



Data Requirements for HRIS Uploads

For Users & Groups Upgrade

Note: The following table describes the required fields for HRIS uploads. You must include all fields as column headers in your upload file whether data is submitted for each record or not. Acceptable file format is Tab delimited.

Field	Type / Length	Required	Unique*	Example	Details
empid	char 16	✓	✓	sam123	***unique [serves as the import key and must reliably identify a unique individual, cannot be changed after insert]
login	char 32	✓	✓	samuel2	***unique
password	char 32	✓		xtra59x	[case sensitive]
fname	char 32	✓		Samuel	
lname	char 32	✓		Perkins	
mname	char 32			E.	
workphone	char 32			650-999-1212	[hyphens should be included]
email	char 64	highly recommended	✓	sperkins@cng.com	***unique [must contain an "@" symbol and a "."]
active	char 8			no	[a "no" value sets a user's login rights to false, any other value will be ignored]
jobcode	char 32			Hr Manager	Label can be user defined
location	char 64			San Antonio Road	Label can be user defined
company	char 64			New Brunswick	Label can be user defined
address1	char 64			222 Lemon St.	
address2	char 64			Suite 121	
city	char 64			Austin	
state	char 2			TX	
zip	char 10			88511	
country	char 64			USA	Must be iso-code 2-digit
dept	char 32			Human Resources	Label can be user defined
businessUnit	char 64			West Coast Sales	Label can be user defined
managerEmpid	char 12			A23879	Must match to an "empid" (see first field above) Label can be user defined
productCode	char 64			Wigits8009	Label can be user defined
hireDate	date			02/05/1981	

* Fields marked as "unique" indicate value can not be duplicated within the database.