

Enter TCD Counts into Core-CT

Purpose: Updates have been made to the TCD process, and this job aid will help you enter the TCD totals in Core-CT.

Steps

After running the TCD, an email will be sent with a list of counts.

- TL_ELP_INTFC - Elapsed time usage (e.g Regular Hours, Overtime hours etc.)
- TL_ELPTSK_INTFC - Elapsed Time Task usage (e.g. Shift code)

Screenshots

```
Biweekly Check Date 09/08/2020  
DCF-Dept of Children and Family (DCF)  
Uploaded By SuperUser  
  
TL_ELP_INTFC Add Rows 4,345  
TL_ELP_INTFC Delete Rows 3,688  
TL_ELPSTK_INTFC Add Rows 4,369  
TL_ELPSTK_INTFC Delete Rows 0
```

In Core-CT, navigate to *Main Menu > Core-CT HRMS > Time and Labor > CT TCD File > CT TCD Processing Tracker*

Favorites > Main Menu > Time and Labor > CT TCD File > CT TCD Processing Tracker

The TCD Processing Tracker page will display.

The first time using this page, a blank form will be displayed.

Enter the start and end dates for the pay period at the top of the page.

TCD Processing Tracker

Agency DCF Dept of Children and Family

Pay Period Processing Information

*Pay Period Begin Date

*Pay Period End Date

% transactions allowed outside range

Steps

Enter the totals from the TCD email from the source system (e.g. Atlas, Kronos, etc...) into Agency Input column.

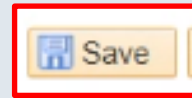
Click Save to record your changes.

Note: Once you click "Save" the scheduled file mover will pick up the TCD file for processing. Be sure the final TCD file is created before taking this step.

Screenshots

Record Counts

	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



You will receive an email documenting the counts entered into Core-CT for your records.

```
Dear DCF Agency Rep/Central Administrator,  
  
The following information was completed on the TCD Processing tracker page. If  
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 a
```

After you enter the counts, the scheduled Core-CT Pre Edit process will run at the designated time and attempt to validate the Core-CT counts against the TCD file. This process will utilize a file mover to automatically pick up the Agency TCD file and import it into Core-CT.

If the process ran well with no errors the TCD Process Status will automatically update to display "Successfully Processed" and Ready to Reprocess? will be set to "No".

TCD Process Status	Ready to Reprocess?
Successfully Processed	No

Steps

Screenshots

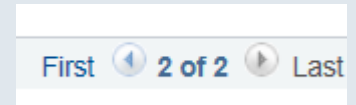
If the counts match the TCD Process Status an email will be sent indicating the Pre Edit step passed as shown in the following section. Refer to the upcoming 'Errors in TCD Process' Job Aid if you receive an error email.

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

To add next pay period select the ' + ' button to add a new row, and then add the TCD Processing Information.



Errors in TCD Process

Purpose:

This job aid will help you correct errors in the TCD Process.

Steps

Screenshots

There are multiple 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 time management system (This may not apply to all agencies)
3. File Layout Error

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

In order to validate whether this was **user input error**, navigate to the TCD Processing Tracker Page for the current pay period and compare the Agency Input column 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

2 of 2

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

TCD Process Status	Ready to Reprocess?
<input type="text" value="Not Started"/> <input type="text" value="Processed w/Errors"/> <input type="text" value="Successfully Processed"/>	<input type="text" value="No"/> <input type="text" value="Yes"/>

Steps

Screenshots

If there was no user error, there may be an **error in your time management system**. Contact the time management system admin and let them know of the discrepancy in the counts. After corrections are made, re-run the TCD and check the email for the updated counts. Return back to the TCD Processing Tracker page and update the Agency Input column values in Core-CT and set Ready to Reprocess to Yes. Click **Save**. If successful, a confirmation email will be sent with the counts.

Note: This may not apply to all agencies.

