

## AAP Data Import Spreadsheet Columns

Column Name	Description
<b>EmpID</b>	Unique employee ID number.
<b>EmpName</b>	(Optional) Employee name.
<b>JobTitle</b>	Employee job title at the snapshot date.
<b>EEO1Cat</b>	(Optional) The EEO-1 category (1-9) for the employee's job title.  If this has not already been assigned, you can assign the EEO-1 Categories after importing your data)
<b>JobGroup</b>	(Optional) If you have created custom EEO-1 job group categories, please indicate the specific job group name.
<b>SalGrade</b>	(Optional) If you have a salary grade structure, please provide the salary grade for each employee.  If you do not have a salary grade structure, after you import the data you can use our default salary grade system to assign salary grades.
<b>Location</b>	The name of the facility location where the employee works.
<b>Department</b>	The name of the department where the employee works.
<b>Race</b>	Employee's race.
<b>Gender</b>	Employee's gender.
<b>Disability</b>	Employee's Disability Status for Section 503
<b>VeteranStatus</b>	Employee's Protected Veteran Status for VEVRAA
<b>DischargeDate</b>	(Optional) Employee's Discharge Date for Recently Separated Veterans
<b>SOCCode</b>	(Optional) If available, provide the SOC code that has been assigned to the employee's job.
<b>ReportsToEmpID</b>	(Optional) For employees that report into a different location (plan), indicate the EmpID they report to. You can leave this column blank for employees that do not report to other employees.
<b>PayType</b>	Indicate whether the employee is paid hourly ( <b>H</b> ) or by salary ( <b>S</b> ).
<b>PayRate</b>	Provide salary for all salaried employees and the hourly rate for hourly employees.  <b>NOTE:</b> This is required if you want to create Compensation (Salary) Analysis reports for your company.
<b>AAPName</b>	(Optional) AAP Name to assign for Employee's facility.