



# HRMS EPM SUBJECT MODEL AND REPORTING TABLES

Last Updated: January 2024

## Employee Information Subject Area

### ***Employee Reporting Table (CTW\_EMPLOYEE or CTW\_EMPLOYEE\_VW)***

The Employee Reporting Table holds personal information about the employee including race, gender, address, marital status, etc. as well as specific information about the employee's current job(s) within the State of Connecticut. This job information includes the employee's current position, job code, salary information, department, location, and much more. The field, ORIG\_HIRE\_DT contains the date an employee was first hired into a state agency.

### ***Employee Address Table (CTW\_ADDRESSES or CTW\_ADDRESSESVW)***

The Employee Address Table holds address information for *current* employees in an agency. This table includes Address type (home, email, campus). The view version excludes employees who do not waive their data protection rights in CORE HRMS.

### ***Employee Email / Phone Table (CTW\_EMAIL\_PHN or CTW\_EMAIL\_PH\_VW )***

The Employee Email / Phone table holds available email and phone information for *current* employees in an agency. This table includes email or phone type (home, busn, mail) for either value. The view version excludes employees who do not waive their data protection rights in Core HRMS.

### ***Emergency Contact Table (CTW\_EMERGCY\_CNCT)***

The Emergency Contact Reporting Table holds *current* employee emergency contact information including employee name, emergency contact name, relationship to employee, department, employee home address, contact phone number, emergency phone number and personal phone number. This EPM Emergency Contact table will support EPM queries and reports that will assist agencies in the rapid notification procedures for both students and staff in the event of a crisis, pursuant to PA 07-208.

### ***Employee Driver's License Table (CTW\_DRIVERLIC)***

The Employee Driver's License Table holds all driver's license information for an employee, including the license number, type, state issued, valid dates, suspension status, and personal information for the employee.

### ***Employee Military Service Table (CTW\_MILITARY)***

The Employee Military Service Table holds information about an employee's military service, including beginning and ending service dates, military status and job code information.

### ***Employee Notepad Reporting Table (CTW\_HR\_NP\_NOTE)***

The employee Notepad Reporting Table contains the notepad comments associated with employee job data actions. The information available on this table is the employee ID, subject and text lines of the comment, the creator employee ID and date and time of the creation of the note.



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## ***Employee Checklist Item Reporting Table (CTW\_EMP\_CKLSITM)***

The Employee Checklist Item Table provides information on the status of processes tracked through use of checklist functionality, including key identifying information. As the checklist is worked, the status can be monitored and tracked by date. The information available on this table contains checklist date, checklist code, checklist sequence, checklist item code, and briefing status.

## **Position Information Subject Area**

### ***Position Reporting Table (CTW\_POSITION)***

The Position Reporting Table contains data related to the employee positions that have been set up within the State of Connecticut. The table will hold the status of the position (whether it has been approved or not), the department or agency assigned to the position, the job code or class of the position, and the chart field string that has been assigned to the position for budgeting purposes. This reporting table will not hold the employees that will be assigned to the positions as it is possible for several hundred employees to be enrolled in the same position. A join to the Employee table will allow the user to select both employee and position information.

### ***Position Audit Table (CTW\_AUDIT\_POSTN)***

The Position Audit Reporting Table contains position information including audit operator id, audit time date stamp, effective date, action and action reason.

## **Employee Benefits Subject Area**

### ***Health and Life Insurance Reporting Table (CTW\_HEALTH\_LIFE or CTW\_HLTHLIFE\_VW)***

The Health and Life Insurance Reporting table contains data related to an employee's health and life insurance information. The table will hold the election information, the specific plan and vendor chosen by the employee, the deduction code and deduction amounts for the plan, and the specific coverage information relating to the plan. This table will also hold Cobra information as well as certain employee data necessary for reporting health and life insurance information. Data on the 'VW' table excludes sensitive data.

### ***Leave Plan Reporting Table (CTW\_LEAVE\_PLAN)***

The Leave Plan Reporting Table will hold information relating to the Vacation, Sick, and Personal leave plans available to an employee. The table will allow for reporting on the specifics of each plan as well as the hours available, earned, or taken by the employee for each plan.



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## ***Dependent/Beneficiary Data Reporting Table (CTW\_DEP\_BEN\_DT or CTW\_DEP\_BENF\_VW)***

The Dependent Data Reporting table lists all of the dependents related to an employee and details much of their personal information that may affect their coverage within the benefits area. Age, Birth Date, Marital Status, Relationship to the Employee, and Gender are a few of the fields that will be available on the table. Data on the 'VW' table excludes sensitive data.

