FIELD	DESCRIPTION	REQUIRED	WHAT VALUE SHOULD I ENTER INTO THE FIELD?	EXAMPLE	ADDITIONAL NOTES
employee_id	The user's employee ID.	No	Enter numbers, letters, or a combination of both.	123456	Once a value has been entered, leaving this field blank will result in an error.
email	The user's email address.	Yes	Enter an email address.	jennifer.smith@acme.com	Leaving this field blank will always result in an error.
first_name	The user's first name.	Yes	Enter text.	Jennifer	Leaving this field blank will always result in an error.
last_name	The user's last name (aka surname).	Yes	Enter text.	Smith	Leaving this field blank will always result in an error.
department_name	The department that the user is in.	No	Enter text.	Accounting	Once a value has been entered, leaving this field blank will result in an error.
title	The user's job title (aka role).	No	Enter text.	Senior Accounting Manager	Once a value has been entered, leaving this field blank will result in an error.
hire_date	The user's hire date.	No	Enter a date in the MM/DD/YYYY format.	01/01/2019	Once a value has been entered, leaving this field blank will result in an error.
deactivation_date	The user's deactivation date (aka termination date).	No	Enter a date in the MM/DD/YYYY format.	06/30/2023	Once a value has been entered, leaving this field blank will clear the value and reactivate the user.
manager_id	The employee ID of the user's manager.	No	Enter numbers, letters, or a combination of both.	654321	Manager data impacts conversation pairings as well as the visibility of conversations and feedback. CEOs, presidents, etc. should not be assigned to a manager. Once a value has been entered, leaving this field blank will clear the value.
manager_email	The email address of the user's manager.	No	Enter an email address.	avery.smith@acme.com	Manager data impacts conversation pairings as well as the visibility of conversations and feedback. CEOs, presidents, etc. should not be assigned to a manager. Once a value has been entered, leaving this field blank will clear the value.
location	The user's location.	No	Enter text.	California, United States	Once a value has been entered, leaving this field blank will clear the value.
locale	The user's language.	No	Enter one of the following language codes: - cs (Czech) - de (German) - en (English) - en_GB (English United Kingdom) - es (Spanish) - es_AR (Spanish Argentina) - fr (French) - fr-CA (French Canada) - hi (Hindi) - hr (Croatian) - hu (Hungarian) - it (Italian) - ja (Japanese) - ko (Korean) - nl (Dutch) - 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_GB	The Betterworks application will be translated into the language indicated by the language code. If no value is entered to start with, the Betterworks application will default to the organization's language. Once a value is entered, leaving this field blank will not change the language.
preferred_name	The user's preferred name.	No	Enter text.	Jenny	Once a value has been entered, leaving this field blank will not clear the value. However, the value can be cleared by entering BW_NULL.
on_leave	Wheather or not the user is on leave.	No	Enter the one of the following values: - TRUE - FALSE	FALSE	If the value was previously TRUE, leaving the field blank will result in the user being taken off of leave. Users on leave will still be included in scheduled conversations and/or scheduled feedback cycles unless the cycle participant list is based on a department, user group or CSV file that they're not in.
matrix_manager	Not the user's direct manager, but another leader who they report to.	No	Enter text.	lisa.smith@acme.com	Once a value has been entered, leaving this field blank will clear the value. The value in this field will not be visible outside of the Admin module (Reporting section).