**Instruction manual for importing employee data from excel file to database**

New Employees:

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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 |
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