

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	Whether 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).
ep_employment_type	User classification based on their work hours.	No	Enter one of the following employment types:  - Full-time - Part-time  If your organization needs additional or different value options for this field, please let your Betterworks Program Architect or Customer Success Manager know and our internal team will work to accommodate your request.	Full-time	A classification of the user based on their work hours.  The value in this field will not be visible outside of the Insights module (Advanced Analytics section).
ep_pronouns	The pronouns used to reference this user.	No	Enter one of the following pronouns:  - She - He - They  If your organization needs additional or different value options for this field, please let your Betterworks Program Architect or Customer Success Manager know and our internal team will work to accommodate your request.	She	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).
ep_job_band	The user's salary, pay band or grade.	No	Enter text, numbers, or a combination of both.	5	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).
ep_level	The user's level within the organization.	No	Enter text, numbers, or a combination of both.	M1	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).
ep_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 statuses:  - Critical - Non-critical  If your organization needs additional or different value options for this field, please let your Betterworks Program Architect or Customer Success Manager know and our internal team will work to accommodate your request.	Critical	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).
ep_region	The continent, group of continents, or region within a country that the user is located in.	No	Enter text.	North America	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).
ep_country	The country or sovereign nation that the user is located in.	No	Enter text.	United States	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).
ep_state	The user's state or province.	No	Enter text.	California	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).
ep_city_town	The user's city or town.	No	Enter text.	San Francisco	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).
ep_work_location	The user's work location.	No	Enter text.	Redwood City Office	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).

ep_gender_identity	The gender that the user identifies with.	No	<p>Enter one of the following gender identities:</p> <ul style="list-style-type: none"> <li>- Unknown</li> <li>- Man</li> <li>- Woman</li> <li>- Non-binary</li> <li>- Transgender Man</li> <li>- Transgender Woman</li> <li>- Agender</li> <li>- Prefer not to state</li> <li>- Gender Queer</li> <li>- Gender Fluid</li> <li>- Gender Non-conforming</li> </ul> <p>If your organization needs additional or different value options for this field, please let your Betterworks Program Architect or Customer Success Manager know and our internal team will work to accommodate your request.</p>	Woman	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).
ep_ethnicity	The user's ethnicity.	No	<p>Enter one of the following ethnicities:</p> <ul style="list-style-type: none"> <li>- Unknown</li> <li>- American Indian or Alaska Native</li> <li>- Asian</li> <li>- Black or African American</li> <li>- Hispanic or Latino</li> <li>- Native Hawaiian or Other Pacific Islander</li> <li>- White</li> <li>- Middle Eastern</li> <li>- Two or more</li> <li>- Prefer not to state</li> </ul> <p>If your organization needs additional or different value options for this field, please let your Betterworks Program Architect or Customer Success Manager know and our internal team will work to accommodate your request.</p>	Prefer not to state	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).
ep_birth_date	The user's birth date.	No	Enter a date in the MM/DD/YYYY format.	02/03/1990	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).
ep_lgbtq2_identity	The group within the LGBTQ2+ community that the user identifies with.	No	<p>Enter one of the following LGBTQ2 identities.</p> <ul style="list-style-type: none"> <li>- N/A</li> <li>- Gay</li> <li>- Lesbian</li> <li>- Pansexual</li> <li>- Two-spirit</li> <li>- Asexual or Aromantic</li> <li>- Bi-sexual</li> <li>- Heterosexual</li> <li>- Queer</li> <li>- Questioning or unsure</li> <li>- Other</li> <li>- Prefer not to state</li> </ul> <p>If your organization needs additional or different value options for this field, please let your Betterworks Program Architect or Customer Success Manager know and our internal team will work to accommodate your request.</p>	Queer	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).
ep_disability_status	The user's disability status.	No	<p>Enter one of the following disability statuses:</p> <ul style="list-style-type: none"> <li>- Unknown</li> <li>- No disability</li> <li>- Has disability</li> <li>- Sensory impairment</li> <li>- Physical impairment</li> <li>- Mental impairment</li> </ul> <p>If your organization needs additional or different value options for this field, please let your Betterworks Program Architect or Customer Success Manager know and our internal team will work to accommodate your request.</p>	Has disability	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).
ep_veteran_status	Whether or not the user is a veteran.	No	<p>Enter one of the following veteran statuses:</p> <ul style="list-style-type: none"> <li>- Unknown</li> <li>- Veteran</li> <li>- Non-veteran</li> </ul> <p>If your organization needs additional or different value options, please let your Betterworks Program Architect or Customer Success Manager know and our internal team will work to accommodate your request.</p>	Non-veteran	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).
ep_underrepresented_group_status	Refers to groups who have been denied access and/or suffered past institutional discrimination in the United States and, according to the Census and other federal measuring tools.	No	<p>Enter one of the following values:</p> <ul style="list-style-type: none"> <li>- Yes</li> <li>- No</li> <li>- Underrepresented</li> <li>- Non-underrepresented</li> </ul> <p>If your organization needs additional or different value options for this field, please let your Betterworks Program Architect or Customer Success Manager know and our internal team will work to accommodate your request.</p>	Yes	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).
ep_fte_factor	The percentage of a full-time employee that this user represents.	No	Enter decimal numbers.	1.0	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).
ep_eoec_function	The EEOC function that the user's role belongs to.	No	<p>Enter one of the following values:</p> <ul style="list-style-type: none"> <li>- Executive /Senior Level Officials and Managers</li> <li>- First/Mid Level Officials and Managers</li> <li>- Professionals</li> <li>- Technicians</li> <li>- Sales Workers</li> <li>- Administrative Support Workers</li> <li>- Craft workers</li> <li>- Operatives</li> <li>- Laborers and Helpers</li> <li>- Service Workers</li> </ul>	First/Mid Level Officials and Managers	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).
ep_voluntary_exit	Whether or not the user left the organization voluntarily.	No	<p>Enter one of the following values:</p> <ul style="list-style-type: none"> <li>- Yes</li> <li>- No</li> </ul>	Yes	The value in this field will not be visible outside of the Insights module (Advanced Analytics section).