Sample Layout for Easy AAP 1 Employee file

#	Description	Type	Width	Purpose
1	Number	Character	2	Corresponds to Job Category/Job Group Number. This field is the driver of field 5 and 6.
2	Surname	Character	15	Corresponds to employee's last name.
3	Fname	Character	1	Corresponds to employee's first name.
4	Dept	Character	15	Corresponds to the department table you build in Aap1 to match this field.
5	Jobcat	Character	30	For each field use a # as a placeholder. AAP1's automatic Update feature inserts the Job Category and Job Group descriptions.
6	Jobgrp	Character	30	
7	Jobtitle	Character	20	Corresponds to the employee's Job title.
8	Sex	Character	1	Use F for female and M for male.
9	Race	Character	2	The race codes are fixed in AAP1: C=Caucasian H=Hispanic, B=Black, AA=Asian P=Pacific Islander, AI=American Indian. The Interface replaces the following race numbers to AAP's race letters: 1=C, 2=B, 3=H 4=AA, 5=AI, 6=P.
10	Hiredate	Character	10	Use format mm/dd/yyyy include leading 0's for months and days.
11	Status	Character	1	Protected Veteran Y = Yes, N=No or # if unknown.
12	Brkt	Character	6	Corresponds to the Hourly pay rate, or Salary field. It requires either N for Nonexempt, or E for Exempt and then 2 digits (N04, E07) or the exact hourly pay rate (07.35)
13	City	Character	17	Corresponds to the City of Residence.
14	Annual	Numeric	9	Corresponds to the employee's annual salary.
15	IWD	Character	1	Corresponds to Individual with Disabillities Y=Yes, N= No

EASYAAP.XLS

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2															
3															
4				Plan Year	Jan. 1, 2014-Dec.31, 2014										
5				Source Date	Dec. 31, 2013										
6															
7	Job	Last	First	Department	Job	Job	Job Title	Sex	Race	hire date	pay rate	#	City of	Annual	Indvidual
8	Group o	Name	name		Category	Group			C	mm/dd/yyyy	E01	or	Residence	Salary	with
9	Category		Initial						B		N01	Vet			Disablity
10	2 digits								H		or	info			
11									AA-Asian PI		Hourly	N			
12									AI-Amer Ind			Y			
13									P-Pacific Isl						
14	2A	ALTA	J	OB	#	#	NURSE	F	H	02/10/2008	E20	Y	MIAMI	50000	Y
15	3A	MING	K	ICU	#	#	TECH	M	AA	10/17/2006	20.00	N	MIAMI	60000	N