Instructions for loading Atlas TCD file to PilotFish SFTP

## (during Parallel Atlas and Kronos TCD Testing only)

High Level Steps for Parallel TCD Testing, DOC Payroll Team will:

1. Load Atlas TCD Production File to Core-CT Production
2. Load Copy of Atlas TCD Production File to PilotFish Production SFTP site
3. Load Kronos TCD Production File to PilotFish Production SFTP

Before you begin the steps to load the Atlas TCD Production file to Core-CT and the SFTP PilotFish site, please take the following preliminary steps for Parallel TCD Testing:

1. Create a new folder on your Local Machine and name it *'Kronos TCD Pilotfish'*.

2. Complete steps to the Atlas TCD Production processing on the Atlas Client Server up until Page 16 of the instructions. <u>STOP at this point</u>, and DO NOT UPLOAD the TCD file to Core-CT yet.

3. Copy the Atlas TCD file from your C:\Drive to the *'Kronos TCD PilotFish'* Folder.

   You can resume loading the Production Atlas file to Core-CT <u>AFTER</u> you the copy or the Atlas TCD File is saved on your local machine.
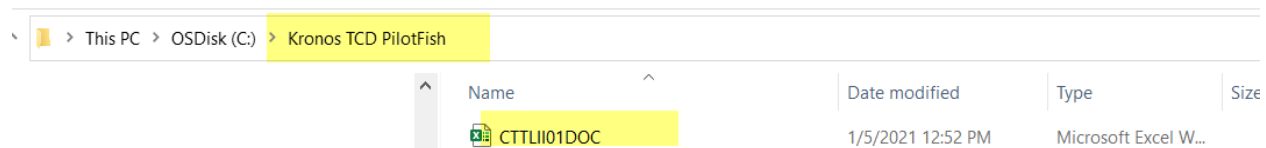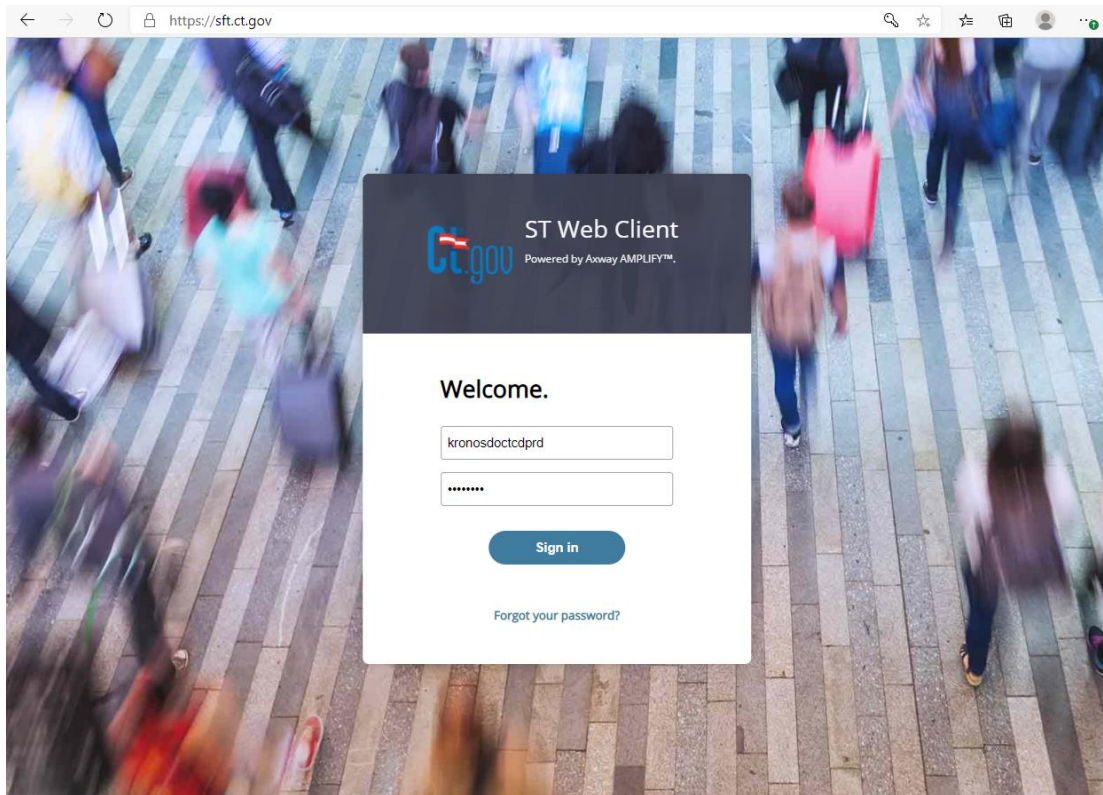

