping between the financial system’s organization code hierarchy, loaded via the DEPT interface file, and the Payroll/Personnel system Home Department code table. This mapping is required to allow

departmental security administrators, who administer security based on an organization code, to create permissions based on PPS Home Department code.

ProjectAlt/User Interface File: This is an optional interface file. This file allows you to pre-build searches for employees, based on the Project\_Alt\_ID column in the FS file. For each unique value found in this column, the job will build a search and associate it with the login ID supplied in this file for that Project\_Alt\_ID value.

Pilot Participant: This is an optional file that designates reporting periods as pilot periods. Only the employees listed in the file for a given period will have reports generated and late pay applied for each pilot period. You can turn off a participant entered previously in error by setting the Active\_Ind to N.

Without Salary (WOS) Employee Interface File: This is an optional interface file. This file is used to load WOS employees who need to be able to access and certify effort reports for others. Since PAR records exist only for employees who receive pay, this interface will load WOS employees into the ERS database.

Account PI Interface File: This is an optional interface file. This file is used to load account PI and project Id relationship. This information is used to generate MyCertifications search list.

Location Interface File: This is an optional interface file. This file is used to load location codes and location names relationship. This information is used for generating campus level compliance reports.

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| **ERS/PPS Interface File** | | | | Record length: 223 characters | |  |  |
| **Field name** | **Format** | | | **DB2 Source** | **DB2 Type** | **DE Number** | **Comments** |
| Pay\_Cycle\_End\_Date | CHAR(10) 1-10 | NOT | NULL | PPPERN.PAY\_CYCLE\_END\_DATE | DATE | PAR0140 | Convert DATE to CHAR(10) Format (mm/dd/yyyy) |
| Pay\_Cycle\_Code | CHAR(2) 11-12 | NOT | NULL | PPPERN.PAY\_CYCLE\_CODE | CHAR | PAR0190 |  |
| Employee\_ID | CHAR(9) 13-21 | NOT | NULL | PPPERN.EMPLOYEE\_ID | CHAR | PAR0120 |  |
| Record\_Type | CHAR(2) 22-23 | NOT | NULL | PPPERN.RECORD\_TYPE | CHAR | PAR0280 |  |
| Pri\_Gross\_Ctl | CHAR(3) 24-26 | NOT | NULL | PPPERN.PRI\_GROSS\_CTL | CHAR | PAR0130 |  |
| Entry\_Seq\_No | CHAR(4) 27-30 | NOT | NULL | PPPERN.ENTRY\_SEQ\_NO | SMALLINT |  | Convert to CHAR(4) |
| Emp\_Name | CHAR(26) 31-56 | NOT | NULL | PPPEUD.EMP\_NAME | CHAR | PAR0571 |  |
| Home\_Dept | CHAR(6) 57-62 | NOT | NULL | PPPEUD.HOME\_DEPT | CHAR | PAR0720 |  |
| Home\_Dept\_Name | CHAR(30) 63-92 | NOT | NULL | PPPHME.HME\_DEPT\_NAME | CHAR | HME1000 | Lookup based on above |
| ERN\_FAU | CHAR(30) 93-122 | NOT | NULL | PPPERN.ERN\_FAU | CHAR |  | (Not currently defined in the PAR data dictionary) |
| Trans\_Code | CHAR(2) 123-124 | NOT | NULL | PPPERN.TRANS\_CODE | CHAR | PAR3590 |  |
| Pay\_Sched\_Code | CHAR(1) 125 | NOT | NULL | PPPERN.PAY\_SCHED\_CODE | CHAR | PAR3140 |  |
| Rate\_Type\_Code | CHAR(1) 126 | NOT | NULL | PPPERN.RATE\_TYPE\_CODE | CHAR | PAR3300 |  |
| Pay\_Per\_End\_Date | CHAR(10) 127-136 | NOT | NULL | PPPERN.PAY\_PER\_END\_DATE | DATE | PAR3750 | Convert DATE to CHAR(10) Format (mm/dd/yyyy) |
| Paid\_Hours | CHAR(7) 137-143 | NOT | NULL | PPPERN.PAID\_HOURS | DECIMAL(5,2) | PAR3980 | Convert to CHAR(6) |
| Paid\_Amount | CHAR(9) 144-152 | NOT | NULL | PPPERN.PAID\_AMT | DECIMAL(7,2) | PAR3990 | Convert to CHAR(9) |
| Paid\_Percent | CHAR(7) 153-159 | NOT | NULL | PPPERN.PAID\_PERCENT | DECIMAL(5,4) | PAR4000 | Convert to CHAR(6) |
| Pay\_Rate | CHAR(11) 160-170 | NOT | NULL | PPPERN.DIST\_PAYRATE | DECIMAL(9,4) | PAR3260 | Convert to CHAR(11) |
| Title\_Code | CHAR(4) 171-174 | NOT | NULL | PPPERN.TITLE\_CODE | CHAR | PAR3846 |  |