## ***Benefits Billing Reporting Table (CTW\_BENEF\_BILLG or CTW\_BEN\_BILL\_VW)***

The Benefits Billing Reporting Table holds information relating to employees who must send payments to the State of Connecticut to continue their benefits. This table will hold Cobra billing information or billing information related to active employees, another example would be an employee who is on unpaid leave and would not currently be receiving a check to cover his or her portion of the Health Insurance Premium and would need to submit payment to the State. Data on the 'VW' table excludes sensitive data.

## ***Billing Activity Reporting Table (CTW\_BILL\_ACT or CTW\_BILL\_ACT\_VW)***

The Billing Activity Reporting Table holds the detailed payment information related to Benefits Billing. Included would be the payment due date, the amount of the payment, and whether or not the payment was received. Data on the 'VW' table excludes sensitive data.

## ***Life Insurance Table (CTW\_OLDNEW\_LIFE)***

The Life Insurance Reporting Table contains information regarding an employee's basic life insurance plan, both the old plan and new plan.

## ***Health Enhancement Program (CTW\_HEP)***

The Health Enhancement Program Table holds active employees' Health Enhancement Program (HEP) enrollment statuses. This table can be used to assist in auditing an employee's HEP compliance as well as any additional HEP premiums assessed. HEP premium data can be located on either the Employee Deduction Reporting Table (CTW\_EMPL\_DEDUCT) or Benefits Billing Reporting Table (CTW\_BENEF\_BILLG or CTW\_BEN\_BILL\_VW).

## **Payroll Information Subject Area**

### ***Pay Check Summary Reporting Table (CTW\_PAYCHECK or CTW\_PAYCHECK\_VW)***

The Pay Check Summary Reporting Table will contain data directly related to the payment received by the employee. The table will hold check number, check date, gross pay, net pay, total taxes, total deductions, whether direct deposit was used, and basic employee information. Data on the 'VW' table excludes sensitive data.

### ***Detailed Payroll Reporting Table (CTW\_DET\_PAYROLL)***

The Detailed Payroll Reporting Table will contain more detailed data relating to the specific earnings, deductions, and taxes that helped make up the employee's pay check. Also included will be the chart field string to which the earnings, deduction or tax was distributed.



# HRMS EPM SUBJECT MODEL AND REPORTING TABLES

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## ***YTD Reporting Table (CTW\_YTD\_PYRL)***

The YTD Reporting Table holds earnings, deduction, and tax totals by Year, Month and Quarter broken out by the individual Earnings Code, Deduction Code, or Tax Class. The table also holds the Year to Date values for Gross Pay, Net Pay, Total Deductions, and Total Taxes.

## ***Additional Payment Reporting Table (CTW\_ADDL\_PAY)***

The Additional Payment Reporting Table will hold information relating to the different earnings that can be added to an employee's paycheck. This information will hold the type of earnings added, the dates for which it was effective, and the amount or percentage that was added. The table will also hold the several other fields detailing how the additional payment relates to taxes, deductions, and any other calculation information.

## ***Employee Deduction Reporting Table (CTW\_EMPL\_DEDUCT )***

The Employee Deduction Reporting Table holds all deductions that will be taken from an employee's earnings. The table will hold the deduction code, the description of the deduction, when it became effective, when it became inactive, if there is a maximum amount to be deducted in a given period, where the deduction is going, and any other details related to the deduction process.

## ***Employee Tax Reporting Table (CTW\_EMPLTAX\_DT)***

The Employee Tax Reporting Table holds all taxes that will be taken from an employee's earnings. This table also holds the employee information that would affect the tax amounts such as marital status, allowances, exemptions, W4 information, and residency information. This table will cover Federal, State and Local tax information for the employee.

## ***Pay and Hours Earnings Table (CTW\_PAYEARNNS\_VW)***

The Pay and Hours Earnings table will allow users to select and view all earnings and all time and labor hours from one easy-to-use reporting table. In addition to all earnings and hours, this reporting table will hold Employee ID, Name, Department ID, Account, Account Code, Position Number, Pay End Date and Earnings Code. The reporting table will have a separate row for total hours and pay for each employee by earn codes and pay end date. The hours and pay on **CTW\_PAYEARNNS\_VW**, are the result of Pay Calculation which takes in Payable time and other sources of information, including the FLSA period, to calculate a pay check This table can be easily joined to the Valid\_Combo\_Tbl to access additional coding string fields such as Department ID (agency department level) Class Field, Project, Program or Chartfield codes.



# HRMS EPM SUBJECT MODEL AND REPORTING TABLES

Last Updated: January 2024

## Time and Labor Subject Area

### ***TL Employee Reporting Table (CTW\_TLEMPDATA)***

The TL Employee Reporting Table holds information affecting the employee's time reporting capabilities. Included in this table will be the time reporting status of the employee, the workgroup the employee is associated with, the holiday schedule assigned to the employee, the compensatory plan the employee is enrolled in, and the Schedule ID the employee is assigned to.