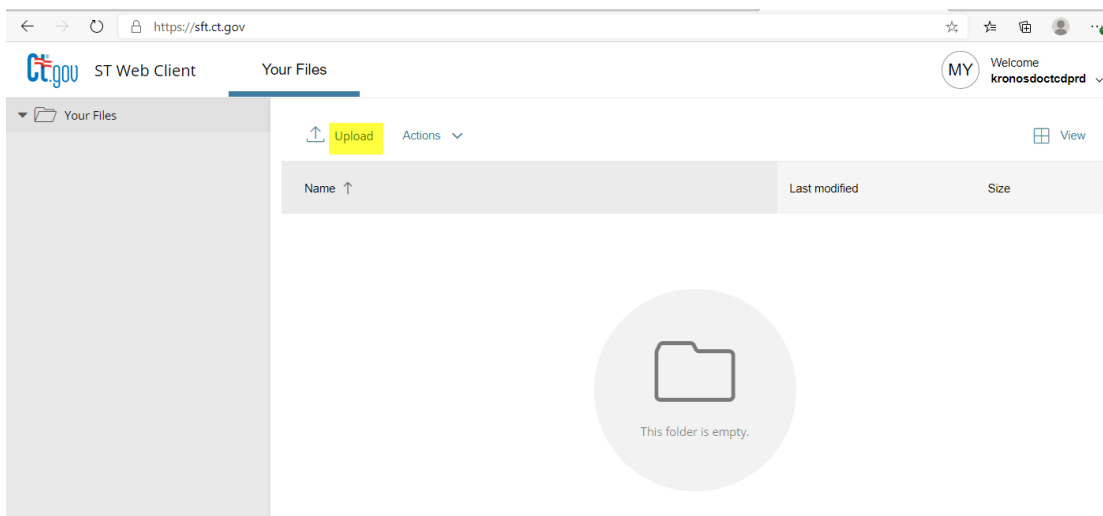## Steps for Loading the Atlas TCD File to the Pilotfish SFTP site:

