

Technical Manual - Employee Data Import Process

INTRODUCTION

The Signify System is not always the primary source of employee data and information needs to be imported from other sources. This document describes the employee data import process used by Signify Software to import and maintain employee information received from different sources using a number of import methods.

IMPORT PROCESS METHODS

The employee data received from the client, will always be imported into a *staging table* first and then written into the Signify system. A number of stored procedures are executed once the information is in the staging table, to complete the import process.

All the import methods mentioned below, except the Excel Spreadsheet Template Import, can be scheduled to occur daily (even more than once a day), weekly or monthly as per the client's requirements.

1. EXCEL SPREADSHEET TEMPLATE IMPORT

- A comma delimited CSV file that can be imported via the existing front-end import system functionality.

- This approach is used to:
 - Receive employee data from a client in an Excel spreadsheet.
 - Do tests and validations on the correctness of the employee data received.
 - Do a once off import of employee data to confirm the data, fields etc.
 - Schedule the automatic import.
- The client captures the information in the standard Signify Excel employee import template and sends the information to Signify.
- The import sheet layout has to be exactly the same as defined in the detail layout of the Excel template file described in the “Excel Import Template Layout” section.

2. SIGNIFY IS PROVIDED WITH A VIEW INTO THE CLIENT'S DATABASE

- Client's IT to populate view or staging table on the client's database.
- A scheduled automated job will import the data from the client's database into the Signify staging table.
- The standard import process will be followed.

3. CLIENT PLACES DATA FILE ON A FTP SERVER

- Signify to provide layout format for import data file.
- Signify to create a secure location for FTP files.
- Client initiates a push action and creates a data file on the FTP Server.
- A scheduled automated job will import the data from the client's FTP data file into the Signify staging table.
- The standard import process will be followed.

4. CLIENT PLACES DATA DIRECTLY INTO THE SIGNIFY DATABASE

- Signify to provide layout format for the Signify staging table.
- Signify to assign secure access to the Signify staging table.
- Client import data directly into the Signify staging table.
- A scheduled automated job will import the data from Signify staging table and the standard import process will be followed.

5. SIGNIFY READS DATA FROM THE CLIENT'S ACTIVE DIRECTORY

- Client to provide Signify with Active Directory login details.
- Signify to verify that they can connect to Active Directory.
- Client to specify what information should be sourced from Active Directory.
- A scheduled automated job will import the data from the client's Active Directory into the Signify staging table.
- The standard import process will be followed.

6. CLIENT SENDS THE DATA TO THE SIGNIFY API

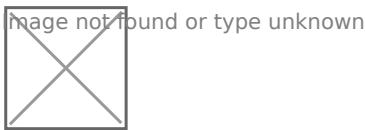
- Signify provides the client with the API URL and credentials.
- Client sends the data to the API endpoint which will populate the staging table.
- Client to specify what information should be sourced from Active Directory.

- A scheduled automated job will import the data from Signify staging table and the standard import process will be followed.

TYPICAL IMPORT PROCESS

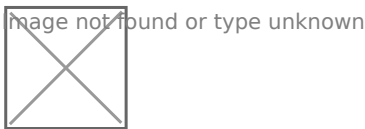
DIAGRAM

The process below is a diagrammatical representation of typical processes which can be followed to import client data.



IMPORT FILE LAYOUT

The employee data import template layout is described below.



Field Name	Mandatory / Recommended	Default Value if Not Provided	Format	Max No Characters	Comments / Validations
EmployeeNumber	Mandatory		Alphanumeric	50	No spaces in front of the number. This number will be used to create the employee's username for logging into the system. Number must be unique per employee. Can be omitted if setting is active within Signify HR to automatically generate employee numbers.