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| TC\_Name | CHAR(30) 175-204 | NOT | NULL | PPPTCI.TCI\_TITLE\_NM\_ABBRV | CHAR | TCT1120 | Lookup based on Title\_Code, above |
| TC\_Pers\_Pgm\_Code | CHAR(1) 205 | NOT | NULL | PPPTCI.TCI\_PERSONL\_PGM\_CD | CHAR | TCT1050 | Lookup based on Title\_Code, above |
| TC\_Exempt\_Code | CHAR(1) 206 | NOT | NULL | PPPTSL.TSL\_OVRTM\_EXMPT\_CD | CHAR | TCT3360 | Lookup based on Title\_Code, above |
| TC\_Acad\_Appt\_Basis | CHAR(1) 207 | NOT | NULL | PPPTPA.TPA\_ACAD\_APPT\_BAS | CHAR | TCT2180 | Lookup based on Title\_Code, above |
| TC\_Acad\_Pay\_Period | CHAR(1) 208 | NOT | NULL | PPPTPA.TPA\_ACAD\_PAY\_PERD | CHAR | TCT2190 | Lookup based on Title\_Code, above |
| Dist\_DOS | CHAR(3) 209d-211 | NOT | NULL | PPPERN.DIST\_DOS | CHAR | PAR3870 |  |
| DOS\_Time\_Code | CHAR(1) 212 | NOT | NULL | PPPDOS.DOS\_TIME\_CODE | CHAR | DOS8500 | Lookup based on Dist\_DOS, above |
| DOS\_Pay\_Category | CHAR(1) 213 | NOT | NULL | PPPDOS.DOS\_PAY\_CATEGORY | CHAR | DOS1600 | Lookup based on Dist\_DOS, above |
| Ern\_Derived\_Pct | CHAR(7) 214-220 | NOT | NULL | PPPERN.ERN\_DERIVED\_PCT | DECIMAL(5,4) | PAR0343 | Convert to CHAR(11) |
| Class-ttl-outline | CHAR(3) 221-223 | NOT | NULL | PPPERN.CLASS\_TITLE\_OUTLINE | CHAR | PAR4003 | Lookup based on Title Code |

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|  | **ERS/UCPATH I1-129 Interface File** | | | | Record length: variable, pipe delimited | | |
| **Col** | **Field name** | **Format** | | | **LaborLedger Column** | **I-129 Column** | **Comments** |
| 0 | Pay\_Cycle\_Code | CHAR(1) | NOT | NULL | RUN\_ID (Pay Cycle) | tokens[0] |  |
| 1 | Pay\_Cycle\_End\_Date | CHAR(10) | NOT | NULL | RUN\_ID (Pay Cycle End Date) | tokens[1] | mm/dd/yyyy |
| 2 | Pay\_Sched\_Code | CHAR(1) | NOT | NULL | RUN\_ID(Pay Schedule) | tokens[2] |  |
| 3 | Employee\_ID | CHAR(11) | NOT | NULL | EMPLID | tokens[3] | UCPATH ID may be < 9 digit |
| 4 | Record\_Type | CHAR(2) | NOT | NULL | EMPL\_CLASS | tokens[4] |  |
| 5 | Emp\_Name | CHAR(26) | NOT | NULL | LAST-FIRST-MIDDLE-SUFFIX | tokens[5] |  |
| 6 | Home\_Dept | CHAR(10) | NOT | NULL | UC\_HOME\_DEPT\_CD | tokens[6] | changed 6 digit to 10 digit |
| 7 | Home\_Dept\_Name | CHAR(30) | NOT | NULL | DEPT\_DESCR | tokens[7] | PPS=30, ERSHomeDept=50 |
| 8 | ERN\_FAU | CHAR(30) | NOT | NULL | Concat from table PS\_UC\_LL\_SAL\_DTL | tokens[8] |  |
| X | Trans\_Code (not in I-129) | CHAR(2) | NOT | NULL | N/A | N/A | No I-129 mapping |
| 9 | Rate\_Type\_Code | CHAR(1) | NOT | NULL | UC\_PAY\_BASIS | tokens[9] |  |
| 10 | Pay\_Per\_End\_Date | CHAR(10) | NOT | NULL | PAY\_END\_DT | tokens[10] | mm/dd/yyyy |
| 11 | Paid\_Hours | DECIMAL(5,2) | NOT | NULL | HOURS1 | tokens[11] |  |
| 12 | Paid\_Amount | DECIMAL(7,2) | NOT | NULL | MONETARY\_AMOUNT | tokens[12] |  |
| 13 | Cap\_Rate | DECIMAL(9,4) | NOT | NULL | COMPRATE | tokens[13] |  |
| 14 | Pay\_Rate | DECIMAL(9,4) | NOT | NULL | PAYRATE | tokens[14] |  |
| 15 | Title\_Code | CHAR(6) | NOT | NULL | JOBCODE | tokens[15] |  |

