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## info:HR Data Dictionary - Setup Menu

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### Database

The database used to capture all info:HR data is called "infohr". The tables and fields are defined below each screen shot.

### Setup

#### Account Code Master

The screenshot shows a window titled "Account Code Master" with a table and several input fields. The table has two columns: "Code" and "Description". The data in the table is as follows:

Code	Description
ARD	Old arena
CR10	County Road 10
CR20	County Road 20

Below the table, there are two input fields: one containing "ARD" and another containing "Old arena". Below these are two more empty input fields and a "Find" button. There is also an "Inactive Code" checkbox which is unchecked. At the bottom of the window, there are several buttons: "Select", "Close", "Edit", "OK", "Cancel", "New", "Delete", and "Print".

#### Data Elements

Field	Data Base Field Name
Code	hr_project_code-->project_code
Description	hr_project_code-->description
Inactive Code Indicator	hr_project_code-->pc_inactive

## Company Master

info:HR - [Company Master]

File New Employee Edit Move Find Import/Export Applicant Tracking Windows

info:HR

- Employee
- Position
- Reports
- Mass Updates
- Setup
  - Account Code Master
  - Attendance Code Matrix
  - Audit Master
  - Benefit Group Setup
  - Budgeted Manpower
  - Company Master
  - Company Preference
  - Course Code Master
  - Custom Reports Master
  - Dashboard Setup
  - Department Master
  - Department/Gen Ledger Mat
  - Division Master
  - EEO
  - Employment Equity
  - Follow-ups Menu Code Email
  - Form 7
  - Gen Ledger Master
  - Help Descriptions
  - Label Master
  - Machine # Master
  - Multiple Data Sources
  - New Hire Procedure
  - DHRS Department Master
  - Pay Period Master
  - Payroll Matrix
  - Province/State Master
  - Root Cause Links
  - Salary Distribution Master
  - Security
  - Table Master
  - Work Schedule Rules

Company Name: HR Systems Strategies Inc.

Product Serial Number: S/N - 9999w

Fiscal Year Date Range: 1/01/15 - 12/31/15

Vacation Entitlement Outstanding Based Upon: 2

Vacation Entitlement Earned: Monthly

Sick Time Entitlement Outstanding Based Upon: 1

Sick Time Entitlement Earned: Monthly

Entitlement Mass Update Based Upon: Original Hire Date

Salary Decimal Precision: 2

Federal Tax Exemption: 11038 Provincial Tax Exemption: 9574

Country Code: CANADA Employees for License: 40

Employees on File: 18

System Generated Employee #: No

Last Employee Created on: 8/29/13

Outstanding Entitlement

- 1 - Entitlements Date
- 2 - Original Date of Hire
- 3 - Seniority Date
- 4 - Last Hire Date
- 5 - User Defined Date
- 6 - Union Date

Recalculate

- Data elements from this table can only be maintain by HR Systems Strategies Inc.

# info:HR Data Dictionary - Setup Menu

## Course Code Master

Course Code Master

Course Code	Course Description	Course Type	Employee \$	Other \$	Employer \$	Accommodation \$	Le
ABC	ABC		\$0.00	\$0.00	\$0.00	0	0
AI	Advanced INFO:HR		\$0.00	\$0.00	\$0.00	0	0
ADDA	.Access		\$0.00	\$0.00	\$0.00	0	0
B	Budget for the Year	ADMN	\$0.00	\$0.00	\$0.00	0	0
CPR	CPR	HS	\$0.00	\$0.00	\$0.00	0	0
ESS	Using INFO:HR Self Serve		\$0.00	\$0.00	\$0.00	0	0
HT	Hiring/Termination Procedures		\$0.00	\$0.00	\$0.00	0	0
IB	International Banking		\$0.00	\$0.00	\$0.00	0	0
INFO	Intra In INFO:HR		\$0.00	\$0.00	\$0.00	0	0

Course Code: ABC    Unique for each Position:

Course Type:    Follow Up Effective Date Period:    Current Pos. Renewal Period:    Conducted By:    CEU Type:    Method Used:

Co-Ordinated By:    Company Name:    Trainer Name:    Course Hours: 0    Currency:    Employee \$: \$0.00    Other Expenses \$: \$0.00    Employer \$: \$0.00    Accommodation \$: \$0.00    Learning Material \$: \$0.00    Total \$: \$0.00

Active     Corporate Only

Find

Select    Close    Edit    OK    Cancel    New    Delete    Populate    Import    Export

