



PROJECT CHANGE ORDER FORM

Customer Name	CITY OF OCALA - 6085405	Solution ID	6085405
Bill to	6085405 CITY OF OCALA 110 SE WATULA AVE OCALA, FL 34471	Ship to	6085405 CITY OF OCALA 110 SE WATULA AVE OCALA, FL 34471
Payment Terms	Net 30 Days	Customer Purchase Order	
Kronos Practice	Public Sector 20127	Sales Person	Stephanie Kirkpatrick
Project #	44917	Operating Unit / Currency	KRONOS US OU / USD
New task required	No	New project required	No

Project Budget Impact

Billing Role	Item	UOM	Contract Type	Previous Order #	Qty in Hours	Rate	Ext Amt
Integration Consultant	9990002-ONL	HR	Estimate		15	180	2700.00
Totals					15		2700.00

Amounts exclude tax

Authorization Signatures

(I authorize the change to the UKG Project Budget, as described above, and I authorize UKG to invoice for the amount applicable.)		

(I authorize the change to the UKG Project Budget, as described above, and I authorize UKG to invoice for the amount applicable.)

Authorized Customer Contact Name and Title/Role	* Signature <i>Christopher J. Watt for Ken Whitehead</i>	Date 12 / 15 / 2022
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Approved as to form and legality:

William E. Sexton

William E. Sexton, City Attorney

ATTEST:

Angel B. Jacobs

Angel Jacobs, City Clerk

Comments

Except as specifically amended by this Change Order, all other provisions of the relevant Service Work Order or Statement of Work (as applicable) remains un-amended and in full force and effect. ***attached hereto**

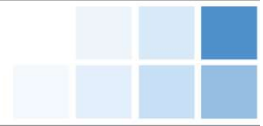
Except as specifically amended by this Change Order, all other provisions of the relevant Service Work Order or Statement of Work (as applicable) remains un-amended and in full force and effect. ***attached hereto**

This change order covers the analysis, development, assist with UAT and Migration of the Person Import Issues.

This will be a 'bill as you go' engagement and UKG will only invoice the time taken to complete the work.

Order Management Internal Use Only

If Change Order processed please select box	☐	Date	
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Interface Design

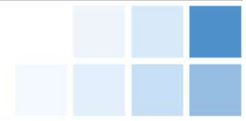
Person Import

City of Ocala



Filename: Person Import.docx

Version Date: June 4, 2020



Document Control

Filename	Person Import.docx
Original Author(s)	Kevin Kelly
Revision Author(s)	

Change Record

Version	Date	Author (s)	Revision Notes
1.00	05/27/2019	Kevin Kelly	First Draft
1.01	06/23/2019	Kevin Kelly	
1.02	06/04/2020	Kevin Kelly	Updated Manager license assignment to reference current state

Approvals Distribution List

Copy No	Approver Name	Title	Approval Date
1	Project Manager		
2			
3			
4			

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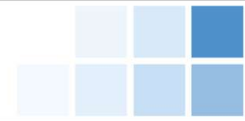


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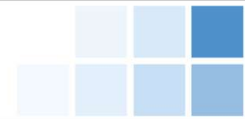
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1 Introduction

1.1 Document Purpose

The information contained within the Interface Design document(s) is an analysis of the requirements for interfacing information between Workforce Central and other third-party systems such as payroll, accounting, etc., as required by City of Ocala. There may be one or more Interface Designs completed as a part of your Workforce Central suite implementation.

This document may contain multiple sections for each interface applicable to this phase of the Workforce Central implementation. Note that for interfaces that *import* information into Workforce Central from other systems, one sub-section



