

## Data Import Format Specification for Company Pay Period Records

| Field # | Field Name               | Data Type | Maximum Length | Required Field? |
|---------|--------------------------|-----------|----------------|-----------------|
| 1       | Pay Period Code          | Text      | 10             | Y               |
| 2       | Pay Period Name          | Text      | 50             | Y               |
| 3       | Annual Pay Period Count  | Numeric   | 3              | Y               |
| 4       | Salary Type <sup>A</sup> | Numeric   | 1              | N               |

### Other Notes

- The file format is "tab delimited", indicating that all fields should be separated by a tab character.
- Field names may be included as the first row of the file, the first row of the file is optional.
- Fields are not required, unless specified in the Required Field column or in the footnotes.
- Annual Pay Period Count value should be 0 to 365.
- Pay Period Code must be unique.
- Pay Period Name must be unique.

<sup>A</sup> Valid values for Salary Type are:

- 0 - None
- 1 - Salary
- 2 - Hourly