**Instruction manual for importing existing employee data, statutory leaves taken & frcs data from excel file to database**

Existing Employees:

Download the csv template by clicking on the ‘Download Template for Existing Employees’ button. Open the file and input proper data for each column as per instructed below. Please note that the data/names (business, branch, department, roles etc.) entered are existing ones for the data to get saved properly. Once the data is entered, save the file. Go to the dashboard, click on the ‘Import Existing Employees’ submenu under the “Employees” menu. Browse the csv file you saved with data and click on Submit button to import the data.

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| Sl No | Field Name | Data to be entered |
| 1 | job\_title | Enter the job title of the employee |
| 2 | employment\_start\_date | Enter the start date of employment. Eg: 01-01-2021 |
| 3 | employment\_end\_date | Enter the end date of employment. Eg:01-01-2022 |
| 4 | check\_in\_default | Enter the check-in time. Eg: 09:00 |
| 5 | check\_out\_default | Enter the check-out time. Eg: 09:00 |
| 6 | check\_out\_requred | Enter **‘Yes’** if check out is required and **‘No’** if checkout is not required. |
| 7 | bank\_branch\_name | Enter the name of the bank’s branch |
| 8 | business\_name | Enter the name of the business.  (the corresponding business Id will be saved to the database) |
| 9 | department\_name | Enter the department name. (the corresponding department Id will be saved to the database) |
| 10 | salary\_type | Enter ‘**Hourly’** or ‘**Fixed’** for salary types |
| 11 | rate | Enter the salary amount of the employee |
| 12 | pay\_period | Enter **‘Weekly’**, **Fortnightly** or **Monthly** based on the salary type |
| 13 | workdays\_per\_week | Enter the work days per week if the salary type entered is hourly. If the salary type is fixed, leave the field as it is. |
| 14 | total\_hours\_per\_week | Enter the total hours per week if the salary type entered is hourly. If the salary type is fixed, leave the field as it is. |
| 15 | extra\_hours\_at\_base\_rate | Enter the extra hours at base rate if the salary type entered is hourly. If the salary type is fixed, leave the field as it is. |
| 16 | employee\_type | Enter employee type either as   * **Attachee** * **Apprenticeship** * **Probationary Period** * **Permanent** |
| 17 | first\_name | Enter the first name of the employee |
| 18 | last\_name | Enter the last name of the employee |
| 19 | branch\_name | Enter the branch name of the employee (the corresponding branch Id will be saved to the database) |
| 20 | position | Enter the role of the employee Eg: HR, Employee etc added by the employer (the corresponding role Id will be saved to the database) |
| 21 | email | Enter the email address of the employee |
| 22 | phone | Enter the phone number of the employee |
| 23 | date\_of\_birth | Enter the date of birth of the employee. Eg: 25-08-2000 |
| 24 | street | Enter the street name of the employee |
| 25 | city | Enter the name of the city |
| 26 | town | Enter the name of the town |
| 27 | postcode | Enter the postcode of the employee |
| 28 | Country\_name | Enter the country name (the corresponding country Id will be saved to the database) |
| 29 | tin | Enter the TIN number of the employee |
| 30 | fnpf | Enter the FNPF of the employee |
| 31 | bank | Enter the name of the employee’s bank |
| 32 | account\_number | Enter the account number of the employee |
| 33 | licence\_no | Enter the licence number of the employee |
| 34 | licence\_expiry\_date | Enter the expiry date of the licence of the employee. Eg: 29-09-2029 |
| 35 | passport\_no | Enter the employee’s passport number |
| 36 | passport\_expiry\_date | Enter the expiry date of employee’s passport Eg: 23-03-2028 |
| 37 | annual\_leaves\_taken | Enter the number of leaves taken Eg:2 |
| 38 | sick\_leaves\_taken | Enter the number of leaves taken |
| 39 | bereavement\_leaves\_taken | Enter the number of leaves taken |
| 40 | maternity\_leaves\_taken | Enter the number of leaves taken |
| 41 | leave\_without\_pay | Enter the number of leaves taken |
| 42 | special\_leave | Enter the number of leaves taken |
| 43 | attendance\_to\_date | Enter the number of attended days till date |
| 44 | days\_absent | Enter the number of days employee is absent |
| 45 | tax\_code | Enter ‘P’ for primary and ‘S’ for secondary tax code. Eg: P |
| 46 | residence | Enter the address of the employee. |
| 47 | yeartodate\_normal\_pay yeartodate\_dir\_rem\_and\_bonus\_overtime yeartodate\_redundancy\_payments yeartodate\_lumpsum\_payments yeartodate\_other\_one\_off\_payments yeartodate\_income\_tax  yeartodate\_srt  yeartodate\_ecal normal\_pay  director\_remuneration bonus\_overtime | Enter the numerical values. |
| 48 | redundancy\_payment\_approval\_no | Enter the approval number |
| 49 | redundancy\_payments | Enter the numerical value |
| 50 | lumpsum\_payment\_approval\_no | Enter the approval number |
| 51 | lumpsum\_payment | Enter the numerical value |
| 52 | other\_oneoff\_payment\_approval\_no | Enter the approval number |
| 53 | other\_oneoff\_payment | Enter the numerical value |
| 54 | fnpf\_deduction | Enter the numerical value |
| 55 | gross\_up\_employee | Enter the numerical value |
| 56 | income\_tax | Enter the numerical value |
| 57 | srt | Enter the numerical value |
| 58 | ecal | Enter the numerical value |
| 59 | image | Upload Profile Image |
| 60 | Tax Code | Choose the Tax Code |
| 61 | Provident Fund ID | Enter the numerical value |