

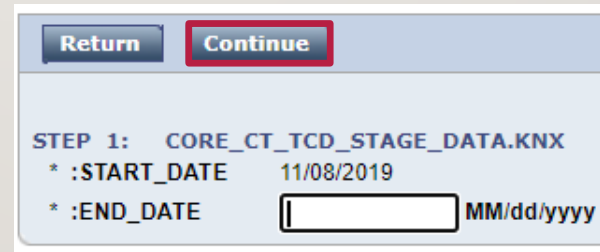
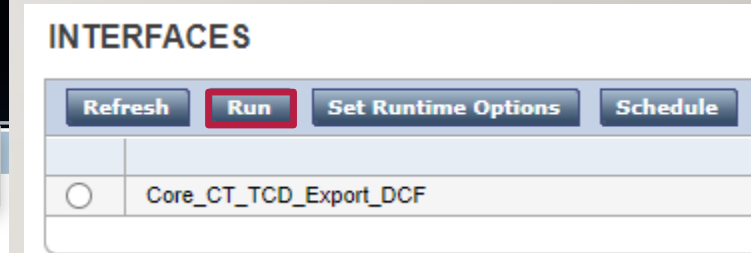
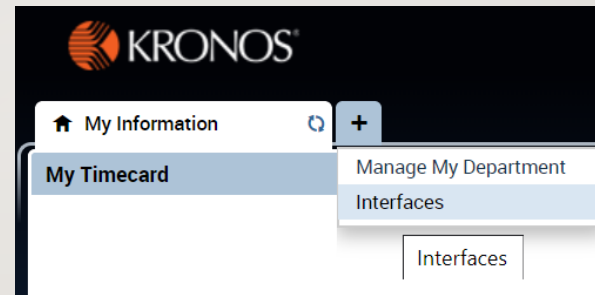
# RUNNING THE TCD

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# TCD – RUNNING THE FILE

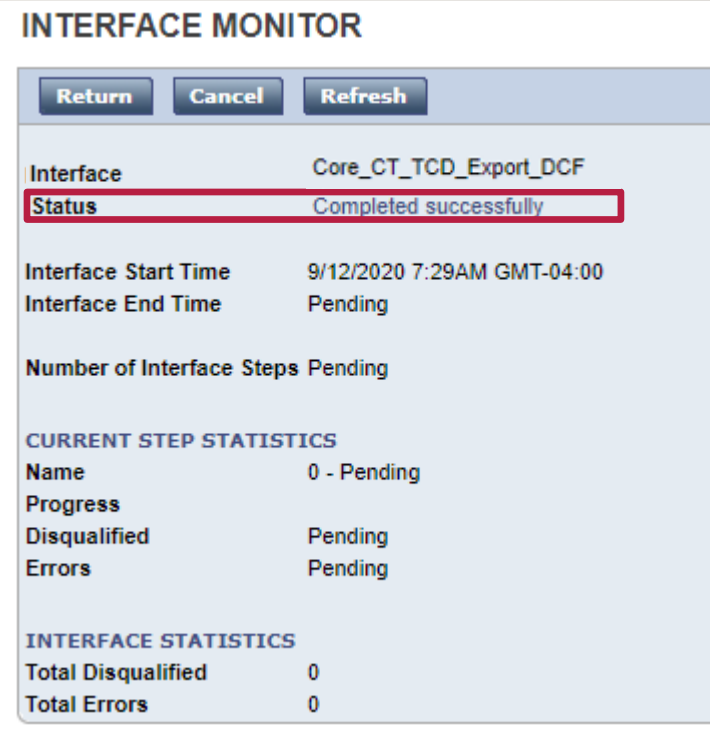
- Open the Interfaces window
- Select the interface you want to use which is the 'Core\_CT\_TCD\_Export\_DCF'
- Select the range of dates(which should be the pay period you are running the file for) click **Continue**
- The TCD file will then run and upload automatically and will be pulled when Core-CT is scheduled to run the file mover



# TCD – RUNNING THE FILE

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- After clicking Run the screen will change the Interface Monitor
- The report will load, and the status will be Waiting or Running
- Once the report is complete the status will change to Completed Successfully. Then check your email for the counts.