## Data Elements

Field	Table --->Data Base Field Name
Course Code	hr_coursecode_master-->es_crscode
Course Type	hr_coursecode_master-->es_ctype
Co-Ordinated By	hr_coursecode_master-->es_coordinated
Company Name	hr_coursecode_master-->es_companyname
Trainer Name	hr_coursecode_master-->es_trainer
Course Hours	hr_coursecode_master-->es_hours
Employee \$	hr_coursecode_master-->es_ttemp
Employee \$ Currency	hr_coursecode_master-->es_empcur
Other Expenses \$	hr_coursecode_master-->es_other
Other Expenses \$ Currency	hr_coursecode_master-->es_otcur
Employer \$	hr_coursecode_master-->es_tbc0
Employer \$ Currency	hr_coursecode_master-->es_employcur
Accommodation \$	hr_coursecode_master-->es_accom
Accommodation \$ Currency	hr_coursecode_master-->es_acomcur

## info:HR Data Dictionary - Setup Menu

Course Code Master

Course Code	Course Description	Course Type	Employee \$	Other \$	Employer \$	Accommodation \$	Le
ABC	ABC		\$0.00	\$0.00	\$0.00	0	0
AI	Advanced INFO:HR		\$0.00	\$0.00	\$0.00	0	0
ADDA	Access		\$0.00	\$0.00	\$0.00	0	0
B	Budget for the Year	ADMN	\$0.00	\$0.00	\$0.00	0	0
CPR	CPR	HS	\$0.00	\$0.00	\$0.00	0	0
ESS	Using INFO:HR Self Serve		\$0.00	\$0.00	\$0.00	0	0
HT	Hiring/Termination Procedures		\$0.00	\$0.00	\$0.00	0	0
IB	International Banking		\$0.00	\$0.00	\$0.00	0	0
INFO	Intro to INFO:HR		\$0.00	\$0.00	\$0.00	0	0

**Course Code**

Course Type

Co-Ordinated By

Company Name

Trainer Name

Course Hours  Currency

Employee \$   Canadian Dollars

Other Expenses \$   Canadian Dollars

Employer \$   Canadian Dollars

Accommodation \$   Canadian Dollars

Learning Material \$   Canadian Dollars

Total \$   Canadian Dollars

Active  Corporate Only

Unique for each Position

Follow Up Effective Date Period

Current Pos. Renewal Period

Conducted By

CEU Type

Method Used

### Data Elements

Field	Table --->Data Base Field Name
Learning Material \$	hr_coursecode_master-->es_learning
Learning Material \$ Currency	hr_coursecode_master-->es_learningcur
Total \$	Sum of the above cost fields
Total \$ Currency	hr_coursecode_master-->es_totcur
Active Indicator	hr_coursecode_master-->es_status
Corporate Only Indicator	hr_coursecode_master-->es_corponly
Unique For Each Positon Indicator	hr_coursecode_master-->es_unique_for_pos
Follow Up Effective Date Period - Number	hr_coursecode_master-->es_renew_followup
Follow Up Effective Date Period - Time Per.	hr_coursecode_master-->es_cur_prd_dwmy
Current Pos. Renewal Period - Number	hr_coursecode_master-->es_renew_crs_cur
Current Pos. Renewal Period- Time Per.	hr_coursecode_master-->es_flwup_prd_dwmy
Conducted By	hr_coursecode_master-->es_conduct
CEU Type	hr_coursecode_master-->es_ceutype
Method Used	hr_coursecode_master-->es_methodused

Department Master

Departments Master

Department	Name	Gen Ledger
ACCT	ACCOUNTING	1011
ADMN	ADMINISTRATION	1010
ALL	ALL DEPARTMENTS	1011
EMPL	EMPLOYEE	
FINADMN	FINANCE & ADMIN	1011
GARBAGE	GARBAGE PICKUP WORKERS	1010
HR	HUMAN RESOURCES	
INSIDE	INSIDE WORKERS	1011
1000	LONDON BRANCH OFFICE	1013
MECH1	MECHANICAL LINE 1	1300
MECH2	MECHANICAL LINE 2	1011
OPER	OPERATIONS	1013
OUTSIDE	OUTSIDE WORKERS	
R&D	RESEARCH & DEVELOPMENT	
SALE	SALES DEPARTMENT	
SERV	SERVICE DEPARTMENT	

Department: ACCT      Name: ACCOUNTING

Gen Ledger: 1011      Accounting

Inactive Code

Data Elements

Field	Table --->Data Base Field Name
Department #	hrdept--- >df_nbr
Name	hrdept--- >df_name
Gen Ledger	hrdept--- >df_glno
Inactive Code Indicator	hrdept--- >df_inactive

## Division Master

**Division Master**

Division	Division Description	Location	Region	Section	Admin By	Country
ABC	ABC DIVISION	SWO	EAST	SAL	PB	CANADA
CS	Counseling					
DEF	DEF DIVISION					
1000	DIVISION #1000					
1001	Division #1001					
2000	DIVISION #2000					
3000	DIVISION #3000					
LOND	LONDON OFFICE					
LON2	London Second Office					
6000	Toronto Head Office					
TC	TORONTO OFFICES					
VF	Vocational Rehab.					

