

# Data Management

Last Modified on 12/04/2019 11:34 am EST



This is the process of entering all of the individual employee data into the data template. In this step, you will download an excel data template from within the platform.

The data template you download will be pre-formatted with the pay programs you defined earlier. You will then map your employee data to the defined columns in the data template, making sure not to change the order of the columns, or renaming any column headings. Then upload the completed data template back into TotalRewards Builder.

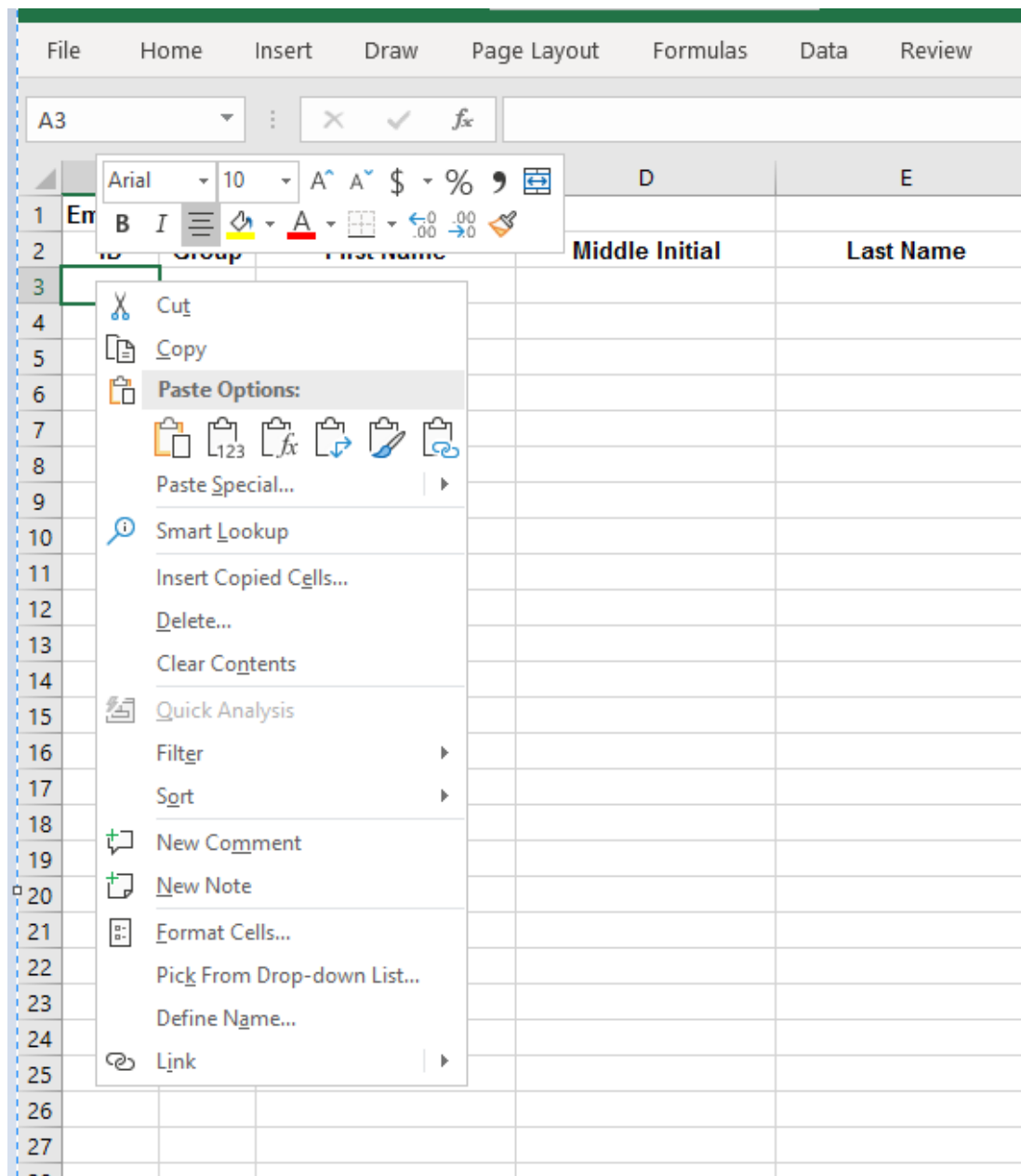
**Note:** Keep all headers intact, data template and programs in the portal should match to avoid uploading issue. Employee IDs must numerical values only.

Once the mapping is completed, create an **Upload File** by copying all data to another file. Click the **Arrow** from the top of the page on the Employee tab to highlight all data and **Copy** (CTRL+C)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Employee					Address							Salary
2	ID	Group	First Name	Middle Initial	Last Name	Line 1	Line 2	City	State	Zip Code	Email	Active	2019 New Salary
3	123456	Full Time	Pat		Employee	1234 Main Street	T10	Milwaukee	Wisconsin	53211	frankorlando@northweste	Yes	\$120,000.00
4													
5													

Open a new file, click the **Arrow** from the top of the page of the new file

Right-click on the mouse, **Paste** as values to ensure there are no formulas saved



Format the Upload File, **Bold** (CTRL+B) the headers

Rename sheet/tab to **Employee**



Save as Upload File, click **File** on the upper left side of the screen

Choose **Save As** on the drop-down menu. We suggest following file naming conventions