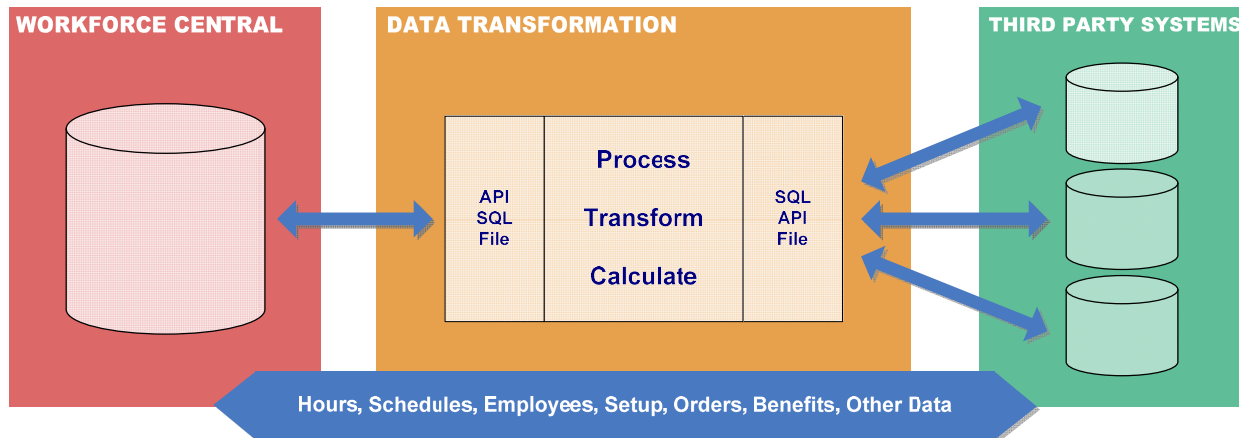
of this document will include the details for the layout of the source file that is required. It will be the responsibility of City of Ocala to generate these files and to ensure that the layout requirements can be met.

Please read this document thoroughly as it outlines the interface configuration requirements for City of Ocala. Any features or functionality not mentioned herein will not be included in the solution build of the specified interfaces. Any additional requirements not mentioned within this document will be subject to standard Change Control procedures.

1.2 Workforce Central Interface Overview

1.2.1 DATA TRANSFER

The Workforce Central system may interact with one or more of your business systems. Setup data required in Workforce Central may be transferred in from another system and data collected in the Workforce Central may feed other key business systems.

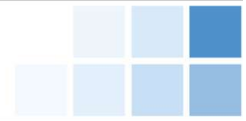


1.2.2 WORKFORCE INTEGRATION MANAGER

Workforce Integration Manager is Kronos' next-generation data integration tool, which efficiently interfaces Workforce Central products with other business applications.

Like Workforce Connect, Workforce Integration Manager enables users to extract, transfer, share, and perform calculations on data. While Workforce Connect is an entirely Windows client-side utility, Workforce Integration Manager allows users to run and maintain interfaces from within Workforce Central.

Workforce Integration Manager is a robust data configuration and conversion tool that allows you to convert workforce management data into the appropriate format for a destination application. You can transfer data fields, such as employee ID and total worked hours, directly from your Kronos system to a destination system. Source data, like employee names or numbers, can be concatenated or parsed to meet import requirements. If your payroll or ERP system needs data that is stored in more than one system, the Workforce Integration Manager interface can run SQL queries to extract information from many individual sources.



1.3 Workforce Central Interface Scope

The following table lists the interfaces required by City of Ocala. The interface specifications contained in this document are indicated by the "Specified in this Document" column. Those not indicated by that column will be included in a subsequent Interface Design coincident with the implementation of the features the interfaces support.

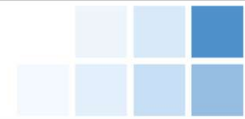
Interface	Purpose	Project Scope	Specified in this Document
Person Import	Imports information to the person record in WFC.	Yes	Yes

