File Layout for AESOP Extract

File Type: ASCII
Record Length: 1517
Record Format: Fixed
Header/Trailer: None

Assumptions:

- The AESOP Extract process will provide the user with the opportunity to enter the following parameters from the AESOP WebNavigator before creating the AESOP Extract file.

    o   From Date

    o   To Date

- The AESOP Extract is "re-run able" and the file can be named according to customer specifications.

- The AESOP Extract file will contain 1 record for every day in an absence. E.g. for 1 single day absence it will contain 1 record, and for a 5 day absence, it will contain 5 records. Each record will have an absence START DATE and an absence END DATE.

- AESOP customers are responsible for loading the absence data into their HR/Payroll systems.

- AESOP customers are responsible for checking that duplicate records are not loaded into the HR/Payroll systems. Frontline Data assumes no liability for incorrect data imports into the HR/Payroll systems.

- AESOP customers are responsible for testing that the extract file contains the correct information to be processed by their data load program into their HR/Payroll systems.

- Fields shaded in tan only apply if certain optional functionality is enabled.

AESOP File Format Definition

Field Name	Format	Offset	Description	Version
ABSENCE CONFIRMATION NUMBER	N8	1-8	Confirmation number (currently using 6 digits)	before 01/14/06
WORKER IDENTIFICATION NUMBER	N9	9-17	Social Security number for WORKER (US) Social Insurance number for WORKER (CAN)	before 01/14/06
WORKER FIRST NAME	C30	18-47	Worker First name	before 01/14/06
WORKER MIDDLE NAME	C10	48-57	Worker middle initial	before 01/14/06
WORKER LAST NAME	C30	58-87	Worker Last name	before 01/14/06
WORKER TYPE DESCRIPTION	C30	88-117	Worker Type Description	before 01/14/06
WORKER REPORT LOCATION	C20	118-137	Room Number From Worker Record	before 01/14/06
WORKER BUDGET EXTERNAL ID	C30	138-167	Worker Budget Code External ID	before 01/14/06
SUBSTITUTE IDENTIFICATION NUMBER	N9	168-176	Social Security number for Substitute (US) Social Insurance number for Substitute (CAN)	before 01/14/06
SUBSTITUTE FIRST NAME	C30	177-206	Substitute First name	before 01/14/06
SUBSTITUTE MIDDLE NAME	C10	207-216	Substitute middle	before 01/14/06

Field Name	Format	Offset	Description	Version
SUBSTITUTE LAST NAME	C30	217-246	Substitute Last name	before 01/14/06
ENTITLEMENT DESCRIPTION	C20	247-266	Entitlement Type description	before 01/14/06
ABSENCE CREATE DATE	YYYYMMDD	267-274	Absence created on this date	before 01/14/06
ABSENCE CREATE TIME	HH:MM:SS	275-282	Absence created at this time	before 01/14/06
ABSENCE START DATE	YYYYMMDD	283-290	Start date of the absence (daily records for multi-absence days)	before 01/14/06
ABSENCE END DATE	YYYYMMDD	291-298	End Date of the absence (daily records for multi-absence days)	before 01/14/06
ABSENCE START TIME	HH:MM	299-303	Start time of the Absence	before 01/14/06
ABSENCE END TIME	HH:MM	304-308	End time of the Absence	before 01/14/06
NUMBER OF CALENDAR DAYS	C4	309-312	Number of calendar days absence request spans	before 01/14/06
ABSENCE DATE	YYYYMMDD	313-320	One record produced for each absence day in an absence request.	before 01/14/06
NEED REPLACEMENT	C1	321	Y = Needs a Substitute, N = Does not need a substitute	before 01/14/06
ABSENCE FULFILLED	C1	322	Y = Fulfilled	before 01/14/06