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| 16 | TC\_Name | CHAR(30) | NOT | NULL | JOBCODE\_DESCR | tokens[16] |  |
| 17 | TC\_Pers\_Pgm\_Code | CHAR(1) | NOT | NULL | UC\_PRSNNEL\_PRG\_CD | tokens[17] | Acad\_Appt\_Ind |
| 18 | TC\_Exempt\_Code | CHAR(1) | NOT | NULL | FLSA\_STATUS | tokens[18] |  |
| 19 | TC\_Acad\_Appt\_Basis | CHAR(1) | NOT | NULL | UC\_BAS\_PDOVR\_CD | tokens[19] |  |
| 20 | TC\_Acad\_Pay\_Period | CHAR(1) | NOT | NULL | UC\_BAS\_PDOVR\_CD | tokens[20] |  |
| 21 | Ern\_Derived\_Pct | DECIMAL(5,4) | NOT | NULL | UC\_DRV\_EFT\_PCT | tokens[21] |  |
| 22 | Class\_Title\_Outline | CHAR(3) | NOT | NULL | UC\_CTO\_OS\_CD | tokens[22] |  |
| 23 | RUN\_ID | VARCHAR2(10) |  |  | RUN\_ID | tokens[23] |  |
| 24 | EMPL\_RCD | INTEGER(10) |  |  | EMPL\_RCD | tokens[24] |  |
| 25 | EFFDT | CHAR(10) |  |  | EFFDT | tokens[25] | mm/dd/yyyy |
| 26 | EFFSEQ | INTEGER(10) |  |  | EFFSEQ | tokens[26] |  |
| 27 | OFF\_CYCLE | VARCHAR2(1) |  |  | OFF\_CYCLE | tokens[27] |  |
| 28 | UC\_RUN\_ID\_EARN | VARCHAR2(10) |  |  | UC\_RUN\_ID\_EARN | tokens[28] |  |
| 29 | UC\_ADDL\_SEQ | VARCHAR2(10) |  |  | UC\_ADDL\_SEQ | tokens[29] |  |
| 30 | JOURNAL\_ID | VARCHAR2(10) |  |  | JOURNAL\_ID | tokens[30] |  |
| 31 | JOURNAL\_LINE | VARCHAR2(10) |  |  | JOURNAL\_LINE | tokens[31] | UCPATH = INTEGER(9) |
| 32 | BUSINESS\_UNIT | VARCHAR(5) |  |  | BUSINESS\_UNIT | tokens[32] |  |
| 33 | DOS\_Time\_Code | CHAR(2) | NOT | NULL | UC\_TIME\_CD | tokens[33] |  |
| 34 | DOS\_Pay\_Category | CHAR(2) | NOT | NULL | UC\_PY\_CAT\_CD | tokens[34] |  |
| 35 | RESTATEMENT | CHAR(2) | NOT | NULL | RESTATEMENT | token[35] |  |
| 36 | BUDGET\_REF | VARCHAR(8) | NOT | NULL | BUDGET\_REF | token[36] | "Over The Cap" indicator - not in ERSEarnings |
| 37 | PAID\_PERCENT | DECIMAL(7,4) | NOT | NULL | PAID\_PERCENT | token[37] |  |
| 38 | JOURNAL\_LINE | VARCHAR2(10) |  |  | JOURNAL\_LINE | tokens[38] | UCPATH = INTEGER(9) |

**Financial Systems Interface File – ERS 11.0 B006 and earlier – May 2020**

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| **Financial Systems Interface File** | | | | Record Length: 660 + [Number of Co\_PI\_Emp\_IDs \* 9] characters | |  |
| **Column name** | **Format Pos** | | | **Possible Values** | **Interpretation** | **Comments** |
| FAU | CHAR(30) 1-30 | NOT NULL | |  |  | FAU (Full Accounting Unit) from Payroll transactions  Searchable via the Funds tab. |
| Project\_ID | CHAR(30) 31-60 |  | |  |  | A unique identifier required to group multiple FAUs related to the same project on the sponsored project line of the effort report.  This value can be a combination of elements of the FAU such as Account- Fund, or just the Fund, or another campus project identifier.  Not required to be present on the record unless Cert\_Reqd\_Ind = Y or Sponsored\_Ind = Y. Should always be blank when Sponsored\_Ind = N.  If a Project ID is not available in any campus system, the full FAU may be used as the Project ID. |
| Sponsored\_Ind | CHAR(1) 61 | NOT | NULL | Y, N | Y – FAU contains sponsored funds  N – FAU does not contain sponsored funds |  |
| Fed\_Fund\_Ind | CHAR(1) 62 | NOT | NULL | Y, N | Y – FAU contains Federal funds  N – FAU does not contain Federal funds | Not currently used for effort report generation but may be used for ad-hoc reporting to isolate funds that require certification but are not federal funds. |
| Cert\_Reqd\_Ind | CHAR(1) 63 | NOT | NULL | Y, N | Y – Funds require certification of effort N – Funds do not require certification | Implies a value of ‘Y’ in Sponsored\_Ind, above. |
| Effective\_Date | CHAR(10) 64-73 |  | |  |  | Date that this FAU was last updated. May be blank for new records.  If the effective date is newer than the value on a matching record, the funding source will be updated with the new values. If the effective date is blank or older than a matching record, the record will be ignored.  Format: mm/dd/yyyy |

