

# Telecom Interface File to University Directory

April 28, 2008

## File Layout

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### Header Record

<u>Data Element Name</u>	<u>Start Col.</u>	<u>End Col.</u>	<u>Length</u>	<u>Data Type</u>	<u>Valid Values</u>
Record Code	1	1	1	char	'H'
Location Code	2	3	2	char	'00' - '10' or '94' - '98'
File Name	4	11	8	char	'UDIRTELE'
Creation Date	12	19	8	char	<i>note</i> : date field (yyyymmdd)
Filler	20	524	505	char	spaces

*note*: the first record on the telecom interface file must be a Header Record. There should be one, and only one, Header Record on each telecom interface file.

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### Trailer Record

<u>Data Element Name</u>	<u>Start Col.</u>	<u>End Col.</u>	<u>Length</u>	<u>Data Type</u>	<u>Valid Values</u>
Record Code	1	1	1	char	'T'
Location Code	2	3	2	char	'00' - '10' or '94' - '98'
File Name	4	11	8	char	'UDIRTELE'
Data Record Count	12	19	8	char	<i>note</i> : include leading zeroes; count excludes Header and Trailer
Filler	20	524	505	char	spaces

*note*: the last record on the telecom interface file must be a Trailer Record. There should be one, and only one, Trailer Record on each telecom interface file.

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## Data Record

<u>Data Element Name</u>	<u>Start Col.</u>	<u>End Col.</u>	<u>Length</u>	<u>Data Type</u>	<u>Valid Values</u>
Location Code	1	2	2	char	'00' - '10' or '94' - '98'
Employee ID	3	11	9	char	<i>note:</i> if none, then pad with values set to blank characters and must pass a non-blank value in at least one of the following fields: Social Security Number Campus ID Net ID.
Social Security Number (SSN)	12	20	9	char	<i>note:</i> optional; if none, then pad with values set to blank characters.
Campus ID	21	52	32	char	<i>note:</i> optional; left justify if less than 32 characters and pad with trailing values set to blank characters; if none, then pad with values set to blank characters.
Net ID	53	62	10	char	<i>note:</i> optional; left justify if less than 10 characters and pad with trailing values set to blank characters; if none, then pad with values set to blank characters.
Release Flag – Telecom Name	63	63	1	char	'9', '5', '1', '0'
Release Flag – Working Title	64	64	1	char	'9', '5', '1', '0'
Release Flag – Campus Mailing Addr.	65	65	1	char	'9', '5', '1', '0'
Release Flag – Work Phone	66	66	1	char	'9', '5', '1', '0'

Release Flag – Work Fax	67	67	1	char	'9', '5', '1', '0'
Release Flag – Work Pager	68	68	1	char	'9', '5', '1', '0'
Release Flag – Work Cell Phone	69	69	1	char	'9', '5', '1', '0'
Release Flag – Work Email Address	70	70	1	char	'9', '5', '1', '0'
Release Flag – "other" except SSN	71	71	1	char	'9', '5', '1', '0'
Telecom Last Name	72	111	40	char	
Telecom First Name (middle)	112	151	40	char	
Telecom Name Suffix	152	155	4	char	<i>note:</i> optional; left justify if less than 4 characters and pad with trailing values set to blank characters; if none, then pad with values set to blank characters.
Counter	156	156	1	char	'1'=1 <sup>st</sup> occurrence, '2'=2 <sup>nd</sup> occurrence, '3'=3 <sup>rd</sup> occurrence (for subsequent fields)
Working Title	157	216	60	char	Left justify if less than 60 characters and pad with trailing values set to blank characters.
Working Title Department	217	267	60	char	Any abbreviations should not end with a period, e.g., "Chem" should be passed rather than "Chem."; left justify if less than 60 characters and pad with trailing values set to blank characters.
Campus Mailing Address 1	277	308	32	char	Any abbreviations should not end with a period, e.g., "St" should be passed rather than "St."; left justify if less than 32 characters and pad with

					trailing values set to blank characters.
Campus Mailing Address 2	309	340	32	char	<i>Note:</i> if none, then pad with values set to blank characters; left justify if less than 32 characters and pad with trailing values set to blank characters.
Campus Mailing Address - City	341	372	32	char	Left justify if less than 32 characters and pad with trailing values set to blank characters.
Campus Mailing Address - State Code	373	374	2	char	<i>Note:</i> 'CA' for California.
Campus Mailing Address - Zip Code	375	379	5	char	
Campus Mailing Address - Plus 4 Zip Code	380	384	4	char	<i>Note:</i> optional; if none, then pad with values set to blank characters.
Campus Mailing Address – Campus Mail Code	385	390	6	char	<i>Note:</i> optional; if none, Mail Code then pad with values set to blank characters; left justify if less than 6 characters and pad with trailing values set to blank characters.
Work Phone Number	391	411	21	char	Format is: open parenthesis, area code, close parenthesis, three number prefix, dash, four digit number, e.g., (510)987-0100; left justify and pad with trailing values set to blank characters.
Work Fax Number	412	432	21	char	Format is: open parenthesis, area code, close parenthesis, three number prefix, dash, four digit number, e.g., (510)987-0100; if none,

						then pad with values set to blank characters; left justify and pad with trailing values set to blank characters.
Work Pager Number	433	453	21	char		Format is: open parenthesis, area code, close parenthesis, three number prefix, dash, four digit number, e.g., (510)987-0100; if none, then pad with values set to blank characters; left justify and pad with trailing values set to blank characters.
Work Cell Phone Number	454	474	21	char		Format is: open parenthesis, area code, close parenthesis, three number prefix, dash, four digit number, e.g., (510)987-0100; if none, then pad with values set to blank characters; left justify and pad with trailing values set to blank characters.
Work Email Address	475	524	50	char		<i>Note:</i> if none, then pad with values set to blank characters; left justify and pad with trailing values set to blank characters.

