V8 Employee Import to V9 User Import Field Mapping

Below is the list of fields that are required and recommended. Fields with no comment are optional.

Field Name V9	Field Name V8	API Field Type	Description
externalId		Int	External Payroll Identity Id
username	EmployeeNumber	string	Username to allow the user to login
employeeCode		string	When empty it is set equal to username
name	FullName	string	Name of the user
surname	Surname	string	Surname of the user
emailAddress	Email	string	Email for most notifications in the system e.g. Password reset
alternateEmailAddress		string	Email for reporting
idNumber	ID	string	Id Number of the user
passportNumber	PassportNumber	string	Passport number of the user
mobileNumber	CellNo	string	Mobile number preferably with country code
workNumber	TelNoW	string	Work number preferably with country code
homeNumber	TelNoH	string	Home number preferably with country code
middleName		string	Middle name of user
initials	Initials	string	Initials of user
title	EmpTitle	string	Title of user

knownAs	KnownAs	string	Name the user is known as
homeLanguage	HomeLanguage	string	
gender	Gender	string	
race	Race	string	
citizenship	Nationality	string	
maritalStatus		string	
birthDay	Birthday	string	Date of birth of the user
disability		string	A single disability for the user
residentialUnitNumber	Home_UnitNumber	string	
residentialComplexName	Home_Complex	string	
residentialStreetNumber	Home_StreetNo	string	
residentialStreetName	Home_Street	string	
residentialSuburbDistrict		string	
residentialCityTown	Home_CityTownVillage	string	
residentialCountry	Home_Country	string	
residentialProvince	Home_Region	string	
residentialPostalCode	Home_PostalCode	string	
residentialAsPostal		string	
postalUnitNumber	Home_UnitNumber	string	
postalComplexName	Home_Complex	string	
postalStreetNumber	Home_StreetNo	string	

postalStreetName	Home_Street	string	
postalSuburbDistrict		string	
postalCityTown	HomePostal_CityTownVillage	string	
postalCountry	HomePostal_Country	string	
postalProvince	HomePostal_Region	string	
postalCode	HomePostal_PostalCode	string	
jobExternalId		int	The payroll job id
jobTitle	JobTitle	string	Name of the job
jobCode	JobCode	string	Code of the job
occupationalCategory	OccupationalCategory_Description	string	Occupation Category of the job
occupationalLevel	OccupationalLevel_Description	string	Occupational Level of the job within the category
jobOfoCode	OFOCode	string	OFO code of the job
jobGrade	InternalGrading	string	Grade of the job
gradingType		string	Grading used for the job
positionExternalId		int	The payroll position Id
positionTitle	PositionTitle	string	Position Name
positionCode	PositionCode	string	Position Code
appointmentType	EmploymentType_Description	string	How the user is appointed in the position
startDate	StartDateInPosition	string	Start date in the position
endDate	TerminationDate	string	End date in the position, when empty the user is not terminated

reasonForTermination	ReasonForTermination	string	The reason the users employment has been ended
startDateInGroup	StartDateInGroup	string	The start date in the group
startDateInCompany	StartDateInCompany	string	The start date in the company within the group
orgLevel1_externalId		Int	Org unit Id on payroll
orgLevel1_name	OrgLevel1_Description	string	
orgLevel1_code	OrgLevel1	string	Unique code per ruleset for org unit
orgLevel1_workLocationName		string	
orgLevel2_externalId		Int	Org unit Id on payroll
orgLevel2_name	OrgLevel2_Description	string	
orgLevel2_code	OrgLevel2	string	Unique code per ruleset for org unit
orgLevel2_workLocationName		string	
orgLevel3_externalId		Int	Org unit Id on payroll
orgLevel3_name	OrgLevel3_Description	string	
orgLevel3_code	OrgLevel3	string	Unique code per ruleset for org unit
orgLevel3_workLocationName		string	
orgLevel4_externalId		Int	Org unit Id on payroll
orgLevel4_name	OrgLevel4_Description	string	
orgLevel4_code	OrgLevel4	string	Unique code per ruleset for org unit
orgLevel4_workLocationName		string	

