



Deltek

# Deltek Costpoint®

## 8.1

Import Employee Data  
Preprocessor

September 1, 2021



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## Import Employee Data

Use this screen to import employee information from an ASCII file.

You can review and edit employee data created through the preprocessor in the Manage Employee Information and Manage Employee Salary Information screens. Only one user at a time can run this application.

**Note:** This is a separately licensed product for the current release of Deltek Costpoint.

There are two ways to work with input files in Costpoint:

- You can access the input file from the network by using Alternate File Locations.
- You can upload the input file to the Costpoint database; in which case, no further access to network folders is necessary.

**Note:** If you decide to use the first option, click  in the **File Location** field to select an alternate file location. If you choose the second option, leave the **File Location** field blank and use the File Upload Manager to upload the input file to the Costpoint database.

The Edit Report displays the previous information for a field when a Salary Info & History record is changed. When you add a new Salary Info & History record for either current or new employees, no information displays for the previous values because you are adding, not changing, a record.

## Display the Import Employee Data Screen

You access the Import Employee Data screen from the People domain.

Click **People » Employee » Employee Interfaces » Import Employee Data**.



## Contents of the Import Employee Data Screen

Use the fields and options to configure the Import Employee Data screen.


### Identification


Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using **Query**.

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. The saved parameters are also useful and necessary when you want to run the process as part of a batch job. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. The page setup and print options, if there are any, are also included in the saved parameter ID. You can change any of the associated selection defaults as necessary.

Field	Description
<b>Parameter ID</b>	<p>Enter, or click  to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made on the screen, such as PERIOD or QUARTERLY.</p> <p>When you save your record, all the selections made on the screen are stored with the parameter ID. Later, you can retrieve the parameter using <b>Query</b>.</p> <p>You can use the parameter to run the process more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display on the screen, you can override the defaults.</p>
<b>Description</b>	<p>Enter, or click  to select, a parameter description of up to 30 alphanumeric characters.</p>

### File Information and Options

Field	Description
<b>File Format</b>	<p>From the drop-down list, select the input file format. Valid options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Comma-Separated (CSV):</b> If you select this option, each field is separated by a comma. The final field on each line does not have a trailing comma. Strings are not enclosed in quotes.</li> <li>▪ <b>Fixed-Length:</b> If you select this option, each field is of fixed length and must be padded with spaces to the specified field width. You must use this type of file if you are going to import fields that contain commas in the data.</li> <li>▪ <b>ADP ( MFOU.xxx):</b> Select this option to import data directly from the ASCII file formats generated by ADP's Full Masterfile Output Utility. The application determines which version of ADP prepared the file and automatically adjusts for the differences in the formats.</li> <li>▪ <b>User-Defined:</b> Select this option if you created a unique file layout in the Manage Employee Import User-Defined Format screen. Each field should be separated by a comma and the field position is determined by the layout in the Manage Employee Import User-Defined Format screen.</li> </ul>
<b>File Location</b>	<p>Enter the location of the input file you are importing. There are two ways to do this:</p> <ul style="list-style-type: none"> <li>▪ In the <b>File Location</b> field, enter, or click  to select, the alternate file location where the input file is located. Alternate file locations are set up in the Manage Alternate File Locations screen.</li> <li>▪ From the Global Menu, click <b>Process » File Upload</b>. On the File Upload Manager dialog box, click <b>Browse</b> and use the dialog box to select the file you want to import. If you select the <b>Overwrite?</b> check box, Costpoint will overwrite any file of the same name that already</li> </ul>

Field	Description
	exists in the Costpoint database. Click <b>Upload</b> when you are finished. If you use this method, leave the <b>File Location</b> field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.
<b>File Name</b>	<p>Enter, or click  to select, the name of the file to be processed. The error file has the same name with an extension of ".ERR." Do not give the input file an ".ERR" extension, or an error will occur.</p> <p><b>Note:</b> International users: The data can contain non-English characters, provided they are in the ASCII character set. Before creating an ASCII text (.TXT) file, be sure that your keyboard language is set to "EN" (United States English) to prevent the application from generating errors. Deltak recommends that you use .TXT and .CSV file-naming conventions.</p>
<b>Deletion Indicator</b>	<p>Select the value that indicates field deletion.</p> <p>If the selected value is specified for an existing employee, and the field allows deletions, then the corresponding Manage Employee Information and Manage Employee Salary Information column is deleted upon processing.</p> <p>If the selected value is specified for a new employee, and the field is not required, then the corresponding Manage Employee Information and Manage Employee Salary Information column is populated with a NULL/blank value.</p> <p><b>Note:</b> It is the responsibility of the application or program that creates the ASCII file to populate the file with the appropriate deletion indicator.</p> <ul style="list-style-type: none"> <li>▪ <b>NULL ( CSV Format) / Blanks (Fixed/ ADP Format):</b> Select this option if processing a comma-separated file format and a NULL value indicates that a value must be deleted from an existing record. Select this option if you are processing a fixed-length or ADP file format and blank spaces indicate that a value must be deleted from an existing record. For example, if you are processing a comma-separated file and no value is specified in the <b>Emergency Telephone</b> field for an employee in the input file, when that input file is imported, the employee's <b>Emergency Telephone</b> number in Costpoint's Manage Employee Information screen is deleted.</li> </ul> <p><b>Note:</b> Values that are required by Costpoint (such as Employee ID) cannot be deleted. An attempt to delete a required value will result in an error on the Employee Basic Preprocessor Error Report.</p> <ul style="list-style-type: none"> <li>▪ <b>Asterisk (*):</b> Select this option if you are processing a comma-separated file or a fixed-length file format and an asterisk (*) indicates that a value should be deleted from an existing record. For example, if</li> </ul>

Field	Description
	<p>you are processing an input file and an asterisk is specified in the <b>Emergency Telephone</b> field for an employee in the input file, then when that input file is imported, the employee's <b>Emergency Telephone</b> number in Costpoint's Manage Employee Information screen is deleted.</p> <div> <b>Note:</b> Values that are required by Costpoint (such as Employee ID) cannot be deleted. An attempt to delete a required value results in an error on the Error Report. </div>
<b>Truncation Method</b>	<p>Use this drop-down list to select what action Costpoint takes when an input file field is too long for the target database column. This field is available only if you selected <b>Comma-Separated</b> in the <b>File Format</b> drop-down list. Valid options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Always truncate:</b> If you select this option, values that are too long are always truncated without a warning. A warning message is written to the Error Report.</li> <li>▪ <b>Never truncate:</b> If you select this option, values that are too long are never truncated. The record is rejected and an error message is written to the Error Report.</li> <li>▪ <b>Warn before truncation:</b> If you select this option, a message box appears when a value that is too large is encountered in the input file. You are given the option to truncate the value or reject the record.</li> <li>▪ This field is enabled only when you select <b>Comma-Separated Values</b> or <b>User-Defined</b> as the <b>File Format</b>.</li> </ul>
<b>Rate Provided in File</b>	<p>From the drop-down list, select a default value for rate type. Use this field only when you are using the ADP file formats to import. Valid options are:</p> <ul style="list-style-type: none"> <li>▪ Annual</li> <li>▪ Hourly</li> <li>▪ Salary</li> </ul>
<b>ADP Hire Date Location</b>	<p>Enter the ADP Date Field Number that contains the hire date. This information is required for ADP processing only. The default is "1."</p>
<b>ADP Birth Date Location</b>	<p>Enter the ADP Date Field Number that contains the birth date. This information is optional for ADP processing only. The birth date location must be different from the hire date location.</p>
<b>Map Input File Employee ID to Payroll Service ID</b>	<p>Select this check box if the employee ID from the input file must be mapped to the <b>PR Service ID</b> assigned to a Costpoint employees.</p> <p>If this check box is selected, the Import Employee Data screen ignores the Costpoint employee ID and instead uses the PR Service ID to determine which employee records must be updated.</p>