Division:

Location:

Region:

Section:

Administered By:

Country:

Search Division:

Inactive Code

### Data Elements

Field	Table --->Data Base Field Name
Division	hr_division-->div
Location	hr_division-->division_name
Region	hr_division-->dv_region
Section	hr_division-->dv_section
Administered By	hr_division-->dv_adminby
Country	hr_division-->dv_country
Inactive Code Indicator	hr_division-->dv_inactive

# info:HR Data Dictionary - Setup Menu

## EEO Data Maintenance

EO Type	EEO No	Employee No	Surname	First Name	NOC Code	Date of Birth	Gender
E	2028	2028	BROWNING	JANICE	0008	11/01/67	F
A	4521		Cunningham	Grace	0008	1/31/55	F
A	1054		EMPLOYEE	JANE	0008	4/26/65	F

### Data Elements

Field	Table --->Data Base Field Name
Type	hreeo-->eo_type
Employee Number	hreeo-->eo_empnbr
EEO Number	hreeo-->eo_eeonbr
Surname	hreeo-->eo_surname
First Name	hreeo-->eo_fname
Social Security Number	hreeo-->eo_ssn
Date of Birth	hreeo-->eo_dob
Gender	hreeo-->eo_sex
Original Hire	hreeo-->eo_doh
Country of Employment	hreeo-->eo_workcountry
Category	hreeo-->eo_pt
Region	hreeo-->eo_region
Location	hreeo-->eo_loc
Ethnicity	hreeo-->eo_ethnicity
Race	hreeo-->eo_race



# info:HR Data Dictionary - Setup Menu

EEO Type	EEO No	Employee No	Surname	First Name	NOC Code	Date of Birth	Gender
E	2028	2028	BROWNING	JANICE	0008	11/01/67	F
A	4521		Cunningham	Grace	0008	1/31/55	F
A	1054		EMPLOYEE	JANE	0008	4/26/65	F

Type:  Category:   
 Employee Number:  Region:   
 EEO Number:  Location:   
 Surname:  Ethnicity:   
 First Name:  Race:   
 Social Security Number:  Race 2:   
 Date of Birth:  Wednesday NOC Code:  SLSVC3  
 Gender:  Male  Female Disability:   
 Original Hire:  Disability Code:   
 Country of Employment:  Veteran:   
 Vietnam Era:

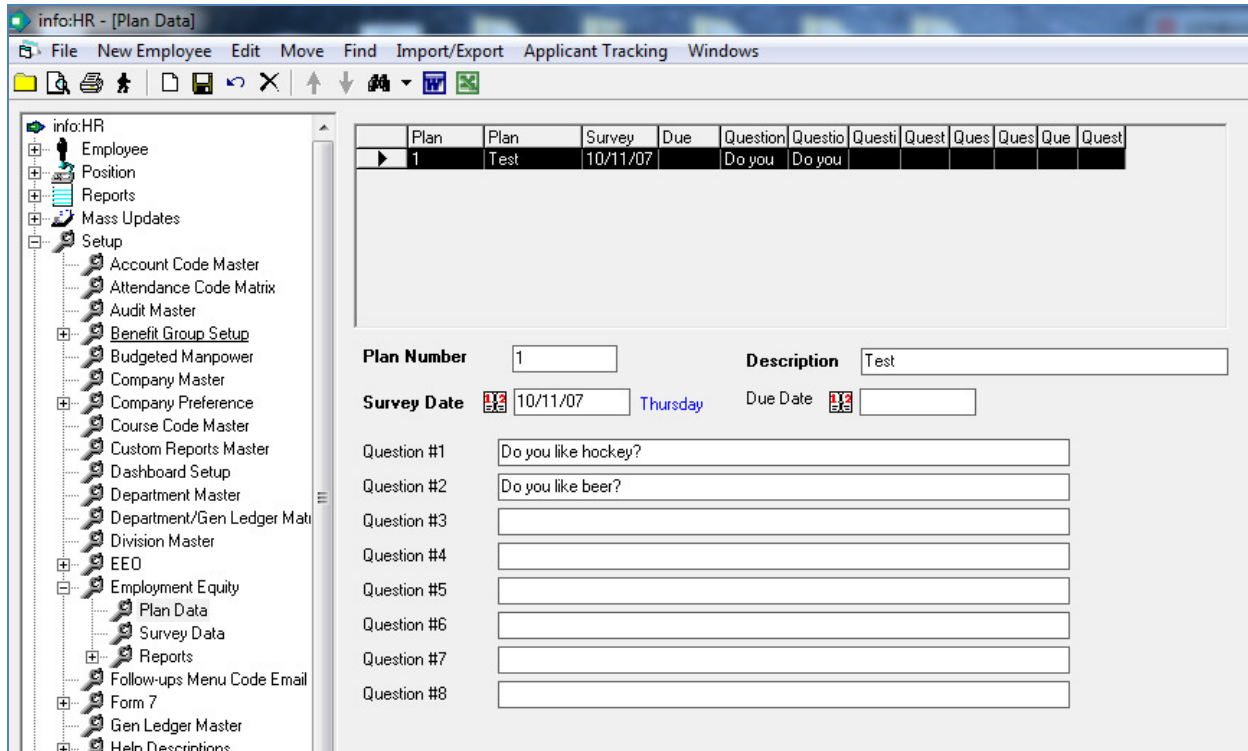
Comments:   
 Search by Surname:  Find Sort by Employee Number  
 Recalculate Terminated EEO

