Import People Records from Dimensions HCM

Data mapping

HCMPeopleImport-v1

HCM fields (source)	People Information fields (destination)	Required	Possible Values	Map or cross-reference table	Notes
	Employee/Information				
Last Name	Last Name	Yes		Directly mapped	
Middle	Middle Name	no		Directly mapped	
First Name	First Name			Directly mapped	
Nickname	Short Name	no		Directly mapped	
Employee ID	PersonNumber	Yes		Directly mapped	
Birthday	Birth Date	Yes		Directly mapped	
Hired	Hire Date			Directly mapped	Rehire Date is not used for Hire Date.
Status	EmploymentStatusName			Mapped by StatusEffDate function	
Status	UserAccountStatusName			Mapped by GetUserAccountStatus function	
Status	PasswordUpdateFlag > UserPassword			Mapped by PasswordResetFunction	
Account Status	Employee Status > Employment Status		*Active*, *Inactive*, or *Terminated*	HCMPeopleImport-v1_Status	Defined in Dimensions Account Status information. The Termination Date in HCM is the last day worked up to the end of day. However, the effective dates for Employment Status and Account Status start from the start of day. Because of this difference for terminated employees, the effective dates are the HCM Termination Date + 1 day. Note: If you enter a Termination Date and rehire the same employee on the same day, the change cannot be processed. You must remove the Terminated row for the Employment and Account Status.
Calculated based on the hire date	Employee Status > Effective Date			Calculated in data map	For a new hire = Hire Date. For a re-hired employee = Hire Date or the latest rehire date. For an updated date or changes to the account status = the current date.
Username	User Name	Yes		Directly mapped	
Time and Labor Profile	Logon Profile			HCMPeopleImport-v1_Employee	Dynamic values defined in Dimensions Employee information
Time and Labor Profile	Authentication Type		*Basic* or *Federated*	HCMPeopleImport-v1_Employee	Defined in Dimensions Employee information
Calculated	Password			Calculated in data map	If the authentication type is Basic, and the employee has the Employee or Manager role, the password is set for hire and rehire. If the account status changes from Inactive or from Terminated to Active, or if the employee is promoted to the Employee or Manager role, the password is updated.
n/a	Confirm Password			Not mapped	
n/a	Last Password Change ->Account Locked			Not mapped	

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Calculated	Last Password Change > Required password change at the next logon			Calculated in data map	If Password is set as above = true. Otherwise = false.
Time and Labor Profile	Last Password Change > MFA Required		*True* or *False*	HCMPeopleImport-v1_Employee	Basic authentication type only
Account Status	User Account Status		*Active*, *Inactive*, or *Terminated*	HCMPeopleImport-v1_Status	Defined in Dimensions Account Status information
Calculated based on the hire date	Effective Date			Calculated in data map	For a new hire = Hire Date. For a re-hired employee = Hire Date or the latest rehire date. For an updated date or changes to the account status = the current date.
Cost Centers Info				Directly mapped	For employee or job attributes
...Cost Center 1-10				Directly mapped	For employee or job attributes
...Cost Center Name 1-10				Directly mapped	For employee or job attributes
Cost Center 0	Primary Job			Mapped by HCMLaborCategories process property	Cost Center Node ID
Cost Center 1	Maps node-by-node to the business structure and includes the job			Mapped by HCMLaborCategories process property	Cost Center Node ID
Cost Center 2-9	Primary Labor Category			Mapped by HCMLaborCategories process property	Cost Center Node ID
Cost Center 10	HR job			Not assignable to a labor category	Cost Center Node ID
Job Change History Effective Date	Effective Date			Directly mapped	For a new hire = Hire Date. For an updated date = the current date if the primary job or primary labor category changed.
n/a	Show Primary Job Name ->Current Name			Directly mapped	
n/a	Show Primary Job Name ->When Job was assigned			Directly mapped	
Time Zone	Time Zone			HCMPeopleImport-v1_TimeZones	
Currency	Currency			Directly mapped	employee's assigned currency
CurrencyLocale	CurrencyLocale			Directly mapped	
UserCurrency	UserCurrency			Directly mapped	manager's preferred currency
Manager Field - Reports To	Reports To			Directly mapped	Integration index that points to the configured value of the **wfrMgrIndxForRptTo** property.
Seniority	Seniority Date			Directly mapped	
	Employee/Contacts				
Address > AddressLine1, AddressLine2, AddressLine3	Street			Mapped by GetStreetAddress function	
MailingAddress > AddressLine1, AddressLine2,	Street			Mapped by String Concat function	
PrimaryEmail	EmailAddress1			Directly mapped	