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| Account\_Org\_ID | CHAR(6) 74-79 |  |  |  | Organizational unit that administers the account portion of the funding source.  Refers to the data loaded from the Departments interface file (org\_id column). |
| Fund\_Org\_ID | CHAR(6) 80-85 |  |  |  | Organizational unit that administers the fund portion of the funding source.  Refers to the data loaded from the Departments interface file (org\_id column). |
| PI\_Emp\_ID | CHAR(9) 86-94 |  |  |  | Principal Investigator Employee ID |
| Sponsor\_Code | CHAR(10) 95-104 |  |  |  | Sponsoring Agency Code – for ad-hoc reporting. Not displayed in ERS. |
| Sponsor\_Name | CHAR(90) 105-194 |  |  |  | Sponsoring Agency Name – for display and reporting. |
| Contract\_Nbr | CHAR(30) 195-224 |  |  |  | Contract Number (Agency #) – for display and search.  Searchable via the Projects tab. |
| Project\_Name | CHAR(135) 225-359 |  |  |  | Project Name – for display and search.  This name will be displayed on the effort report for each sponsored project and should correspond to the value used for the Project\_ID “groupifier” field. Searchable via the Projects tab. |
| Project\_ID\_Alt | CHAR(50) 360-409 |  |  |  | Alternate Project ID - for display and reporting.  Will be used for the sponsored project line tooltip. May contain a project ID from the campus contracts and grants system. |
| Project\_Name\_Alt | CHAR(200) 410-609 |  |  |  | Alternate Project Name - for display and reporting. (Was Fund\_Desc)  Will be used for the sponsored project line tooltip. May contain an alternate project name from the campus contracts and grants system. |
| Fund\_Name | CHAR(50) 610-659 |  |  |  | Fund Name (Fund Title) – for display and search.  The name of the fund or funding source. Searchable via the Funds tab. |

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| FAU\_Reused\_Flag | CHAR(1) 660 |  | Y, blank |  | Value ‘Y’ indicates that this FAU was previously used for a different project. Once this flag is set, any new payroll activity will be treated as a new sponsored project on effort reports generated after this point. |
| Co\_PI\_Emp\_ID | CHAR(9) 661-669 |  |  |  | Co-Principal Investigator Employee ID (This value is Optional. Also if present, multiple Co\_PI\_Emp\_IDs can be possible.) |

**Financial Systems Interface File – ERS 11.0 B007 and later – May 2020**

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| **Financial Systems Interface File** | | | | **Record Length: 668 + [Number of Co\_PI\_Emp\_IDs \* 9] characters** | |  |
| **Column name** | **Format Pos** | | | **Possible Values** | **Interpretation** | **Comments** |
| FAU | CHAR(30) 1-30 | NOT NULL | |  |  | FAU (Full Accounting Unit) from Payroll transactions  Searchable via the Funds tab. |
| Project\_ID | CHAR(30) 31-60 |  | |  |  | A unique identifier required to group multiple FAUs related to the same project on the sponsored project line of the effort report.  This value can be a combination of elements of the FAU such as Account- Fund, or just the Fund, or another campus project identifier.  Not required to be present on the record unless Cert\_Reqd\_Ind = Y or Sponsored\_Ind = Y. Should always be blank when Sponsored\_Ind = N.  If a Project ID is not available in any campus system, the full FAU may be used as the Project ID. |
| Sponsored\_Ind | CHAR(1) 61 | NOT | NULL | Y, N | Y – FAU contains sponsored funds  N – FAU does not contain sponsored funds |  |
| Fed\_Fund\_Ind | CHAR(1) 62 | NOT | NULL | Y, N | Y – FAU contains Federal funds  N – FAU does not contain Federal funds | Not currently used for effort report generation but may be used for ad-hoc reporting to isolate funds that require certification but are not federal funds. |
| Cert\_Reqd\_Ind | CHAR(1) 63 | NOT | NULL | Y, N | Y – Funds require certification of effort N – Funds do not require certification | Implies a value of ‘Y’ in Sponsored\_Ind, above. |
| Effective\_Date | CHAR(10) 64-73 |  | |  |  | Date that this FAU was last updated. May be blank for new records.  If the effective date is newer than the value on a matching record, the funding source will be updated with the new values. If the effective date is blank or older than a matching record, the record will be ignored.  Format: mm/dd/yyyy |