1.4 Non-Kronos Applications

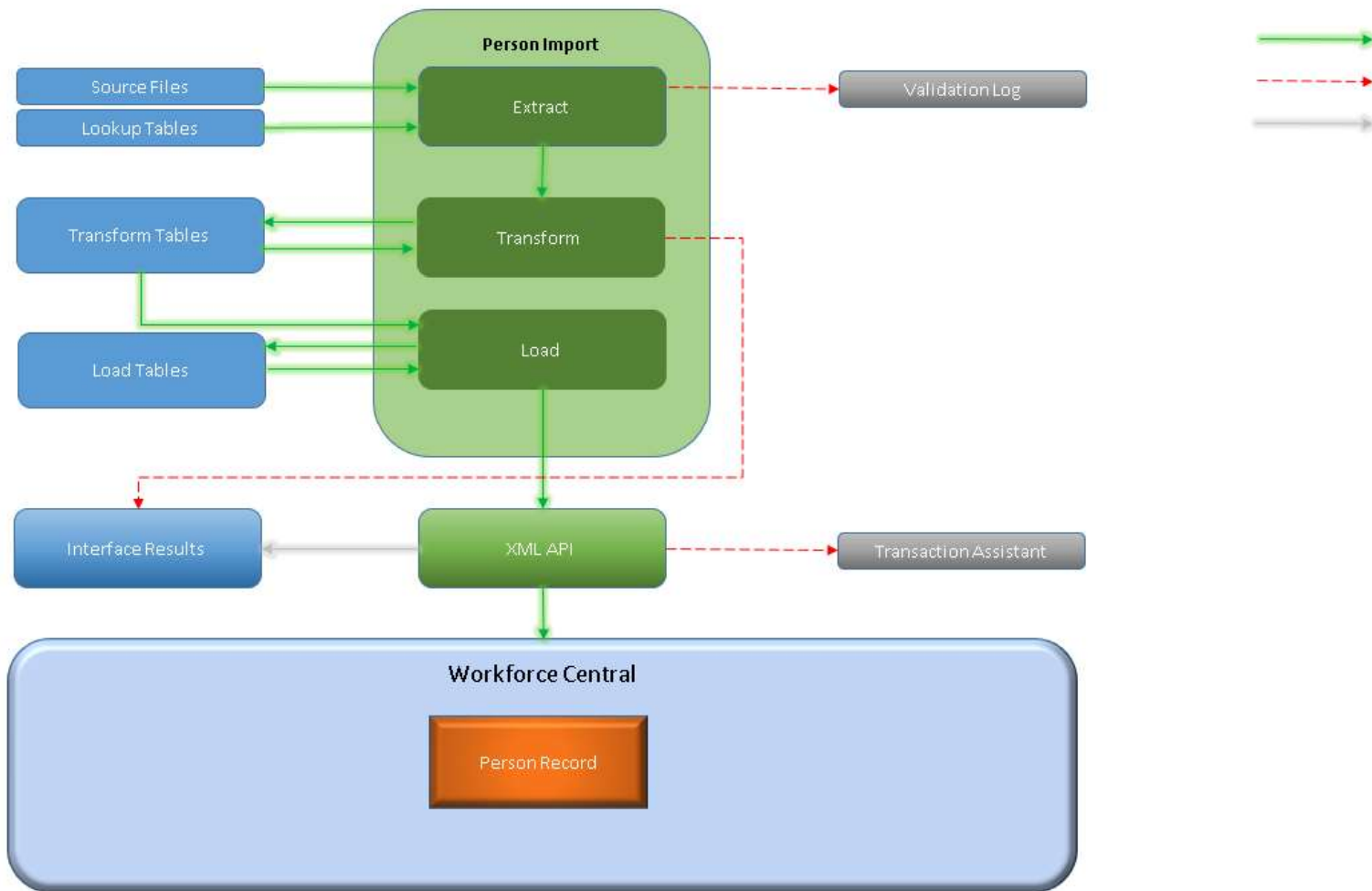
For the interfaces identified as in scope, the Information will be transferred between Workforce Central and the following non-Kronos systems/applications for City of Ocala:

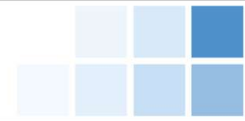
Company Name	Product Name	Product Version	Name when referenced within this document
Munis			Munis

Please note Kronos Incorporated does not supply or support third party applications. Please check with your third-party vendors that the related specifications are correct.