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

	Agency Input	Pre-Edit
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
DUR Records outside Range:		0

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

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
```

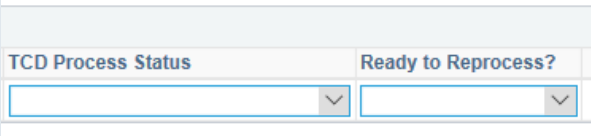
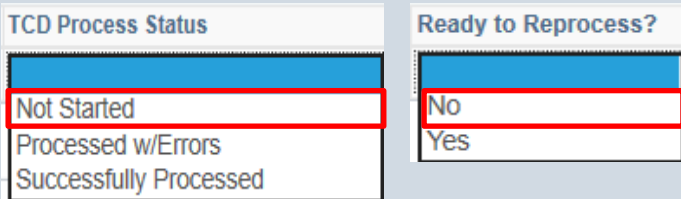
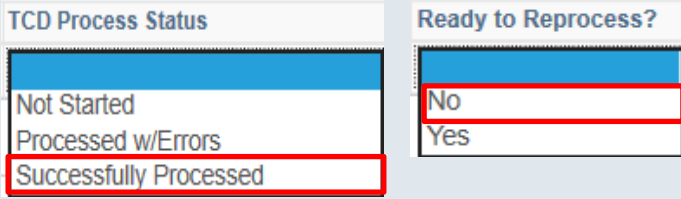
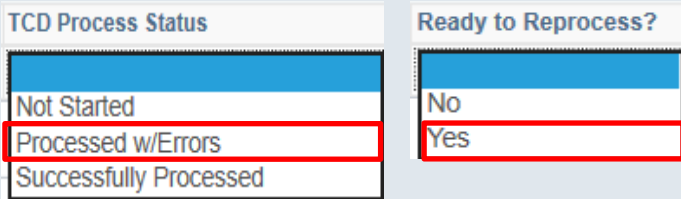
Once the file layout issue is resolved, navigate to the TCD Processing Tracker page with the Agency Input column and update Ready to Reprocess to **Yes**. The Pre Edit process is scheduled to run in batch and will re-run automatically. Make sure you always hit **Save** after updating.

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

TCD Process Status and Definitions

Purpose:

This job aid will help you understand the TCD Process Status and Ready to Reprocess flags at the bottom of the page.

Steps	Screenshots
<p>As you run through the TCD process, the TCD Process Status and Ready to Reprocess fields will update automatically.</p>	 <p>A screenshot showing two dropdown menus side-by-side. The left menu is labeled 'TCD Process Status' and the right menu is labeled 'Ready to Reprocess?'. Both menus have a downward arrow on the right side, indicating they are currently closed.</p>
<p>Before you run the TCD, TCD Process Status will automatically be set to Not Started and Ready to Reprocess is set to No.</p>	 <p>Two screenshots side-by-side. The left screenshot shows a dropdown menu titled 'TCD Process Status' with three options: 'Not Started', 'Processed w/Errors', and 'Successfully Processed'. The 'Not Started' option is highlighted with a red box. The right screenshot shows a dropdown menu titled 'Ready to Reprocess?' with two options: 'No' and 'Yes'. The 'No' option is highlighted with a red box.</p>
<p>After you run the TCD, if it runs without errors it will automatically update to Successfully Processed and Ready to Reprocess is still set to No.</p>	 <p>Two screenshots side-by-side. The left screenshot shows a dropdown menu titled 'TCD Process Status' with three options: 'Not Started', 'Processed w/Errors', and 'Successfully Processed'. The 'Successfully Processed' option is highlighted with a red box. The right screenshot shows a dropdown menu titled 'Ready to Reprocess?' with two options: 'No' and 'Yes'. The 'No' option is highlighted with a red box.</p>
<p>If there were errors it will be set to Processed w/ Errors and ready to reprocess will be set to No. Once the errors are fixed update the ready to reprocess flag to Yes, and the TCD processing will continue.</p>	 <p>Two screenshots side-by-side. The left screenshot shows a dropdown menu titled 'TCD Process Status' with three options: 'Not Started', 'Processed w/Errors', and 'Successfully Processed'. The 'Processed w/Errors' option is highlighted with a red box. The right screenshot shows a dropdown menu titled 'Ready to Reprocess?' with two options: 'No' and 'Yes'. The 'Yes' option is highlighted with a red box.</p>

Support Contacts

Purpose:

These will be the contacts you can reach out to if you encounter any issues throughout the TCD Process.

Contact	Email
Kronos Support Team Contact the Kronos Support Team if there are issues with downloading the TCD file from Kronos or if they didn't get the email with counts.	DAS-DLKRONOSTEAM@ct.gov
Core-CT Interface Team Contact the Core-CT Interface Team if there are issues with the TCD Tracker Page, file validation, or emails from Core-CT on status of file.	core-ct.hr.interface@ct.gov
Core-CT Time and Labor Team Contact the Core-CT Time and Labor Team if there are issues with timesheet data after the file is loaded, if data is missing from the timesheet, or TCD Error reports.	Alexa Warzecha: alex.warzecha@ct.gov Sean Anderson: sean.Anderson@ct.gov