### ***TL Employee Reported Time Table (CTW\_TL\_RPTDTIME)***

The Employee Reported Time Table provides the actual time entered on an employee's time sheet, including hours and Time Reporting Code by date

### ***Payable Time Reporting Table (CTW\_PAYTIME\_TBL)***

The Payable Time Reporting Table reflects what is entered on the time sheet and the result of rules in Time Admin. This table holds a record of all time reported to an employee by day. The fields on this table include the date time was reported on, the time reporting code, the hours reported, the status of the hours entered, the chart fields string associated with the hours, as well as the leave and comp time balances available to the employee at that time.

### ***Pay and Hours Earnings Table (CTW\_PAYEARNNS\_VW)***

*See Payroll Information Subject Area for this table summary*

### ***Compensatory and Holiday Plans Time Reporting Table (CTW\_COMP\_TIME)***

The Compensatory and Holiday Plans Time Reporting Table includes all employees assigned to compensatory and holiday plans, the hours earned and used, and the current balances.

### ***TL Comments Table (CTW\_TLTR\_COMMTS)***

The TL Comments Reporting Table holds the comments associated with an entry on an employee's timesheet. The reporting table returns the Employee ID, record number, name, date, TRC, and operator ID associated with the comment.

### ***3 Consecutive Days Table (CTW\_CONSEC\_3DAY)***

The 3 consecutive days table will return when an employee in a department has utilized (3) or more days of either paid or unpaid sick time for (3) or more consecutive workdays. Consecutive workdays are based upon entries on an employee's timesheet and not based on a calendar or schedule. This table shows Attendance Data for Three Consecutive Absences to determine the need for Medical Documentation.



# HRMS EPM SUBJECT MODEL AND REPORTING TABLES

Last Updated: January 2024

## Health and Safety Subject Area

### ***Health and Safety Reporting Table (CTW\_HLTH\_SAFETY or CTW\_HLTH\_SF\_VW)***

The Health and Safety Reporting Table holds information relating to Incident and Injury data, as well as the resulting workers compensation information for the employee. Some of the information included is incident description, resulting injury or illness, claim number, claim status, worker's compensation claim rate, and entitlement date. Data on the 'VW' table excludes sensitive data.

### ***Injury Absence Reporting Table (CTW\_INCD\_INABS)***

The Injury Absence Reporting Table holds the information from the Injury Details Work-Related tab, including Incident Number, Incident Date, Injury Date, Start Date, End Date, and Absence or Restriction Type.

## Configuration Subject Area

### ***HRMS Department Table (CTW\_DEPT\_HR)***

This table lists all the HRMS Department values, their attributes, and whether they are active or inactive.

### ***Employee Class Table (CTW\_EMPL\_CLASS)***

**The Employee Class table provides the employee class, description, and effective date.**

### ***Establishment ID and Location Table (CTW\_ESTBLOC\_TBL)***

The Establishment ID and Location table contains the current and historical physical locations and addresses to which an employee may be assigned. This represents the most detailed location for an employee.

### ***Job Code Table (CTW\_JOBCODE\_TBL)***

The Job code table holds description, union code, salary grade and salary plan for a specified job code.

### ***Location Table (CTW\_LOCATION\_HR)***

The HRMS Location table provides agency location code, description and physical address.

### ***Salary Grade Table (CTW\_SAL\_GRADE)***

The Salary Grade Table contains compensation information by salary plan and grade.

### ***Salary Administration Plan Table (CTW\_SAL\_PLAN)***

The Salary Administration Plan Table holds the required hours/week and days/year by salary plan.



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## **Salary Rate Table (CTW\_SAL\_RATECD)**

The Salary Rate Table contains compensation rates by salary plan, grade, step and effective date with the additional key fields of Compensation Eff Sequence and Comp Rate Code.

## **Salary Step Table (CTW\_SAL\_STEP)**

The Salary Step Table contains compensation rates by salary plan, grade and step.

## **Union Table (CTW\_UNION\_TBL)**

This table contains union code, description and contact information.

## **Valid Combination Code Table (CTW\_VALDCOMB\_TB1)**

The Valid Combination Code table has replaced the Account Code Table. This table holds the combination code information, including department chartfield, project, program, fund, account and class field.

## ***Valid Combination Code Table (CTW\_VALDCOM\_TB2)***

The Valid Combination Code table has replaced the Account Code Table. This table holds the combination code information, including department chartfield, project, program, fund, account, class field and effective date.