The screenshot displays the 'INTERFACE MONITOR' application interface. At the top, there are three buttons: 'Return', 'Cancel', and 'Refresh'. Below these, the 'Interface' is identified as 'Core\_CT\_TCD\_Export\_DCF'. The 'Status' is highlighted with a red box and shows 'Completed successfully'. Other details include 'Interface Start Time' as '9/12/2020 7:29AM GMT-04:00' and 'Interface End Time' as 'Pending'. The 'Number of Interface Steps' is also 'Pending'. The 'CURRENT STEP STATISTICS' section shows 'Name' as '0 - Pending', 'Progress' as 'Pending', 'Disqualified' as 'Pending', and 'Errors' as 'Pending'. The 'INTERFACE STATISTICS' section shows 'Total Disqualified' as '0' and 'Total Errors' as '0'.

INTERFACE MONITOR		
Return	Cancel	Refresh
Interface	Core_CT_TCD_Export_DCF	
Status	Completed successfully	
Interface Start Time	9/12/2020 7:29AM GMT-04:00	
Interface End Time	Pending	
Number of Interface Steps	Pending	
CURRENT STEP STATISTICS		
Name	0 - Pending	
Progress	Pending	
Disqualified	Pending	
Errors	Pending	
INTERFACE STATISTICS		
Total Disqualified	0	
Total Errors	0	

# TCD – TCD FILE

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You will receive an email with the **numbers** listed at the right that will need to be entered in Core-CT.

The TL\_ELP\_INTFC represents the Elapsed time codes (e.g Regular Hours, Overtime hours etc.) and the TL\_ELPTSK\_INTFC represents the Elapsed Time Task codes (E.g. Shift code), these will allow you to compare and see that the TCD file was processed as expected.

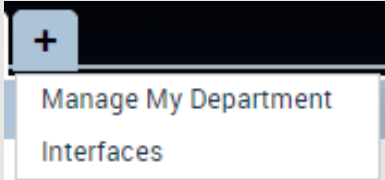
```
Dear DCF Agency Rep/Central Administrator,  
  
The following information was completed on the TCD Processing tracker page. If the  
information is incorrect please return to the page and make necessary updates  
  
Agency.....: DCF  
Pay period begin date.....: 2019-11-22  
Pay period end date.....: 2019-12-05  
Number of TL_ELP_INTFC Adds.....: 4049  
Number of TL_ELP_INTFC Deletes.....: 3380  
Number of TL_ELPTSK_INTFC Adds.....: 6  
Number of TL_ELPTSK_INTFC Deletes.....: 0  
Percent of transactions allowed outside pay period range..: 5  
Information Updated/Created By.....: ACC_LOPEZS at 2020-09-15-  
11.46.53.000000
```



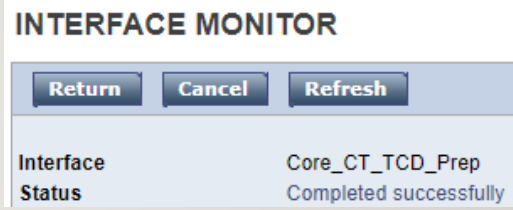
# TCD – FILE DATA VALIDATION (PRE TCD)

1. In order to validate employee time before running the TCD file, you will need to use a report
2. Click on the ' + ' button and select Interfaces
3. Select the **Core CT Time Entry Report** and click **Run**
4. Click the **Completed Successfully** button and open the CSV Core CT Time Entry Report
5. Use the information from the excel file to validate that everything is in order before actually running the TCD file