Field Name	Mandatory / Recommended	Default Value if Not Provided	Format	Max No Characters	Comments / Validations
Surname	Mandatory		Alphanumeric	500	
FullName	Mandatory		Alphanumeric	500	
MaidenName			Alphanumeric	500	
KnownAs		= FullName	Alphanumeric	500	This field will be displayed on most reports and screens.
Initials			Alphanumeric	20	
ID	Recommended		Alphanumeric	50	Populate with either a national ID number, an employee number or ensure a passport number is provided in the passport field
TelNoW			Alphanumeric (+## # ## ## ####)	200	Numbers not in the specified format will be imported as a whole and not split into code etc. (+27-12-345678 format only)
TelNoH			Alphanumeric (+## # ## ## ####)	200	
CellNo			Alphanumeric (+## # ## ## ####)	200	
Email	Recommended		Alphanumeric	200	
EmpTitle			Alphanumeric	500	All values used here will be made part of the master data tables. Therefore ensure these values are correct if completed.
Location			Alphanumeric	500	
OrgLevel1	Recommended	COM	Alphanumeric	100	This is the highest level in the company. The Org Code must be unique across all org levels.

Field Name	Mandatory / Recommended	Default Value if Not Provided	Format	Max No Characters	Comments / Validations
OrgLevel1_Description	Mandatory	Company	Alphanumeric	500	This is the highest level in the company, usually the group/company's name.
OrgLevel1_Region			Alphanumeric	4000	Values inserted in this field will also be populated in the Master Data for the Address Region.
OrgLevel1_Province			Alphanumeric	500	Values inserted in this field will also be populated in the Master Data for the Business Address Province.
OrgLevel2			Alphanumeric	100	Only org level 1 is mandatory. Levels 2 to 9 are optional and are to be used only if needed. For each level (1-9) in the organisation structure: An arbitrary (unique) code as well as name/description for the node of the position within which the employee is appointed. If no code is provided, a code is automatically generated by the employee import process. If the combination of levels do not comply to the organisation
OrgLevel2_Description			Alphanumeric	500	
OrgLevel2_Region			Alphanumeric	4000	
OrgLevel2_Province			Alphanumeric	500	
OrgLevel3			Alphanumeric	100	
OrgLevel3_Description			Alphanumeric	500	
OrgLevel3_Region			Alphanumeric	4000	
OrgLevel3_Province			Alphanumeric	500	
OrgLevel4			Alphanumeric	100	
OrgLevel4_Description			Alphanumeric	500	
OrgLevel4_Region			Alphanumeric	4000	

Field Name	Mandatory / Recommended	Default Value if Not Provided	Format	Max No Characters	Comments / Validations
OrgLevel4_Province			Alphanumeric	500	
OrgLevel5			Alphanumeric	100	
OrgLevel5_Description			Alphanumeric	500	
OrgLevel5_Region			Alphanumeric	4000	
OrgLevel5_Province			Alphanumeric	500	
OrgLevel6			Alphanumeric	100	
OrgLevel6_Description			Alphanumeric	500	
OrgLevel6_Region			Alphanumeric	4000	
OrgLevel6_Province			Alphanumeric	500	
OrgLevel7			Alphanumeric	100	
OrgLevel7_Description			Alphanumeric	500	
OrgLevel7_Region			Alphanumeric	4000	
OrgLevel7_Province			Alphanumeric	500	
OrgLevel8			Alphanumeric	100	
OrgLevel8_Description			Alphanumeric	500	
OrgLevel8_Region			Alphanumeric	4000	
OrgLevel8_Province			Alphanumeric	500	
OrgLevel9			Alphanumeric	100	
OrgLevel9_Description			Alphanumeric	500	
OrgLevel9_Region			Alphanumeric	4000	
OrgLevel9_Province			Alphanumeric	500	

Field Name	Mandatory / Recommended	Default Value if Not Provided	Format	Max No Characters	Comments / Validations
Birthday	Recommended	1900/01/01	YYYY/MM/DD	500	
Race			Alphanumeric	500	
EthnicGroup			Alphanumeric	500	
Gender			Alphanumeric	500	
JobCode	Recommended	= MAX(All numeric Job Codes) + 1	Alphanumeric	255	An arbitrary code used to uniquely identify a job e.g. ENG001. If not provided in the file and a job exists in the system for the JobTitle, the existing JobCode will be used.
JobTitle	Mandatory	Learner	Alphanumeric	255	If the JobCode exists in the system and the current Title differs from the Title in the import, the Title in the system is updated to the value in the import.
PositionCode	Recommended	= JobCode + . + [MAX(All numeric Position Codes for JobCode) + 1]	Alphanumeric	255	An arbitrary code used to uniquely identify a position linked to a job e.g. ENG001.1. If not provided in the file and a position exists in the system for the PositionTitle, the existing PositionCode will be used.