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| Account\_Org\_ID | **CHR(10) 74-83**  **changed** |  |  |  | Organizational unit that administers the account portion of the funding source.  Refers to the data loaded from the Departments interface file (org\_id column). |
| Fund\_Org\_ID | **CHR(10) 84-93**  **changed** |  |  |  | Organizational unit that administers the fund portion of the funding source.  Refers to the data loaded from the Departments interface file (org\_id column). |
| PI\_Emp\_ID | CHAR(9) 94-102 |  |  |  | Principal Investigator Employee ID |
| Sponsor\_Code | CHAR(10) 103-112 |  |  |  | Sponsoring Agency Code – for ad-hoc reporting. Not displayed in ERS. |
| Sponsor\_Name | CHAR(90) 113-202 |  |  |  | Sponsoring Agency Name – for display and reporting. |
| Contract\_Nbr | CHAR(30) 203-232 |  |  |  | Contract Number (Agency #) – for display and search.  Searchable via the Projects tab. |
| Project\_Name | CHAR(135) 233-367 |  |  |  | Project Name – for display and search.  This name will be displayed on the effort report for each sponsored project and should correspond to the value used for the Project\_ID “groupifier” field. Searchable via the Projects tab. |
| Project\_ID\_Alt | CHAR(50) 368-417 |  |  |  | Alternate Project ID - for display and reporting.  Will be used for the sponsored project line tooltip. May contain a project ID from the campus contracts and grants system. |
| Project\_Name\_Alt | CHAR(200) 418-617 |  |  |  | Alternate Project Name - for display and reporting. (Was Fund\_Desc)  Will be used for the sponsored project line tooltip. May contain an alternate project name from the campus contracts and grants system. |
| Fund\_Name | CHAR(50) 618-667 |  |  |  | Fund Name (Fund Title) – for display and search.  The name of the fund or funding source. Searchable via the Funds tab. |

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| FAU\_Reused\_Flag | CHAR(1) 668 |  | Y, blank |  | Value ‘Y’ indicates that this FAU was previously used for a different project. Once this flag is set, any new payroll activity will be treated as a new sponsored project on effort reports generated after this point. |
| Co\_PI\_Emp\_ID | CHAR(9) 669-677 |  |  |  | Co-Principal Investigator Employee ID (This value is Optional. Also if present, multiple Co\_PI\_Emp\_IDs can be possible.) |

# Identifying Funds That Require Certification of Effort

The Financial Systems interface file should list each FAU on the campus chart of accounts *that will be used for payroll funds*. If an FAU will never contain payroll funds and can be identified as such by object code or subaccount, then this FAU may be omitted from the interface file. Certain FAU’s which are used to pay employees will require certification of effort. The interface record has three indicator fields which tell ERS how to treat the payroll activity – specifically, whether and where to include it on the effort report. The three indicators for each fund on the ERS interface file are:

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| Sponsored Indicator | Y, | N, | blank | ‘Y’ - the fund contains funds from a contract, grant cooperative agreement | or | other |
| Federal Funds Indicator | Y, | N, | blank | ‘Y’ – the funding source is the US Government | | |
| Certification Required Indicator | Y, | N, | blank | ‘Y’ – the funding source requires effort reporting | | |

The data elements needed to set the indicators in the ERS interface file are part of the Corporate Account/Fund Profile (CAFP) specification. Therefore, these elements should be available in the campus financial system that is used to prepare input to CAFP. The primary determinants are FUND GROUP CODE and FLOW THROUGH CODE. For the complete CAFP specification see: <https://data.ucop.edu/subject-area/financial-assets/caf.html>

Sponsored Indicator (field Sponsored\_Ind)

Funds with Fund Group codes that identify contracts, grants and cooperative agreements from any source should be treated as sponsored funds. This includes private restricted grants and contracts, and clinical drug trials.

Currently these fund groups are: **406210**, **406310** (federal); **404210** (state); **405210** (local govt); **408300,408410,408420**

(private/restricted).

All funds with one of these Fund Group codes should have the Sponsored Indicator set to 'Y' in the ERS interface file. Fund groups containing “overhead clearing accounts” such as 406220, 406320, 408430 should **not** be flagged as sponsored funds.

Federal Fund Indicator (field Fed\_Fund\_Ind)

Certain Fund Group codes identify federal funds. Funds in these Fund Groups should have the Federal Funds Indicator set to 'Y' in the ERS interface file. Currently these fund groups are: **406210** and **406310**.