**2**



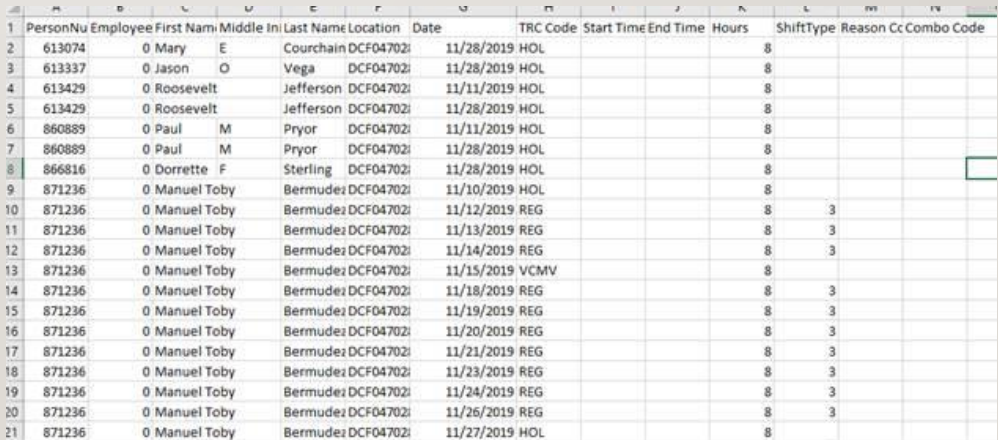
**4**



**3**



**5**



PersonNu	Employee First Name	Middle In	Last Name	Location	Date	TRC Code	Start Time	End Time	Hours	ShiftType	Reason Cc	Combo Code
2	613074	0 Mary E	Courchain	DCF04702	11/28/2019	HOL			8			
3	613337	0 Jason O	Vega	DCF04702	11/28/2019	HOL			8			
4	613429	0 Roosevelt	Jefferson	DCF04702	11/11/2019	HOL			8			
5	613429	0 Roosevelt	Jefferson	DCF04702	11/28/2019	HOL			8			
6	860889	0 Paul M	Pryor	DCF04702	11/11/2019	HOL			8			
7	860889	0 Paul M	Pryor	DCF04702	11/28/2019	HOL			8			
8	866816	0 Dorrette F	Sterling	DCF04702	11/28/2019	HOL			8			
9	871236	0 Manuel Toby	Bermudez	DCF04702	11/10/2019	HOL			8			
10	871236	0 Manuel Toby	Bermudez	DCF04702	11/12/2019	REG			8	3		
11	871236	0 Manuel Toby	Bermudez	DCF04702	11/13/2019	REG			8	3		
12	871236	0 Manuel Toby	Bermudez	DCF04702	11/14/2019	REG			8	3		
13	871236	0 Manuel Toby	Bermudez	DCF04702	11/15/2019	VCMV			8			
14	871236	0 Manuel Toby	Bermudez	DCF04702	11/18/2019	REG			8	3		
15	871236	0 Manuel Toby	Bermudez	DCF04702	11/19/2019	REG			8	3		
16	871236	0 Manuel Toby	Bermudez	DCF04702	11/20/2019	REG			8	3		
17	871236	0 Manuel Toby	Bermudez	DCF04702	11/21/2019	REG			8	3		
18	871236	0 Manuel Toby	Bermudez	DCF04702	11/23/2019	REG			8	3		
19	871236	0 Manuel Toby	Bermudez	DCF04702	11/24/2019	REG			8	3		
20	871236	0 Manuel Toby	Bermudez	DCF04702	11/26/2019	REG			8	3		
21	871236	0 Manuel Toby	Bermudez	DCF04702	11/27/2019	HOL			8			

# TCD – CORE CT SIDE – 1<sup>ST</sup> ENTRY

1. Once you have the totals from the email or TXT document, you will navigate to the TCD Processing Tracker in Core-CT at the below navigation:  
**Main Menu > HRMS> Time and Labor > CT TCD File > CT TCD Processing Tracker**
2. Enter the dates for the pay period. Then add the numbers from the report in the agency input section.
3. Click **Save**.
4. After entering the agency input, there is an automatic validation process that fills in the Pre-Edit field, after this process runs you will receive an email informing you of any discrepancies or if the file ran to completion successfully.

The screenshot shows the Oracle TCD Processing Tracker interface. At the top, the navigation path is: Favorites > Main Menu > Time and Labor > CT TCD File > CT TCD Processing Tracker. The page title is "TCD Processing Tracker". The agency is "DCF Dept of Children and Family". A note states: "Note: The next open pay period is 11/08/2019 through 11/21/2019".

