

Interface

CareFlex Chemie

CSV (v2.4.1)

General information about the project

This description presents an interface for the export of HR data for the private nursing care insurance as part of the CareFlex project.

Prerequisite for using the interfaces is a successful registration in the Careflex Chemie company portal. To register, you need a CareFlex ID for each system and for each company to be administered, which you received with the transmission of this interface description.

Note:

- Interface componente highlighted in blue are new since the last version of this document.
- Interface components highlighted in yellow are in development and are not or not completely available.

Version history of the interface

Version	Date	Changes	Author
2.3.1	11.12.2020	First version in English	Eugen Staab
2.3.2	04.06.2021	<ul style="list-style-type: none">• Notes about SyncTool• No Incident• FAQ removed	Alexander Kirch
2.3.3	11.06.2021	<ul style="list-style-type: none">• NoIncident removed• employmentStatus AZUBI removed	Julia Fürtjes
2.3.4	09.08.2021	<ul style="list-style-type: none">• Manual upload of the CSV file via a form in the portal	Alexander Kirch
2.4.1	05.04.2022	<ul style="list-style-type: none">• new HR Incident EVV• new HR Incident EVK with new field "targetCompanyCareflexId"• new validations of "valid_from" dates	Alexander Kirch

General information about the interfaces

There exist three interfaces to the CareFlex HR-portal each with another technology being used (CSV, REST and SOAP). This document describes the option with REST.

For each legal entity, a CareFlex ID is generated. Each HR-incident has to be reported with the corresponding CareFlex ID. In one message, only one CareFlex ID can be used.

For one CareFlex ID however, several packets can be reported, for performance reasons limited to 100 HR-incidents at once.

Interface: REST
Encoding: UTF-8

General requirements

File format: *.csv oder *.txt
Separator: ; (recommended), can also be different but has to be configured in this case (see FAQs)
String-quote: “ (double quotation mark)
Encoding: UTF-8

File name

Since version 2.0, the filename is irrelevant, because all necessary information is contained within the file.

File structure

The CSV file must have the following row format:

Row 1: Column headings (see field “Description” in the below table)

Row 2: Data record 1

Row 3: Data record 2

Row 4: ...

The different lines have to be separated by line breaks. The content in the column headings is not relevant, but the order of the columns is essential.

All fields have to be separated by the same defined separator.

If the separator symbol is used within a field the string-quote has to be used to quote the field.

The order and number of columns has to be the same for each data record, i.e. if one field should not contain a value, it is left empty.

File Transfer

SyncTool

The data should be transferred to the portal using the SyncTool, which is provided free of charge. The data is encrypted and sent via an encrypted connection. Transmission via SFTP is not possible. Further information on the SyncTool can be found in the documentation "N4-CareFlex-Installationshilfe SyncTool CSV Schnittstelle_Vx.y.pdf". Please inform yourself about available updates of SyncTool in the information portal.

SFTP

A transfer via SFTP is not available.

Manual form upload

The data can be uploaded manually via a form in the portal.

To do this, open one of the following urls in your browser, depending on your system:

Urls of manual upload of a CSV in the enterprise portal.	
System	Url
Staging	https://ingress-careflex-staging.n4group.eu
Production	https://api.unternehmen.careflexchemie.de

Log in with the service user and the service user secret of the reporting company. You can find this data in the Enterprise Portal on the page CRM → Settings for data import.

Careflex

Careflex Login

Username

Password

Login

After the successful login please enter the:

- the CareFlex ID of the company to be reported and
- the API token of the reporting company

Attention: Please make urgently sure that you enter the correct CareFlex ID matching the file to be uploaded for linked companies. Otherwise, the employees from the CSV file will be imported into the wrong company. Deleting incorrectly reported employees is not possible, but must be done via a time-consuming reversal of the insurance contract.

In the last step, select your prepared CSV file and confirm with "import":

Import CSV File

Careflex-Id

API Token

CSV File

Import

Various validations of the file are performed. If the file is not syntactically correct, these errors are displayed directly.

Please note that you cannot view technical errors via the interface, but only via the diagnostics using the diagnostics interface. You can find corresponding documentation in the information portal.

Definition of HR Incidents

New Incident with employee data

For the HR incidents "NEU", "SDA", "SDB", "SDC" a notification with employee data must be sent. Which fields are required exactly can be seen in the table "Definition of the fields".

In case of the "NEU" incident, a new employee is reported to the portal. Please note that an error occurs if an employee (identified by the employeeid tax number) is reported several times for a Careflex ID as "NEU".

In case of incident "SDA", "SDB", "SDC" the master data of the employee is adjusted.

New Incident without employee data

For all other HR incidents no masterdata is required. The master data of the employee to be reported is already known and does not need to be changed. Only the status of the person to be reported changes. An exception is the HR incident "EVK", where the CareFlexID of the new company has to be transferred in the field "targetCompanyCareflexId".

