



Custom Fields Import Specs

General Information

- Must import in .csv format.

Field Name	Max Length	Notes
Company ID*	8	Branch/Client Number. Alphanumeric.
Employee ID*	10	Alphanumeric values only. The value must be unique across all employees within a client
Custom Field Name*	30	Based on the Custom Fields created by the client. The field name must exactly match what is set up in the Company application.
Custom Field Value*	250	Valid values are based on the data type of the Custom Field. Date: mm/dd/yyyy Text: Alphanumeric up to 250 characters Numeric: can contain up to 15 characters, including up to four decimal places. Yes/No: Y or N Dropdown: Alphanumeric up to 50 characters. The drop-down value must exactly match what is set up in the Custom Field.

* Required