HCM fields (source)	People Information fields (destination)	Required	Possible Values	Map or cross-reference table	Notes
CellPhone	Telephone_1			Directly mapped	
Y	Telephone_1 - SMS			Directly mapped	
HomePhone	Telephone_2			Directly mapped	
N	Telephone_2 - SMS			Directly mapped	
WorkPhone	Telephone_3			Directly mapped	
N	Telephone_3 - SMS			Directly mapped	
City	City			Directly mapped	
State	State/Province			Directly mapped	
Zip	Postal Code			Directly mapped	
Country	Country			Directly mapped	
Employee/Additional Information					
Account Extra Field 1	see Notes			All	For use as the HR Time and Labor Profile
Account Extra effective from	see Notes			Optional	For use as the HR Time and Labor Profile effective date
Account Extra Fields 2 - 10	n/a			Optional	Available for use in the data map but not mapped by default
Account Extra effective from	n/a			Optional	Available for use in the data map but not mapped by default
n/a	Additional Information (Custom Data fields) 1 - 25			Optional	Not mapped in HCM, but are available in the data map but not mapped by default
n/a	KnowledgePass Learning Path			Not mapped	
n/a	Restricted User			Not mapped	
Employee/Person Dates					
n/a	Date Name			Optional	Available in the data map but not mapped by default
n/a	Person Dates 1 - 25			Optional	Available in the data map but not mapped by default
Custom Dates 1 - 10	n/a			Optional	Available in the data map but not mapped by default
Employee/Process Profiles					
Time and Labor Profile	Manager Profile		Set to *Empty Profile* if no manager profile is assigned to the person	HCMPeopleImport-v1_Employee	Dynamic values defined in Dimensions Process Profiles
Time and Labor Profile	Employee Profile		Set to *Empty Profile* if no employee profile is assigned to the person	HCMPeopleImport-v1_Employee	Dynamic values defined in Dimensions Process Profiles
Employee/Access Profiles					
Time and Labor Profile	Function Access Profile		Set to *Default* if no FAP is assigned to the person	HCMPeopleImport-v1_Employee	Dynamic values defined in Dimensions Access Profiles
Time and Labor Profile	Display Profile		Set to *Default* if no FAP is assigned to the person	HCMPeopleImport-v1_Employee	Dynamic values defined in Dimensions Access Profiles

HCM fields (source)	People Information fields (destination)	Required	Possible Values	Map or cross-reference table	Notes
Time and Labor Profile	Locale Policy		Leave blank if no locale policy is assigned to the person. If set to <None>, an error occurs	HCMPeopleImport-v1_Employee	Dynamic values defined in Dimensions Access Profiles
Time and Labor Profile	Notification Profile		Set to No Profile if no notification profile is assigned to the person	HCMPeopleImport-v1_Employee	Dynamic values defined in Dimensions Access Profiles
Time and Labor Profile	Delegate Profile		Set to Empty Profile if no delegate profile is assigned to the person	HCMPeopleImport-v1_Employee	Dynamic values defined in Dimensions Access Profiles
Time and Labor Profile	Generic Data Access Profiles > Manager Profile		Set to Empty Profile if no manager profile is assigned to the person	HCMPeopleImport-v1_Employee	Dynamic values defined in Dimensions Access Profiles
Profile Effective Date	Generic Data Access Profiles > Start Date			Directly mapped	For a new date, applies the effective date from the HCM time and labor profile. For an updated date, applies the current date. Applies only to the current date.
Forever	Generic Data Access Profiles > End Date			Directly mapped	
Time and Labor Profile	Generic Data Access Profiles > Default		True or False	HCMPeopleImport-v1_Employee	
Time and Labor Profile	Generic Data Access Profiles > Role		Employee or Manager	HCMPeopleImport-v1_License	Defined in Dimensions License information to assign the Employee or Manager role
	Timekeeping/Timekeeper				
n/a	Working Time Directive Rule			Not mapped	
n/a	Hazardous Duty			Not mapped	
n/a	Status			Not mapped	
n/a	Effective Date			Not mapped	
HR Time and Labor Profile	Employment Terms			HCMPeopleImport-v1_Timekeeping	Dynamic values defined in Dimensions Timekeeper information. For updates, the Employment Terms are updated only if the terms change.
Profile Effective Date	Start Date			Directly mapped	Updates expire the current Employment Terms and assign the new Employment Terms with the effective date from the HR time and labor profile.
Forever	End Date			Directly mapped	
HR Time and Labor Profile	Pay Rule		Set to Empty if no pay rule is assigned to the person	HCMPeopleImport-v1_Timekeeping	Dynamic values defined in Dimensions Timekeeper information
Profile Effective Date	Effective Date			Directly mapped	