Field Name	Mandatory / Recommended	Default Value if Not Provided	Format	Max No Characters	Comments / Validations
PositionTitle	Recommended	Learner	Alphanumeric	255	If the PositionCode exists in the system and the current Title differs from the Title in the import, the Title in the system is updated to the value in the import.
OccupationalCategory_ShortCode			Alphanumeric	10	
OccupationalCategory_Description			Alphanumeric	255	
OccupationalLevel_ShortCode			Alphanumeric	10	
OccupationalLevel_Description			Alphanumeric	255	Choose only from the following: · Specialist or Middle manager; · Technical worker or Junior management; · Semi-skilled / discretionary decider; · Unskilled / defined decider
InternalGrading			Alphanumeric	255	These values MUST be unique per Job.
OFOCode			Alphanumeric	50	
MovementReason			Alphanumeric	100	
EmploymentType_Code	Recommended	Permanent	Alphanumeric	50	Double-check these values. Inconsistencies/differences between values which should be the same will cause them to be treated as separate values.

Field Name	Mandatory / Recommended	Default Value if Not Provided	Format	Max No Characters	Comments / Validations
EmploymentType _Description	Mandatory	Permanent	Alphanumeric	500	Double-check these values. Inconsistencies/differences between values which should be the same will cause them to be treated as separate values
LineManagerEmployeeNumber	Recommended		Alphanumeric	100	The employee number of the line manager to whom the employee reports. Mainly used for HR Event Management, not critical in LMS. The line manager automatically acts in the place of all other managers unless the others are populated. Note that for every employee who is used as a line manager, there has to be a separate employee record in the import sheet or the line manager should already exist as an employee in the system.
LineManagerName	Recommended		Alphanumeric	500	
PerformanceManagerEmployeeNumber		= LineManagerEmployeeNumber	Alphanumeric	100	The employee number of the manager to whom the employee reports for performance management purposes.

Field Name	Mandatory / Recommended	Default Value if Not Provided	Format	Max No Characters	Comments / Validations
PerformanceManagerName			Alphanumeric	500	
DepartmentManagerEmployeeNumber			Alphanumeric	100	
DepartmentManagerName			Alphanumeric	500	
TrainingManagerEmployeeNumber		= LineManagerEmployeeNumber	Alphanumeric	100	The employee number of the manager to whom the employee reports for training approval purposes.
TrainingManagerName			Alphanumeric	500	
PDPFirstApproverEmployeeNumber			Alphanumeric	100	
PDPFirstApproverName			Alphanumeric	500	
PDPSecondApproverEmployeeNumber			Alphanumeric	100	
PDPSecondApproverName			Alphanumeric	500	
LeaveManagerEmployeeNumber		= LineManagerEmployeeNumber	Alphanumeric	100	The employee number of the manager to whom the employee reports for leave approval purposes.
LeaveManagerName			Alphanumeric	500	
SalaryReviewManagerEmployeeNumber		= LineManagerEmployeeNumber	Alphanumeric	100	
SalaryReviewManagerName			Alphanumeric	500	

Field Name	Mandatory / Recommended	Default Value if Not Provided	Format	Max No Characters	Comments / Validations
StartDateInCompany	Recommended	(1) Start Date In Group (2) Start Date In Position (3) Start Date In System (4) GETDATE() (see comments)	YYYY/MM/DD	10	The employee's start date in his current company if the client has a multi-company system configuration. If this date is not provided in the import and a position for this employee in the Job/Position and Schema exists in the system, the date from the existing position is used. StartDateInGroup = StartDateInCompany = StartDateInPosition
StartDateInGroup	Recommended	(1) Start Date In Company (2) Start Date In Position (3) Start Date In System (4) GETDATE() (see comments)	YYYY/MM/DD	10	The employee's initial start date in the group as a whole if the client has a multi-company system configuration. If this date is not provided in the import and a position for this employee in the Job/Position and Schema exists in the system, the date from the existing position is used. StartDateInGroup = StartDateInCompany = StartDateInPosition