Field definitions

Column header	Field mandatory for HR incident?						Field type (allowed characters / length)	Example	Description
	NEU	SDA	SDB	SDC	EVK	(rest)			
Employee-ID	Yes	Yes	Yes	Yes	Yes	Yes	Text	1569	Personal identification number of the employee within the company (personnel number). Must be equal as below.
Title	No	No	n.a.	n.a.	n.a.	n.a.	Text	Prof. Dr.	Title of the employee
First Name	Yes	n.a.	Yes	n.a.	n.a.	n.a.	Text	Thomas	First name of the employee
Last Name	Yes	n.a.	Yes	n.a.	n.a.	n.a.	Text	Mustermann	Last name of the employee
Date of Birth	Yes	n.a.	n.a.	Yes	n.a.	n.a.	Date YYYY-MM-DD, Date must not lie in the future. Minimum age is 18, maximum age is 100.	1979-01-15	Employee's date of birth
Sex	Yes	Yes	n.a.	n.a.	n.a.	n.a.	Text (1 digit) (m/f/d)	m	Gender of the employee m - male f - female d - various
Street	Yes	Yes	n.a.	n.a.	n.a.	n.a.	Text	Musterstraße	Street (private address of the employee)
House Number	Yes	Yes	n.a.	n.a.	n.a.	n.a.	Text	9	House number (private address of the employee)
Address Suffix	No	No	n.a.	n.a.	n.a.	n.a.	Text	c/o Max Hauptmieter	Additional address information (private address of the employee)
Zip Code	Yes	Yes	n.a.	n.a.	n.a.	n.a.	alphanumeric (10 Stellen)	01234	ZIP code (private address of the employee)
City	Yes	Yes	n.a.	n.a.	n.a.	n.a.	Text	London	City (private address of the employee)
Country	Yes	Yes	n.a.	n.a.	n.a.	n.a.	Text (2 digits), Codierung as in ISO-3166 (ALPHA-2)	DE	Country (private address of the employee)
Employment Site	Yes	Yes	n.a.	n.a.	n.a.	n.a.	Text	Geschäftsstelle 1	Location affiliation / location name (The location of the employee is primarily important for the question "Where does the employee's consultation take place? Accordingly, in the case of an employee who cannot be permanently assigned to a location, the location

									where this employee is to be advised should be set).
Employment Status	Yes	Yes	n.a.	n.a.	n.a.	n.a.	Text (T/AT)	T	Employment status T - tariff AT - non-tariff AZUBI - Trainee
Start of Employment	Yes	Yes	n.a.	n.a.	n.a.	n.a.	Date YYYY-MM-DD, max. 100 years in the past; max. 36 months in the future, has to be before the effectivity date of the NEU message	2020-07-01	Start date of the employment
Personnel Number	Yes	Yes	n.a.	n.a.	n.a.	n.a.	Text	1569	Since the taxId cannot be used anymore, this information might be contained twice
Management	Yes	Yes	n.a.	n.a.	n.a.	n.a.	True / False	True	True if employee is part of the management, false otherwise. Allows for a separate HR management level in the portal.
E-Mail	No	No	n.a.	n.a.	n.a.	n.a.	Text	thomas.muster mann@musterfir ma.de	Business contact data of the employee: Email-address
Mobile	No	No	n.a.	n.a.	n.a.	n.a.	Text	0123 12345678	Business contact data of the employee: Mobile phone number
Landline	No	No	n.a.	n.a.	n.a.	n.a.	Text	030 12345678	Business contact data of the employee: Landline number
Created At	Yes	Yes	Yes	Yes	Yes	Yes	Date YYYY-MM-DD, not in the future, at most one month in the past	2020-07-15	Day on which the HR incident was posted / creation date
Valid from	Yes	Yes	Yes	Yes	Yes	Yes	Date YYYY-MM-DD, at most six months in the future	2020-07-01	Effective date / date of entry into force of the HR incident / effective date
Incident Type	Yes	Yes	Yes	Yes	Yes	Yes	Text	NEU	Type of HR incident, possible abbreviations under point 3 (the HR TYPE HELP is not used in the corporate area, but only by the employee via the portal)
targetCompany CareflexId	n.a.	n.a.	n.a.	n.a.	Yes	n.a.	alphanumeric (hexadecimal / 0-9 and a -f, 16 digits)	a1234567890b1235	CareFlex_ID of the new eligible company to which the already existing employee will be transferred within the group.

										Only required in case of EVK incident, otherwise ignored.
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Meaning of “yes” and “no”

The word “yes” indicates that the field is mandatory. The message is rejected if not all mandatory fields are filled. The word “no” indicates that it is an optional field. It can be transferred with a value, empty or not at all.

Meaning of “n.a.”

The field must be available, but empty. If the field is transferred with content, it will be ignored.

Validation of the valid_from date field

Depending on the HR incident type, the dates on which an incident can become valid are fixed:

NEU, WIK, ASP, EVK	first day of a month
RST, EVR, EVW, EVS, EVV	first or last day of a month
SDA, SDB, SDC, EVT	no restrictions

HR-Incidents

Vorfall	
NEU	Neuer Mitarbeiter*
RST	Ruhendstellung des Vertrages
WIK	Wiederaufnahme Entgeltzahlung
EVW	Mitarbeiter verlässt das Unternehmen
EVK	Mitarbeiter wechselt den Arbeitgeber innerhalb des Konzerns
EVT	Mitarbeiter ist verstorben
EVR	Mitarbeiter geht in Altersrente
EVS	Wechsel des Beschäftigungsstatus
EVV	Mitarbeiter verzichtet auf CareFlex Chemie
SDA	Anpassung der Stammdaten notwendig (mit Ausnahme von Namen und Geburtsdatum)
SDB	Anpassung des Namens notwendig
SDC	Anpassung des Geburtsdatums notwendig
ASP	Änderung des Datums der Anspruchsberechtigung

Latest changes to the table of HR incidents

- KOR: not applicable
- EVV: new incident "end of contract - waive"
- EVK: new incident "end of contract - company change inside company group"

Examples

1. Combination of a change of address and a suspension of the contract:

Two messages must be transmitted for this.

RST: for the rest position

SDA: for the change of address (the change of address is only considered with the HR incident SDA)

2. Change of employer within the associated companies (this also applies to a change within a company if the company divisions have different CareflexIDs)

For this purpose, 2 reports must be submitted (by the respective company).

EVW: for deregistration from the original company with its CareflexID.

NEU: for the registration of the employee in the new company with its CareflexID