Field Key	Label Name (If Labeled)	Description	Required	What should I enter into this field?	Example	What happens if I leave this field blank?	Additional Notes
employee_id	Employee ID	The user's employee ID.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	00123	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will return an error.	If your organization's employee IDs have leading zeros, set the column's format to "plain text" or enter a single quotation mark before the employee ID (i.e. '00123) to prevent the zeros from being dropped when the file is processed.
email	Email	The user's email address.	Yes	Enter a valid email address.	morgan.oconner@acme.com	This field can never be left blank. Doing so will always return an error.	The domain at the end of a user's email address must be associated with their organization and cannot be a public domain (i.e. gmail.com, yahoo.com, etc.).
first_name	First Name	The user's legal first name.	Yes	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	Morgan	This field can never be left blank. Doing so will always return an error.	If there is a value in the preferred_name field, it will override the value in the first_name field (i.e. Morgan O'Connor will display as Mo O'Connor" throughout the Betterworks application).
preferred_name	Preferred Name	The user's preferred first name (nickname).	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	Mo	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will not return an error or clear the value. Only entering "bw_null" will clear the value.	If there is a value in the preferred_name field, it will override the value in the first_name field (i.e. Morgan O'Connor will display as Mo O'Connor" throughout the Betterworks application).
last_name	Last Name	The user's legal last name (surname).	Yes	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	O'Connor	This field can never be left blank. Doing so will always return an error.	NA
department_name	Department	The user's department.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	Marketing	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	If the field contains a department name for a department that doesn't yet exist, it will be created automatically. Also, department names are case-sensitive. As a result, entering a department name with a different letter case (i.e. Marketing vs. MARKETING) will create a duplicate department.
title	Job Title	The user's job title.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	Sr. Digital Marketing Specialist	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
phone	Phone	The user's phone number.	No	Enter a valid phone number with the country code (any format).	+15551234567	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	Enter a single quotation mark before the mobile phone number (i.e. '+15555555555) to prevent your spreadsheet application from reading it as a formula.
hire_date	Hire Date	The the user's hire date (start date).	No	Enter a valid date (MM/DD/YYYY format).	01/01/2019	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will not return an error or clear the value. Only entering "bw_null" will clear the value.	NA
deactivation_date	Deactivation Date	The user's deactivation date (termination date).	No	Enter a valid date (MM/DD/YYYY format).	12/31/2024	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value and reactivate the user. Entering "bw_null" will also clear the value and reactivate the user.	Excluding users from the file will not deactivate them. Only providing a deactivation date will. Deactivation dates can be provided in advance and stored for the future. Every hour, the Betterworks application runs a task that checks if there are any users scheduled for deactivation. If there are, those users are deactivated at midnight (your organization's time zone) on that date. Once the date has passed, those users can be excluded from future files.
manager_id	Manager ID	The employee ID of the user's manager.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	00456	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value. Entering "bw_null" will also clear the value.	Manager assignments have an impact on what the manager can view and take action on. Managers can participate in conversations with their direct reports through the Conversations module, request feedback on behalf of their direct reports through the Feedback module, and view certain data about their direct reports through the Insights module, . Also, a user who is at the top of their organization (i.e. CEO, president, etc.) should not have a manager.
manager_email	Manager Email	The email address of the user's manager.	No	Enter a valid email address.	avery.valentine@acme.com	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value. Entering "bw_null" will also clear the value.	Manager assignments have an impact on what the manager can view and take action on. Managers can participate in conversations with their direct reports through the Conversations module, request feedback on behalf of their direct reports through the Feedback module, and view certain data about their direct reports through the Insights module, . Also, a user who is at the top of their organization (i.e. CEO, president, etc.) should not have a manager.
location	Location	The user's location.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	Illinois, US	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
locale	Language	The language the user is most comfortable reading.	No	Enter one of the following values: • cs = Czech • de = German • da = Danish • en = English • en_GB = English (United Kingdom) • es = Spanish • es_419 = Spanish (Latin America) • fr_FR = French • fr_CA = French (Canada) • hi = Hindi • hr = Croatian • hu = Hungarian • it = Italian • ja = Japanese • km = Khmer • ko = Korean • ms = Malay • nl = Dutch • no = Norwegian • pl_PL = Polish (Poland) • pt_BR = Portuguese (Brazil) • ro = Romanian • ru = Russian • sk = Slovak • sv = Swedish • th = Thai • tr = Turkish • vi = Vietnamese • zh-Hans = Chinese (Simplified Han) • zh-Hant = Chinese (Traditional Han)	en	You do not need to enter a value in this field. By default, the Betterworks application will use the language selected at the organization level. However, once a value has been entered, leaving this field blank will not return an error or clear the value. Only entering "bw_null" will clear the value.	The Betterworks application will be translated into the language associated with the language code provided.
