

IndustrySafe Employee Data Import Specifications

Revision 7 – 10/06/2017

1 Client Tasks

Field Requirements

- The client will create a Tab Delimited file containing the following fields:

Order	IndustrySafe Label	IndustrySafe Column Name	Data Type	Required	Data Requirements
1	Employee ID	E_EMPLOYEE_ID	Text	Yes	[Any] - VALUE MUST BE UNIQUE
2	First Name	E_FIRST_NAME	Text		[Any]
3	Middle Initial	E_INITIAL	Text		[Any]
4	Last Name	E_LAST_NAME	Text	Yes	[Any]
5	Facility	E_FACILITY_FK	Text		Must match either a Facility Name (SYSC_FACILITY) or Facility System ID Number (SYSC_ID_PK)
6	Date Hired	E_HIRE_DATE	Date		Any Date: MM/DD/YYYY
7	Date of Birth	E_DOB	Date		Any Date: MM/DD/YYYY
8	Gender	E_GENDER	Text		M=Male; F=Female
9	Address	E_ADDRESS	Text		[Any]
10	Address 2	E_ADDRESS_2	Text		[Any]
11	City	E_CITY	Text		[Any]
12	State	E_STATE	Text		Must be a valid two-character US State abbreviation (E.g. PA)
13	Zip Code	E_ZIP	Text		[Any]
14	Country	E_COUNTRY	Text		[Any]
15	Marital Status	E_MARITAL_STATUS	Integer		1=Single; 2=Married; 3=Separated; 4=Unknown; 5=Widowed; 6=Common-Law; 20=Divorced
16	Home Phone Number	E_PHONE	Text		[Any]
17	Work Phone Number	E_WORK_PHONE	Text		[Any]
18	Job Title	E_JOB_TITLE	Text		[Any]
19	Job Class	E_JOB_CLASS	Text		[Any]
20	E-mail Address	E_EMAIL	Text		[Any]
21	Status	E_ARCHIVE_STATUS	Integer		1, Active, or Available; 2, Archived, or Terminated; If this field is left blank it will default to Active.
22	CDL Expiration Date	E_CDL_EXP_DATE	Date		[Any Date]

Order	IndustrySafe Label	IndustrySafe Column Name	Data Type	Required	Data Requirements
23	CDL Class	E_CD_L_CLASS	Text		[Any]
24	Medical Exam Date	E_CD_L_MED_EXAM_DATE	Date		Any Date: MM/DD/YYYY
25	Medical Exam Renewal Date	E_CD_L_MED_EXAM_RENEW_DATE	Date		Any Date: MM/DD/YYYY
26	Worker Type	E_WORKER_TYPE	Text		Must match either a Worker Type Value from the drop down menu (WLT_WORKER_TYPE) or a Worker Type System ID Number (WWL_ID_PK).
27	Supervisor ID	E_SUPERVISOR_ID	Text		Valid Employee ID (E_EMPLOYEE_ID). Supervisors must be imported before they can be linked to other employees.
28	Social Security Number	E_SSNO	Text		
29	Department	E_DEPARTMENT	Text		If a matching Department value is not found in IndustrySafe, the value will be added to the list of Departments.
30	CDL Number	E_CD_L_NUMBER	Text		
31	Hourly Wage	E_HOURLY_WAGE	Number		Only Numbers with up to two decimal places (i.e. 40.22) will be accepted. Numbers with more than two decimal places will be rounded to two decimal places.
32	Employee Shift	E_EMP_SHIFT	Text		If a matching Shift value is not found in IndustrySafe, the value will be added to the list of Shifts.
33	Employment Status	E_EMPLOYMENT_STATUS	Text		Must match an existing value in IndustrySafe or the record will be rejected.
34	State of Hire	E_STATE_OF_HIRE	Text		Must be a valid two-character US State abbreviation (E.g. PA)
35	Payroll State	E_PAYROLL_STATE	Text		Must be a valid two-character US State abbreviation (E.g. PA)
36	Termination Date	E_TERMINATION_DATE	Date		Any Date: MM/DD/YYYY

Order	IndustrySafe Label	IndustrySafe Column Name	Data Type	Required	Data Requirements
37	Training Profiles		Text		<p>A comma separated list of Training Profiles for the employee. Only letters, numbers, dashes and spaces are allowed in the name of a profile. The length of the profile name is limited to 100 characters.</p> <p>If a profile listed in the file does not exist in IndustrySafe, a new Training Profile record will be created.</p> <p>The employee's current list of profiles will be replaced by the profiles listed in the file.</p> <p>If a profile is marked as Do Not Remove and it is not listed in the file for the employee, it will not be removed from the employee's list of profiles.</p>
38	Date Employee Started in Current Position	E_POSITION_DATE	Date		Any Date: MM/DD/YYYY
39	Hours Worked Per Day	E_SHIFT_HOURS	Text		[Any]

File Requirements

- The file name must match a predefined value as agreed upon by the client and TRA.
- The file must contain all fields identified in the table above in the order specified.
- Any non-required field which the client does not want to import must be either blank or null.
- All blank or null fields in the import file will be set to null in the database.
- All text fields are limited to 255 Characters.
- All dates should be formatted as MM/DD/YYYY
- Column headings should **NOT** be included with the file.
- The client will transfer this file via FTP (over SSH, also known as sFTP) to the IndustrySafe server (Server Address, User Name and Password to be provided by TRA).
 - Re: sFTP, see RFC 913 (<https://tools.ietf.org/html/rfc913>)

- There are many FTP clients to perform the task of transferring the file to the IndustrySafe server. One client application that, we recommend is FileZilla (<http://filezilla-project.org>). This client is simple to use, free, and allows command prompt access to fully automate the process on a scheduled basis.
- A file can only be uploaded after the previous file has been processed by IndustrySafe.

2 TRA Tasks

- TRA will setup a sFTP site server folder. This site will utilize the standards for file security according to sFTP (see RFC 913 (<https://tools.ietf.org/html/rfc913>))
- IndustrySafe will automatically sweep the sFTP site server folder for updates. When an update is found, the server will automatically begin processing the file.
- When an update is found, each record in the client-supplied file will be processed as follows:
 1. Data will be validated for proper format (such as dates in date format)
 - a. Any records that fail the data validation will not be imported and display as a failed record in the audit report.
 2. The employee ID will be checked against the existing database.
 - a. If a match is found, the existing record will updated with the employee data from the import file.
 - b. If a match is not found, a new record will be inserted with the employee data from the import file.
- TRA has provided a data import log report in system functions for the client to view the results of each import, including the number of employees added, the number of existing employees updated, and the number of employee records that failed. The report will list also list all records that failed and the error message, all new records inserted, and all records that were disabled.
- TRA will archive up to 10 completed files. Archived files will be deleted on a rolling basis.

Data import specifications for location and other data is available upon request.