Field Name	Format	Offset	Description	Version
			N= Not fulfilled	
ABSENCE RECONCILED	C1	323	Y = Reconciled N = Not Reconciled	before 01/14/06
ABSENCE CANCELLED	C1	324	Y = Absence Cancelled N = Absence not Cancelled	before 01/14/06
ABSENCE STATUS	C25	325-349	Fulfilled, Not Approved Created, Not Approved Fulfilled, Approved Created, Approved (Note: "Approved" in this field refers to RECONCILED status not approval status)	before 01/14/06
SHIFT DESCRIPTION	C30	350-379	Full day, Half Day AM, Half Day PM	before 01/14/06
SHIFT NUMBER OF DAYS	N3	380-382	0.5, 1.0	before 01/14/06
SCHOOL NUMBER	C5	383-387	External ID from Institution Record	before 01/14/06
SUB BUDGET CODE EXTERNAL ID	C30	388-417	Sub budget code from Pay Code Record	before 01/14/06
SUB BUDGET DESCRIPTION	C30	418-447	Sub budget description from Budget Code Record	before 01/14/06
SUB FULL DAY PAY RATE	N5	448-452	Sub Pay rate from Pay Code Record	before 01/14/06
ABSENCE APPROVAL STATUS	C1	453-453	A = Approved	before 01/14/06

Field Name	Format	Offset	Description	Version
			D = Denied U = Unapproved	
ABSENCE NEEDS APPROVAL	C1	454-454	Y = Needs Approval N = Does not need approval	before 01/14/06
ABSENCE APPROVED	C1	455-455	Y = Approved N = Unapproved or Denied	before 01/14/06
ABSENCE DAY DURATION (in hours and minutes)	C4	456-459	Duration of Absence record based on start time and end time (HHMM)	before 01/14/06
RESERVED	1	460-460		before 01/14/06
ABSENCE NOTES	C255	461-715	Absence notes recorded by teacher	before 01/14/06
SUBSTITUTE EXTERNAL ID	C20	716-735	Substitute External ID	before 01/14/06
WORKER EXTERNAL ID	C20	736-755	Worker External ID as defined by user in the AESOP WebNavigator	before 01/14/06
WORKER BUDGET DESCRIPTION	C20	756-775	Worker Budget Description	before 01/14/06
SUB PAY CODE	C20	776-795	Substitute Pay Code	before

Field Name	Format	Offset	Description	Version
				01/14/06
WORKER TITLE	C30	796-825	Worker Title from Worker Record	before 01/14/06
SUB FULL DAY PAY RATE (extended)	N8	826-833	Sub Full Day Pay Rate from Pay Code Record	before 01/14/06
ABSENCE BUDGET EXTERNAL ID	C30	834-863	Budget Code from Absence Record	before 01/14/06
ABSENCE BUDGET DESCRIPTION	C30	864-893	Budget Description from Absence Record	before 01/14/06
ABSENCE PAY CODE EXTERNAL ID	C20	894-913	Pay Code External Id from Absence Record	before 01/14/06
ABSENCE PAY CODE DESCRIPTION	C50	914-963	Pay Code Description from Absence Record	before 01/14/06
ABSENCE FULL DAY PAY RATE	N8	964-971	Full Day Pay Rate from Pay code on Absence record	before 01/14/06
ABSENCE ENTITLEMENT CODE	C6	972-977	System Generated Entitlement Code from Absence Record	before 01/14/06
ABSENCE Request STATUS CODE	C1	978-978	Status Code of Absence Request 1 = Deleted 2 = Canceled 3 = Closed 4 = Fill not Needed 5 = Unfilled 6 = Filled	before 01/14/06
EXTERNAL EMPLOYEE ID 2	C20	979-998	External ID 2 from Employee Record	before 01/14/06
EXTERNAL EMPLOYEE ID 3	C20	999-1018	External Employee ID 3 from Employee Record	before 01/14/06

