

Bulk Upload Spreadsheet – what information can this contain?

This short document explains what information, in what format, we can accept from you for bulk upload to e-KSF. The first upload of data to e-KSF is included in your free use of e-KSF. Subsequent uploads may incur a charge, but your administrator can also use the "self service bulk upload" tool and basic admin functions on e-KSF to add or edit data without involving the support desk.

The following table lists the basic user data that can be held in e-KSF. Fields with asterisks (*) after them are mandatory – your spreadsheet must contain this data. Other fields are optional.

Bulk Upload Field	Data this field can contain
Title	Any text, up to 50 characters
First name*	Any text, up to 50 characters
Middle name	Any text, up to 50 characters
Initials	Any text, up to 50 characters
Last name*	Any text, up to 50 characters
Job Title	Any text, up to 50 characters
Unique local identifier*	This might be a payroll ID, SWISS ID in Scotland or other number or code that's unique to the individual. Using standard data here will make eventual integration with National HR systems much easier. All users need a local identifier.
Email address	Any valid email address
Email active	The words "Yes" or "No" (the system will not accept any other data). Enter "Yes" if this user actually uses their email account
Login Name	The login name that people will use to access the system. Note that this login name needs to be unique across the entire UK e-KSF tool (so, for example, John.Smith is unlikely to be accepted). If you don't provide a login name, we'll create an automatic default based on first and last names and unique identifier.
Password	Any text or numbers, at least 6 characters in length. If you do not specify a password we'll allocate a "default" password, the same for all users. e-KSF will ask users to change their password to something confidential to them on first login
Access level*	The words: "Manager" or "Staff" (the system will not accept any other data)
Pay Band	Pay Scale and Point / Band and Point information can only be transferred in bulk if the local assimilation of staff from the old spines to the new pay bands has been completed.
Pay Point	
Pay Increment Date	Any date

Bulk Upload Field	Data this field can contain
Covered by Agenda for Change?	The text "yes", "no" or "not stated" – this makes e-KSF reporting more accurate by excluding staff who are not covered by AfC
Manager's identifier	Any valid email address or unique local identifier for the manager of this staff member. This field is not mandatory, but is strongly recommended.
Reviewer's identifier	Any valid email address or unique local identifier for the reviewer of this staff member. If this reviewer column is not included, we will assume that the reviewer is the same person as the manager.
User Department	Any text. Optionally, you can upload two or three columns for division, directorate and department. If you enter data in this field, you should also provide us with a list of the departments (and directorates/divisions if appropriate) that you are using.
Staff Group	Group codes from the "Occupational Codes manual". You should specify the first 2 or first 3 characters of the individual's "staff group occupational code". The e-KSF uses the August 2004 version of the National Occupational Codes Manual. As there is no required Agenda for Change monitoring for Staff Groups at this time, and because staff groups are stored in other National HR systems, it is unlikely that you will need to include this information in your upload.
Gender	The words "Male", "Female" or "Information Withheld" (the system will not accept any other data)
Ethnicity	The phrases: "White British", "White Irish", "White (other)", "White & Black Caribbean", "White & Black African", "White & Asian", "Other Mixed background", "Indian", "Pakistani", "Bangladeshi", "Other Asian Background", "Caribbean", "African", "Other Black Background", "Chinese", "Other ethnic group", "Not stated" (the system will not accept any other data)
Mobile	Any text and numbers for the individuals mobile phone number
Phone Number	Any text and numbers

Next steps

Once you have completed your spreadsheet(s), please ask your KSF lead or e-KSF administrator to send them to support@e-ksf.org with clear instructions.

If you would like to discuss integrating e-KSF with your local payroll or HR system (avoiding the need to manually keep data consistent across 2 databases), please email integration@e-ksf.org