Certification Required Indicator (field Cert\_Reqd\_Ind)

Certain Fund Group codes identify federal funds. Funds in these Fund Groups should have the Certification Required Indicator set to 'Y' in the ERS interface file. Currently these fund groups are: **406210** and **406310**.

If sponsored funds from a non-Federal source require certification of effort, and the campus decides to use the Effort Reporting System to produce the effort reports, then the Certification Required Indicator must be set to ‘Y’ in the ERS interface file for these non-Federal funds as well.

Examination of the Flow-Through-Code

In addition to the rules above, any other funds, regardless of Fund Group code, that have Flow Through Code value of '2' or '3' are considered federal funds and should have the Sponsored Indicator set to 'Y', Federal Funds Indicator set to 'Y', and the Certification Required Indicator set to 'Y' in the ERS interface file.

Note that CAFP edits will normally insure that the Flow Through Code is set consistently for the Fund Group code, however we recommend that this additional check be included in the procedures used to prepare the ERS interface file.

**NOTE: As of this version of the interface specification, discussion is underway to expand the list of values for Flow- Through-Code and Award-Type in the CAFP to allow the flag settings on the ERS interface file to be more readily determined. These notes will be revised once the final CAFP changes have been specified.**

Principal Investigators

Place the employee ID of the PI for the project at positions 86-94. This is the same position it occupied pre-Release

8.1. For any number of co-PIs, append each employee ID to the end of the line. The test for validity of an FS line is now at least 660 chars, and if > 660, then the difference must be evenly divisable by 9 (length of an employee ID). (660 + [Number of Co\_PI\_Emp\_IDs \* 9] or ([line length] -660 ) % 9 == 0.)

**Department Interface – (ERSOrganization Table) ERS 11.0 B006 and earlier – May 2020**

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| --- | --- | --- | --- | --- | --- |
| **Departments Interface File** | | | Record Length: 42 characters | |  |
| **Column name** | **Format** | | **Possible Values** | **Interpretation** | **Comments** |
| Org\_ID | CHAR(6) 1-6 | NOT NULL |  |  | Organization (department) code—must be unique. |
| POrg\_ID | CHAR(6) 7-12 |  |  |  | Parent organization (department) code |
| Org\_Name | CHAR(30) 13-42 | NOT NULL |  |  | Organizational unit name |

**Department Interface – (ERSOrganization table) ERS 11.0 B007 and later – May 2020**

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| --- | --- | --- | --- | --- | --- |
| **Departments Interface File** | | | **Record Length: 50 characters** | |  |
| **Column name** | **Format** | | **Possible Values** | **Interpretation** | **Comments** |
| Org\_ID | **CHR(10)**  **1-10**  **(changed)** | NOT NULL |  |  | Organization (department) code—must be unique. |
| POrg\_ID | **CHR(11)**  **11-20**  **(changed)** |  |  |  | Parent organization (department) code |
| Org\_Name | CHAR(30) 21-50 | NOT NULL |  |  | Organizational unit name |

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| --- | --- | --- | --- | --- | --- | --- |
| **Cost Sharing Interface File** | | | | Record Length: 66 characters | |  |
| **Column name** | **Format** | | | **Possible Values** | **Interpretation** | **Comments** |
| FAU | CHAR(30) 1-30 | NOT | NULL |  |  | FAU on which this cost sharing commitment was made.  **This value must match the FAU provided on the Financial Systems interface file.** |
| Employee\_ID | CHAR(9) 31-39 | NOT | NULL |  |  | Employee ID for which this cost sharing commitment applies. |
| Start\_Date | CHAR(10) 40-49 | NOT | NULL |  | MM/DD/YYYY | Date that the cost sharing commitment began or will begin. |
| End\_Date | CHAR(10) 50-59 | NOT | NULL |  | MM/DD/YYYY | Date that the cost sharing commitment ended or will end.  During generate, ERS will select only cost sharing records to apply to an effort report when the period defined by the Start Date and End Date overlaps the reporting period. |
| Cost\_Sharing\_Pct | CHAR(6) 60-65 | NOT | NULL |  | Percentage | Committed cost sharing percentage, for this employee, for this FAU, that will be applied to any reporting period  Format: Decimal(6,2) No sign, no decimal point, leading zeroes |
| Active\_Ind | CHAR(1) 66 | NOT | NULL |  | Y – This commitment is active  N – This commitment is no longer active | Use this field to deactivate commitments entered in error, etc. ERS will not apply inactive commitments to any report. |

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| **User Interface File** | | | Record Length: 189 characters | |  |
| **Column name** | **Format** | | **Possible Values** | **Interpretation** | **Comments** |
| Authentication\_ID | CHAR(60) 1-60 | NOT NULL |  |  | Logon ID for ERS, or identity as defined by the external authentication system. |
| Employee\_ID | CHAR(9) 61-69 |  |  |  | Employee ID associated with this authentication ID, if user is an employee. |
| Email\_Address | CHAR(60) 70-129 |  |  |  | Email address associated with this authentication ID. If missing, the user associated with the authentication ID will not be able to participate in the Notification features of the ERS, nor be able to reset their password. |
| Friendly\_Name\_Last | CHAR(30) 130-159 |  |  |  | A displayable version of the user’s name. |
| Friendly\_Name\_First | CHAR(30) 160-189 |  |  |  |  |

**Org Department Interface (ERSOrgDept Table)**

The Org Department Interface is required when user security/permissions are granted by org resource.