Data Records are neither the first or last records on the telecom interface file and, given that “full volume” data interfaces are to be submitted, each interface should always have Data Records in addition to always having a Header Record and a Trailer Record.

## Edit Specifications

The following provides additional information on data elements passed on the telecom interface file that should clarify how data is to be processed and submitted to the University Directory. Thus, not all data elements on the telecom interface file are listed below; only those requiring further clarification are cited.

### Data Element Name

Location Code

(Header, Trailer, Data Records)

### Additional Information

'00' - OP, '01' - BK, '02' - SF, '03' - DV, '04' - LA,  
'05' - RV, '06' - SD, '07' - SC, '08' - SB, '09' - IR,  
'94' - Lawrence Berkeley Lab,  
'95' - Lawrence Livermore Lab,  
'96' - Los Alamos National Lab  
'97' - ASUCLA  
'98' - Hastings

Release Flag (for all 5 data elements)

'9' – data element "display" in hardcopy, universitywide directory permitted and “display” in online universitywide directory permitted.  
'5' – data element "display" in hardcopy, universitywide directory permitted, but “display” in online universitywide directory not permitted.  
'1' – data element “display” in hardcopy, universitywide directory not permitted, but "display" in online universitywide directory permitted.  
'0' – data element "display" in hardcopy, universitywide directory not permitted and “display” in online universitywide directory not permitted.

*note:* these values will be applied to the following telecom interface data:

- Telecom Name (Last, First or Middle)
- Working Title
- Campus Mailing Address (all components)
- Work Phone
- Work Fax
- Work Pager
- Work Cell Phone
- Work Email Address
- All other telecom data elements (except for telecompassed Social Security Number which is not to be displayed in either the hardcopy, universitywide directory or the online universitywide directory)

Further note that all telecom data elements provided, however, will be allowed to be

processed as part of Employee Self Service (ESS) applications to be developed, regardless of telecom release flag values; this is because only the actual individual employee is intended to use the ESS application, i.e., data is not intended for viewing by others aside from that individual employee whereas either the hardcopy, universitywide directory or the online universitywide directory is intended to have an audience beyond the actual individual employee.

Campus Mailing Address – State Code

Because it is a “code” field, this is the only telecom interface field whose alpha character data must be passed in all upper case, i.e., all alpha character data should be passed in mixed case format except for this field because it is a “code” field (State Code).

*General Notes:*

To support multiple occurrences of those data elements starting with Working Title and ending with Work Email Address, the Counter field is utilized as part of the telecom interface. For sake of discussion, these data elements appearing after the Counter field will be collectively referred to as the “array” while those data elements appearing before the Counter field (starting with Location Code and ending with Telecom Name Suffix) will be collectively referred to as the “base.”

Example A: if a person had 2 Work Email Address values and no other “array” data elements with multiple values, then 2 telecom records should be passed for that person.

All of the “base” data element values in the 1<sup>st</sup> record should be repeated in the 2<sup>nd</sup> record; however, only the 2<sup>nd</sup> Work Email Address value should be passed in the “array” of the 2<sup>nd</sup> record, i.e., there is no need to repeat any other data elements in the “array” of the 2<sup>nd</sup> record.

Example B: if a person had 2 Work Email Address values and 2 Work Phone Numbers, but no other “array” data elements with multiple values, then 2 telecom records should be passed for that person.

All of the “base” data element values in the 1<sup>st</sup> record should be repeated in the 2<sup>nd</sup> record; however, only the 2<sup>nd</sup> Work Email Address value and the 2<sup>nd</sup> Work Phone Number should be passed in the “array” of the 2<sup>nd</sup> record, i.e., there is no need to repeat any other data elements in the “array” of the 2<sup>nd</sup> record.

Example C: if a person had 2 Work Email Address values and 3 Work Phone Numbers, but no other “array” data elements with multiple values, then 3 telecom records should be passed for that person.

All of the “base” data element values in the 1<sup>st</sup> record should be repeated in both the 2<sup>nd</sup> and 3<sup>rd</sup> records; however, only the 2<sup>nd</sup> Work Email Address value and the 2<sup>nd</sup> Work Phone Number should be passed in the “array” of the 2<sup>nd</sup> record, i.e., there is no need to repeat any other data elements in the “array” of the 2<sup>nd</sup> record. Further, only the 3<sup>rd</sup> Work Phone Number should be passed in the “array” of the 3<sup>rd</sup> record, i.e., there is no need to repeat any other data elements in the “array” of the 3<sup>rd</sup> record.