on_leave	On Leave	Wheather or not the user is on leave.	No	Enter the one of the following values: • true • false	false	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value. The Betterworks application will then read the blank field as "true".	Users who are on leave will still be included in scheduled conversations and/or scheduled feedback cycles unless cycle participation is based on a department, group or custom participant file that excludes the user.
matrix_manager	Matrix Manager	The leader who the user reports to during a project, but who is not their manager.	No	Enter a valid email address.	richard.jarvis@acme.com	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
ep_employment_type	Employment Type	The user's classification based on their work hours.	No	Enter one of the following values: • full time • full-time • part time • part-time	full-time	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
ep_fte_factor	FTE Factor	The total hours worked per week by the user, divided by the total hours in a full-time workweek.	No	Enter a decimal number between 0 - 4.2.	1.0	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
ep_level	Job Level	The user's job level within the organization.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	A2	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
ep_job_band	Job Name	The user's salary, pay band, grade, or job classifications/job families.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	Grade 2	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA

Field Key	Label Name (If Labeled)	Description	Required	What should I enter into this field?	Example	What happens if I leave this field blank?	Additional Notes
ep_critical_employee_status	Critical Employee Status	Whether or not the user's role (not the user themselves) is critical to the organization.	No	Enter one of the following values: • true • false • critical • non critical • non-critical	non-critical	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
ep_work_location	Work Location	The user's work location.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	Office 003	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
ep_city_town	City/Town	The city or town that the user is located in.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	Chicago	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
ep_state	State	The state or province that the user is located in.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	Illinois	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
ep_country	Country	The country or sovereign nation that the user is located in.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	United States	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
ep_region	Region	The region within a country, continent or group of continents that the user is located in.	No	Enter ASCII and/or UTF-8 characters. This includes letters, numbers, and various symbols.	North America	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
ep_birth_date	Birthdate	The user's birth date.	No	Enter a valid date (MM/DD/YYYY format).	07/15/1990	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
ep_pronouns	Pronouns	The user's self-identified pronouns, which reflect their gender identity and how they wish to be addressed.	No	Enter one of the following values: • he • she • they • he/they • she/they • xe • ze • i do not wish to disclose • unknown	she	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
ep_gender_identity	Gender Identity	The user's self-identified gender, reflecting their personal gender experience and identity.	No	Enter one of the following values: • man • woman • transgender man • transgender woman • two spirit • two-spirit • bigender • fluid • queer • non binary • non-binary • nonconforming • agender • decline to answer • i do not wish to disclose • unknown	woman	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
ep_lgbtq2_identity	LGBTQ2+ Identity	The user's self-identified sexual orientation or gender identity within the LGBTQ2+ community.	No	Enter one of the following values: • gay • straight • heterosexual • lesbian • bisexual • pansexual • 2 spirit • two spirit • two-spirit • queer • questioning • asexual • other • n/a • decline to answer • i do not wish to disclose	decline to answer	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
ep_disability_status	Disability Status	Whether or not the user is disabled.	No	Enter one of the following values: • y • n • d • yes • no • with a disability • no disability • mental • sensory impairment • physical impairment • unknown	yes	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
ep_veteran_status	Veteran	Whether or not the user is a military veteran.	No	Enter one of the following values: • y • n • yes • no • true • false • veteran • non veteran • i am not a veteran • identify as a veteran just not a protected veteran • identify as one or more of the classifications of protected veterans • i do not wish to self-identify • unknown	no	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
ep_ethnicity	Ethnicity	The user's self-identified racial or ethnic background.	No	Enter one of the following values: • african american • american indian or alaska native • asian • black • black or african american • hispanic or latino • latino • native hawaiian or other pacific islander • hawaiian • indian • native american • middle eastern • white • two or more • other • unknown	two or more	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
ep_underrepresented_group_status	Underrepresented Group Status	Whether or not the user is part of a group who has been denied access and/or suffered past institutional discrimination in the United States according to the Census and other federal measuring tools.	No	Enter one of the following values: • yes • no • underrepresented • non underrepresented • non-underrepresented	underrepresented	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA
ep_voluntary_exit	Voluntary Exit	Whether or not the user left the organization voluntarily.	No	Enter one of the following values: • yes • no • unknown	no	You do not need to enter a value in this field. However, once a value has been provided to the Betterworks application, leaving this field blank will clear the value.	NA