AAP Data Import Spreadsheet Columns

Column Name	Description
EmpID	Unique employee ID number.
EmpName	(Optional) Employee name.
JobTitle	Employee job title at the snapshot date.
EEO1Cat	(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)
JobGroup	(Optional) If you have created custom EEO-1 job group categories, please indicate the specific job group name.
SalGrade	(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.
Location	The name of the location where the employee works.
Department	The name of the department where the employee works.
Race	Employee's race.
Gender	Employee's gender.
SOCCode	(Optional) If available, provide the SOC code that has been assigned to the employee's job.
ReportsToEmpID	(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.
PayType	(Optional) Indicate whether the employee is paid hourly (**H**) or by salary (**S**).
PayRate	(Optional) Provide salary for all salaried employees and the hourly rate for hourly employees. **NOTE**: This is required if you want to create Compensation (Salary) Analysis reports for your company.