## Data Elements

Field	Table --->Data Base Field Name
Race 2	hreeo-->eo_race2
NOC Code	hreeo-->eo_occ_cat
Disability	hreeo-->eo_disable_yn
Disability Code	hreeo-->eo_disable
Veteran	hreeo-->eo_vertern
Veteran Era	hreeo-->eo_vietnam
Comments	hreeo-->eo_accom

# info:HR Data Dictionary - Setup Menu

## Employment Equity Plan Data



### Data Elements

Field	Table --->Data Base Field Name
Plan Number	hrparcop -- > pp_plan
Description	hrparcop -- > pp_desc
Survey Date	hrparcop -- > pp_surveyd
Due Date	hrparcop -- > pp_duedate
Question # 1	hrparcop -- > pp_p1
Question # 2	hrparcop -- > pp_p2
Question # 3	hrparcop -- > pp_p3
Question # 4	hrparcop -- > pp_p4
Question # 5	hrparcop -- > pp_p5
Question # 6	hrparcop -- > pp_p6
Question # 7	hrparcop -- > pp_p7
Question # 8	hrparcop -- > pp_p8

# info:HR Data Dictionary - Setup Menu

## Survey Data

Plan Number	Emp. Equity No.	Employee Surname	Employee First Name	Active/Terminated
1	1014	ANDERSON	DANE	
1	1050	ARMSTRONG	GRANT	

**Type** [Dropdown]

**Plan Number** [1] Test

**Employee No.** [1014] Anderson, Dane

**Emp. Equity No.** [1014]

**Category** [FT] Full Time

**Survey Date** [10/11/07] Thursday

**Survey Completed** [Y]

**Gender** [F]

**Province** [ ]

**Organization 1** [ ]

Aboriginal

Visible Minority

Disability

Region / CMA [ON] ONTARIO

N.O.C. [ ]

Due Date [ ]

Date of Termination [ ]

Question #1: Do you like hockey?  Yes  No

Question #2: Do you like beer?  Yes  No

Question #3: [ ]  Yes  No

Question #4: [ ]  Yes  No

Question #5: [ ]  Yes  No

Question #6: [ ]  Yes  No

Question #7: [ ]  Yes  No

**Recalculate**

## Data Elements

Field	Table --->Data Base Field Name
Type	hremppqu--- > eq_
Plan Number	hremppqu--- > eq_plan
Employee No.	hremppqu--- > eq_empnbr
Emp. Equity No.	hremppqu--- > eq_eeno
Category	hremppqu--- > eq_eept
Survey Date	hremppqu--- > eq_survey
Survey Completed	hremppqu--- > eq_surcomp
Gender	hremppqu--- > eq_eesex
Province	hremppqu--- > eq_prov
Organization 1	hremppqu--- > eq_orgt1
Aboriginal	hremppqu--- > eq_aboryn
Visible Minority	hremppqu--- > eq_vmyn
Disability	hremppqu--- > eq_disayn
Region / CMA	hremppqu--- > eq_region
N.O.C.	hremppqu--- > eq_nogc

# info:HR Data Dictionary - Setup Menu

Plan Number	Emp. Equity No.	Employee Surname	Employee First Name	Active/Terminated
1	1014	ANDERSON	DANE	
1	1050	ARMSTRONG	GRANT	