**1** (Callout 1) points to the breadcrumb navigation.

**2** (Callout 2) points to the "Pay Period Processing Information" section, specifically the "Pay Period Begin Date" and "Pay Period End Date" input fields.

**3** (Callout 3) points to the "Save" button at the bottom left of the page.

The "Record Counts" table is as follows:

	Agency Input	Pre-Edit	Percentage	Reported Time
TL_ELP_INTFC Adds:	0	0		
TL_ELP_INTFC Deletes:	0	0		
TL_ELPTSK_INTFC Adds:	0	0		
TL_ELPTSK_INTFC Deletes:	0	0		
DUR Records in Range:		0	0.000	0
DUR Records outside Range:		0	0.000	0

The "Audit Information" section includes fields for "Created By:", "Last Updated By:", and "On:". The "Reported Time" table shows "1 of 1" records.

At the bottom, there is a table with columns: Process Type, Process Name, Description, TCD Process Status, Ready to Reprocess?, Process Instance, and Process Triggered. The first row shows "1" in the Process Type column.

# TCD – CORE CT SIDE – 1<sup>ST</sup> ENTRY EXAMPLE EMAILS

1. This is an example of the **confirmation** email you will receive restating the counts you entered into Core CT

```
Dear DCF Agency Rep/Central Administrator,  
  
The following information was completed on the TCD Processing tracker page. If the information is incorrect please return to the page and make necessary updates  
  
Agency.....: DCF  
Pay period begin date.....: 2019-11-22  
Pay period end date.....: 2019-12-05  
Number of TL_ELP_INTFC Adds.....: 4049  
Number of TL_ELP_INTFC Deletes.....: 3380  
Number of TL_ELPTSK_INTFC Adds.....: 6  
Number of TL_ELPTSK_INTFC Deletes.....: 0  
Percent of transactions allowed outside pay period range..: 5  
Information Updated/Created By.....: ACC_LOPEZS at 2020-09-15-11.46.53.000000
```

2. This is an example of the email you will receive after the **pre-edit** process runs without any issues

```
Dear DCF Agency Rep/Central Administrator,  
  
The TCD file for the pay period 11/22/2019 through 12/05/2019 was successfully processed and passed the Pre-Edit step. The TCD file is now ready to be processed by the system through the next steps. There is no action required to be taken by you at this time. However, you may receive additional notification as the TCD file is processed through the next steps  
  
NOTE: This is an automated message generated by the system. Please DO NOT REPLY to this email since the email responses to this box are not being actively monitored
```



# TCD – CORE CT SIDE – 1<sup>ST</sup> ENTRY

After you receive email confirmation that the file ran successfully, the process will automatically update to **Successfully Processed** and ready to reprocess will be set to **No**.

% transactions allowed outside range   Pay period processing complete

Record Counts				Audit Information		Reported Time
	Agency Input	Pre-Edit	Percentage	Reported Time		
TL_ELP_INTFC Adds:	<input type="text" value="0"/>	0			Created By:	
TL_ELP_INTFC Deletes:	<input type="text" value="0"/>	0			on:	
TL_ELPTSK_INTFC Adds:	<input type="text" value="0"/>	0			Last Updated By:	
TL_ELPTSK_INTFC Deletes:	<input type="text" value="0"/>	0			On:	
DUR Records in Range:		0	0.000	0		
DUR Records outside Range:		0	0.000	0		

Process Type	Process Name	Description	TCD Process Status	Ready to Reprocess?
1			<input type="text"/>	<input type="text"/>

- TCD Process Status
- Not Started
  - Processed w/Errors
  - Successfully Processed