Using IE or Edge Browser, sign-on to https://sft.ct.gov   PRODUCTION site
or https://sft.stg.ct.gov   STAGING site
Note: Use 'PRODUCTION' for Parallel testing
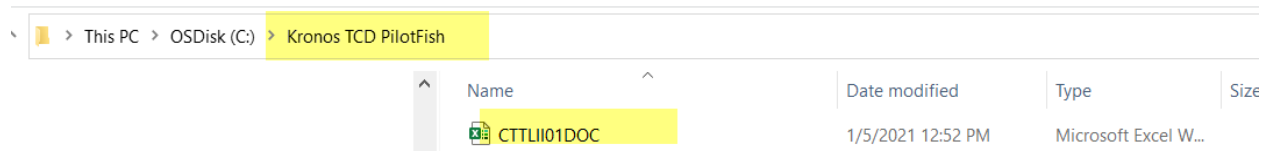
1. Enter User ID and Password
   a. User IDs and Passwords will be provided separately
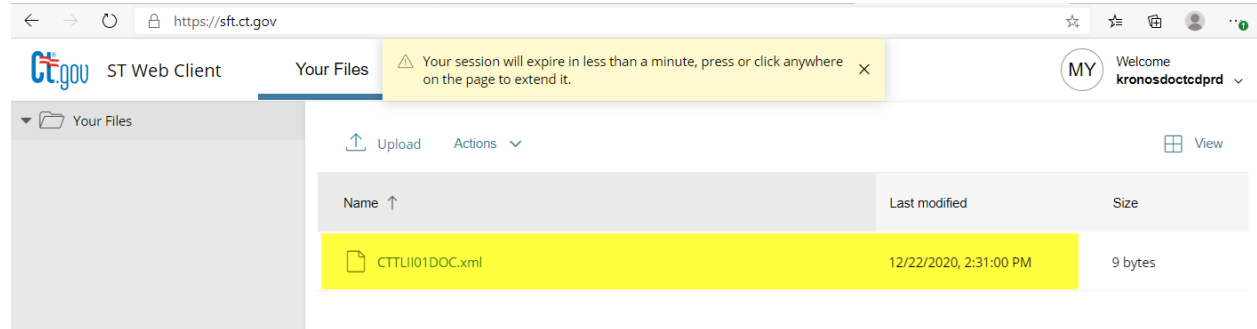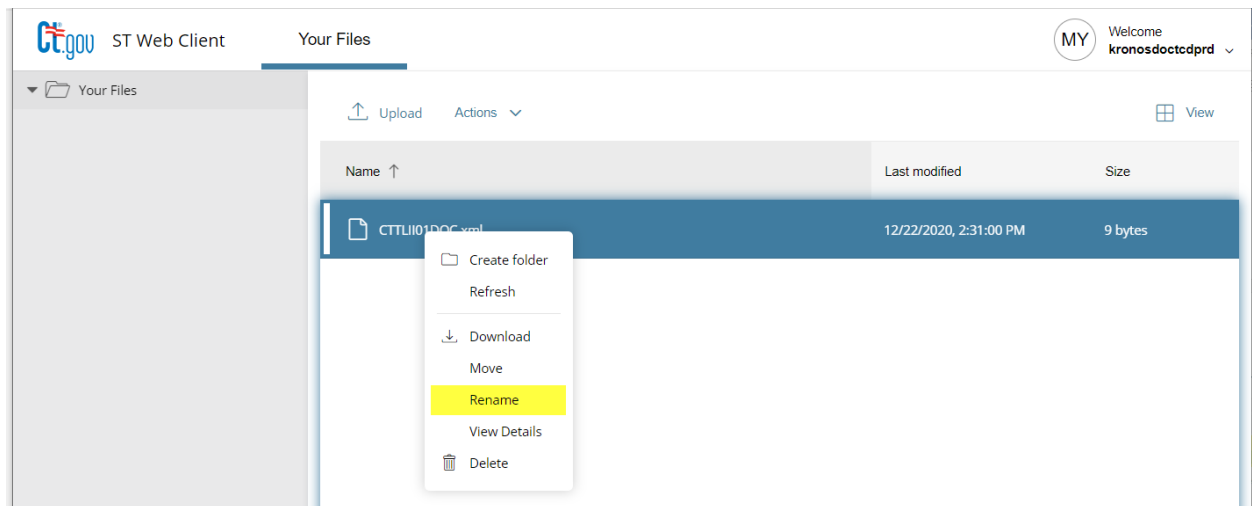
2. Select Upload Option