**Type** [dropdown]

**Plan Number** [1] Test

**Employee No.** [1014] Anderson, Dane

**Emp. Equity No.** [1014]

**Category** [FT] Full Time

**Survey Date** [10/11/07] Thursday

**Survey Completed** [Y]

Gender [F]

Province [ ]

Organization 1 [ ]

Aboriginal [ ]

Visible Minority [Y]

Disability [ ]

Region / CMA [ON] ONTARIO

N.O.C. [ ]

Due Date [ ]

Date of Termination [ ]

Question #1: Do you like hockey?  Yes  No

Question #2: Do you like beer?  Yes  No

Question #3: [ ]  Yes  No

Question #4: [ ]  Yes  No

Question #5: [ ]  Yes  No

Question #6: [ ]  Yes  No

Question #7: [ ]  Yes  No

Question #8: [ ]  Yes  No

**Recalculate**

## Data Elements

Field	Table --->Data Base Field Name
Due Date	hremppqu--- > eq_duedate
Date of Termination	hremppqu--- > eq_dot
Question # 1	hremppqu--- > eq_q1a
Question # 2	hremppqu--- > eq_q2a
Question # 3	hremppqu--- > eq_q3a
Question # 4	hremppqu--- > eq_q4a
Question # 5	hremppqu--- > eq_q5a
Question # 6	hremppqu--- > eq_q6a
Question # 7	hremppqu--- > eq_q7a
Question # 8	hremppqu--- > eq_q8a

### G/L Master

**Gen Ledger Master**

	Gen Ledger Number	Gen Ledger Description
	1011	Accounting
	1010	Administration
	1300	Fabricating
	1745	Finance
	0200	Funder B
	0300	Funder C
	1515	HR Team
	1013	Sales/Marketing
	0100	Funder A

1011

Accounting

Find

Inactive Code

Select

Close

Edit

OK

Cancel

New

Delete

Print

### Data Elements

Field	Table --->Data Base Field Name
<b>Gen Ledger Number</b>	hrgl--- > gl_no
<b>Gen Ledger Description</b>	hrgl--- > gl_descr

**Machine # Master**

Machine #	Description
GR01	Grader
GR02	Grader
ZA02	Zamboni
ZA01	Zamboni

Inactive Code

*Data Elements*

Field	Table --->Data Base Field Name
Machine #	hr_machine_num-->machine_num
Description	hr_machine_num-->description
Inactive Code	hr_machine_num-->mc_inactive

Province/State Master

C	Prov. Name	Pro	Country	Prov. Num1	Prov. Num2	Prov.	Prov.	Prov. Text3
A	ALBERTA	01	CANADA					
B	BRITISH COLUMBIA	02	CANADA					
M	MANITOBA	03	CANADA					
N	NUNAVUT	NU	CANADA					
N	NEW BRUNSWICK	04	CANADA					
N	NEWFOUNDLAND & LABRADOR	05	CANADA					
N	NOVA SCOTIA	06	CANADA					
N	North West Territories	12	CANADA					
O	ONTARIO	08	CANADA					
P	PRINCE EDWARD ISLAND	07	CANADA					
Q	QUEBEC	09	CANADA					
S	SASKATCHEWAN	10	CANADA					

Code:

Prov. Name:

Prov. #:

Country:

Prov. Num1:

Prov. Num2:

Prov. Text1:

Prov. Text2:

Prov. Text3:

Data Elements

Field	Table --->Data Base Field Name
Code	hrprov --- > code
Prov. Name	hrprov --- >descr
Prov. #	hrprov --- >nbr
Country	hrprov --- >country
Prov. Num 1	hrprov --- >num1
Prov. Num 2	hrprov --- >num2
Prov. Text 1	hrprov --- >txt1
Prov. Text 2	hrprov --- >txt2
Prov. Text 3	hrprov --- >txt3

### Salary Distribution Master

Code	Description
TEST	test

TEST    test

Find

Select   Close   Edit   OK   Cancel   New   Delete   Print

#### Data Elements

Field	Table --->Data Base Field Name
Code	hrsaldist-->sd_code
Description	hrsaldist-->sd_desc



Table Master

Data Elements

Field	Table --->Data Base Field Name
Table	hrtabl--- > tb_name
Code	hrtabl--- > tb_key
Description	hrtabl--- > tb_desc
Incentive Indicator	hrtabl--- > tb_indicator
Seniority Indicator	hrtabl--- > tb_sen
Absent Indicator	hrtabl--- > tb_absence
Emergency Leave Indicator	hrtabl--- > tb_tb_usr3
Inactive Code Indicator	hrtabl--- > tb_inactive