Field	Description
	<p>If the input file's <b>Employee ID</b> matches the <b>PR Service ID</b> for an existing Costpoint employee, that employee's records are updated (employee treated as existing employee). If the input file's <b>Employee ID</b> does not match a <b>PR Service ID</b> for an existing Costpoint employee, a new employee is created and the input file <b>Employee ID</b> is used as the new Costpoint employee ID as well as the <b>PR Service ID</b> assigned to that employee (employee treated as new employee).</p> <p>If this check box is not selected, the input file <b>Employee ID</b> is mapped to the Costpoint employee ID. If the input file <b>Employee ID</b> matches an existing Costpoint employee ID, that employee's records are updated (employee treated as existing employee). If the input file's <b>Employee ID</b> does not match an existing Costpoint employee ID, a new employee is created and the input file <b>Employee ID</b> is used as the new Costpoint employee ID. The input file <b>Employee ID</b> is also the <b>PR Service ID</b> assigned to that employee (employee treated as new employee).</p>
<b>Create/Update Vendor Record</b>	<p>Select this check box to create a vendor record in Accounts Payable for new employees. If you choose this option, the term <b>ON RECEIPT</b> must exist in the Vendor Terms table in Accounts Payable. The Vendor ID issued to the employee is the same as the Employee ID. For existing employees with vendor records, the following fields are updated in the VEND table:</p> <ul style="list-style-type: none"> <li>EMPL_ID</li> <li>VEND_LONG_NAME</li> <li>LN_1_ADR</li> <li>LN_2_ADR</li> <li>LN_3_ADR</li> <li>CITY_NAME</li> <li>MAIL_STATE_DC</li> <li>POSTAL_CD</li> <li>COUNTRY_CD</li> </ul> <p>This check box is available only when you select the <b>Add/Update Vendor on the Add/Updated of Employee</b> check box on the Configure Vendor Settings screen.</p>
<b>Vendor Update Password</b>	<p>Enter the password that allows you to make updates to vendor information. This field is available only when the <b>Create Vendor Record</b> check box is selected.</p> <p>You must enter a password if both the <b>Add/Update Vendor on Add/Update of Employee</b> check box (on the Configure Vendor Settings screen) and the <b>Record Vendor Info Updates</b> check box (on the Configure Accounts Payable Settings screen) are selected.</p>
















Field	Description
<b>Use Standard Hours to calculate the Annual Rate</b>	Select this check box to specify that the application should use <b>Estimated Hours</b> , which were entered in Record 2, to determine the relationship between hourly and annual pay. Otherwise, the application uses the value from the <b>Work Hours in Year</b> field in Record 2.
<b>Default the Plant</b>	Select this check box if the Plant data field should be populated for the employees being imported. Otherwise, leave it unchecked.

### Default Values

Use the 16 fields in this group box to select the default values in the input file. If you select a default value for a field, any null (or blank) values encountered in the input file for that field are replaced with the default value you select. Note that this feature does not substitute a default value when an invalid value is encountered in the input file; invalid values cause the automatic rejection of the record containing the incorrect value.

Clear the drop-down lists to disable default value substitution.

Field	Description
<b>Update Existing Employees Check Box</b>	Select the <b>Update Existing Employees</b> check box if the selected default value overrides data for existing employees. Please note that the default value is used only if a value is not provided in the input file. Clear this check box if the selected default value does not override data for existing employees.
<b>Timesheet Cycle</b>	Enter, or click  to select, a default value for timesheet cycle.
<b>Leave Cycle</b>	Enter, or click  to select, a default value for leave cycle.
<b>Default Overtime State</b>	Enter, or click  to select, a default value for overtime state.
<b>Workers' Compensation</b>	Enter, or click  to select, a default value for worker's compensation.
<b>Pay Type</b>	Enter, or click  to select, a default value for pay type.
<b>GLC</b>	Enter, or click  to select, a default value for general labor category.
<b>Timesheet Default GLC</b>	Enter, or click  to select, a default value for timesheet general labor category.
<b>Employee Class</b>	Enter, or click  to select, a default value for employee class.

Field	Description
<b>Employee Status</b>	From the drop-down list, select a default value for employee status. Valid options are: <ul style="list-style-type: none"> <li>Active</li> <li>Family Medical Leave</li> <li>Inactive Accruing Leave</li> <li>Inactive</li> </ul>
<b>FLSA Classification</b>	From the drop-down list, select a default value for Fair Labor Standards Act (FLSA) status. Valid options are: <ul style="list-style-type: none"> <li>Exempt</li> <li>Non-exempt</li> </ul>
<b>Rate Type</b>	From the drop-down list, select a default value for hourly/salaried status. Valid options are: <ul style="list-style-type: none"> <li>Fluctuating</li> <li>Hourly</li> <li>Salaried</li> </ul>
<b>Employee Type</b>	From the drop-down list, select a default value for employee type. Valid options are: <ul style="list-style-type: none"> <li>Regular</li> <li>Part-time</li> <li>Temporary</li> </ul>
<b>Home Organization</b>	Enter, or click  to select, a default value for home organization.
<b>Visa Type</b>	Enter, or click  to select, a default value for visa type.
<b>Race/Ethnicity</b>	Enter, or click  to select, a default value for race/ethnicity code for new employees.
<b>Plant</b>	Enter, or click  to select, the Plant in which the employee will be working.
<b>Import and Print Input File</b>	Click  and select one of the following options to upload the data into the Costpoint database tables and add new or update existing records. <ul style="list-style-type: none"> <li><b>Import:</b> import employee information from a text file</li> </ul>

Field	Description
	<ul style="list-style-type: none"><li>▪ <b>Print/Import Employee Data:</b> import and print H114 information from a text file.</li><li>▪ <b>Batch mode Print/Import Employee Data:</b> import and print H114 information from a text file and specify the start date and time for the import.</li></ul>

## Table Information for the Import Employee Data Screen

Changes made to the Import Employee Data screen update several tables.

Updated tables include:

- ACCT
- GENL\_LAB\_CAT
- LAB\_LOCATION
- LAB\_SETTINGS
- LV\_PD

## Input File Layout

You supply the name for the input file. The input file can be a fixed-format file, a comma-separated file, or an ADP-formatted file.

If the file is a fixed-format file, you must fill every position with either an appropriate character or a space. It is not necessary to zero-fill numbers; you can use spaces to maintain the proper format.

If the input file is a comma-separated file, you do not need to fill every position. However, the file must contain the correct number of commas.

**Note:** You cannot use commas in the **Notes** field.

An ADP-formatted file is generated by ADP's "Full Masterfile Output Utility" and is named MFOUT.xxx, where xxx is your ADP company code. The record layouts for the ADP format is in the "ADP PC/Payroll & Personnel - System Administrator's Guide" at Appendix B in Version 6.

