



Employee Upload Data Preparation Instructions

Please follow the instructions below when preparing the CSV spreadsheet of employee information for upload. If you have any questions, do not hesitate to contact your Engagement Manager.

1. The file must be saved as a CSV file (comma delimited). Excel files will be rejected. This is a common user error. If you do not know how to save as a CSV, please let us know and we will walk you through the steps.
2. File name should begin with Employee. Example: Employee_hracuity_6_25.csv
3. Keep the header and the order of the columns as they are on the template.
Do not add or delete any fields or change column headings or order for columns A-Q.
4. Custom 1 -20 can contain demographic information that is stored in your HRIS. The field name can be used in place of Custom1, Custom2 etc. The field name will show in reporting. Only label and pass the fields being used. examples: Age, Race, Gender, Date of Hire, FT/PT, Veteran Status, etc.
5. Pass blanks in any unused fields, embed in “ “ any fields that contains a comma (“Jones, Jr”)
6. **Please note that an asterisk (*) indicates that a field is required. All Other fields are optional.**

Header Name	Character Maximum	Comments
Employee ID*	50	This is a unique identifier used by your company to identify each employee. It is the key indicator we will use to ensure that employee information is maintained separately. For confidentiality reasons, please do not use social security numbers.
First Name*	50	
Last Name*	50	
Title	50	Job title
Division	100	Any department, function, etc. can be used
Group	100	If used, must match Groups used in your HR Acuity Group hierarchy or leave blank.
Location	100	If used, must match Locations used in your HR Acuity Location file or leave blank.
Manager	100	
Email*	50	Required for HR Acuity system users.
Office Address 1	250	
Office Address 2	250	
City	100	
State	100	For USA, use two-digit state codes
Zip Code	10	
Country	100	Use 2 character country code or country name
Work Phone	20	
Work Ext	10	
Custom 1-20	50	Custom data i.e.: date of hire, gender, race etc. Not to exceed 20 custom fields. Data truncated after 50 characters. Do not label or pass data in unused custom fields.