1.5 Data Flow diagram





2 Interface Specifications

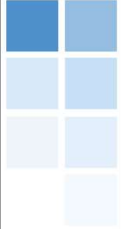
2.1 Person Import

2.1.1 OVERVIEW

Source System	Munis
Source Type	Unicode, comma delimited file with headers
Source Folder	WIM_IN\Munis\PersonImport
Source File(s) Name	Kronos_Timekeepers.csv
Destination System	Workforce Central
Destination Type	XML API
Database Table Name(s)	tkcsapp._KIC_PersonImport_%
Batch Name (Failed Transactions)	PersonImport
Run Type (Automatic / Manual)	Either
Frequency	Daily at ? am Eastern

The functions of this interface are:

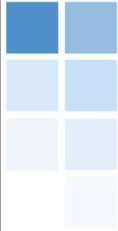
1. Adds Labor Level Entries.
2. Adds Employee Groups.
3. Adds/Update Person Records.



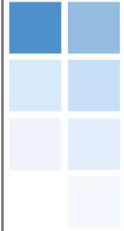
2.1.2 SOURCES

2.1.2.1 Source File

Ordinal	Name	Description	Type (format)
1	field01	?	
2	field02	?	
3	SSN		
4	firstname		
5	midname		
6	lastname		
7	hiredate		date(MM/dd/yyyy)
8	payrule		
9	hrlyrate		
10	homeacct		
11	field11	?	
12	timezone		
13	terminateddate		date(MM/dd/yyyy)
14	status	1=Active,2=Inactive,3=Terminated	
15	addr1		
16	addr2		
17	city		
18	state		
19	zip		
20	homeph		
21	phone2		
22	dob		date(MM/dd/yyyy)
23	badgenumber		



24	job		
25	pos		
26	loc		
27	wkloc		
28	org		
29	obj		
30	proj		
31	empnumber		
32	grp		
33	fte		
34	role		
35	mastprimjclass		
36	jobsalbasegrade		
37	jobsalbasestep		
38	email		
39	supervisor		
40	schedhours		
41	gllongaccount		
42	timekeeper		
43	timeapprover		
44	supervisor2	?	
45	hoursperday		
46	daysperperiod		
47	basepay		
48	livepay		
49	stretchpay		
50	startdate		date(MM/dd/yyyy)
51	paystatus		



52	enddate		date(MM/dd/yyyy)
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2.1.2.2 Lookup Tables

2.1.2.2.1 PayRules.TBL

Used to derive the Pay Rule. The table uses the following criteria:

- Pay Rule (from source file)

For example:

VIEW LOOKUP TABLE

Name PAYRULES.TBL

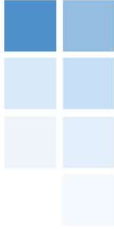
Pay Rule Code	Kronos Pay Rule Name
PTNNS00SE	PT NExpt NoSch NoLunch Seasonal
PD8603CB	OPDS 8Hr 60Lunch 3CB
PD10003CB	OPDS 10Hr NoLunch 3CB
PD12003CB	OPDS 12Hr NoLunch 3CB
FTN100013	FT NExpt 10Hr NoLunch-13
FTN80013	FT NExpt 8Hr NoLunch-13
FTN83013	FT NExpt 8Hr 30Lunch-13

2.1.2.2.2 PersonImport-AccrualProfiles.TBL

Used to derive the Accrual Profile. The table uses the following criteria:

- Location
- BasePay
- Group
- Position

For example:



VIEW LOOKUP TABLE

Name PersonImport-AccrualProfiles.TBL

Return		Refresh	
Location	BasePay	Salary Group	Position
1903	120	3000	%
%	%	3000	%
%	%	%	1025%
18%	%	2000	%
%	%	%	%
		Accrual Profile	
		Fire 40 hr Accruals	
		Fire 24 hr Accruals	
		OPD Sworn Accruals	
		Default Profile	

2.1.2.2.3 PersonImport-AccessProfiles.TBL

Used to derive the access related information in Access Profiles, Manager Role-General, and Employee Role. The table uses the following criteria:

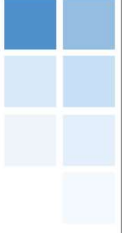
- Person Number
- Role
- Location
- Group

For example:

