

### Import Employee Functionality

When entering data into import employee xls, there are few validation on each column. Hence, you are requested to enter data properly.

Each column and its respective data validation.

**(Column Name : Validation on data, \* : is Required)**

**\*Employee ID** : Prefix your id with Cue. (Ex: if ID is 001, then its should be added as Cue001 )

**\*Prefix** : Mr, Mrs or Ms

**\*First Name** : Only string

**\*Last Name** : Only string

**\*Gender** :

M	Male
F	Female
O	Others

**Marital Status :**

D	Divorced
M	Married
Sep	Separated
S	Single
W	Widow / Widower

**\*Role Type:**

admin	Super Admin
management	Management
manager	Manager
employee	Employee
hrmanager	HR Manager
lead	Team Lead
sysadmin	System Admin
user	User
agency	Agency user

**\*Email :** A valid cuelogic email id

**\*Business Unit :** Pune

**\*Department :**

DELI	Delivery
HUMA	Human Resources
ADMI	Admin
SALE	Sales
FINA	Finance
TECH	Technology
MANA	Management

**\*Reporting Manager employee ID :** Valid employee ID of the reporting manager

**\*Job Title :**

HR Mgr	HR Manager
COO	Chief Operating Officer
CCO	Chief Customer Officer
CEO	Chief Executive Officer
CTO	Chief Technology Officer
CXO	Chief Experience Officer
SrPM	Senior Project Manager
PM	Project Manager
PE	Principle Engineer
TL	Team Lead
SSE	Senior Software Engineer
SQAE	Senior Quality Assurance Engineer
SrFED	Senior Front End Developer
JrSE	Junior Software Engineer
Jr QAE	Junior Quality Assurance Engineer

Jr FED	Junior Front End Developer
SE	Software Engineer
QAE	Quality Assurance Engineer
FED	Front End Developer
HRExec	HR Executive
RecExec	Recruitment Executive
Asst ADM	Assistant Admin Manager
Jr AD	Junior Admin
Sr MM	Senior Marketing Manager
MRSM	Manager Research and Social Media
CJ	Content Journalist
SExec	Sales Executive
CW	Content Writer
UID	UI Designer
Jr SExec	Junior Sales Executive
ACC Exec	Accounts Executive

**\*Position :**

HR Manager
Chief Operating Officer
Chief Customer Officer
Chief Executive Officer
Chief Technology Officer
Chief Experience Officer
Senior Project Manager
Project Manager

Principle Engineer
Team Lead
Senior Software Engineer
Senior Quality Assurance Engineer
Senior Front End Developer
Junior Software Engineer
Junior Quality Assurance Engineer
Junior Front End Developer
Software Engineer
Quality Assurance Engineer
Front End Developer
HR Executive
Recruitment Executive
Assistant Admin Manager
Junior Admin
Senior Marketing Manager
Manager Research and Social Media
Content Journalist
Sales Executive
Content Writer
UI Designer
Junior Sales Executive
Accounts Executive

**\*Employment Status :**

CONT	On Contract
FT	Full Time
LEFT	Left
PT	Part Time
PERM	Permanent
PROB	Probationary
RES	Resigned
SUS	Suspended

**\*Date of Joining :** Only proper date (DD-MM-YYYY)

**Date of Leaving :** Only proper date (DD-MM-YYYY)

**PIP Startdate :** Only proper date (DD-MM-YYYY)

**PIP Enddate:** Only proper date (DD-MM-YYYY)

**Experience :** Only numbers with decimal point ( ex: 4 or 4.1)

**Extension :** Only number

**Work Telephone Number :** Only Number

**Fax :** Only Number

**\*Salary Currency :**

USD	US Dollar
EUR	European Euro
GBP	Pound Sterling
INR	Indian Rupee

**\*Pay Frequency :**

MON	Monthly
QTL	Quarterly
OD	On Demand

**\*Salary:** Only Numbers

**\*Date of Birth :** Proper date (DD-MM-YYYY)

**\*SkypeID :** only string.

**Contact Number :** Only Numbers

**Education level:**

Secondary	Class 10
Higher Secondary	Class 12
Undergraduate	Bachelors
Post Graduate	Masters
Doctorate	Doctorate

**Institution Name :** Only Strings

**Course :** Only Strings

**From Date :** Proper Date (DD-MM-YYYY)

**To Date :** Proper Date (DD-MM-YYYY)

**Percentage :** Only numbers with decimal points (ex: 68 or 75.8)

**Personal Email :** Valid email address.

**Permanent Address :** Set of string, number and special charactors

**Permanent Country :** India

**Permanent State :** Maharashtra

**Permanent City :** Pune

**Permanent Pincode :** Only number

**Current Address :** Set of string, number and special charactors

**Current Country :** India

**Current State :** Maharashtra

**Current City :** Pune

**Current Pincode :** Only number

**\*Emergency name 1 :** Only String

**\*Emergency number 1 :** Only Number

**\*Emergency email 1 :** Valid Email address

**\*Relation with Emergency 1 :** Only string

**Emergency name 2 :** Only String

**Emergency number 2 :** Only Number

**Emergency email 2 :** Valid Email address

**Relation with Emergency 2 :** Only string

**Previous HR email ID :** Valid email address

**\*Work Status :**

Project
Bench
Support

**Project Name** : Only String

**\*Functional Area** : Validation data provided by HR

**\*Technology** : Validation data provided by HR

**Passport Number** : Valid Passport Number

**\*PAN Number** : Valid PAN

**PF Number** : Valid PF Number

**\*Bank Name** : Valid Bank Name

**\*Account Holder Name** : Only String

**\*Account Number** : Valid Account Number

**Driver License Number** : Valid License Number.