

Overview

This guide explains how to create a batch file to upload data using the specified elements. A batch file is a text-based file that contains structured data and can be used for automated uploads.

File Format

- The file should be saved as a **CSV (.csv) file type**.
- Each data row represents a single employee record.
- The first row should contain **column headers** matching the expected elements.
- Values should be separated by commas (**CSV format**)

Available Data Elements

Below are the valid data fields included in the batch file:

Field Name	Mandatory	Description	Example
BillingDivisionNumber		Division number associated with the employee	1
BirthDate	Yes	Date of birth (Format: YYYY/MM/DD)	2000/01/01
EmailAddress	Yes	Employee's email address	JohnDoe@email.com
EmployeeId	Yes	Unique identifier for the employee	1234567890
EmploymentDate	Yes	Employee's start date (Format: YYYY/MM/DD)	2025/01/01
EmploymentProvinceCode		Province code where employment is registered	ON
FirstName	Yes	Employee's first name	John
LastName	Yes	Employee's last name	Doe
HSAContributionAmount		Contribution amount for HSA	100
PSAContributionAmount		Contribution amount for WSA	100
ClassCode	Yes	Classification code for the employee	A
Occupation	Yes	Employee's job title	Manager
HoursPerWeek	Yes	Number of hours worked per week (decimals accepted but no special characters)	40
SalaryTypeCode1	Yes	Salary type code for primary income	HR
SalaryAmount1	Yes	Salary amount for primary income (decimals accepted but no special characters)	45

Steps to Create & Upload the Batch File

1. **Open a text editor** such as Notepad or Excel.
2. **Enter the column headers** in the first row exactly as specified above.
3. **Add employee data**, ensuring values are in the correct format.
4. **Save the file as a .csv or .txt file**, ensuring proper delimiters.
5. **Upload the batch file** through the designated system interface.

Validation & Error Handling

- Ensure all required fields are populated.
- Verify the date formats (YYYY/MM/DD) are correct.
- Use consistent delimiter formatting (commas for CSV, tabs for TXT).
- Check for errors in the upload log if the batch fails.