Field Name	Mandatory / Recommended	Default Value if Not Provided	Format	Max No Characters	Comments / Validations
StartDateInPosition	Recommended	(1) Start Date In Group (2) Start Date In Company (3) Start Date In System (4) GETDATE() (see comments)	YYYY/MM/DD	10	The position the employee currently holds. If this date is not provided in the import and a position for this employee in the Job/Position and Schema exists in the system, the date from the existing position is used. StartDateInCompany = StartDateInPosition = TerminationDate
TerminationDate	Recommended	9999/12/31	YYYY/MM/DD	10	If Signify is expected to import previous/terminated employees then this field should be provided StartDateInPosition = TerminationDate
ReasonForTermination		Resignation (if TerminationDate != 9999/12/31)	Alphanumeric	500	Should only be provided if TerminationDate is present and not 9999/12/31
Nationality			Alphanumeric	500	
HomeLanguage			Alphanumeric	500	
Home_Country			Alphanumeric	500	
Home_Region			Alphanumeric	500	
Home_CityTownVillage			Alphanumeric	500	
Home_PostalCode			Alphanumeric	10	
Home_UnitNumber			Alphanumeric	50	

Field Name	Mandatory / Recommended	Default Value if Not Provided	Format	Max No Characters	Comments / Validations
Home_Complex			Alphanumeric	500	
Home_StreetNo			Alphanumeric	50	
Home_Street			Alphanumeric	500	
Home_Address1			Alphanumeric	500	
Home_Address2			Alphanumeric	500	
Home_Address3			Alphanumeric	500	
HomePostal_Address1			Alphanumeric	500	
HomePostal_Address2			Alphanumeric	500	
HomePostal_Address3			Alphanumeric	500	
HomePostal_Country			Alphanumeric	500	
HomePostal_Region			Alphanumeric	500	
HomePostal_CityTownVillage			Alphanumeric	500	
HomePostal_PostalCode			Alphanumeric	10	
Business_FloorNumber			Alphanumeric	50	
Business_Address1			Alphanumeric	500	
Business_Address2			Alphanumeric	500	
Business_Address3			Alphanumeric	500	
Business_Country			Alphanumeric	500	
Business_Region			Alphanumeric	500	
Business_CityTownVillage			Alphanumeric	500	
Business_PostalCode			Alphanumeric	10	
PassportNumber			Alphanumeric	50	
MaritalStatus			Alphanumeric	500	

Field Name	Mandatory / Recommended	Default Value if Not Provided	Format	Max No Characters	Comments / Validations
Citizenship			Alphanumeric	500	
Disability			Alphanumeric	500	More than one disability can be added per employee. Use the semicolon to add more than one disability.
Customfield1			Alphanumeric	2000	Custom Fields are only imported if enabled per customer
Customfield2			Alphanumeric	2000	
Customfield3			Alphanumeric	2000	
Customfield4			Alphanumeric	2000	
Customfield5			Alphanumeric	2000	
Customfield6			Alphanumeric	2000	
Customfield7			Alphanumeric	2000	
Customfield8			Alphanumeric	2000	
Customfield9			Alphanumeric	2000	
Customfield10			Alphanumeric	2000	
Customfield11			Alphanumeric	2000	
Customfield12			Alphanumeric	2000	
Customfield13			Alphanumeric	2000	
Customfield14			Alphanumeric	2000	
Customfield15			Alphanumeric	2000	
Customfield16			Alphanumeric	2000	
Customfield17			Alphanumeric	2000	
Customfield18			Alphanumeric	2000	
Customfield19			Alphanumeric	2000	
Customfield20			Alphanumeric	2000	

Field Name	Mandatory / Recommended	Default Value if Not Provided	Format	Max No Characters	Comments / Validations
PasswordIfNewEmployee	Recommended	= Auto generated	Alphanumeric	75	System will never update password for existing employees. System will only assign password for new employees. System will force password change at first logon
SchemaID	Mandatory	1	Numeric	4	Only required if more than one schema exists

IMPORT PROCESS STAGES

The import process kicks off by executing a validation process to determine if the information in the staging table is acceptable. If a specific record fails the validation process, this record will not be imported by the actual import. All the records that passed the validation will be imported.