3. Navigate to C:\Kronos TCD PilotFish folder
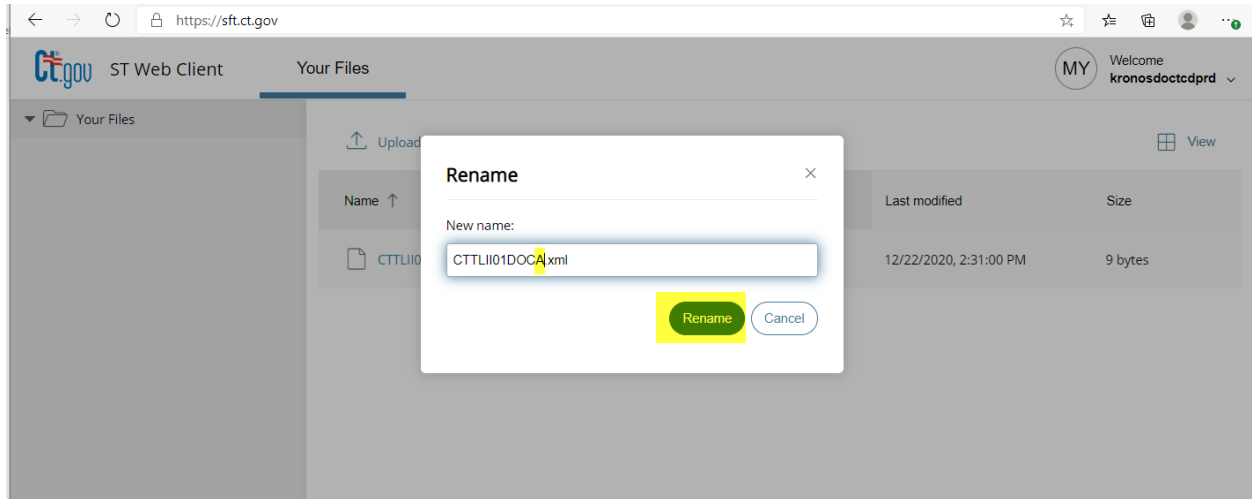4. Select the TCD File for Upload. Select and click open.

> This PC > OSDisk (C:) > Kronos TCD PilotFish

Name	Date modified	Type	Size
CTTLII01DOC	1/5/2021 12:52 PM	Microsoft Excel W...	

5. TCD File is uploaded and displays. Verify date and time stamp.

https://sft.ct.gov

ST Web Client   Your Files

⚠ Your session will expire in less than a minute, press or click anywhere on the page to extend it. ✕

