

## **Employee Demographic Import Specification**

This document provides specifications for the generic employee demographic import facility. Use of this format will allow you to import this data without requiring a custom import program. Although this facility is quicker and easier, we are able to create custom import programs to support any required format.

The import file should be standard CSV – comma separated files with quotes (") around the elements that could contain commas. The first row in the file will be skipped as it will be assumed to be a header row.

The system supports the following types of imports:

1. Append – will only add new users, existing users are ignored and not updated
2. Update – will add new users and update existing users
3. Full – will add new users, update existing users and inactivate any users not included in the file

## Data Dictionary

Field / Column Title	Required	Max Length	Notes
SSN	Yes	11	Format can be with or without dashes. Cannot contain duplicate SSNs in the same file, for new users, cannot have the same SSN as another active user in the system
DOB	Yes	10	mm/dd/yyyy or mm/dd/yy
Last Name	Yes	30	
First Name	Yes	30	
Middle Name	No	20	
Gender	Yes		M/F
Home Email	No		if left blank, does not overwrite existing value in the system
Department	Yes		if left blank, does not overwrite existing value in the system
Location	Yes		if left blank, does not overwrite existing value in the system
Class	No	20	if left blank, does not overwrite existing value in the system
Street 1	No	60	if left blank, does not overwrite existing value in the system
Street 2	No	60	if left blank, does not overwrite existing value in the system
City	No	60	if left blank, does not overwrite existing value in the system
State	No	2	if left blank, does not overwrite existing value in the system
Zip	No	10	if left blank, does not overwrite existing value in the system
Phone	No	20	if left blank, does not overwrite existing value in

			the system
Login ID	No		
Password	No		required if Login ID is filled
Status	Yes	30	Active, Terminated, etc.
Status Date	Yes		
Pay Type	Yes	1	H for hourly, S for Salary
Pay Amount	Yes	11	Hourly amount if H, Annual amount if S - no commas, decimals only
Pay Frequency	Yes	2	12,10,26,24,52
Hours per week	No	2	
Position	Yes		
Hire Date	No		
Hire Status	No	30	
Job Title	No	60	Arbitrary value
Screen Group	No		
Security Group	No		