| 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.<br><br>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.<br><br>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.<br><br>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, .<br><br>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, .<br><br>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:<br><br>• cs = Czech<br>• de = German<br>• da = Danish<br>• en = English<br>• en_GB = English (United Kingdom)<br>• es = Spanish<br>• es_419 = Spanish (Latin America)<br>• fr_FR = French<br>• fr_CA = French (Canada)<br>• hi = Hindi<br>• hr = Croatian<br>• hu = Hungarian<br>• it = Italian<br>• ja = Japanese<br>• km = Khmer<br>• ko = Korean<br>• ms = Malay<br>• nl = Dutch<br>• no = Norwegian<br>• pl_PL = Polish (Poland)<br>• pt_BR = Portuguese (Brazil)<br>• ro = Romanian<br>• ru = Russian<br>• sk = Slovak<br>• sv = Swedish<br>• th = Thai<br>• tr = Turkish<br>• vi = Vietnamese<br>• zh-Hans = Chinese (Simplified Han)<br>• 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:<br><br>• true<br>• 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 |