The import process stages are as follows:

1. PRE-IMPORT

When the Excel Spreadsheet Template Import method is used, the import sheet layout has to be exactly the same as defined in the “Excel Import Template Layout” section. The entire import file can be rejected because:

- The number of columns are not correct.
- The column names are not correctly defined.
- The fields contain commas, carriage returns or other special characters.

Before any changes are made, the process makes a backup of the import process file content which will be processed.

The following data validations are done before a record is inserted or updated in the Signify System to ensure that data integrity is maintained:

- Date validations:
 - All the dates are in the correct format (YYYY/MM/DD).
 - Start date in company is after start date in group.
 - Start Date in Position is after start date in group and after start date in company.
 - Termination date is after Start Date in position.
 - Termination date is after Start Date in company.
 - Termination date is after Start Date in group.
- Employee Data:
 - Employee's employee number is populated.
 - Employee's first name is populated.
 - Employee's surname is populated.
 - Employee number is not duplicated in the import.
- Job codes and positions:
 - A job title is provided for each employee.
 - Multiple employees are not appointed in the same position at the same time.
 - The same job title does not exist for different job codes.
- Employment:
 - All employees have an employment type description.
 - All employees have at least one organisation level.
- Schema ID is populated for each employee.

2. ACTUAL IMPORT

The information is imported in the following order once the validation has been completed.

1. Master data:
 1. Address related master data (e.g. Countries)
 2. Employment Types
 3. Titles
 4. Ethnic Groups
 5. Genders
 6. Races
 7. Marital Status
 8. Nationality
 9. Occupational Categories (OFO-related)
 10. Occupational Levels (OFO-related)
 11. OFO Codes
 12. Languages
2. Org Structure Master Data (Codes & Names):
 1. Validation performed:
 2. Ensure that the Org Structure nodes for each record conform to all rules for the Org Structure as configured for the Schema (e.g. Level 3 node can be child of Level 1 or

Level 2, Level 2 node can be child of Level 1, etc.)

3. Some clients prefer to manually maintain their organisation structures. In such a case Signify will only appoint employees in an org structure nodes that already exists.
3. Job Profiler Master Data:
 1. Job Codes & Titles
 2. Position Codes & Titles
 3. Link Positions to the correct nodes in the Org Structure.
4. Import of Basic Employee Details per employee (New or update existing)
5. Import of Reporting Line Details per employee
6. Import of Appointment Related Data in the following order:
 1. Terminations
 - I.e. an employee's current position is terminated
 2. Transfers
 - I.e. an employee transfer from one position to another is identified
 3. Corrections
 - I.e. the basic employee or appointment data must be corrected
 4. New Appointments
 - I.e. the employee and position is entirely new
7. Further actions performed after employee import process has been completed:
 1. Create User Account if new employee and link to employee account (using an SP)
 2. Disable user accounts for terminated employees
 3. Update flat Org Structure for all Org Nodes (using an SP)
 4. Subgroups are created for managers and org structure levels.
8. Further Customer Specific Actions:
 1. Import of Custom Field Details per employee only if enabled per customer.
 2. Create/update all Employee Subgroups as needed
 3. Update Subsidiary Codes, etc.

Any records failing validation are excluded from the import and a validation log entry is created for these records to populate exception reports from the import process.

Excel Spreadsheet Template

Import method

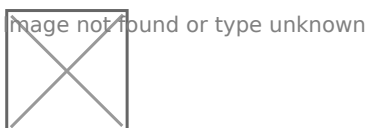
1. PREPARING THE DATA

The following steps assume you have already populated and verified the data in the Signify Software *Employee Data Import* spreadsheet. For a full discussion on populating the spreadsheet, please see the addendum later in this document.

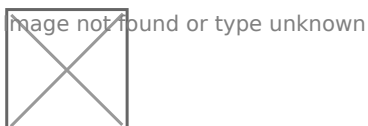
2. IMPORTING THE DATA

After you have successfully populated the Employee Data Import spreadsheet, you can start with the import by following these steps.

