

Instruction Document - Employee Details

Please Note: Labels marked in **Red** in this document indicates mandatory fields and should be completed (filled up) in the spreadsheet.

A1 Title: Enter here the title of the employee, e.g.: Mr., Mrs., Miss., Ms.

Please note that no 'spaces' are allowed between any characters and the length should not exceed more than 4 characters. And also note that title should end with dot (.), e.g.: Mr.

A2 First Forename: Enter here the employee's first name.

This field is mandatory.

You should only use characters defined in the Schema i.e. A-Z upper or lower case, hyphen or apostrophe.

Please note that 'spaces' are not allowed between the characters and the length should not exceed more than 35 characters.

Please note, the special characters listed below **must not be used** when you enter the employee's Forename.

1. ` This is not an apostrophe. This is a grave accent. Please do not use this special character instead of an apostrophe.
2. . full stop
3. , comma
4. _ underscore
5. () opening and closing parenthesis
6. / Forward slash
7. 0 zero (in place of alphabet O)
8. 1 2 3 numbers
9. * asterisk
10. ? question mark

A3 Second Forename: Enter here the employee's Second forename.

You should only use the characters defined in the Schema i.e. A-Z upper or lower case, hyphen or apostrophe.

Please note that 'spaces' are not allowed between the characters and the length should not exceed more than 35 characters.

Please note, the special characters listed below **must not be used** when you enter the employee's Forenames.

1. ` This is not an apostrophe. This is a grave accent. Please do not use this special character instead of an apostrophe.
2. . full stop
3. , comma
4. _ underscore
5. () opening and closing parenthesis
6. / Forward slash
7. 0 zero (in place of alphabet O)
8. 1 2 3 numbers
9. * asterisk
10. ? question mark.

A4 Surname: Enter here the employee's Surname.
This field is mandatory.

You should only use the characters defined in the Schema i.e. A-Z upper or lower case, digits 0-9, comma, full stop, forward slash, ampersand, hyphen, space, apostrophe and brackets.

The length should not exceed more than 35 characters.

Please note, the special characters listed below **must not be used** when you enter the employee's Surname

1. Please do not include leading or trailing spaces when you enter the Surname. For example, if the Surname is O'Connor, do not include a space before O'Connor or after O'Connor
2. ` This is not an apostrophe. This is a grave accent. Please do not use this special character instead of an apostrophe. For example, if the surname is O'Connor, the apostrophe must be entered as O'Connor, not as O`Connor
3. leading spaces.
4. * asterisk
5. 0 zero (in place of the alphabet O) - the first character must be alpha.

A5 Address Line 1: Enter here the employee's address. This field is mandatory

Please note the following when you enter the address

1. The address should be a maximum of 4 lines including the Postcode
2. A single address line can contain a maximum of 35 characters including spaces.
3. Please do not enter any invalid characters as listed for Surname and Forename.
4. Please do not leave any line empty.

A6 Address Line 2: Enter here the employee's address.

A7 Address Line 3: Enter here the employee's address

A8 Address Line 4: Enter here the employee's address

A9 Post Code: Enter here the postcode of the employee's address e.g. EP1 3SO

Please note that the Postcode should not exceed more than 8 characters.

A10 Country: Enter here the Country of the employee's address

A11 Works Number: Enter here the employee's Works Number. Please note that the employee's works number or payroll number can be alphanumeric and should not exceed more than 20 characters in length.

A12 Date of Birth: Enter here the employee's date of leaving the employment. This field is mandatory.

Please note that the date should be entered as **YYYY-MM-DD**. This is because the XML Schema Stipulation only accepts YYYY-MM-DD as the date format. DD-MM-YYYY will not be accepted.
E.g.: If the employee leaves the employment on 20th November 2005, the date should be entered as 2005-11-20.