



AAPlanner Employee Import Record Format

November 2007

Each employee data record in AAPlanner consists of the fields listed below. Some of the fields are required and others are optional.

The records you import must appear in this exact order and format.

Column	Field	Data Type	Length	Flat/Fixed Column(s)	Required?	Comments
A.	Last Name	A/N	20	20-Jan	No	
B.	First Name	A/N	15	21-35	No	
C.	Emp ID	A/N	9	36-44	No	
D.	Race	A/N	1	45	Yes	Use the default codes W (White), B (Black), H (Hispanic), A (Asian), I (American Indian), O (Other), P (Native Hawaiian or other Pacific Islander), S (Two or More Races), or use your own codes.
E.	Sex	A/N	1	46	Yes	Must equal M or F.
F.	Grade	A/N	5	47-51	Sometimes	Required only if a Wage is not present.
G.	Grade Sort Value	N	9.2*	52-60	No	Minimum/ Midpoint/ Maximum Annualized Wage Associated with Employee's Grade
H.	Wage	N	9.2*	61-69	Sometimes	Required only if a Grade is not present. Format is 999999.99. Maximum value is 999,999.99
I.	Wage Type	A/N	1	70	Sometimes	Required only if a Wage is present. Must equal A (Annual), M (Monthly), S (Semimonthly), B (Biweekly), W (Weekly), D (Daily), H (Hourly), or O (Other).
J.	Department (or other Organizational Unit Name)	A/N	30	71-100	Yes	
K.	Organization Hierarchy Code (for example, Department Code)	A/N	10	101-110	No	
L.	Organizational Unit Supervisor?	L	1	111	No	Must equal Y or N; or T or F.
M.	Job Title	A/N	50	112-161	Yes	
N.	Include/Exclude Status	A/N	1	162	No	Must equal N (not applicable), E (Excluded from this facility's JGA and included in another facility's JGA), or I (Included in this facility's JGA and WFA and excluded from another facility's JGA). If left blank, AAPlanner automatically enters anN in this field. Note: This field is related to the "Corporate Initiative" field used in AAPlanner 5.
O.	Included from Facility/Excluded to Facility	A/N	40	163-202	Sometimes	Required if the Include/Exclude Status is set to I or E.

P.	Job Group Code Assigned to Job Title	A/N	6	203-208	No	
Q.	Job Group Name	A/N	30	209-238	No	
R.	EEO Code	A/N	3	239-241	No	
S.	Census Code Assigned to Job Title	N	3	242-244	No	
T.	City of Residence	A/N	20	245-264	No	
U.	State of Residence	A/N	2	265-266	No	
V.	Zip Code	A/N	10	267-276	No	
W.	Hire Date	Date 1	-	277-284	No	
X.	Job Date	Date 1	-	285-292	No	
Y.	Grade Date	Date 1	-	293-300	No	
Z.	Other 1	A/N	30	301-330	No	Can be used for any additional information that you wish to record.
AA.	Other 2	A/N	30	331-360	No	Can be used for any additional information that you wish to record.
AB.	Other 3	A/N	30	361-390	No	Can be used for any additional information that you wish to record.
AC.	Other 4	A/N	30	391-420	No	Can be used for any additional information that you wish to record.
AD.	Count	N	3	421-423	No	AAP6 automatically converts a blank or a zero in this field to a 1.
AE.	Facility Code	A/N	20	424-443	No	Identifies the employee's facility, if the import file contains data from more than one facility.

* Means nine positions including two optional decimal places (999999.99).

1 For valid date formats, see Data Type Requirements at <http://www.peopleclick.com/solutions/aaplanner.asp>.