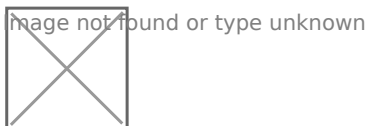
1. Save the Excel spreadsheet as a **Comma Delimited (CSV)** file.



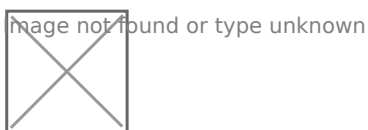
2. Open the Signify system, logging in as an Administrator.



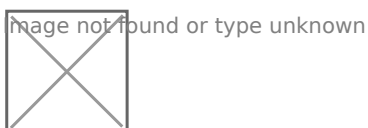
3. Select System Administration from the Administration Menu




4. Highlight and open **Import Data** under System Administration | Import Data




5. Search for the relevant import template and click on the link in the **Action** column. Select the **Import File** link:




6. Once the **Import File** option is chosen, the below screen will be displayed:


Import File

 The Import File page provides a summary of the configuration for the selected import process. The user can upload a file and directly import the selected file using the existing configuration provided that the file is the same as the configuration.

Name	Employee Import
Description	Employee Import
Delimiter	Comma (,)
Text Qualifier	
Does first row contain headers?	Yes
Comments	
First row should look like	EmployeeNumber,Surname,FullName,MaidenName,KnownAs,Initials,ID,TelNoV,TelNoH,CellNo,Email,EmpTitle,Location,OrgLevel1,OrgLevel1_Description,Business_Address_Region1,Business_Address_Province1,

 Show import example

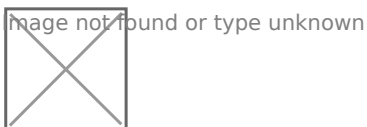
Select file to import

Choose File
No file chosen

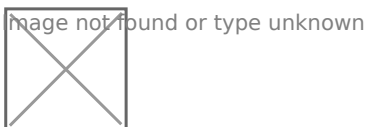
Save & Preview
Close Window

When using a preconfigured import template, most of the import steps would be configured correctly.

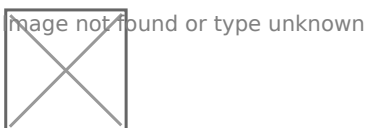
- Click **Choose File** and then navigate to your newly saved CSV file.




- Click **Save & Preview**.



- Tick **"I verify that the preview of the below data is correct"**.
- Click Execute Mock Import to preview the imported information.



- View the Mock Import results.



Execute Import

Import Information:

Reference : 34
Input Type : Mock
Name : Employee Import

Outcome:

The Import completed without encountering any error

Import Results:

The following is a summary of data that was updated/added during the import

ValidationMessage

No invalid data was generated or found. All validation succeeded.

Validation Message

No invalid overlappings appointments were detected of employees


New Employees

The following employees would have been added as new employees (only the first 500 employees are selected)

Action	EmployeeNumber	EmployeeFirstName	EmployeeLastName	EmployeeIdNumber	EmployeeJobCode	EmployeeJobTitle	EmployeePositionCode	EmployeePositionTitle
New Employee	159159	Ella	Nieuwoudt	7.21114E+12	1585	Communications Manager	549086	Communications Manager1

Close Execute Again (Mock Import) Export to Excel Back

- If the mock import results are correct, click on Execute Import.



Execute Import

Import Information:

Reference : 34
Input Type : Actual
Name : Employee Import

Outcome:

The Import completed without encountering any error

Import Results:

The following is a summary of data that was updated/added during the import

ValidationMessage

No invalid data was generated or found. All validation succeeded.

Validation Message

No invalid overlappings appointments were detected of employees

Close Execute Again (Actual Import) Back

- Once you are satisfied with the results, click on Close.

4. HOW TO DOWNLOAD A SAMPLE FILE

- A sample file will provide the exact data sets required for the import process to go through smoothly.
- On the Home page select **System Administration**:



- At the top menu on the System Administration tab, select the **Import Data** from the drop-down list.
- Click on the link in the Action column and then select the **Download sample file** link.



- Once the file has finished download the file can be opened and saved.

NOTE: the downloaded file will always be in CSV format.

5. EXCEPTION MANAGEMENT

An audit trail is kept for all records imported, updated and rejected and is available via the Signify report module. The audit records are only available for a few months after the import and are then automatically deleted.

