HOUSE OF FRASER

EMPLOYEE ATTENDANCE DATA MESSAGE FORMAT

A TECHNICAL GUIDE FOR SUPPLIERS

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1. OVERVIEW

1.1 Introduction

This document describes the CSV Employee Attendance Data message that House of Fraser offers. You can choose to receive your report via FTP or Email.

An example report is shown at the bottom of the document.

2. CSV EMPLOYEE ATTENDANCE DATA REPORT

2.1 Structure

Supplier Name & Time Period Record

Field	Data Type (Length)	Example
Supplier	Alphanumeric (50)	Supplier: Fashion ABC
Year and week	Alphanumeric (22)	Year and Week: 2008 35

Supplier Number Record

Field	Data Type (Length)	Example
Supplier No	Alphanumeric (23)	Supplier No: 1002141

Department Name Record

Field	Data Type (Length)	Example
Department	Alphanumeric (52)	Department: Fashion CN

Department Number Record

Field	Data Type (Length)	Example
Department No	Alphanumeric (19)	Dept no: 0385

Employee Records

A column heading record appears before the data.

Field	Data Type (Length)	Example	Description
Store	Alphanumeric (30)	Altrincham	
Store No	Alphanumeric (10)	0705	
Employee Name	Alphanumeric (51)	Consultant A	
Sunday	Decimal (6,2)	5.5	Interpreted times which include system tolerances applied (start / end times and break rules) and management override time.
Sunday Notes	Alphanumeric (50)	Sickness	Manager Notes entered when overriding times in the T&A Management Review Application e.g. medical appointment, sickness, holiday etc…
Monday	Decimal (6,2)	5.5	
Monday Notes	Alphanumeric (50)	Sickness	
Tuesday	Decimal (6,2)	5.5	
Tuesday Notes	Alphanumeric (50)	Sickness	
Wednesday	Decimal (6,2)	5.5	
Wednesday Notes	Alphanumeric (50)	Sickness	
Thursday	Decimal (6,2)	5.5	
Thursday Notes	Alphanumeric (50)	Sickness	
Friday	Decimal (6,2)	5.5	
Friday Notes	Alphanumeric (50)	Sickness	
Saturday	Decimal (6,2)	5.5	
Saturday Notes	Alphanumeric (50)	Sickness	

Total Hours Worked	Decimal (7,2)	5.5	Total Hours worked calculated from all 'Hour by Day (Sunday – Saturday)' measures. This is Interpreted times which include system and management override time.
Weekly Contracted Hours	Decimal (4,2)	10	Weekly contracted hours as held in House of Fraser's HR System.
Contracted Hours Minus Worked Hours	Decimal (7,2)	4.5	The number of Hours worked under or over the contracted hours.

2.2 CSV Employee Attendance Data Report Name

Your report will be named as Supplier Number.Department Number.EMPATTEND.Date ddmmyy.csv, ie:

- **1234567.0001.EMPATTEND.301008.csv**

2.3 Example

Supplier: Fashion ABC, Year and Week: 2008 35
Supplier No: 1002141
Department: Fashion CN
Dept no: 0385
Store,Store No,Employee Name,Sunday,Sunday Notes,Monday,Monday Notes,Tuesday,Tuesday Notes,Wednesday,Wednesday Notes,Thursday,Thursday Notes,Friday,Friday Notes,Saturday,Saturday Notes,Total Hours Worked,Weekly Contracted Hours,Contracted Hours Minus Worked Hours
Altrincham,0705,Consultant A,,,,,0,,,,,,,,,,0,0,0
Altrincham,0705,Consultant B,5.5,Sickness,,,,,,,,,,,,5.5,12,6.5
Altrincham,0705,Consultant C,,,7.5,,,,,,0,,,,8,,15.5,23,7.5

Supplier: Fashion ABC Year and Week: 2008 35
Supplier No: 1002141
Department: Fashion CN
Dept no: 0385

Store	Store	Employee Name	Sunc	Sunday N	Mon	Mon	Tues	Tues	Wed	Wed	Thurs	Thurs	Friday	Friday	Satu	Satur	Total Hours	Weekly Contr	Contracted Hours Minus Worked Hours
Altrincham	705	Consultant A					0										0	0	0
Altrincham	705	Consultant B	5.5	Sickness													5.5	12	6.5
Altrincham	705	Consultant C			7.5						0			8			15.5	23	7.5