MY   Welcome
kronosdoctcdprd

▼ Your Files

↑ Upload   Actions ⌄   ⊞ View

Name ↑	Last modified	Size
CTTLII01DOC.xml	12/22/2020, 2:31:00 PM	9 bytes

6. Right click on the file and select Rename.

ST Web Client   Your Files

MY   Welcome
kronosdoctcdprd

▼ Your Files

↑ Upload   Actions ⌄   ⊞ View

Name ↑	Last modified	Size
CTTLII01DOC.xml	12/22/2020, 2:31:00 PM	9 bytes

- Create folder
- Refresh
- ↓ Download
- Move
- Rename
- View Details
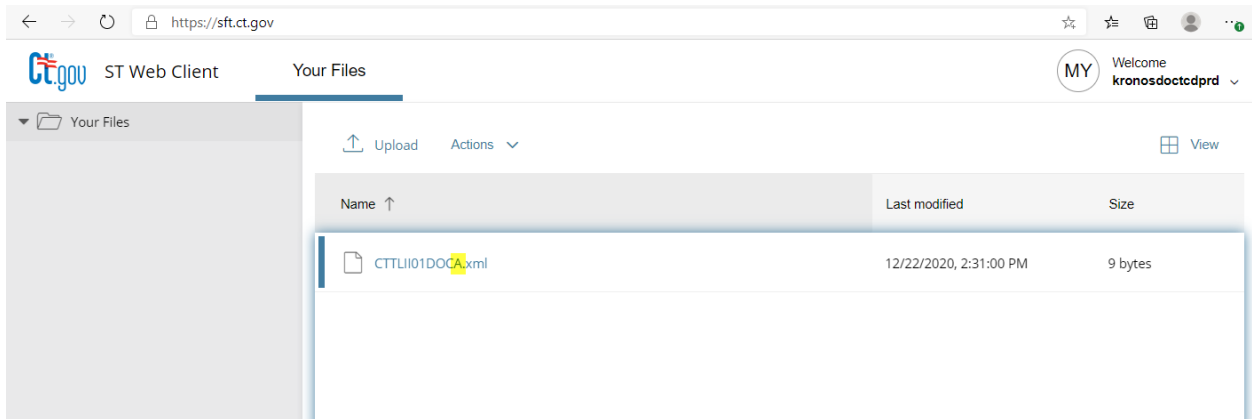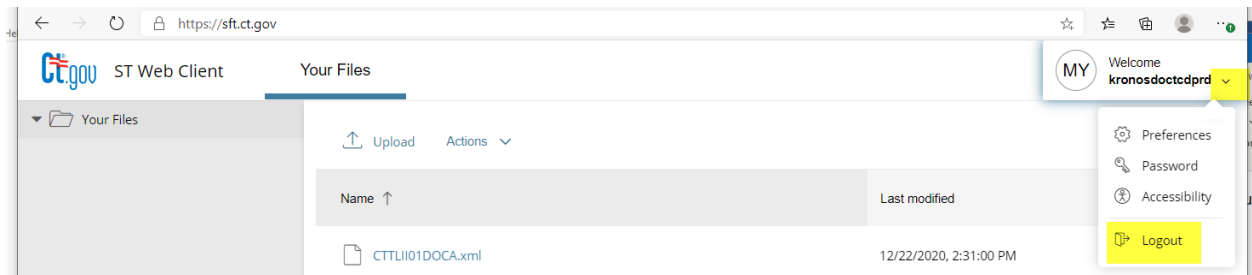- 🗑 Delete

7. Add the 'A' suffix to the file as shown, click Rename button.

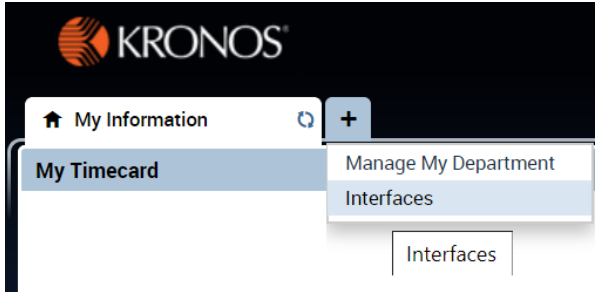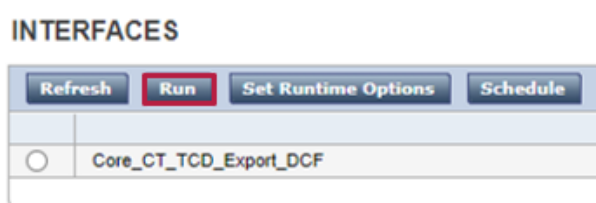8. The file is renamed with the A suffix.

9. Logout

You have completed the steps necessary to load the Atlas file to PilotFish.

Steps necessary to load the Kronos TCD File to PilotFish:

1. Sign into Kronos and click the '+' button to select the interfaces tab.

2. Select the Core CT TCD Export report and click Run.

3. Select the range of dates(which should be the pay period you are running the file for) click Continue.
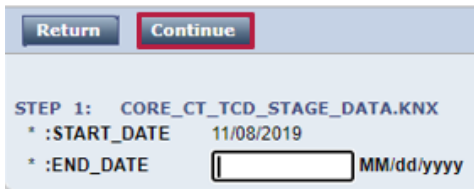
4. The TCD file will then run and upload automatically and will be pulled into the SFTP when Core-CT is scheduled to run the file mover.