HCM fields (source)	People Information fields (destination)	Required	Possible Values	Map or cross-reference table	Notes
Time and Labor Profile	Currency			HCMPeopleImport-v1_Currency	
Time and Labor Profile	Currency > Format			HCMPeopleImport-v1_Currency	
Base Compensation	Base Wage			Directly mapped	Base Compensation amount and calculated amount from the hours of the compensation period definition
Base Compensation Effective From	Effective Date			Directly mapped	
n/a	Overtime Rules displayed as of			Not mapped	
n/a	Reset Interval			Not mapped	
n/a	Overtime Rule			Optional	Available but not mapped
n/a	Overriding Personal Rule			Optional	Available but not mapped
n/a	Effective Date			Optional	Available but not mapped
n/a	Pay Code Values Profile			Not mapped	
	Timekeeping/Manager Role-General				
HR Time and Labor Profile	Paycode Edit Profile		Set to *Empty Profile* if no manager paycode edit profile is assigned to the person	HCMPeopleImport-v1_Timekeeping	Dynamic values defined in Dimensions Timekeeper information
HR Time and Labor Profile	Paycode View Profile		Set to *Empty Profile* if no manager paycode view profile is assigned to the person	HCMPeopleImport-v1_Timekeeping	Dynamic values defined in Dimensions Timekeeper information
HR Time and Labor Profile	Work Rule Profile		Set to *Empty Profile* if no manager work rule profile is assigned to the person	HCMPeopleImport-v1_Timekeeping	Dynamic values defined in Dimensions Timekeeper information
HR Time and Labor Profile	Reports Profile		Set to *Empty* if no manager reports profile is assigned to the person	HCMPeopleImport-v1_Timekeeping	Dynamic values defined in Dimensions Timekeeper information
HR Time and Labor Profile	Labor Category Profile		Set to *Blank* if no manager labor category profile is assigned to the person	HCMPeopleImport-v1_Timekeeping	Dynamic values defined in Dimensions Timekeeper information
HR Time and Labor Profile	Can Approve Overtime Request		*True* or *False*	HCMPeopleImport-v1_Timekeeping	Defined in Dimensions Timekeeper information