VIEW LOOKUP TABLE

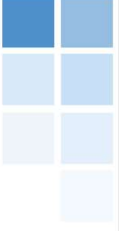
Name PersonImport-AccessProfiles.TBL

Return		Refresh	
PersonNum	Role	Location	Salary Group
5892	%	%	%
%	%	1203	%
%	%	1204	%
%	%	3203	%
%	%	6001	%
		Function Access Profile	
		Display Profile	
		Notification Profile	
		GDAP	
		Mgr LL Transfer Set	
		Mgr Pay Code Edit Profile	
		Mgr Pay Code View Profile	
		Mgr Work Rule Profile	
		Mgr Reports Profile	
		Mgr Schedule Group Profile	
		Mgr Shift Template Profile	
		Mgr Pattern Template Profile	
		Emp LL Transfer Set	
		Emp Time Entry Method	
		Emp Pay Code Edit Profile	
		Emp Work Rule Profile	
		Emp Override Value Profile	

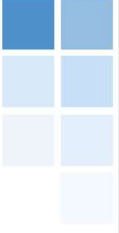


2.1.3 IMPORT SPECIFICATION

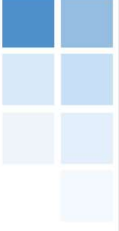
Field	Extract	Transform	Load
Derived Values			
d_Role (Employee, Supervisor, Payroll Clerk)	empnumber supervisor role	IF (empnumber is found in the supervisor) { Supervisor } IF (role = 'MGR') { Supervisor } IF (role = 'PC') { Payroll Clerk } ELSE { Employee }	
d_DefaultEffectiveDate	hiredate status terminactivatedate	IF Adding { hiredate } ELSE CASE (status) { 1: Current Pay Period Start Default: terminactivatedate }	
d_LL1Name (Fund)	gllongaccount	SPLIT(1, '-')	
d_LL2Name (Department)	gllongaccount	SPLIT(2, '-')	
d_LL3Name (Division)	gllongaccount	SPLIT(3, '-')	
d_LL4Name (Activity)	gllongaccount	SPLIT(4, '-')	
d_LL5Name (Supervisors)	supervisor		
d_LL6Name (CAFR)	gllongaccount	SPLIT(5, '-')	
d_LL7Name (Object Number)	gllongaccount	SPLIT(6, '-')	
d_PayRule	payrule	using payrule, lookup in PayRule.TBL	
Person Tab			
Licenses			
Timekeeper		Always True	
Employee		Always True	
—Mobile-Employee			
		CASE { WHEN HasManagerLicensesInWFC : True WHEN d_Role = Employee: False Default: True }	
Manager			
—Mobile-Manager			
General Information			
ID	empnumber		
Last Name	lastname		
First Name	firstname		
Middle Name	midname		
Short Name	firstname		



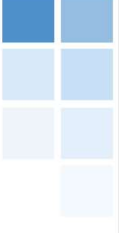
Birth-Date			
Hire Date	hiredate		Add Only
Employment Status	status		
Effective Date		d_DefaultEffectiveDate	
Approvals and Reviewers			
Reviewers-List			
Reviewers-Purpose			
Biometrics			
		CASE(location){ LIKE 21%: True default: False }	
Biometric Employee	location		
Accruals and Leave			
	location basepay grp position		
Accrual Profile		using extracted fields, Lookup in PersonImport-AccrualProfiles.TBL	
Start Date		d_DefaultEffectiveDate	
End Date		Forever, '3000-01-01'	
Full-Time-Equivalency-Percentage			
Cascade-Profile			
User Information			
User Name	emphnumber		
Logon Profile		Always 'Default'	
Authentication Type		Kronos	
Password		kronos	
Change Password Required		Only on first logon	
Access-to-Archive-DB		Always 'No'	
Contact Information			
Address			
City			
State			
Country			
Zip-Code			
Phone-1			
Phone-2			
Phone-3			