5. For additional information on the TCD Process within Kronos please visit this link here.

10. <u>Upon successful loading of **BOTH** the Atlas TCD File and Kronos TCD files to PilotFish,</u> the two files will be merged. After which, you will receive a series of email notifications from PilotFish. You will need to pay attention to these emails messages as they will include file counts, a duplicate error report and TL counts needed to enter into Core-CT. (Going forward, total counts will be provided from Pilotfish for both Atlas and Kronos TCD files.)

    a. <u>The first emails</u> will provide the number of rows loaded from Atlas to PilotFish, AND, from Kronos to PilotFish. Example of email follows:

The Atlas TCD file was processed

DAS_Kronos_Files_Pilotfish.STAGING@ct.gov
To ● Shea, Matt; ○ DOIT-DL Core-CT HR Interface Team; ● Hawkins, Brett; ● Anderson, Sean; ● Yabrosky, Mary; ◐ Soto, Moises; ○ Borge

Number of Atlas rows read 115289

The Kronos TCD file was processed

DAS_Kronos_Files_Pilotfish.STAGING@ct.gov
To ● Shea, Matt; ○ DOIT-DL Core-CT HR Interface Team; ● Hawkins, Brett; ● Anderson, Sean; ● Yabrosky, Mary; ● Soto, Moises;

Number of Kronos rows read 471

    b. <u>A second email notification</u> will provide a Duplicate Error Report with a count of the employees with duplicate entries (in both Atlas and Kronos). **NEW BUSINESS PRACTICE** - You will need to verify which system the employees in this report should be in, and make any system corrections, accordingly. Duplicate rows will not be loaded into Core-CT, therefore, file counts before the Atlas and Kronos files were merged, maybe different as a result. Examples of the email notification and report follow:

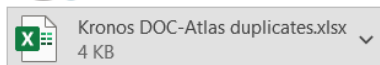### Kronos File processing errors

DAS_Kronos_Files_Pilotfish.STAGING@ct.gov
To ◐ Shea, Matt; ○ DOIT-DL Core-CT HR Interface Team; ◐ Hawkins, Brett; ● Anderson, Sean; ● Yabrosky, Mary; ◐ Soto, Moises; ○ Borges,

📊 Kronos DOC-Atlas duplicates.xlsx
4 KB

The EMPLID / EMPL_RCD combinations below were found in both the DOC Kronos and Atlas files

EMPLID	EMPL_RCD	# of Kronos Records	# of Atlas Records			
440415	0	2	31			
972902	0	26	45			
038750	0	33	31			
972912	0	24	33			

Note: It is not anticipated duplicate entries will be present in both the Atlas and Kronos systems, however, a new business practice needs to be in place to catch errors and correct in the event this does occur.

    c. A third email will be send validating the merged file:

Kronos Merged TCD files validation results

D DAS_Kronos_Files_Pilotfish.STAGING@ct.gov
To ● Shea, Matt; ○ DOIT-DL Core-CT HR Interface Team; ● Hawkins, Brett; ● Anderson, Sean; ● Yabrosky, Mary; ● Soto, Moises; ●

DOC TCD Validation Results

Number of errors found: 0

Line Column Level Message

Note: If errors exist in the above email, please contact the DASKRONOSTEAM@ct.gov immediately.

    d. A final email notification will be sent providing the total counts you will need to enter into Core-CT. Again, these counts are the total counts of both the Atlas and Kronos Files. Example of TL Count email follows:

The Kronos/DOC TCD file was processed

D

DAS_Kronos_Files_Pilotfish.STAGING@ct.gov

To ● Shea, Matt; ○ DOIT-DL Core-CT HR Interface Team; ● Hawkins, Brett; ● Anderson, Sean; ● Yabrosky, Mary; ● Soto, Moises; ○ Borges

ReP

The DOC Kronos and Atlas files were merged and uploaded to the SFTP site.

Number of records sent:	116339
TL_ELP_INTFC Adds:	55050
TL_ELP_INTFC Deletes:	61289
TL_ELPTSK_INTFC Adds:	86543
TL_ELPTSK_INTFC Deletes:	0

Any questions or issues relating to PilotFish should be directed to the DASKRONOSTEAM@ct.gov