HCM fields (source)	People Information fields (destination)	Required	Possible Values	Map or cross-reference table	Notes
HR Time and Labor Profile	Employee Group		Set to *Empty* if no manager employee group is assigned to the person	HCMPeopleImport-v1_Timekeeping	Dynamic values defined in Dimensions Timekeeper information
HR Time and Labor Profile date	Effective Date			Directly mapped	
HR Time and Labor Profile	Manager Job transfer Set > OrgSet		Set to *Empty* if no manager job transfer set is assigned to the person	HCMPeopleImport-v1_Timekeeping	Dynamic values defined in Dimensions Timekeeper information
HR Time and Labor Profile date	Manager Job transfer Set > Effective Date			Directly mapped	
Time and Labor Profile	Currency Display Preference			HCMPeopleImport-v1_Timekeeping	
	Timekeeping/Employee Role				
HR Time and Labor Profile	Time Entry Method		*Hourly View*, *Project View*, *Time Stamp*, or *Time Stamp & Hourly View*	HCMPeopleImport-v1_Timekeeping	Defined in Dimensions Timekeeper information
HR Time and Labor Profile date	Effective Date			Directly mapped	
HR Time and Labor Profile	Paycode Edit Profile		Set to *Empty Profile* if no employee paycode edit profile is assigned to the person	HCMPeopleImport-v1_Timekeeping	Dynamic values defined in Dimensions Timekeeper information
HR Time and Labor Profile	Work Rule Profile		Set to *Empty Profile* if no employee work rule profile is assigned to the person	HCMPeopleImport-v1_Timekeeping	Dynamic values defined in Dimensions Timekeeper information
HR Time and Labor Profile	Labor Category Profile		Set to *Blank* if no employee labor category profile is assigned to the person	HCMPeopleImport-v1_Timekeeping	Dynamic values defined in Dimensions Timekeeper information
HR Time and Labor Profile	Employee Job Transfer Set		Set to *Empty* if no employee job transfer set is assigned to the person	HCMPeopleImport-v1_Timekeeping	Dynamic values defined in Dimensions Timekeeper information

HCM fields (source)	People Information fields (destination)	Required	Possible Values	Map or cross-reference table	Notes
HR Time and Labor Profile date	Employee Job Transfer Set > Effective Date			Directly mapped	
n/a	Shift Job List			Not mapped	
n/a	As of			Not mapped	
n/a	Location			Not mapped	
n/a	Job			Not mapped	
n/a	Seniority Date			Not mapped	
n/a	Job Preference			Not mapped	
	Scheduling/Scheduler				
Worker Type	Worker Type			Directly mapped	
Standard Work Day	Expected Hours > Daily			Directly mapped	
Employee Type				Not mapped	
Pay Type				Not mapped	
Base Comp Hours Per	Standard Hours > Weekly			Directly mapped	
Base Comp Hours Per	Standard Hours > Per Pay Period			Directly mapped	
HR Time and Labor Profile	Group Assignment		Set to *Empty Profile* if no schedule group is assigned to the person.	HCMPeopleImport-v1_Scheduling	Dynamic values defined in Dimensions Scheduling information
Profile Effective Date	Group Assignment > Start Date			Directly mapped	
"Forever"	Group Assignment > End Date			Directly mapped	
HR Time and Labor Profile	Schedule Group Override		True or False	HCMPeopleImport-v1_Scheduling	
HR Time and Labor Profile	Schedule Rule Set		Set to *None* if no schedule rule set is assigned to the person. Does *not* assign rules for employees who have a status of inactive or terminated.	HCMPeopleImport-v1_Scheduling	As an alternative to using the Scheduling cross-reference table to map schedule rule sets, select an Account Extra Field to map the rule sets.
n/a	Minors->Minor Rule Set		Set to *None* if no minor rule set is assigned to the person.	HCMPeopleImport-v1_Scheduling	Dynamic values defined in Dimensions Scheduling information
schoolCalendarProfile	Minors->School Calendar			Directly mapped	
n/a	Minors->Emancipated Minor			Not mapped	Can be mapped by an Account Extra field if the True string is transformed to a Boolean TRUE by a script in the data map.
n/a	Override Employee Preferences in Schedule Generation Strategy			Not mapped	
n/a	Preference -> Weight			Not mapped	