- Ready to Reprocess?
- No
  - Yes



# TCD – CORE CT SIDE – SUBSEQUENT ENTRY

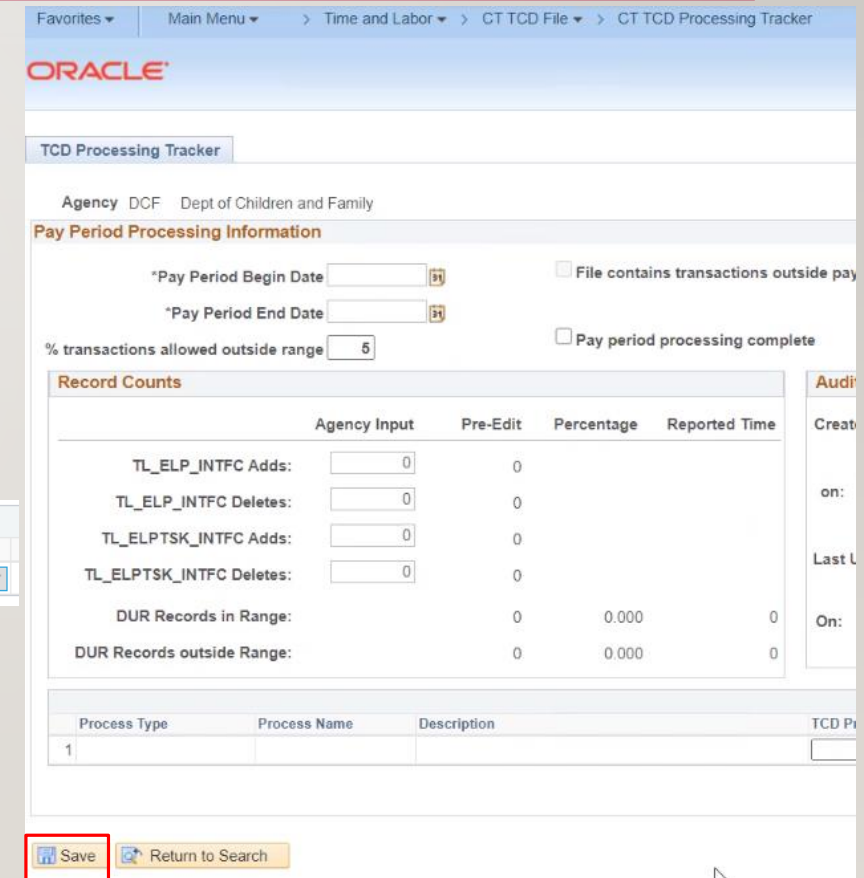
1. you enter data for the first pay period, CORE will save a record of it. In order to add new information for the next pay period you will need to select the ' + ' button to add a new row.
2. Then follow the same procedure (slide 7) of entering the dates of the pay period and the numbers exported from the TCD.
3. This will allow you to view a record of the totals for each pay period

1



TCD Process Status	Ready to Reprocess?
<input type="text"/>	<input type="text"/>

2



The screenshot shows the Oracle TCD Processing Tracker interface. At the top, there are navigation menus: Favorites, Main Menu, Time and Labor, CT TCD File, and CT TCD Processing Tracker. The Oracle logo is visible. Below the navigation, the page title is 'TCD Processing Tracker'. The main content area is divided into sections: Agency (DCF, Dept of Children and Family), Pay Period Processing Information (with fields for \*Pay Period Begin Date, \*Pay Period End Date, % transactions allowed outside range, and checkboxes for 'File contains transactions outside pay' and 'Pay period processing complete'), Record Counts (a table with columns for Agency Input, Pre-Edit, Percentage, and Reported Time), and a table with columns for Process Type, Process Name, Description, and TCD Pr. At the bottom, there are buttons for 'Save' and 'Return to Search'.

	Agency Input	Pre-Edit	Percentage	Reported Time
TL_ELP_INTFC Adds:	0	0		
TL_ELP_INTFC Deletes:	0	0		
TL_ELPTSK_INTFC Adds:	0	0		
TL_ELPTSK_INTFC Deletes:	0	0		
DUR Records in Range:		0	0.000	0
DUR Records outside Range:		0	0.000	0

Process Type	Process Name	Description	TCD Pr
1			

# 10 TCD – CORE CT SIDE – CORRECTIONS

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- There are three reasons why the file could potentially fail, those reasons are listed below as are the steps required for resolution.