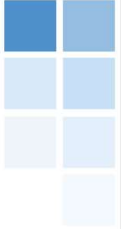
E-mail (Work)		email	
Additional Information			
Salary Group		grp	
Reporting Department			
Reporting Division			
Person Dates			
DOH			
Process Profiles			
		CASE(d_PayRule){ Shift Personnel: Fire Clock and PC Default: Clock and PC }	
Employee Profile			
Manager Profile			
Job Assignment Tab			
Primary Account			
Primary Job			
Primary Labour Account		d_LL1Name/d_LL2Name/d_LL3Name/d_LL4Name/d_LL5Name/d_LL6Name/d_LL7Name	
Effective Date		d_DefaultEffectiveDate	
Time Zone		Always 13411 (Eastern)	
Reports To	supervisor		
Seniority Date			
Percentage Allocation Rule			
Effective Date			
Adjustment Rule			
Effective Date			
TimeKeeper			
Worker Type			
Standard Hours			
Daily			
Weekly			
Pay Period			
Pay Rule		d_PayRule	
Effective Date		d_DefaultEffectiveDate	
Wage Profile			
Device Group		All Devices	Add only
Currency			
Base Wage			



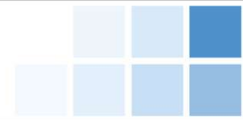
—Effective Date			
Badge Number	badgenumber Status empnumber	CASE (status) { (3) Terminated: empnumber Default: badgenumber }	
Effective Date/Time		d_DefaultEffectiveDate	
End Date/Time		Forever, '3000-01-01'	
Employment Terms			
Employment Terms			
—Start Date			
—End Date			
Scheduler			
Group Assignment			
—Start Date			
—End Date			
Access Profile			
Function Access Profile	empnumber location grp	using extracted fields and d_Role, lookup in accessprofiles.tbl (see tab)	
Display Profile	empnumber location grp	using extracted fields and d_Role, lookup in accessprofiles.tbl (see tab)	
Locale Policy			
Notification Profile	empnumber location grp	using extracted fields and d_Role, lookup in accessprofiles.tbl (see tab)	
Known Place Profile			
Delegate Profile			
Generic Data Access Profile	empnumber location grp	using extracted fields and d_Role, lookup in accessprofiles.tbl (see tab)	Currently assigned GDAP is expired when a new GDAP is assigned.
Manager Role - General			
		CASE (d_Role){ Supervisor: EG-empnumber default: Empty Profile }	
Employee Group	empnumber		Do not override
Can See Transferred In		Always Yes	



Labor Level Transfer Set		using extracted fields and d_Role, lookup in accessprofiles.tbl (see tab) { IF blank THEN do not submit }	
Approval Set			
Pay Code Edit Profile	empnumber location grp	using extracted fields and d_Role, lookup in accessprofiles.tbl (see tab) { IF blank THEN do not submit }	
Pay Code View Profile	empnumber location grp	using extracted fields and d_Role, lookup in accessprofiles.tbl (see tab) { IF blank THEN do not submit }	
Work Rule Profile	empnumber location grp	using extracted fields and d_Role, lookup in accessprofiles.tbl (see tab) { IF blank THEN do not submit }	
Reports Profile	empnumber location grp	using extracted fields and d_Role, lookup in accessprofiles.tbl (see tab) { IF blank THEN do not submit }	
Can Approve Overtime		Always Yes	
Organizational Group			
— Effective Date			
Job Transfer Set			
— Effective Date			
Currency Display Preference			
Manager Role - Scheduler			
Schedule Group Profile			
Shift Template Profile	empnumber location grp	using extracted fields and d_Role, lookup in accessprofiles.tbl (see tab) { IF blank THEN do not submit }	
Pattern Template Profile	empnumber location grp	using extracted fields and d_Role, lookup in accessprofiles.tbl (see tab) { IF blank THEN do not submit }	
Availability Template Profile			
School Calendar Profile			
Auto-Scheduler Option Set Profile			
Forecast-Map Profile			
Hyperfind Schedule Visibility Profile			
Employee Role			
Labor Level Transfer Set	empnumber location grp	using extracted fields and d_Role, lookup in accessprofiles.tbl (see tab) { IF blank THEN do not submit }	



— Restrict			
Time Entry Method	empnumber location grp	using extracted fields and d_Role, lookup in accessprofiles.tbl (see tab) { IF blank THEN do not submit }	
Pay Code Edit Profile	empnumber location grp	using extracted fields and d_Role, lookup in accessprofiles.tbl (see tab) { IF blank THEN do not submit }	
Work Rule Profile	empnumber location grp	using extracted fields and d_Role, lookup in accessprofiles.tbl (see tab) { IF blank THEN do not submit }	
Shift Template Profile			
Job Transfer Set			
— Effective Date			
Schedule Job List			
Employee Self Service			
Override Value Profile	empnumber location grp	using extracted fields and d_Role, lookup in accessprofiles.tbl (see tab) { IF blank THEN do not submit }	



