People

Bulk Actions
Data Load Errors

This article provides an explanation to each error/validation message you may be presented when uploading data via the Bulk Actions Data Loads. Please use the table of content below to locate the error messages based on the specific data load you are using. There are also some generic error messages based on the format of the spreadsheet itself, details on these errors can be found in the first option below.

Table of Contents

Generic Worksheet Errors

Uploaded File should be in excel format (i.e. case-sensitive *.xls* extension).
Your file cannot be saved as another file type, only a .xls type will be accepted.

Uploaded File Name should be in "Sub Domain_*[SOMETHING]*Data.xls" format (case-sensitive).
The file must be named as described in this error, please refer back to the data load instructions.

Uploaded Excel File should have only one worksheet.
Your file cannot have multiple tabs or filters against the data. Even once these have been deleted it will pick up in the background. If this alert does flag up, please copy and paste the data into a blank template.

Name of single worksheet available in uploaded excel workbook should be *"NAME".*
"NAME" will show as what the worksheet name should be called. The name of the open work sheet (bottom of excel page) should be named EmployeeData - case sensitive, no spaces.

***"WORKSHEET NAME"* should have *"NUMBER"* columns.**
This will specify the worksheet. Name and the amount of columns that should be there. Columns should not be added or deleted.

All expected columns should be available in *"WORKSHEET NAME"* at required position.
Columns should not be moved or renamed.

***"WORKSHEET NAME"* should contain data in at-least one row.**
As well as having to have at least one row, there cannot be any gaps (empty rows) in between rows with data.

Uploaded Excel File should not have more than *"NUMBER"* rows.
This tool can load up to the specified amount of data lines at a time – If employee data sheet, leaver records do not count in this value.

Bulk Employee Data Upload

Error message presented	Description/How to rectify
Employee(s) with 'Employee Id' does not exist in system	There is no employee in your People system with the specified employee ID.
'ContinuousServiceDate' should be less than or equal to 'Start date'	You can check/edit the employee Start date in their Personal tab. If employee has been TUPE'd over, the continuous service date would be the original start date.
"Column_Name" contains invalid data	This error message will specify the actual column. Make sure the column is displayed the same as the original template, and has not been moved or renamed. Also double check the help instructions, there may be a specific format for this bit of data.
'DateOfBirth' should be less than Today's date	You can check employee's Date of Birth in employee's Personal tab.
'DateOfBirth' should be less than or equal to 'Start Date'	You can check employee's Date of Birth and Start Date in employee's Personal tab.
'JobRoleEffectiveDate' should be greater than or equal to 'Start Date'	You can check employee's Start Date in employee's Personal tab.
'Email' & 'Reports To' are same.	The 'Reports to' field should be the email of the employee's manager. Employee's cannot report to themselves.
"Column_Name" is Mandatory	This error message will specify the actual column. This will show if a mandatory column (red) is blank.
Data Exceeded permissible limit	The data in this box will exceed the character limit of the field within PeopleHR.
Total Employees(Existing Employees + Number of Employees in Uploaded file) *should not exceed* Total Licensed Employees	If this alert flags up, you are about to exceed your Total No. Licensed Employees. You may wish to discuss this further with your accounts manager on ecb@peoplehr.com. This value not count leaver records. You can check value this in your Settings > Licenses

Logbook Data Upload

Error message presented	Description/How to rectify
'Training' contains dummy data.	This is shown when loading a Training logbook. This would show if it looks like the line of data is test data, containing words such as 'Blank', 'Dummy', 'Test' etc.
Please make sure the 'Start Date' is before the 'End Date'	This is shown when loading a Training logbook. The training 'Start Date' should be before the 'End Date'.
"Employee Id" doesnot exist	There is no employee in your People system with the specified employee ID.
"Column_Name" contains invalid data	This error message will specify the actual column. Make sure the column is displayed the same as the original template, and has not been moved or renamed. Also double check the help instructions, there may be a specific format for this bit of data.
"Column_Name" is Mandatory	This error message will specify the actual column. This will show if a mandatory column (red) is blank.
"Column_Name" Cannot be parsed as a valid 'Date' value	This will show on a specific date field. This may be if the date is an invalid date format, or if it is too far in the future – for example the year 01/01/2121
"Column_Name" is required	Data is required for this field.
Data Exceeded permissible limit	The data in this box will exceed the character limit of the field within PeopleHR.
Uploaded File Name should be in "Screen Name>_LogbookData.xls" format (case-sensitive).	The file must be named as described above. The <Screen Name> is the name of the logbook screen you are updating - case sensitive.
Name of single worksheet available in uploaded excel workbook should be "Screen Name>Data".	The name of the open work sheet (bottom of excel page) should be named as the name of the logbook screen, with 'Data' at the end - case sensitive and no space. Example: AppraisalData