### Comma-Separated Values Format

The input file layouts for the comma-separated values format follow:

**Input Record 1 (EMPL, EMPL\_PHONE, DFLT\_REG\_TS, EMPL\_LAB\_INFO)**

Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
1	Record Code	N/A	Char 1	Required	Required	N or 1
2	Social Security Number	EMPL.SSN_ID	Numeric 9	Required	Optional	
3	Employee ID	EMPL.empl_id EMPL_LAB_INFO.empl_id EMPL_PHONE.empl_id DFLT_REG_TS.empl_id	Char 12	Required	Required	
4	First Name	EMPL.FIRST_NAME	Char 20	Required	Optional	
5	Middle Name	EMPL.MID_NAME	Char 10	Optional	Optional	
6	Last Name	EMPL.LAST_NAME	Char 25	Required	Optional	
7	Hire Date	EMPL.ORIG_HIRE_DT	Char 10	Required	Optional	YYYY-MM-DD
8	Employee Status	EMPL.S_EMPL_STATUS_CD	Char 3	Optional if default is specified on screen. Otherwise, required.	Optional	ACT, FML, IAL, IN
9	Timesheet Cycle	EMPL.TS_PD_CD	Char 4	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in the TS_PD table.
10	Leave Cycle	EMPL.LV_PD_CD	Char 4	Optional if default is specified on screen.	Optional	Value must exist in the LV_PD table.

Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
				Otherwise, required.		
11	General Labor Category	EMPL_LAB_INFO.GENL_LAB_CAT_CD	Char 6	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in the GENL_LAB_CAT table.
12	Default Pay Type	DFLT_REG_TS.PAY_TYPE	Char 3	Optional	Optional	Value must exist in the PAY_TYPE table.
13	FLSA Exempt	EMPL_LAB_INFO.EXEMPT_FL	Char 1	Optional if default is specified on screen. Otherwise, required.	Optional	Y, N
14	Employee Type	EMPL_LAB_INFO.SEMPL_TYPE_CD	Char 1	Optional if default is specified on screen. Otherwise, required.	Optional	R, P, T
15	Rate Type (Hourly/Salaried Status)	EMPL_LAB_INFO.S_HRLY_SAL_CD	Char 1	Optional if default is specified on screen. Otherwise, required.	Optional	H, F, S
16	Home Organization	EMPL_LAB_INFO.ORG_ID	Char 20	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in the ORG table.

Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
17	Home Reference 1	EMPL_LAB_INFO.HOME_REF1_ID	Char 20	Optional	Optional	Value must exist in the REF_STRUC table.
18	Home Reference 2	EMPL_LAB_INFO.HOME_REF2_ID	Char 20	Optional	Optional	Value must exist in the REF_STRUC table.
19	Default OT State	EMPL_LAB_INFO.WORK_STATE_CD	Char 2	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in the OT_RULES_BY_STATE table.
20	Default Worker's Comp	DFLT_REG_TS.WORK_COMP_CD	Char 6	If the <b>Worker's Compensation-Require Default For Employees</b> check box is selected in the Labor Settings screen, this is a required field. Otherwise, this is an optional field.	Optional	Value must exist in the WORK_COMP table.
21	Effective Date	EMPL_LAB_INFO.EFFECT_DT	Char 10	Required	Required	YYYY-MM-DD
22	Rate Provided in File	N/A	Char 1	Optional if default is specified on screen. Otherwise, required.	Required only if a Rate is specified.	A, H, S

Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
23	Rate	EMPL_LAB_INFO. HRLY_MAT EMPL_LAB_INFO. SAL_AMT EMPL_LAB_INFO. ANNL_AMT (calculation based on Rate Type)	Char 20	Required	Required only if a Rate Type is specified	
24	Default Account	DFLT_REG_TS.ACCT_ID	Char 15	Optional	Optional	Value must exist in the ACCT table.
25	Default Organization	DFLT_REG_TS.CHG_ORG_ID	Char 20	Optional	Optional	Value must exist in the ORG table.
26	Default Project	DFLT_REG_TS.PROJ_ID	Char 30	Optional	Optional	Value must exist in the PROJ table.
27	Default Reference 1	DFLT_REG_TS.REF_STRUC_1_ID	Char 20	Optional	Optional	Value must exist in the REF_STRUC table.
28	Default Reference 2	DFLT_REG_TS.REF_STRUC_2_ID	Char 20	Optional	Optional	Value must exist in the REF_STRUC table.
29	Default Labor Location	DFLT_REG_TS.LAB_LOC_CD	Char 6	Optional	Optional	Value must exist in the LAB_LOCATION table.
30	Address Line 1	EMPL.LN_1_ADR	Char 30	Optional	Optional	
31	Address Line 2	EMPL.LN_2_ADR	Char 30	Optional	Optional	
32	Address Line 3	EMPL.LN_3_ADR	Char 30	Optional	Optional	
33	City	EMPL.CITY_NAME	Char 25	Optional	Optional	
34	State	EMPL.MAIL_STATE_DC	Char 15	State/Province required if	State/Province	Value must exist in the MAIL_STATE table.

Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
				Country is <b>US</b> If both State and Country are supplied, the combination must exist in the MAIL_STATE table.	required if Country is <b>US</b> If both State and Country are supplied, the combination must exist in the MAIL_STATE table.	
35	Country	EMPL.COUNTRY_CD	Char 8	Required if a State/Province is supplied.	Required if a State/Province is supplied.	Value must exist in the COUNTRY table.
36	Postal Code	EMPL.POSTAL_CD	Char 10	Optional	Optional	
37	Home Telephone	EMPL_PHONE.PHONE_ID (with PHONE_TYPE_DC = "HOME")	Char 25	Optional	Optional	
38	Emergency Telephone	EMPL_PHONE.PHONE_ID (with PHONE_TYPE_DC = "EMERG")	Char 25	Optional	Optional	
39	Locator	EMPL.LOCATOR_CD	Char 20	Optional	Optional	Costpoint validates the <b>Locator</b> code



Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
						upon import if at least one <b>Locator</b> code exists in the Locator Code table for the login company; otherwise, no validation occurs.
40	Date Of Birth	EMPL.BIRTH_DT	Char 10	Required	Optional	YYYY-MM-DD
41	Marital Status	EMPL.MARITAL_CD	Char 1	Optional	Optional	
42	Gender	EMPL.SEX_CD	Char 1	Required	Optional	M, F, X
43	Employee Class	EMPL_LAB_INFO.EMPL_CLASS_CD	Char 12	Optional	Optional	Value must exist in the EMPL_CLASS table.
44	Union Employee Flag	EMPL.UNION_EMPL_FL	Char 1	Optional	Required	Y, N
45	Race/Ethnicity	EMPL.S_RACE_CD	Char 10	Required	Optional (will default from EMPL)	Value must exist in the RACE_ETHNIC table.
46	Manager	EMPL_LAB_INFO.MGR_EMPL_ID	Char 12	Optional	Optional	
47	PLC	EMPL_LAB_INFO.BILL_LAB_CAT_CD	Char 6	Optional	Optional	Must exist in the BILL_LAB_CAT table.
48	Corporate Officer Flag	EMPL_LAB_INFO.CORP_OFCCR_FL	Char 1	Optional (N assumed if null)	Optional (N assumed if null)	Y or N

Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
49	Seasonal Employee Flag	EMPL_LAB_INFO.SEASON_EMPL_FL	Char 1	Optional (N assumed if null)	Optional (N assumed if null)	Y or N
50	Home Phone Extension	EMPL_PHONE.PHONE_EXT_CD (where PHONE_TYPE_DC = 'HOME')	Char 6	Optional	Optional	
51	Emergency Phone Extension	EMPL_PHONE.PHONE_EXT_CD (where PHONE_TYPE_DC = "EMERG")	Char 6	Optional	Optional	
52	Timesheet Default GLC	DFLT_REG_TS.GENL_LAB_CAT_CD	Char 6	Optional	Optional	Value must exist in the GENL_LAB_CAT table.
53	Timesheet Default Labor Location	DFLT_REG_TS.LAB_LOC_CD	Char 6	Optional	Optional	Value must exist in the LAB_LOCATION table.
54	Vendor ID	<p>This is not stored in the Employee table. This is used to generate a Vendor record for the employee if:</p> <ul style="list-style-type: none"> <li>The <b>Add/Update Vendor on Add/Update of Employee</b> check box is selected on the Configure Vendor Settings screen.</li> <li>A Vendor record does not already</li> </ul>	Char 12	Optional	Optional If the employee is already linked to the Vendor ID supplied, it will be ignored. If the employee is already linked to	Value supplied in file will be converted to capitalized characters.

Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
		<p>exist for the employee.</p> <ul style="list-style-type: none"> <li>The <b>Create/Update Vendor Record</b> check box is selected on the Import Employee Data screen.</li> </ul>			a different Vendor, a warning message will display which mentions the employee was not linked to the Vendor ID supplied.	
55	City of Birth	EMPL.BIRTH_CITY_NAME	Char 25	Optional	Optional	
56	State/Province of Birth	EMPL.BIRTH_MAIL_STATE_DC	Char 15	Optional	Optional	Must exist in the MAIL_STATE table.
57	Country of Birth	EMPL.BIRTH_COUNTRY_CD	Char 8	Optional	Optional	Must exist in the COUNTRY table.
58	Variable Hours Employee	EMPL_LAB_INFO.VARIABLE_HRS_FL	Char 1	Optional (N assumed if null)	Optional	Y or N

**Input Record 2 (EMPL and EMPL\_LAB\_INFO)**

Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
1	Record Code		Char 1	Required	Required	2
2	Employee ID	EMPL_ID	Char 12	Required	Required	
3	Taxable Entity	EMPL.TAXBLE_ENTITY_ID	Char 10	Optional	Optional	Value must exist in the TAXBLE_ENTITY table.
4	Adjusted Hire Date	EMPL.ADJ_HIRE_DT	Char 10	Optional	Optional	YYYY-MM-DD
5	Termination Date	EMPL.TERM_DT	Char 10	Optional	Optional	YYYY-MM-DD
6	Supervisor Name	EMPL.SPVSR_NAME	Char 25	Optional	Optional	
7	Preferred Name	EMPL.PREF_NAME	Char 10	Optional	Optional	
8	Name Prefix	EMPL.NAME_PRFX_CD	Char 6	Optional	Optional	
9	Name Suffix	EMPL.NAME_SFX_CD	Char 6	Optional	Optional	
10	Prior Name	EMPL.PRIR_NAME	Char 25	Optional	Optional	
11	Eligible for Auto Pay	EMPL.ELIG_AUTO_PAY_FL	Char 1	Optional	Optional	Y, N
12	Email ID	EMPL.EMAIL_ID	Char 60	Optional	Optional	
13	PR Service Employee ID	EMPL.PR_SERV_EMP_ID	Char 12	Optional	Optional	
14	Job Title Description	EMPL_LAB_INFO.TITLE_DESC	Char 30	Optional (If licensed for HR and Detail Job Title provided,	Optional	

Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
				will default from Detail Job Title)		
15	Estimated Hours	EMPL_LAB_INFO.STD_EST_HRS	Char 10	Optional	Optional	
16	Labor Group	EMPL_LAB_INFO.LAB_GRP_TYPE	Char 3	Optional	Optional	Value must exist in the LAB_GRP table.
17	Personnel Action Reason Description 1	EMPL_LAB_INFO.REASON_DESC	Char 30	Optional	Optional	
18	Security Organization ID	EMPL_LAB_INFO.SEC_ORG_ID	Char 20	Optional (Will default from Home Organization if not provided in file)	Optional	Value must exist in the ORG table.
19	Work Hours in Year	EMPL_LAB_INFO.WORK_YR_HRS_NO	Char 4	Optional (Will default from Home Organization if not provided in file)	Optional	
20	Visa Type	EMPL.VISA_TYPE_CD	Char 10	Optional	Optional	Value must exist in the VISA_TYPE table.
21	Comments	EMPL_LAB_INFO.COMMENTS	Char 254	Optional	Optional	
22	Visa Exp Date	EMPL.VISA_DT	Char 10	Optional	Optional	YYYY-MM-DD
23	Effective Date	EMPL_LAB_INFO.EFFECT_DT	Char 10	Required	Required	YYYY-MM-DD

### Input Record 3 (EMPL)

Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
1	Record Code		Char 1	Required	Required	3
2	Employee ID	EMPL.EMPL_ID	Char 12	Required	Required	
3	Notes	EMPL.NOTES	Char 254	Optional	Optional	
4	Effective Date	EMPL_LAB_INFO.EFFECT_DT	Char 10	Required	Required	YYYY-MM-DD

### Input Record 4 (EMPL and EMPL\_LAB\_INFO)

Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
1	Record Code		Char 1	Required	Required	4
2	Employee ID	EMPL.EMPL_ID	Char 12	Required	Required	
3	Last Review Date	EMPL.LAST_REVIEW_DT	Date (10)	Optional	Optional	YYYY-MM-DD
4	Next Review Date	EMPL.NEXT_REVIEW_DT	Date (10)	Optional	Optional	YYYY-MM-DD
5	Display Name	EMPL.LAST_FIRST_NAME	Char 25	Optional (Can be built using First, Last, and Middle Names)	Optional (Can be built using First, Last, and Middle Names)	
6	Disabled Flag	EMPL.DISABLED_FL	Char 1	Optional (N assumed if null)	Optional	Y or N
7	Contact Name 1	EMPL.CONT_NAME_1	Char 25	Required (if "Contact Phone 1" and/or	Required (if "Contact Phone 1" and/or	

Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
				"Contact Relationship 1" are specified)	"Contact Relationship 1" are specified)	
8	Contact Relationship 1	EMPL.CONT_REL_1	Char 15	Required (if "Contact Phone 1" and/or "Contact Name 1" are specified)	Required (if "Contact Phone 1" and/or "Contact Name 1" are specified)	
9	Contact Phone 1	EMPL.CONT_PHONE_1	Char 20	Required (if "Contact Name 1" and/or "Contact Relationship 1" are specified)	Required (if "Contact Name 1" and/or "Contact Relationship 1" are specified)	
10	Contact Name 2	EMPL.CONT_NAME_2	Char 25	Required (if "Contact Phone 2" and/or "Contact Relationship 2" are specified)	Required (if "Contact Phone 2" and/or "Contact Relationship 2" are specified)	
11	Contact Relationship 2	EMPL.CONT_REL_2	Char 15	Required (if "Contact Phone 2" and/or "Contact Name 2" are specified)	Required (if "Contact Phone 2" and/or "Contact Name 2" are specified)	
12	Contact Phone 2	EMPL.CONT_PHONE_2	Char 20	Required (if "Contact Name 2" and/or "Contact Relationship 2" are specified)	Required (if "Contact Name 2" and/or "Contact Relationship 2" are specified)	

Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
13	Special Disabled Veteran	EMPL.VET_STATUS_S	Char 1	Optional	Optional	Y or N
14	Vietnam Era Veteran	EMPL.VET_STATUS_V	Char 1	Optional	Optional	Y or N
15	Active Duty Wartime or Campaign Badge Veteran	EMPL.VET_STATUS_O	Char 1	Optional	Optional	Y or N
16	Reservist	EMPL.VET_STATUS_R	Char 1	Optional	Optional	Y or N
17	Disabled Veteran	EMPL.VET_STATUS_D	Char 1	Optional	Optional	Y or N
18	Armed Forces Service Medal Veteran	EMPL.VET_STATUS_A	Char 1	Optional	Optional	Y or N
19	Military Duty Discharge/Release Date	EMPL.VET_RELEASE_DT	Date (10)	Optional	Optional	YYYY-MM-DD
20	Home E-mail ID	EMPL.HOME_EMAIL_ID	Char 60	Optional	Optional	
21	Time Collection Work Schedule	EMPL_LAB_INFO.TC_WORK_SCHED_CD	Char 10	Optional	Optional	
22	Time Collection Timesheet Schedule	EMPL_LAB_INFO.TC_TS_SCHED_CD	Char 10	Optional	Optional	
23	ESS Class of Service	EMPL_LAB_INFO.S_ESS_CLASS_CD	Char 2	Not Used	Not Used	Blank
24	Personnel Action Reason	EMPL_LAB_INFO.REASON_DESC_2	Char 30	Optional	Optional	



Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
	Description 2					
25	Personnel Action Reason Description 3	EMPL_LAB_INFO. REASON_DESC_3	Char 30	Optional	Optional	
26	Effective Date	EMPL_LAB_INFO. EFFECT_DT	Char 10	Required	Required	YYYY-MM-DD
27	Plant	EMPL.PLANT_ID	Char 30	Optional	Optional	Must exist in the Login Company's PLANT table
28	Shop Floor Time flag	EMPL.SFT_FL	Char 1	Optional (The value defaults to <b>N</b> if there no value provided.)	Optional	Y or N
29	Shop Floor Time Entry Type	EMPL.TIME_ENTRY_TYPE	Char 40	Optional (The value defaults to <b>PUNCHED</b> if there is no value provided.)	Optional	'PUNCHED' 'ELAPSED' 'EXCEPTION' 'NONE'
30	Shop Floor Time Badge Group	EMPL.BADGE_GROUP	Char 60	Required if a Shop Floor Time Badge ID is specified	Optional	Up to 40 characters can be specified for the Badge Group. Any characters past 40 will be

Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
						truncated .
31	Shop Floor Time Badge ID	EMPL.BADGE_ID	Char 60	Required if a Shop Floor Time Badge Group is specified	Optional	Up to 40 characters can be specified for the Badge Group. Any characters past 40 will be truncated .
32	Manufacturing Execution flag	EMPL.MES_FL	Char 1	Optional (The value defaults to <b>N</b> if there is no value provided)	Optional	Y or N
33	Manufacturing Order Clocking flag	EMPL.CLOCK_FL	Char 1	Optional (If the employee's <b>Shop Floor Time</b> flag is <b>Y</b> and his/her <b>Shop Floor Time Entry Type</b> is <b>PUNCHED</b> , the <b>Manufacturing Execution Manufacturing Order Clocking</b> check box should default to checked. Otherwise, the	Optional	Y or N

Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
				flag will be set to N.)		
34	Shop Floor Time/Manufacturing Execution Login ID	EMPL.LOGIN_ID	Char 60	Optional	Optional	
35	Protected Veteran (Declined to Self-Identify)	EMPL.VET_STATUS_p	Char 1	Optional	Optional	Y or N

**Note:** Record 4 fields 27 - 34 were added as part of Costpoint Project Manufacturing interface.

#### Input Record 5 (EMPL and EMPL\_LAB\_INFO)

Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
1	Record Code		Char 1	Required	Required	5
2	Employee ID	EMPL.EMPL_ID	Char 12	Required	Required	
3	Detail Job Code	EMPL_LAB_INFO.DETL_JOB_CD	Char 10	Required (if licensed for HR)	Required (if licensed for HR)	Must exist in the DETL_JOB_TITLE table.
4	Personnel Action Code 1	EMPL_LAB_INFO.PERS_ACT_RS_N_CD	Char 10	Optional	Optional	Must exist in the PERS_ACT_REASON table.
5	Personnel Action Code 2	EMPL_LAB_INFO.PERS_ACT_RS_N_CD	Char 10	Optional	Optional	Must exist in the PERS_ACT

Field	Field Name	Costpoint Table/Column	Data Type and Size	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
						_REASON table.
6	Personnel Action Code 3	EMPL_LAB_INFO.PERS_ACT_RS_N_CD	Char 10	Optional	Optional	Must exist in the PERS_ACT_REASON table.
7	HR Org	EMPL_LAB_INFO.HR_ORG_ID	Char 20	Optional	Optional	Must exist in the HR_ORG_MGR_DFLT table.
8	Effective Date	EMPL_LAB_INFO.EFFECT_DT	Char 10	Required	Required	YYYY-MM-DD
9	Default Rate Group	EMPL_LAB_INFO.DFLT_RT_GRP_ID	Char 6	Optional	Optional	Must exist in the RT_GRP table
10	Currency	EMPL_LAB_INFO.TRN_CRNCY_CD	Char 3	Optional	Optional	Must exist in the CURRENCY table

**Note:** Record 5 fields 9 - 10 were added as part of Costpoint Employee Multicurrency (MU) feature.

### Fixed-Length File Format

The input file layouts for the fixed-length file format follow:

**Input Record 1 (EMPL, EMPL\_PHONE, DFLT\_REG\_TS, EMPL\_LAB\_INFO)**

Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
1	Record Code		Char 1	1	Required	Required	N or 1
2	Social Security Number	EMPL.SSN_ID	Numeric 9	2-10	Required	Optional	
3	Employee ID	EMPL.empl_id EMPL_LAB_INFO.empl_id EMPL_PHONE.empl_id DFLT_REG_TS.empl_id	Char 12	11-22	Required	Required	
4	First Name	EMPL.FIRST_NAME	Char 20	23-42	Required	Optional	
5	Middle Name	EMPL.MID_NAME	Char 10	43-52	Optional	Optional	
6	Last Name	EMPL.LAST_NAME	Char 25	53-77	Required	Optional	
7	Hire Date	EMPL.ORIG_HIRE_DT	Char 10	78-87	Required	Optional	YYYY-MM-DD
8	Employee Status	EMPL.S_EMPL_STATU S_CD	Char 3	88-90	Optional if default is specified on screen. Otherwise, required.	Optional	ACT, FML, IAL, IN
9	Timesheet Cycle	EMPL.TS_PD_CD	Char 4	91-94	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in the TS_PD table.
10	Leave Cycle	EMPL.LV_PD_CD	Char 4	95-98	Optional if default is	Optional	Value must exist in the LV_PD table.

Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
					specified on screen. Otherwise, required.		
11	General Labor Category	EMPL_LAB_INFO.GENL_LAB_CAT_CD	Char 6	99-104	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in the GENL_LAB_CAT table.
12	Default Pay Type	DFLT_REG_TS.PAY_TYPE	Char 3	105-107	Optional	Optional	Value must exist in the PAY_TYPE table.
13	FLSA Exempt	EMPL_LAB_INFO.EXEMPT_FL	Char 1	108	Optional if default is specified on screen. Otherwise, required.	Optional	Y, N
14	Employee Type	EMPL_LAB_INFO.S_EMPL_TYPE_CD	Char 1	109	Optional if default is specified on screen. Otherwise, required.	Optional	R, P, T
15	Hourly/Salaried Status	EMPL_LAB_INFO.S_HRLY_SAL_CD	Char 1	110	Optional if default is specified on screen. Otherwise, required.	Optional	H, F, S
16	Home Organization	EMPL_LAB_INFO.ORG_ID	Char 20	111-130	Optional if default is specified on screen.	Optional	Value must exist in the ORG table.

Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
					Otherwise, required.		
17	Home Reference 1	EMPL_LAB_INFO.HOME_REF1_ID	Char 20	131-150	Optional	Optional	Value must exist in the REF_STRUC table.
18	Home Reference 2	EMPL_LAB_INFO.HOME_REF2_ID	Char 20	151-170	Optional	Optional	Value must exist in the REF_STRUC table.
19	Default OT State	EMPL_LAB_INFO.WORK_STATE_CD	Char 2	171-172	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in the OT_RULES_BY_STATE table.
20	Default Worker's Comp	DFLT_REG_TS.WORK_COMP_CD	Char 6	173-178	If the <b>Worker's Compensation-Require Default For Employees</b> checkbox is selected in the Labor Settings screen, this is a required field. Otherwise, this is an optional field.	Optional	Value must exist in the WORK_COMP table.

Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
21	Effective Date	EMPL_LAB_INFO.EFFECT_DT	Char 10	179-188	Required	Required	YYYY-MM-DD
22	Rate Type	Used to interpret Rate and calculate other rates	Char 1	189	Optional if default is specified on screen. Otherwise, required.	Required only if a Rate is specified.	A, H, S
23	Rate	EMPL_LAB_INFO.ANNL_AMT, HRLY_AMT, SAL_AMT (calculation based on Rate Type)	Num 14	190-203	Required	Required only if a Rate Type is specified	
24	Default Account	DFLT_REG_TS.ACCT_ID	Char 15	204-218	Optional	Optional	Value must exist in the ACCT table.
25	Default Organization	DFLT_REG_TS.CHG_ORG_ID	Char 20	219-238	Optional	Optional	Value must exist in the ORG table.
26	Default Project	DFLT_REG_TS.PROJ_ID	Char 30	239-268	Optional	Optional	Value must exist in the PROJ table.
27	Default Reference 1	DFLT_REG_TS.REF_STRUC_1_ID	Char 20	269-288	Optional	Optional	Value must exist in the REF_STRUC table.
28	Default Reference 2	DFLT_REG_TS.REF_STRUCT_2_ID	Char 20	289-308	Optional	Optional	Value must exist in the REF_STRUC table.
29	Default Labor Location	EMPL_LAB_INFO.lab_loc_cd	Char 6	309-314	Optional	Optional	Value must exist in the LAB_LOCATION table.



Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
30	Address Line 1	EMPL.LN_1_ADR	Char 30	315-344	Optional	Optional	
31	Address Line 2	EMPL.LN_2_ADR	Char 30	345-374	Optional	Optional	
32	Address Line 3	EMPL.LN_3_ADR	Char 30	375-404	Optional	Optional	
33	City	EMPL.CITY_NAME	Char 25	405-429	Optional	Optional	
34	State	EMPL.MAIL_STATE_DC	Char 15	430-444	State/Province required if Country is <b>USA</b> . If both State and Country are supplied, the combination must exist in the MAIL_STATE table.	State/Province required if Country is <b>USA</b> . If both State and Country are supplied, the combination must exist in the MAIL_STATE table.	Value must exist in the MAIL_STATE table.
35	Country	EMPL.COUNTRY_CD	Char 8	445-452	Required if a State/Province is supplied.	Required if a State/Province is supplied.	Value must exist in the COUNTRY table.

Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
36	Postal Code	EMPL.POSTAL_CD	Char 10	453-462	Optional	Optional	
37	Home Telephone	EMPL_PHONE.PHONE_ID (with PHONE_TYPE_DC = "HOME")	Char 25	463-487	Optional	Optional	
38	Emergency Telephone	EMPL_PHONE.PHONE_ID (with PHONE_TYPE_DC = "EMERG")	Char 25	488-512	Optional	Optional	
39	Locator	EMPL.LOCATOR_CD	Char 20	513-532	Optional	Optional	The application validates the <b>Locator</b> code upon import if at least one <b>Locator</b> code exists in the Locator Code table for the login company; otherwise, no validation occurs.
40	Date Of Birth	EMPL.BIRTH_DT	Char 10	533-542	Required	Optional	YYYY-MM-DD
41	Marital Status	EMPL.MARITAL_CD	Char 1	543	Optional	Optional	
42	Gender	EMPL.SEX_CD	Char 1	544	Required	Optional	M, F
43	Employee Class	EMPL_LAB_INFO.EMPL_CLASS_CD	Char 12	545-556	Optional	Optional	Value must exist in the EMPL_CLASS table.
44	Union Employee Flag	EMPL.UNION_EMPL_FL	Char 1	557	Optional	Required	Y, N

Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
45	Race/Ethnicity	EMPL.S_RACE_CD	Char 10	558-567	Required	Optional (will default from EMPL)	Value must exist in the RACE_ETHNIC table.
46	Manager	EMPL_LAB_INFO.MGR_EMPL_ID	Char 12	568-579	Optional	Optional	
47	PLC	EMPL_LAB_INFO.BILL_LAB_CAT_CD	Char 6	580-585	Optional	Optional	Must exist in the BILL_LAB_CAT table.
48	Corporate Officer Flag	EMPL_LAB_INFO.CORP_OFCR_FL	Char 1	586	Optional (N assumed if null)	Optional (N assumed if null)	Y or N
49	Seasonal Employee Flag	EMPL_LAB_INFO.SEASON_EMPL_FL	Char 1	587	Optional (N assumed if null)	Optional (N assumed if null)	Y or N
50	Home Phone Extension	EMPL_PHONE.PHONE_EXT_CD (where PHONE_TYPE_DC = 'HOME')	Char 6	588-593	Optional	Optional	
51	Emergency Phone Extension	EMPL_PHONE.PHONE_EXT_CD (where PHONE_TYPE_DC = "EMERG")	Char 6	594-599	Optional	Optional	
52	Timesheet Default GLC	DFLT_REG_TS.GENL_LAB_CAT_CD	Char 6	600-605	Optional	Optional	Value must exist in the GENL_LAB_CAT table.
53	Timesheet Default Labor Location	DFLT_REG_TS.LAB_LOC_CD	Char 6	606-611	Optional	Optional	Value must exist in the LAB_LOCATION table.

Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
54	Vendor ID	<p>This is not stored in the Employee table. This is used to generate a Vendor record for the employee if:</p> <ul style="list-style-type: none"> <li>▪ The <b>Add/Update Vendor on Add/Update of Employee</b> check box is selected on the Configure Vendor Settings screen.</li> <li>▪ A Vendor record does not already exist for the employee.</li> <li>▪ The <b>Create/Update Vendor Record</b> check box is selected on the Import Employee Data screen</li> </ul>	Char 12	612-623	Optional	Optional If the employee is already linked to the Vendor ID supplied, it will be ignored. If the employee is already linked to a different Vendor, a warning message will display which mentions the employee was not linked to the Vendor ID	The value supplied in file will be converted to capitalized characters.

Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
						supplied.	
55	City of Birth	EMPL.BIRTH_CITY_NAME	Char 25	624-648	Optional	Optional	
56	State/Province of Birth	EMPL.BIRTH_MAIL_STATE_DC	Char 15	649-663	Optional	Optional	Must exist in the MAIL_STATE table.
57	Country of Birth	EMPL.BIRTH_COUNTRY_CD	Char 8	664-671	Optional	Optional	Must exist in the COUNTRY table.
58	Variable Hours Employee	EMPL_LAB_INFO.VARIABLE_HRS_FL	Char 1	672	Optional (N assumed if null)	Optional	Y or N

#### Input Record 2 (EMPL and EMPL\_LAB\_INFO)

Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
1	Record Code		Char 1	1	Required	Required	2
2	Employee ID	EMPL.empl_id EMPL_LAB_INFO.empl_id EMPL_PHONE.empl_id DFLT_REG_TS.empl_id	Char 12	2-13	Required	Required	
3	Taxable Entity	EMPL.TAXBLE_ENTITY_ID	Char 10	14-23	Optional	Optional	Value must exist in the TAXBLE_ENTITY table.

Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required /Optional for New Employees	Required /Optional for Existing Employees	Contents
4	Adjusted Hire Date	EMPL.ADJ_HIRE_DT	Char 10	24-33	Optional	Optional	YYYY-MM-DD
5	Termination Date	EMPL.TERM_DT	Char 10	34-43	Optional	Optional	YYYY-MM-DD
6	Supervisor Name	EMPL.SPVSR_NAME	Char 25	44-68	Optional	Optional	
7	Preferred Name	EMPL.PREF_NAME	Char 10	69-78	Optional	Optional	
8	Name Prefix	EMPL.NAME_PRFX_CD	Char 6	79-84	Optional	Optional	
9	Name Suffix	EMPL.NAME_SFX_CD	Char 6	85-90	Optional	Optional	
10	Prior Name	EMPL.PRIR_NAME	Char 25	91-115	Optional	Optional	
11	Eligible for Auto Pay	EMPL.ELIG_AUTO_PAY_FL	Char 1	116	Optional	Optional	Y, N
12	Email ID	EMPL.EMAIL_ID	Char 60	117-176	Optional	Optional	
13	PR Service Employee ID	EMPL.PR_SERV_EMPL_ID	Char 12	177-188	Optional	Optional	
14	Job Title Description	EMPL_LAB_INFO.TITLE_DESC	Char 30	189-218	Optional (If licensed for HR and Detail Job Title provided, will default from Detail Job Title)	Optional	
15	Estimated Hours	EMPL_LAB_INFO.STD_EST_HRS	Num 10	219-228	Optional	Optional	

Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required /Optional for New Employees	Required /Optional for Existing Employees	Contents
16	Labor Group	EMPL_LAB_INFO.LAB_GRP_TYPE	Char 3	229-231	Optional	Optional	Value must exist in the LAB_GRP table.
17	Personnel Action Reason Description 1	EMPL_LAB_INFO.REASON_DESC	Char 30	232-261	Optional	Optional	
18	Security Organization ID	EMPL_LAB_INFO.SEC_ORG_ID	Char 20	262-281	Optional	Optional	Value must exist in the ORG table.
19	Work Hours in Year	EMPL_LAB_INFO.WORK_YR_HRS_NO	Char 4	282-285	Optional	Optional	
20	Visa Type	EMPL.VISA_TYPE_CD	Char 10	286-295	Optional	Optional	Value must exist in the VISA_TYPE table.
21	Comments	EMPL_LAB_INFO.COMMENTS	Char 254	296-549	Optional	Optional	
22	Visa Exp Date	EMPL.VISA_DT	Char 10	550-559	Optional	Optional	YYYY-MM-DD

### Input Record 3 (EMPL)

Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
1	Record Code		Char 1	1	Required	Required	3
2	Employee ID	EMPL.EMPL_ID	Char 12	2-13	Required	Required	
3	Notes	EMPL.NOTES	Char 254	14-267	Optional	Optional	

**Input Record 4 (EMPL and EMPL\_LAB\_INFO)**

Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
1	Record Code		Char 1	1	Required	Required	4
2	Employee ID	EMPL.EMPL_ID	Char 12	2-13	Required	Required	
3	Last Review Date	EMPL.LAST_REVIEW_DT	Date (10)	14-23	Optional	Optional	YYYY-MM-DD
4	Next Review Date	EMPL.NEXT_REVIEW_DT	Date (10)	24-33	Optional	Optional	YYYY-MM-DD
5	Display Name	EMPL.LAST_FIRST_NAME	Char 25	34-58	Optional (Can be built using First, Last, and Middle Names)	Optional (Can be built using First, Last, and Middle Names)	
6	Disabled Flag	EMPL.DISABLED_FL	Char 1	59-59			Y or N
7	Contact Name 1	EMPL.CONT_NAME_1	Char 25	60-84	Required (if "Contact Phone 1" and/or "Contact Relationship 1" are specified)	Required (if "Contact Phone 1" and/or "Contact Relationship 1" are specified)	
8	Contact Relationship 1	EMPL.CONT_REL_1	Char 15	85-99	Required (if "Contact Phone 1" and/or "Contact Name 1" are specified)	Required (if "Contact Phone 1" and/or "Contact Name 1" are specified)	
9	Contact Phone 1	EMPL.CONT_PHONE_1	Char 20	100-119	Required (if "Contact Name 1"	Required (if "Contact Name 1"	



Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
					and/or "Contact Relationship 1" are specified)	and/or "Contact Relationship 1" are specified)	
10	Contact Name 2	EMPL.CONT_NAME_2	Char 25	120-144	Required (if "Contact Phone 2" and/or "Contact Relationship 2" are specified)	Required (if "Contact Phone 2" and/or "Contact Relationship 2" are specified)	
11	Contact Relationship 2	EMPL.CONT_REL_2	Char 15	145-159	Required (if "Contact Phone 2" and/or "Contact Name 2" are specified)	Required (if "Contact Phone 2" and/or "Contact Name 2" are specified)	
12	Contact Phone 2	EMPL.CONT_PHONE_2	Char 20	160-179	Required (if "Contact Name 2" and/or "Contact Relationship 2" are specified)	Required (if "Contact Name 2" and/or "Contact Relationship 2" are specified)	
13	Special Disabled Veteran	EMPL.VET_STATUS_S	Char 1	180	Optional	Optional	Y or N
14	Vietnam Era Veteran	EMPL.VET_STATUS_V	Char 1	181	Optional	Optional	Y or N
15	Active Duty Wartime or Campaign	EMPL.VET_STATUS_O	Char 1	182	Optional	Optional	Y or N

Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
	Badge Veteran						
16	Reservist	EMPL.VET_STATUS_R	Char 1	183	Optional	Optional	Y or N
17	Disabled Veteran	EMPL.VET_STATUS_D	Char 1	184	Optional	Optional	Y or N
18	Armed Forces Service Medal Veteran	EMPL.VET_STATUS_A	Char 1	185	Optional	Optional	Y or N
19	Military Duty Discharge/Release Date	EMPL.VET_RELEASE_DT	Date (10)	186-195	Optional	Optional	YYYY-MM-DD
20	Home E-mail ID	EMPL.HOME_EMAIL_ID	Char 60	196-255	Optional	Optional	
21	Time Collection Work Schedule	EMPL_LAB_INFO.TC_WORK_SCHED_CD	Char 10	256-265	Optional	Optional	
22	Time Collection Timesheet Schedule	EMPL_LAB_INFO.TC_TS_SCHED_CD	Char 10	266-275	Optional	Optional	
23	ESS Class of Service	EMPL_LAB_INFO.S_ESS_COS_CD	Char 2	276-277	Not Used	Not Used	Blank
24	Personnel Action Reason Description 2	EMPL_LAB_INFO.REASON_DESC_2	Char 30	278-307	Optional	Optional	
25	Personnel Action Reason	EMPL_LAB_INFO.REASON_DESC_3	Char 30	308-337	Optional	Optional	

Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
	Description 3						
26	Plant	EMPL.PLANT_ID	Char 30	338-367	Optional	Optional	Must exist in the Login Company's PLANT table
27	Shop Floor Time flag	EMPL.SFT_FL	Char 1	368	Optional (The value defaults to <b>N</b> if there is no value provided.)	Optional	Y or N
28	Shop Floor Time Entry Type	EMPL.TIME_ENTRY_TYPE	Char 40	369-408	Optional (The value defaults to <b>PUNCHED</b> if there is no value provided)	Optional	'ELAPSED' 'EXCEPTION' 'NONE'
29	Shop Floor Time Badge Group	EMPL.BADGE_GROUP	Char 60	409-468	Required if a Shop Floor Time Badge ID is specified.	Optional	Up to 40 characters can be specified for the Badge Group. Any characters past 40 will be truncated.

Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
30	Shop Floor Time Badge ID	EMPL.BADGE_ID	Char 60	469-528	Required if a Shop Floor Time Badge Group is specified	Optional	Up to 40 characters can be specified for the Badge Group. Any characters past 40 will be truncated.
31	Manufacturing Execution flag	EMPL.MES_FL	Char 1	529	(Will default to 'N' if no value provided)	Optional	Y or N
32	Manufacturing Order Clocking flag	EMPL.CLOCK_FL	Char 1	530	Optional (If the employee's <b>Shop Floor Time</b> flag is <b>Y</b> and his/her <b>Shop Floor Time Entry Type</b> is <b>PUNCHED</b> , the <b>Manufacturing Execution Manufacturing Order Clocking</b> check box should default to	Optional	Y or N

Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
					checked. Otherwise, the flag will be set to <b>N</b> .)		
33	Shop Floor Time/Manufacturing Execution Login ID	EMPL.LOGIN_ID	Char 60	531-590	Optional	Optional	Up to 30 characters can be specified for the Badge Group. Any characters past 30 will be truncated.
34	Protected Veteran (Declined to Self-Identify)	EMPL.VET_STATUS_p	Char 1	591	Optional	Optional	Y or N

**Note:** Record 4 fields **26 - 34** were added as part of Costpoint Project Manufacturing interface.

#### Input Record 5 (EMPL and EMPL\_LAB\_INFO)

Field	Field Name	Costpoint Table/Column	Data Type and Size	Columns	Required/Optional for New Employees	Required/Optional for Existing Employees	Contents
1	Record Code		Char 1	1	Required	Required	5
2	Employee ID	EMPL.EMPL_ID	Char 12	2-13	Required	Required	

Field	Field Name	Costpoint Table/ Column	Data Type and Size	Columns	Required/ Optional for New Employees	Required/ Optional for Existing Employees	Contents
3	Detail Job Code	EMPL_LAB_INFO.DETL_JOB_CD	Char 10	14-23	Required (if licensed for HR)	Required (if licensed for HR)	Must exist in the DETL_JOB_TITLE table.
4	Personnel Action Code 1	EMPL_LAB_INFO.PERS_ACT_RSN_CD	Char 10	24-33	Optional	Optional	Must exist in the PERS_ACT_REASON table.
5	Personnel Action Code 2	EMPL_LAB_INFO.PERS_ACT_RSN_CD	Char 10	34-43	Optional	Optional	Must exist in the PERS_ACT_REASON table.
6	Personnel Action Code 3	EMPL_LAB_INFO.PERS_ACT_RSN_CD	Char 10	44-53	Optional	Optional	Must exist in the PERS_ACT_REASON table.
7	HR Org	EMPL_LAB_INFO.HR_ORG_ID	Char 25	54-78	Optional	Optional	Must exist in the HR_ORG_MGR_DEFAULT table. This field only accepts 20 characters . You will need to fill remaining five characters with spaces.
8	Default Rate Group	EMPL_LAB_INFO.D	Char 6	79-84	Optional	Optional	Must exist in the

Field	Field Name	Costpoint Table/ Column	Data Type and Size	Columns	Required/ Optional for New Employees	Required/ Optional for Existing Employees	Contents
		FLT_RT_GRP_ID					RT_GRP table
9	Currency	EMPL_LAB_INFO.TRN_CRN_CY_CD	Char 3	85-87	Optional	Optional	Must exist in the CURRENCY table

## Processing Details

The Import Employee Data screen performs multiple actions when you import input files.

1. Multiple employee records for the same employee can be imported using either the comma-separated file layout or the user-defined file layout. The effective date in the records must match with each other. For example, an employee record can be imported with an effective date of 3/01/2017. Records 1, 2, 3, 4 and 5 must all have that effective date. Another record for that employee can be imported using an effective date of 8/01/2017 and all those records must use that date.
2. Any existing rows in the worktables are deleted. (Normally there is not any data in these tables at the start of processing unless a previous attempt to use the Import Employee Data screen terminated abnormally.)
3. The input file you specify is opened for read-only access. An output file with the same name as the input file but with the three-letter extension ".ERR" is opened for write access. For example, if you select an input file of "EMPLDATA.DAT," the preprocessor opens an output file called "EMPLDATA.ERR." (Note that, if a file with the same name as the output file already exists, it is overwritten.)
4. The input worktable is loaded with data from the input text file. For Comma-Separated Format (CSV) files, the program checks the length of each field as it is being read into the worktable. If a field is too long to fit into the input worktable, the field is truncated, the record is rejected, or you are asked whether to truncate or reject the record, depending upon your selection in the **Truncated Values** drop-down list. For fixed-length format files, the preprocessor checks the line length and displays a warning message if a line is either longer or shorter than the expected length.
5. When the input table has been loaded, the preprocessor begins scanning the records for null values in any fields you have designated for default value substitution in the **Default Values** group box. For example, if you specified that **WKLY** is substituted for any blank **Timesheet Cycle** fields, the preprocessor scans the table for any blank **Timesheet Cycles**. If a blank is found, the preprocessor changes the field value to **WKLY**.
6. After all default value substitutions are completed, the preprocessor performs all data validations on the input table (see discussion below). Records containing invalid field values are marked for deletion, and error messages are written to the error table.

7. When validations are finished, the preprocessor deletes all records containing invalid values from the input table and writes these records to the output error file. At the conclusion of processing, you can review the error report and make corrections. After the corrected error file is renamed, you can re-run the preprocessor using that file as the new input file.
8. After the application deletes records containing invalid field values, the input table contains only records that passed all validation tests and are valid candidates for insertion or update in the Costpoint database tables. The preprocessor calculates the value for certain computed columns (such as **Annual Salary**) and updates the input table with these values.
9. The Costpoint database tables are now updated. If records already exist, they are updated or replaced. New records are inserted. If any fatal errors are encountered during this phase of processing, all transactions are rolled back and processing is aborted. For example, if the database server were to crash during the insertion of a new employee record, all processing that took place during the upload would be canceled, including all prior transactions. Either all transactions succeed or they all fail.
10. Finally, the Audit and Error reports are printed. After printing is completed, the contents of the worktables are deleted, and processing is finished.

**Other Output**

- Error File (input file name + .ERR)
- Edit Report
- Error Report



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