This interface provides the list of org resources that can be assigned to a user when org security is needed.

In ERSConfig.xml set the following flag to true to use and org / parent org security hierarchy.

<load-org-flat>true</load-org-flat>

Most campuses do not use org / parent org hierarchy as part of their security scheme and can set the ERSConfig.xml load-org-flat flag to false. The Org Department interface is then not used.

**Org Department Interface – ERS 11.0 B006 and earlier – May 2020**

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| **Org/Dept Interface File** | | | Record Length: 12 characters | |  |
| **Column name** | **Format** | | **Possible Values** | **Interpretation** | **Comments** |
| Org\_ID | CHAR(6) 1-6 | NOT NULL |  |  | Organizational unit, as defined in the DEPT interface |
| Dept\_ID | CHAR(6) 7-12 | NOT NULL |  |  | PPS Home Department code associated with this Org\_ID. Matched against the Home Department code from the employee’s earnings records in the PPS Interface. |

**Org Department Interface – ERS 11.0 B007 and later – May 2020**

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| **Org/Dept Interface File** | | | Record Length: 20 characters | |  |
| **Column name** | **Format** | | **Possible Values** | **Interpretation** | **Comments** |
| Org\_ID | CHR(10) 1-10 | NOT NULL |  |  | Organizational unit ID, as defined in the DEPT interface |
| Dept\_ID | CHR(10) 11-20 | NOT NULL |  |  | PPS Home DepartmentID associated with this Org\_ID. Matched against the Home Department code from the employee’s earnings records in the PPS Interface. |

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| **ProjectAlt/User Interface File** | | | Record Length: 110 characters | |  |
| **Column name** | **Format** | | **Possible Values** | **Interpretation** | **Comments** |
| Project\_ID\_Alt | CHAR(50) 1-50 | NOT NULL |  |  | Alternate Project ID - for display and reporting.  Will be used for the sponsored project line tooltip. May contain a project ID from the campus contracts and grants system. |
| Authentication\_ID | CHAR(60) 51-110 | NOT NULL |  |  | Logon ID for ERS, or identity as defined by the external authentication system. |

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| **Pilot Period Interface File** | | | Record Length: 14 characters | |  |
| **Column name** | **Format** | | **Possible Values** | **Interpretation** | **Comments** |
| Period\_ID | CHAR(4) 1-4 | NOT NULL |  | integer | Must match an existing reporting period ID already created in the ERS system.  Marks the period as a pilot one. Must be left padded with either zeroes or blanks. |
| Employee\_ID | CHAR(9) 5-13 | NOT NULL |  |  | PPPERN.EMPLOYEE\_ID, employee must already exist in the ERS system.  Indicates an employee that is part of the pilot period (i.e. the employee will have a report generated if required, etc.) |
| Active\_Ind | CHAR(1) 14 |  | Y, N, Blank | Blank interpreted as Y. | Value set to ‘N’ removes the employee from pilot participation in the specified period. |

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| **WOS Employee Interface File** | | | Record Length: 41 characters | |  |
| **Column name** | **Format** | | **Possible Values** | **Interpretation** | **Comments** |
| Employee\_ID | CHAR(9) 1-9 | NOT NULL |  |  | Employee Id. Must be 9 character numeric value. |
| Home\_Dept | CHAR(6) 10-15 | NOT NULL |  |  | Employee home department. Must exist in the ERS department table. This field must be right justified. |
| Emp\_Name | CHAR(26) 16-41 | NOT NULL |  |  | Employee name |

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| **Account\_PI Interface File** | | | Record Length: 39 characters | |  |
| **Column name** | **Format** | | **Possible Values** | **Interpretation** | **Comments** |
| PI\_Employee\_ID | CHAR(9) 1-9 | NOT NULL |  |  | Employee Id of the PI associated with the project. Must be 9 character numeric value. |
| Project\_ID | CHAR(30) 10-39 |  |  |  | A unique identifier required to group multiple FAUs related to the same project on the sponsored project line of the effort report. |
| Action\_Code | CHAR(1) |  | ‘D’ or Blank | Any value other than ‘D’ is interpreted as Blank | ‘D’ = Remove the PI as account PI for the project  Blank = Add the PI as account PI for the project  Note: If the config option “one-account- pi-per-project” is set to true, adding a PI as account PI will remove other PIs as account PIs for that project, if any found. |