Field Name	Format	Offset	Description	Version
EMPLOYEE EXTERNAL LOGIN ID	N20	1019-1038	Employee External Login ID from Employee Record	before 01/14/06
SUBSTITUTE EXTERNAL LOGIN ID	N20	1039-1058	Substitute External Login ID from Substitute Record	before 01/14/06
ABSENCE DAY DURATION	N6	1059-1064	Duration of Absence record based on start time and end time (hh.ddd)	before 01/14/06
EMPLOYEE VACANCY CODE	C1	1065-1065	E for employee record or V for vacancy record	01/14/06
EXTERNAL ABSENCE ENTITLEMENT CODE	C20	1066-1085	Customer Generated Entitlement Code from Absence Record	01/14/06
ABSENCE ACCOUNTING CODE EXTERNAL ID	C30	1086-1115	External ID from Accounting Code on Absence Record	09/22/07
ABSENCE ACCOUNTING CODE DESCRIPTION	C50	1116-1165	Description from Accounting Code on Absence Record	09/22/07
EMPLOYEE ACCOUNTING CODE EXTERNAL ID	C30	1166-1195	External ID from Accounting Code on Employee Record	09/22/07
EMPLOYEE ACCOUNTING CODE DESCRIPTION	C50	1196-1245	Description from Accounting Code on Employee Record	09/22/07
EMPLOYEE EXTERNAL ID 4	C30	1246-1275	External ID 4 from Employee Record	09/22/07
EMPLOYEE EXTERNAL ID 5	C30	1276-1305	External ID 5 from Employee Record	09/22/07
EMPLOYEE EXTERNAL ID 6	C30	1306-1335	External ID 6 from Employee Record	09/22/07

Field Name	Format	Offset	Description	Version
EMPLOYEE EXTERNAL ID 7	C30	1336-1365	External ID 7 from Employee Record	09/22/07
EMPLOYEE EXTERNAL ID 8	C30	1366-1395	External ID 8 from Employee Record	09/22/07
EMPLOYEE EXTERNAL ID 9	C30	1396-1425	External ID 9 from Employee Record	09/22/07
EMPLOYEE EXTERNAL ID 10	C30	1426-1455	External ID 10 from Employee Record	09/22/07
SUBSTITUTE HALF DAY PAY RATE	N8	1456-1463	Sub Half Day Pay Rate from Pay Code Record	09/22/07
SUBSTITUTE HOURLY PAY RATE	N8	1464-1471	Sub Hourly Day Pay Rate from Pay Code Record	09/22/07
ABSENCE HALF DAY PAY RATE	N8	1472-1479	Half Day Pay Rate from Pay code on Absence record	09/22/07
ABSENCE HOURLY PAY RATE	N8	1480-1487	Hourly Pay Rate from Pay code on Absence record	09/22/07
SUBSTITUTE HOURS WORKED FROM ABSENCE RECORD	N4	1488-1491	Value from the substitute hours worked field on the absence record (hh.dd)	09/22/07
EMPLOYEE START TIME (FROM EMPLOYEE RECORD)	C5	1492-1496	Start time from the employee record or the employee's school assignment if the employee's times are not specified.	09/22/07
EMPLOYEE HALF DAY BREAK A.M. END (FROM EMPLOYEE RECORD)	C5	1497-1501	Half Day Break 1 from the employee record or the employee's school assignment if the employee's times are not specified.	09/22/07

Field Name	Format	Offset	Description	Version
EMPLOYEE HALF DAY BREAK P.M. START (FROM EMPLOYEE RECORD)	C5	1502-1506	Half Day Break 2 from the employee record or the employee's school assignment if the employee's times are not specified.	09/22/07
EMPLOYEE END TIME (FROM EMPLOYEE RECORD)	C5	1507-1511	End time from the employee record or the employee's school assignment if the employee's times are not specified.	09/22/07
ABSENCE DURATION CALCULATION – (NEGATING LUNCH PERIOD FROM EMPLOYEE RECORD)	N6	1512-1517	Duration of Absence record based on start time and end time and subtracting any time that falls between Half Day Break 1 and Half Day Break 2 (hh.ddd)	09/22/07