3 Interface Maintenance

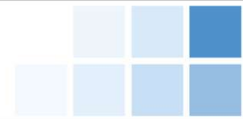
3.1 General Considerations

Where City of Ocala is providing files exported from any other non-Kronos system for import into Workforce Central, it will also be City of Ocala's responsibility to ensure that the following is taken into consideration in the long-term:

- The format or layout of a Source File is not to change without consultation with Kronos Incorporated.
- Export Files are not to be opened by any other application that may cause the format of the file or records to be changed. For example, if you open a file with leading zeros into Microsoft Excel and save the file you will lose the leading zeros.
- If there is an upgrade of any application that either imports and or exports information to or from Workforce Central, it should be ensured that the upgraded product will still support the currently designed interfaces. If they do not, then please do not upgrade until you have reviewed the interface requirements with your Kronos representative.

Failure to ensure the above may result in the corruption and/or failure of the Import of Data into Workforce Central. In this case, any support is billable at Kronos' applicable rate.

4 Frequently Asked Question



5 Acceptance – Sign Off

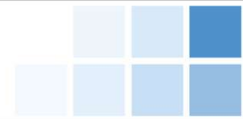
Please read this document thoroughly, as it outlines the software methodology and the product configuration of Interfaces for City of Ocala. Any features or functionality not mentioned herein will not be included in the solution build of the specified interfaces. Any additional requirements not mentioned within this document will be subject to standard Change Control procedures.

This design document supersedes any previous written or verbal description regarding the operation of the Kronos system being implemented for City of Ocala. The system defined in the statement accurately describes the requirements for our implementation.

Any changes to these requirements will be assessed on a case-by-case basis and may involve the use of a "Project Change Request". All Project Change Requests will be subject to joint agreement and may incur additional cost, time and other impacts to the City of Ocala project.

Your signature below attests that you have read, understand and agree to the implementation solution put forth within this Interface Design Document. I understand and agree with the contents of this document as presented. I have reviewed it and am satisfied it will fulfill our current requirements. By signing this document, I confirm I have the authority to do so on behalf of City of Ocala.

Acceptance Certificate	
Customer Name	City of Ocala
Document Title	Person Import
Document Revision Date	06/04/2020
For and on behalf of City of Ocala	
Name	
Position	
Signed	
Date	
For and on behalf of Kronos	
Name	Kevin Kelly
Position	Integration Consultant
Signed	
Date	



5.1 WFC Reserved Characters

When creating labor levels, labor level entries, or labor level sets, do not use the following characters:

*	Asterisk
%	Percent sign
?	Question Mark
:	Colon
;	Semicolon
^	Carat
()	Parentheses
[]	Brackets
/	Slash (okay to use in dates)
#	Number or Pound sign
~	Tilde
!	Exclamation Point
@	At Sign
\$	Dollar Sign
&	Ampersand
+	Plus Sign
=	Equal Sign
\	Back Slash
	Pipe
{	Open curly bracket
}	Closed curly bracket
'	Single Quote
"	Double Quote
,	Comma
<	Less Than Sign
>	Greater Than Sign

Title	FOR SIGNATURES - Change Order for the Person Import...
File name	FOR SIGNATURES - ... (ITS 14-001).pdf
Document ID	24b415b74b0a74614c84d267cc49c98380de8c21
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



SENT

12 / 08 / 2022

09:17:44 UTC-5

Sent for signature to William E. Sexton (wssexton@ocalafl.org), Christopher Watt (cwatt@ocalafl.org) and Angel Jacobs (ajacobs@ocalafl.org) from biverson@ocalafl.org
IP: 216.255.240.104



VIEWED

12 / 15 / 2022

14:45:08 UTC-5

Viewed by William E. Sexton (wssexton@ocalafl.org)
IP: 216.255.240.104



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12 / 15 / 2022

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IP: 216.255.240.104



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IP: 216.255.240.104



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