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| **Location Interface File** | | | Record Length: 76 characters | |  |
| **Column name** | **Format** | | **Possible Values** | **Interpretation** | **Comments** |
| Location Code | CHAR(1) 1-1 | NOT NULL |  |  | Location code. Must be 1 character alphanumeric unique value. |
| Location Name | CHAR(75) 2-76 | NOT NULL |  |  | Corresponding location name up to 75 characters. |

**NOTE: This interface file should be loaded in its entirety. Any existing location code/name will be purged from the database as part of this interface file processing.**

**Change Log**

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| **Version** | **Date** | **Changes** |
| 6.1 | 07/26/23 | Updated the link to determining the Corporate Account / Fund Profile. |
| 6.0 | 05/15/20 | Expanded Department Interface & ORG Interface ORG & PORG to 10 char  Added UCPATH I-129 interface specification for UCPATH ERS 11.0 implementation |
| 5.0 | 03/12/17 | Added UCPATH I-129 interface specification for UCPATH ERS 11.0 implementation |
| 4.7 | 05/25/12 | Added Action\_Code to Account PI Interface file layout |
| 4.6 | 02/08/12 | Added new Location Interface file layout |
| 4.5 | 02/23/11 | Added new Account PI Interface file layout |
| 4.4 | 10/16/09 | Add class-title-outline column to PAR file spec |
| 4.3 | 12/22/08 | Add pilot record specification  Added new WOS Employee Interface file layout |
| 4.2 | 9/22/08 | CS file definition change. (Add Active\_Ind.) |
| 4.1 | 7/27/07 | FS file definition change. (PI Normalization) |
| 4.0 | 5/15/07 | Added ProjectAltUser file layout for SponsoredProject Search Interface. |
| 3.0 | 9/18/06 | Added ORGDEPT file layout |
| 2.9 | 7/25/06 | Revise FS to remove acceptable value “blank” for Cert\_Reqd\_Ind and others |
| 2.8 | 2/10/06 | Revise descriptions on FS interface for further clarity. Add field position numbers to FS file format description. |
| 2.7 | 12/6/2005 | FS: Revised field descriptions for clarity. Added Project\_ID\_Alt. Renamed Fund\_Desc to Project\_Name\_Alt. Expanded Sponsor\_Code. |
| 2.6 | 10/3/2005 | Corrected record length on PPS file (should be 220, was 219) |
| 2.5 | 8/29/2005 | Added wording for clarification of FAU selection on FS interface – FAUs that will never contain payroll funds need not be included in the file. |
| 2.4  2.3 | 7/8/2005  6/27/2005 | Removed Effective Date from DEPT interface; we do not need to support Department Code reuse or reassignment.  Added notes clarifying use of ProjectID, Project\_Name, Account\_Org\_ID and |
|  |  | Fund\_Org\_Id; added FAU\_Reused\_Flag to FS interface file and removed Project\_Effective\_Date; added Friendly\_Name fields to the User interface file and reduced field length for email address; removed CS\_Period\_Code, |

CS\_Start\_Date, CS\_End\_Date from CS interface file and added Start Date and End Date; changed Project\_ID to FAU on CS interface file; removed Depth indicator and Exclude indicator from DEPT interface file.

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| 2.2 | 4/19/2005 | Added Project\_Effective\_Date, changed both | effective dates to nullable |
| 2.1 | 4/11/2005 | Added clarification of use of Project\_Name | field on the financial systems |
|  |  | interface (FS) and use of Project\_ID field | on the cost sharing (CS) |

interface file. Added clarification on use of Effective Date on the financial systems interface (FS) and departments (DEPT) interface files.

2.0 2/11/2005 PPS interface-restored Pay Sched Code, had been removed. Financial interface-renamed Org\_ID to Account\_Org\_ID, added Fund\_Org\_ID to allow distinct searching on different criteria. Reworded instructions on how to identify funds requiring certification

1.9 2/3/2005 PPS interface-added fields: Home Dept Name, Earnings amount, Trans code

1.8 1/20/2005 Changed Contract\_Nbr to Project\_ID on CS interface, recalc record lengths

1.7 1/19/2005 Added PAYRATE to PPS interface, added Project\_ID to FS interface

1.6 1/18/2005 Added ERSUSR new interface file; added “specifics” information on p.1

1.5 1/18/2005 Changed Contract\_Nbr on FS interface to be part of key

1.4 Added Sponsored\_Ind to FS interface

1.3 Added additional title code elements to PPS interface

1.2 Added additional title code elements to PPS interface

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| 1.1 |  | Expand ERN\_DERIVED\_PCT on PPS interface | to char(7) |
| 1.0 | 12/7/2004 | Initial release for review by TAG |  |