

This chart describes AAP1 spreadsheet layout which imports into AAP1 Employee.dbf

#	Description	Type	Width	Purpose
1	EEO Job Group Number	Character	2	Corresponds to Job Category/Job Group Number. This field is the driver of field 5 and 6. If wider than 2 characters it will cut off.
2	Last Name	Character	15	Employee's Last name. If wider than 15 characters it will cut off.
3	First Name Initial	Character	1	Employees' First name. The field takes first initial.
4	Department	Character	15	Employee's Department. If wider than 15 characters it will cut off.
5	Job Category	Character	30	Use # as placeholder. This field is populated by Globalw1 with field #1 - EEO Number being the driver.
6	Job Group	Character	30	Use # as placeholder. This field is populated by Globalw1 with #1 - EEO Number being the driver.
7	Job Title	Character	20	Employee's Job Title. If wider than 20 characters it will cut off. Make sure similar Job Titles have exact spelling or abbreviations. Even a space or period makes the Job Title different.
8	Sex	Character	1	M for Males, or F for Females. Do not spell out the Sex word.
9	Race	Character	2	Fixed race codes are C=Caucasian, H=Hispanic, B=Black AA=Asian, P=Pacific Islander, AI=American Indian. The Interface these numbers with letters. 1=C, 2=B, 3=H, 4=AA, 5=AI, 6=P. Do not spell the Race word, it will not be properly interfaced.
10	Hire Date	Character	10	Format must be mm/dd/yyyy with leading 0's ie 02/03/2011
11	Status	Character	1	Either use # as place holder OR use this field for Protected VET field data. Y for Yes N for No for Protected Veteran
12	Salary Grade	Character	6	Corresponds to Hourly pay rate or salary field. It requires either N for Nonexempt or E for Exempt and then 2 digits (N01, E04) or exact hourly pay rate (08.35)
13	City of Residency	Character	17	Employee's city of residence. If wider than 17 characters it will cut off.
14	Annual Salary	Numeric	9	Corresponds to employee's Annual Salary. Used in Impacts EO Survey report.
15	Individuals with Disabilities	Character	1	Y = Yes individual with disability, N= Not disabled
16	Annual Hours	Numeric	8	Employee annual hours worked from W-2 Exempt employees = 2080 hours

6A	AMONT	J	WAREHOUSE	CRAFTWORKERS	CRAFTWORKERS I	LATHE OPERATOR	M	H	01/10/1979	N	13.600	ATLANTA	50000	N	2080
8A	BORTH	J	WAREHOUSE	LABORERS	LABORERS	POURER	M	B	01/20/1986	N	08.520	PITTSBURGH	50000	N	2080
6A	COMIN	J	WAREHOUSE	CRAFTWORKERS	CRAFTWORKERS I	ASSEMBLER	M	C	05/12/1986	N	13.330	ATLANTA	50000	N	2080
9A	DARLEN	J	WAREHOUSE	SERVICE	SERVICE	GROUNDSKEEPER	M	H	04/30/1990	N	08.100	PITTSBURGH	50000	N	2080
8A	EMIT	J	WAREHOUSE	LABORERS	LABORERS	LABORER	F	H	01/19/1988	N	09.000	PITTSBURGH	50000	N	2080
5A	FRANCIS	J	WAREHOUSE	ADMIN SUPPORT	CLERICAL	RECEIVE CLERK	M	B	05/08/1980	N	12.650	PITTSBURGH	50000	N	2080
7A	GOMLEY	J	WAREHOUSE	OPERATIVES	OPERATIVES	GRINDER	M	B	07/20/1990	N	09.000	CHICAGO	50000	N	2080
7A	HINTIM	J	WAREHOUSE	OPERATIVES	OPERATIVES	GRINDER	M	B	06/04/1990	N	09.000	CHICAGO	50000	N	2080
7A	JAKIN	J	WAREHOUSE	OPERATIVES	OPERATIVES	INJECTOR	M	H	06/28/1991	N	09.000	CHICAGO	50000	N	2080
1A	LINMIM	J	WAREHOUSE	EXEC OFFICIALS/MANAGERS	EXECUTIVES	SALES MANAGER	M	C	12/13/1976	N	E10	LOS ANGELES	50000	N	2080
8A	MONTON	J	WAREHOUSE	LABORERS	LABORERS	ASSEMBLER	M	B	10/16/1989	N	07.500	PITTSBURGH	50000	N	2080
8A	NOUST	J	WAREHOUSE	LABORERS	LABORERS	ASSEMBLER	F	B	01/13/1992	N	09.000	PITTSBURGH	50000	N	2080
6A	OPPER	J	WAREHOUSE	CRAFTWORKERS	CRAFTWORKERS I	MACHINE SHOP	M	B	06/04/1984	N	14.560	ATLANTA	50000	N	2080
6A	QUANT	J	WAREHOUSE	CRAFTWORKERS	CRAFTWORKERS I	LATHE OPERATOR	M	C	07/11/1988	N	11.240	ATLANTA	50000	N	2080
6A	ROUSE	J	WAREHOUSE	CRAFTWORKERS	CRAFTWORKERS I	LATHE OPERATOR	M	H	03/03/1986	N	11.590	ATLANTA	50000	N	2080
9A	STILLY	J	WAREHOUSE	SERVICE	SERVICE	MAINTENANCE WORKER	M	B	09/30/1991	N	09.000	PITTSBURGH	50000	N	2080
3A	TORME	J	WAREHOUSE	TECHNICIANS	TECHNICIANS	DESK TOP ARTIST	F	B	09/17/1990	N	13.400	PITTSBURGH	50000	N	2080
7A	UMUN	J	WAREHOUSE	OPERATIVES	OPERATIVES	GRINDER	M	H	10/15/1979	N	08.270	CHICAGO	50000	N	2080