1. User input error
2. Error in Kronos
3. File Layout Error



# TCD – MAKING CORRECTIONS

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If you receive the following email **calling out a specific row**, it can be due to user input error or an error in entry on your time management system

Dear DCF Agency Rep/Central Administrator,

The TCD file for the pay period 11/22/2019 through 12/05/2019 failed the Pre-Edit step and must therefore be resubmitted and/or corrected on the TCD Processing Tracker page. Please ensure that you mark the 'Reprocess Indicator' to 'Yes' once the issues are resolved to process the TCD file

TL\_ELPTSK\_INTFC Add entered does not match the count in XML file

# TCD – MAKING CORRECTIONS

1. In order to validate whether this was **user input error**, navigate back to the TCD processing tracker for the current pay period and compare the agency input values to your TCD email. If the values do not match, make your changes to the Agency Input column. Update the **Ready to Reprocess to Yes**, then Click **Save**.

	Agency Input	Pre-Edit
TL_ELP_INTFC Adds:	<input type="text" value="0"/>	0
TL_ELP_INTFC Deletes:	<input type="text" value="0"/>	0
TL_ELPTSK_INTFC Adds:	<input type="text" value="0"/>	0
TL_ELPTSK_INTFC Deletes:	<input type="text" value="0"/>	0
DUR Records in Range:		0
DUR Records outside Range:		0

Ready to Reprocess?

No

Yes

Save



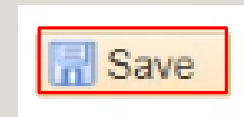
# TCD – MAKING CORRECTIONS

2. If there was no user error, there may be an **error in Kronos**, you will reach out to the system admin so they can determine how the process counted the number of records compared to the TCD. After corrections are made, rerun the TCD and check the email for the updated counts. Correct the Agency Input in Core with the new numbers that were output and **set ready to reprocess to Yes**.

Click **Save**.

	Agency Input	Pre-Edit
TL_ELP_INTFC Adds:	<input type="text" value="0"/>	0
TL_ELP_INTFC Deletes:	<input type="text" value="0"/>	0
TL_ELPTSK_INTFC Adds:	<input type="text" value="0"/>	0
TL_ELPTSK_INTFC Deletes:	<input type="text" value="0"/>	0
DUR Records in Range:		0
DUR Records outside Range:		0

TCD Process Status	Ready to Reprocess?
Processed w/Errors	Yes



# TCD – MAKING CORRECTIONS

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3. In the scenario where there is a **file layout/schema issue** you will receive the following message. In order to correct this reach out to your system administrator.

DAS-DLKRONOSTEAM@ct.gov

```
Dear DCF Agency Rep/Central Administrator,
```

```
The TCD file for the pay period 11/22/2019 through 12/05/2019 failed the Pre-Edit step and must therefore be resubmitted and/or corrected on the TCD Processing Tracker page. Please ensure that you mark the 'Reprocess Indicator' to 'Yes' once the issues are resolved to process the TCD file
```

```
\\fiji101.CORECT.APP.HOST.CT.GOV\erp101\datafiles_tpr\interface s\processing\CTTLII01_OUT\CTTLII01DCF.XER file found for Agency: DCF. Possible Schema failure. Pre Edit Skipped
```

# TCD – MAKING CORRECTIONS

3. After corrections are made in the system, navigate to the page with the agency input and update Ready to Reprocess to **Yes**. The pre edit process is scheduled to run in batch and will re-run automatically. Make sure you always hit **Save** after updating.

	Agency Input	Pre-Edit
TL_ELP_INTFC Adds:	<input type="text" value="0"/>	0
TL_ELP_INTFC Deletes:	<input type="text" value="0"/>	0
TL_ELPTSK_INTFC Adds:	<input type="text" value="0"/>	0
TL_ELPTSK_INTFC Deletes:	<input type="text" value="0"/>	0
DUR Records in Range:		0
DUR Records outside Range:		0

TCD Process Status	Ready to Reprocess?
Processed w/Errors	Yes

