

## 7 Error Handling of HR, Payroll and Training Files

### 7.1 Error Handling Revision Sheet

Chapter Release No.	Date	Error Handling Revision Description
1.0	06/30/2004	Initial version released to OPM EHRI Program Office
1.1	08/11/2006	Removed record action details from section 6.4, as this is covered in each interface file chapter as needed.
2.0	06/08/2007	Changed this to Chapter “7” instead of “6” because of new Military Service Deposit interface type.

## 7.2 Transmission Errors

If the HR, payroll and training files to be loaded are corrupt or inaccessible, EHRI will notify the provider POC for the necessary fixes. The provider POC will contact EHRI with any known/existing file or transmission issues.

## 7.3 File Errors

A file that meets the criteria defined in the File Naming Convention and Format sections of Chapters 2 – 5 will be loaded into the Release 3.0 TDSA staging tables by the EHRI HR Interface component. However, a file that does not meet the criteria will be rejected by the EHRI Interface component.

When a file is rejected:

- Appropriate metadata will be updated.
- The file will be moved to a reject directory on the EHRI server.
- EHRI will notify the provider POC of the issues with the file.

## 7.4 Record Errors

Once a file has been loaded into the staging tables, the EHRI ETL process that moves the data to the EHRI data warehouse will perform the edits contained in the Edit Rules Sections of Chapters 2 – 5 and in The Guide to Central Personnel Data File Edits and apply any necessary business rules. This process will record any errors generated and determine if the file should be rejected based on the number and severity of the errors.

Each field will be validated to ensure that it meets the format specification and valid values (if applicable) contained in [The Guide to Personnel Data Standards](#). If a mandatory field is missing or invalid, the record will be rejected. If one or more optional fields contain invalid values, the record will be added with a value of “Invalid” for each invalid field.