orgLevel5_externalId		Int	Org unit Id on payroll
orgLevel5_name	OrgLevel5_Description	string	
orgLevel5_code	OrgLevel5	string	Unique code per ruleset for org unit
orgLevel5_workLocationName		string	
orgLevel6_externalId		Int	Org unit Id on payroll
orgLevel6_name	OrgLevel6_Description	string	
orgLevel6_code	OrgLevel6	string	Unique code per ruleset for org unit
orgLevel6_workLocationName		string	
orgLevel7_externalId		Int	Org unit Id on payroll
orgLevel7_name	OrgLevel7_Description	string	
orgLevel7_code	OrgLevel7	string	Unique code per ruleset for org unit
orgLevel7_workLocationName		string	
orgLevel8_externalId		Int	Org unit Id on payroll
orgLevel8_name	OrgLevel8_Description	string	
orgLevel8_code	OrgLevel8	string	Unique code per ruleset for org unit
orgLevel8_workLocationName		string	
orgLevel9_externalId		Int	Org unit Id on payroll
orgLevel9_name	OrgLevel9_Description	string	
orgLevel9_code	OrgLevel9	string	Unique code per ruleset for org unit

orgLevel9_workLocationName		string	
lineManagerUsername	LineManagerEmployeeNumber	string	The username of the manager, existing in the system or part of the API body
performanceManagerUsername	PerformanceManagerEmployeeNumber	string	The username of the manager, existing in the system or part of the API body
departmentManagerUsername	DepartmentManagerEmployeeNumber	string	The username of the manager, existing in the system or part of the API body
trainingManagerUsername	TrainingManagerEmployeeNumber	string	The username of the manager, existing in the system or part of the API body
pdpFirstApproverUsername	PDPFirstApproverEmployeeNumber	string	The username of the manager, existing in the system or part of the API body
pdpSecondApproverUsername	PDPSecondApproverEmployeeNumber	string	The username of the manager, existing in the system or part of the API body
leaveManagerUsername	LeaveManagerEmployeeNumber	string	The username of the manager, existing in the system or part of the API body
salaryReviewManagerUsername	SalaryReviewManagerEmployeeNumber	string	The username of the manager, existing in the system or part of the API body
talentManagementManagerUsername		string	The username of the manager, existing in the system or part of the API body
secondaryReportingManagerUsername		string	The username of the manager, existing in the system or part of the API body
lineManagerOnceRemovedUsername		string	The username of the manager, existing in the system or part of the API body

workflowOriginatorUsername		string	The username of the manager, existing in the system or part of the API body
financeManagerUsername		string	The username of the manager, existing in the system or part of the API body
financeOfficerUsername		string	The username of the manager, existing in the system or part of the API body
hrOfficerUsername		string	The username of the manager, existing in the system or part of the API body
hrRecruitmentOfficerUsername		string	The username of the manager, existing in the system or part of the API body
businessUnitHrManagerUsername		string	The username of the manager, existing in the system or part of the API body
secondaryJobRequisitionApproverUsername		string	The username of the manager, existing in the system or part of the API body
leaveManagerAlternateApproverUsername		string	The username of the manager, existing in the system or part of the API body
customField001	Customfield1	string	Any value that needs to be stored against the user for which an explicit field does not exist
customField002	Customfield2		
customField003	Customfield3		
customField004	Customfield4		
customField005	Customfield5		
customField006	Customfield6		
customField007	Customfield7		

customField008	Customfield8		
customField009	Customfield9		
customField010	Customfield10		
customField011	Customfield11		
customField012	Customfield12		
customField013	Customfield13		
customField014	Customfield14		
customField015	Customfield15		
customField016	Customfield16		
customField017	Customfield17		
customField018	Customfield18		
customField019	Customfield19		
customField020	Customfield20		

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