The following are examples of exceptions messages that should be resolved before a record can be successfully imported and saved:

- *Incorrect date format(s)*
- *StartDateInGroup ({0}) cannot be AFTER StartDateInCompany ({1})*
- *StartDateInCompany ({0}) cannot be AFTER StartDateInPosition ({1})*
- *StartDateInPosition ({0}) cannot be AFTER TerminationDate ({1})*
- *Employee number duplicates in the import file.*
- *There are different Job Titles using the same Job Code*
- *Position is not unique, another employee in the import has the same position code*
- *Appointment record overlaps another appointment record for employee OR another employee is appointed in the same position overlapping the time period specified. Start and End Date in a position is determined by Start Date In Position and Termination Date respectively.*
- *LineManagerEmployeeNumber - 4779 - does not exist in the system or in the import file*
- *PDPFFirstApproverEmployeeNumber - 4779 - does not exist in the system or in the import file*
- *DepartmentManagerEmployeeNumber - CM01586 - does not exist in the system or in the import file*
- *PerformanceManagerEmployeeNumber - CM01586 - does not exist in the system or in the import file*

- *TrainingManagerEmployeeNumber - CM03397 - does not exist in the system or in the import file*
- *LeaveManagerEmployeeNumber - 9442 - does not exist in the system or in the import file*
- *Appointment overlaps existing appointment for employee*
- *Employee cannot be transferred to another schema with the same start date in position*
- *An unexpected scenario or anomaly has occurred. Please review the appointment information for further information*

Below find the exception reports available for the import process.


6. EMPLOYEE IMPORT SUMMARY AND DRILLDOWN REPORT

This is a drilldown report whereby the user can drill down on the number of '**Exceptions**' (rejections) and the total number of '**Records in Import**' per day.

Image not found or type unknown



The user can click on the hyperlinks in the summary report to see the detail information per employee.



Employees Per Import

Search Criteria

Import Number 121

Import Date From 2017/05/02 To 2017/05/04

Summary

Number of Exceptions 0

Number of Records in Import 1

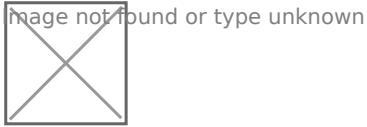
Export

Close Window

EmployeeNumber	Surname	FullName	MaidenName	KnownAs	Initials	ID	TelNoW	TelNoH	CellNo	Email	EmpTitle	OrgLevel1	OrgLevel1_Description	OrgLevel2
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7. EMPLOYEE IMPORT VALIDATION LOG E-MAIL

Currently the employee import process running at one of the Signify customers automatically sends an email to one of their employees containing the results of the import process, after the import process has completed. This enables them to respond to any errors in the import file to correct the information when imported again. See below an example of such import file.



FREQUENTLY ASKED QUESTIONS

1. When does the Signify process, which picks up data from the client's staging table, run?

The process can be scheduled according to the client's needs and specifications e.g. every morning at 5:00 AM.

2. How is this process initiated, is it a batch process or manual run?

A SQL job initiates the scheduled task.

3. What does the process do exactly e.g. populate tables, perform any data validations?

- *Clear the Signify import table.*
- *Copy all data from the client's staging table to the Signify staging table.*
- *Data validations are done before a record is inserted or updated in the Signify System to ensure that data integrity is maintained.*
- *An audit trail is kept for all records imported, updated and rejected and is available via the Signify report module, since the amount of data generated, the audit is only available for a few months after the import date.*

4. What if there is no data in the client's staging table, does it notify anyone that the process was unsuccessful or is no action taken?

Nobody will be notified that the client's staging table contains no data. The SQL job will start as normal, but no data will result in no changes in the Signify system.

5. If there are no changes found when comparing to the existing data within Signify to the new imported client data, what action is taken?

No update is done in the Signify system.

6. If there are updates for existing records, does it delete the old record and insert a new record, or merely update the existing record with the new values?

Depending on the type of change, personnel information only updates the existing record, while a position change creates a new record.

7. For new data, is it as simple as inserting the new record/s?

Yes, a new record is created for each new employee.

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