Holiday Data Upload

Error message presented	Description/How to rectify
Please check your dates include working days	Based on the employee's working pattern, this will show if the holiday does not land on a working day for that employee.
'First Name' & 'Last Name' are not correct for given EmployeeId	The employee's name who you have entered in the First name and Last name column does not have this Employee ID. You can find the employee's ID within their 'Personal' tab.
Employee(s) with 'Employee Id' does not exist in system	There is no employee in your People system with the specified employee ID.
Overlapped holiday entries exists in excel file	In the spreadsheet, there is one or more holiday record for that employee that fall on the same date or overlap.
Holiday 'start date' must be after employee 'start date'	The holiday record for this employee is before their start date. You can find the employee's start date within their 'Personal' tab.
Holiday too far into future	You can only load holiday records in the past and up to one holiday year in future
There is already an existing absence entry during the period requested. Please edit or split the entry so the dates do not coincide.	This means there is something else logged on this day for that employee – such as a Holiday or an Other Event. You will find this in the employee's planner.
Invalid duration	Holiday durations can only be logged as a whole number, .25 or 0.5
"Column_Name" contains invalid data	This error message will specify the actual column. Make sure the column is displayed the same as the original template, and has not been moved or renamed. Also double check the help instructions, there may be a specific format for this bit of data.
Holiday setting is in Days but Duration is in hours [or vice versa]	The employee's holiday settings must be consistent with the duration added in the spreadsheet. You can check how the employee's entitlement is measured in their planner settings.
End date should not be less than Start Date	Double check the start and end date for the holiday record.

"Column_Name" is Mandatory	This error message will specify the actual column. This will show if a mandatory column (red) is blank.
Data Exceeded permissible limit	The data in this box will exceed the character limit of the field within PeopleHR.

Other Event Data Upload

Error message presented	Description/How to rectify
'First Name' & 'Last Name' are not correct for given EmployeeId	The employee's name entered in the First name and Last name column does not have the specified Employee ID. You can find the employee's ID within their 'Personal' tab.
Employee(s) with 'Employee Id' does not exist in system	There is no employee in your People system with the specified employee ID.
Overlapped other leave entries exists in excel file	In the spreadsheet, there is one or more other event record for that employee that fall on the same date or overlap.
Other Leave 'start date' must be after employee 'start date'	The other event record for this employee is before their start date. You can find the employee's start date within their 'Personal' tab.
Other Leave too far into future	You can only load records in the past and up to one holiday year in future
There is already has an existing absence entry during the period requested. Please edit or split the entry so the dates do not coincide	This means there is something else logged on this day for that employee – such as a Holiday or sickness. You will find this in the employee's planner.
Invalid duration	Double check the duration for the other event record.
"Column_Name" contains invalid data	his error message will specify the actual column. Make sure the column is displayed the same as the original template, and has not been moved or renamed. Also double check the help instructions, there may be a specific format for this bit of data.
Duration exceeds period	This would show for example if the period is for on day (start and end date the same), and the duration specified more than a day.
Make sure the start date is before the end date.	Double check the start and end date of the record.

"Column_Name" is Mandatory	This error message will specify the actual column. This will show if a mandatory column (red) is blank.
Data Exceeded permissible limit	The data in this box will exceed the character limit of the field within PeopleHR.

Sickness Data Upload

Error message presented	Description/How to rectify
Please check your dates include working days	Based on the employee's working pattern, this will show if the sickness does not land on a working day for that employee.
'First Name' & 'Last Name' are not correct for given EmployeeId	The employee's name entered in the First name and Last name column does not have the specified Employee ID. You can find the employee's ID within their 'Personal' tab.
Employee(s) with 'Employee Id' does not exist in system	There is no employee in your People system with the specified employee ID.
Overlapped absence entries exists in excel file	In the spreadsheet, there is one or more sickness record for that employee that overlaps that fall on the same date or overlap.
Absence 'start date' must be after employee 'start date'	The sickness record for this employee is before their start date. You can find the employee's start date within their 'Personal' tab.
Absence too far into future	You can only load sickness records in the past and up to one holiday year in future
There is already has an existing absence entry during the period requested. Please edit or split the entry so the dates do not coincide	This means there is something else logged on this day for that employee – such as a Holiday or an Other Event. You will find this in the employee's planner.
Invalid duration	Sickness durations can only be logged as a whole number, .25 or 0.5

"Column_Name" contains invalid data	This error message will specify the actual column. Make sure the column is displayed the same as the original template, and has not been moved or renamed. Also double check the help instructions, there may be a specific format for this bit of data.
Make sure the start date is before the end date	Double check the start and end date for the sick record.
Data Exceeded permissible limit	The data in this box will exceed the character limit of the field within PeopleHR.
"Column_Name" is Mandatory	This error message will specify the actual column. This will show if a mandatory column (red) is blank.