HCM fields (source)	People Information fields (destination)	Required	Possible Values	Map or cross-reference table	Notes
Scheduling/Manager Role-Scheduler					
HR Time and Labor Profile	Schedule Group Profile		Set to *Empty Profile* if no schedule group is assigned to the person	HCMPeopleImport-v1_Scheduling	Dynamic values defined in Dimensions Scheduling information
HR Time and Labor Profile	Shift Template Profile		Set to *Empty Profile* if no shift template profile is assigned to the person	HCMPeopleImport-v1_Scheduling	Dynamic values defined in Dimensions Scheduling information
HR Time and Labor Profile	Pattern Template Profile		Set to *Empty Profile* if no pattern template profile is assigned to the person	HCMPeopleImport-v1_Scheduling	Dynamic values defined in Dimensions Scheduling information
HR Time and Labor Profile	Availability Template Profile		Set to *Empty Profile* if no availability template profile is assigned to the person	HCMPeopleImport-v1_Scheduling	
HR Time and Labor Profile	Forecasting Category Profile		Set to *Empty Profile* if no forecasting category profile is assigned to the person	HCMPeopleImport-v1_Scheduling	
HR Time and Labor Profile	Hyperfind Schedule Visibility Profile		Set to *Empty Profile* if no hyperfind schedule visibility profile is assigned to the person	HCMPeopleImport-v1_Scheduling	Dynamic values defined in Dimensions Scheduling information
Accruals/Accruals Information					
Time and Labor Profile	Accrual Profile	no		HCMPeopleImport-v1_Accruals	Dynamic values defined in Dimensions Accruals information
Profile Effective Date	Accrual Profile > Start Date			Directly mapped	For new employees use the Profile Effective Date. For an existing employee, use the Profile Effective Date only if the Accrual Profile changed.
Forever	Accrual Profile > End Date			Directly mapped	
Time and Labor Profile	Full-Time Equivalency > Percentage			HCMPeopleImport-v1_Accruals	This value is set from the Accruals CRT.
n/a	Full-Time Equivalency->Employee Hours			Calculated in data map	From % FTE

HCM fields (source)	People Information fields (destination)	Required	Possible Values	Map or cross-reference table	Notes
n/a	Full-Time Equivalency->Full-Time Hours			Calculated in data map	From % FTE
Profile Effective Date	Full-Time Equivalency > Effective Date	Yes	0 - 100	HCMPeopleImport-v1_Accruals	Defined in Dimensions Accruals information: A new date is assigned as the Beginning of Time. For an update, the date is the Profile Effective Date if the Percentage is updated.
Time and Labor Profile	Cascade Profile	no	Leave blank if no cascade profile is defined in the cross-reference table. If set to <None>, an error occurs.	HCMPeopleImport-v1_Accruals	Dynamic values defined in Dimensions Accruals information
	Leave/Leave Information				
Time and Labor Profile	Leave Administrator		Set to None if no leave administrator is assigned to the person	HCMPeopleImport-v1_Leave	Defined in Dimensions Leave information
Time and Labor Profile	Leave Profile		Set to None if no leave profile is assigned to the person	HCMPeopleImport-v1_Leave	Dynamic values defined in Dimensions Leave information
	Attendance/Attendance Information				
Time and Labor Profile	Attendance Administrator		The Person Number of the attendance administrator. Leave blank if no attendance administrator is defined in the cross-reference table. If set to <None>, an error occurs.	HCMPeopleImport-v1_Attendance	Defined in Dimensions Attendance information
Time and Labor Profile	Attendance Profile		Set to Empty Profile if no attendance profile is defined in the cross-reference table	HCMPeopleImport-v1_Attendance	Dynamic values defined in Dimensions Attendance information
HR Time and Labor Profile date	Attendance Profile > Effective Date			Directly mapped	
	Devices/Device Information				
Badges > Number	Badge Number			Directly mapped	HR Badge number
Badges > Effective from	Badge Number > Start Date			Directly mapped	Cannot start before the current date.

HCM fields (source)	People Information fields (destination)	Required	Possible Values	Map or cross-reference table	Notes
Default	Badge Number > Start Time			Directly mapped	
Forever or current date	Badge Number > End Date			Directly mapped	If the badge changes in HCM, the current badge expires, and the new badge becomes effective as of the current date.
Default	Badge Number > End Time			Directly mapped	None
Time and Labor Profile	UDM Device Group			HCMPeopleImport-v1_Devices	
n/a	Enrollment Status			Not mapped	
n/a	Biometric Verification			Not mapped	
n/a	Biometric Identification			Not mapped	
	Licensing/License assignment				
Time and Labor Profile	Licenses		*Blank* , *Hourly Timekeeping* , *Salaried Timekeeping* , *Accruals and Leave* , *Absence* , *Accruals* , *Scheduling* , or *Advanced Scheduling* , or *Analytics*	HCMPeopleImport-v1_License	Defined in Dimensions License information
Time and Labor Profile	Roles		*Employee* or *Manager*	HCMPeopleImport-v1_License	Defined in Dimensions License information to assign the *Employee* or *Manager* role