Emergency Contact Data Upload

Error message presented	Description/How to rectify
Employee(s) with 'Employee Id' does not exist in system	There is no employee in your People system with the specified employee ID.
'Column_Name' is Mandatory	This error message will specify the actual column. This will show if a mandatory column (red) is blank.
Data Exceeded permissible limit	The data in this box will exceed the character limit of the field within PeopleHR.
'Column_Name' contains invalid data	This error message will specify the actual column. Make sure the column is displayed the same as the original template, and has not been moved or renamed. Also double check the help instructions, there may be a specific format for this bit of data.

Bank Detail Data Upload

Error message presented	Description/How to rectify
Employee(s) with 'Employee Id' does not exist in system	There is no employee in your People system with the specified employee ID.
"Column_Name" contains invalid data	This error message will specify the actual column. Make sure the column is displayed the same as the original template, and has not been moved or renamed. Also double check the help instructions, there may be a specific format for this bit of data.
'First Name' & 'Last Name' are not correct for given EmployeeId	The employee's name entered in the First name and Last name column does not have the specified Employee ID. You can find the employee's ID within their 'Personal' tab.
Data Exceeded permissible limit	The data in this box will exceed the character limit of the field within PeopleHR.
"Column_Name" is Mandatory	This error message will specify the actual column. This will show if a mandatory column (red) is blank.

Salary Data Upload

Error message presented	Description/How to rectify
Salary for effective date already exists.	The employee already has a salary in their record with this effective date. Please check this within their Personal tab.
'First Name' & 'Last Name' are not correct for given EmployeeId	The employee's name entered in the First name and Last name column does not have the specified Employee ID. You can find the employee's ID within their 'Personal' tab.
Employee(s) with 'Employee Id' does not exist in system	There is no employee in your People system with the specified employee ID.
Salary 'effective date' must be after employee 'start date'	The salary record for this employee is before their start date. You can find the employee's start date within their 'Personal' tab.
More than one salary record exists for effective date in excel file	In the spreadsheet, you have already included a salary with this effective date for this employee – possible duplicate.
Column_Name" contains invalid data	This error message will specify the actual column. Make sure the column is displayed the same as the original template, and has not been moved or renamed. Also double check the help instructions, there may be a specific format for this bit of data.

Column_Name" is Mandatory	This error message will specify the actual column. This will show if a mandatory column (red) is blank.
Data Exceeded permissible limit	The data in this box will exceed the character limit of the field within PeopleHR.
Calculated Salary should be less than the "Total Annual Salary"	Double check these figures as per error message.

Job Role History Data Upload

Error message presented	Description/How to rectify
Record already exists for given 'Effective date' in excel	Employee already has a job role with this effective date.
Employee(s) with 'Employee Id' does not exist in system	There is no employee in your People system with the specified employee ID.
"Column_Name" is Mandatory	This error message will specify the actual column. This will show if a mandatory column (red) is blank.
Data Exceeded permissible limit	The data in this box will exceed the character limit of the field within PeopleHR.
"Column_Name" contains invalid data	This error message will specify the actual column. Make sure the column is displayed the same as the original template, and has not been moved or renamed. Also double check the help instructions, there may be a specific format for this bit of data.

Background Checks Data Upload

Error message presented	Description/How to rectify
Employee(s) with 'Employee Id' does not exist in system	There is no employee in your People system with the specified employee ID.
"Column_Name" contains invalid data	This error message will specify the actual column. Make sure the column is displayed the same as the original template, and has not been moved or renamed. Also double check the help instructions, there may be a specific format for this bit of data.
'First Name' & 'Last Name' are not correct for given EmployeeId	The employee's name entered in the First name and Last name column does not have the specified Employee ID. You can find the employee's ID within their 'Personal' tab.

Data Exceeded permissible limit	The data in this box will exceed the character limit of the field within PeopleHR.
"Column_Name" is Mandatory	This error message will specify the actual column. This will show if a mandatory column (red) is blank.

Right To Work Data Upload

Error message presented	Description/How to rectify
Record already exists in excel	This line of data has been added twice in the spreadsheet, double check.
Right To Work record already exists in database.	This Right To Work document has already been added to the employee record.
'First Name' & 'Last Name' are not correct for given EmployeeId	The employee's name entered in the First name and Last name column does not have the specified Employee ID. You can find the employee's ID within their 'Personal' tab.
Employee(s) with 'Employee Id' does not exist in system	There is no employee in your People system with the specified employee ID.
Right to work 'valid from date' must be before 'Employee start date'	You can double check the employee's Start Date within their Personal tab.
Valid from date is after Valid to date in excel file	Please correct valid from and to dates based on this error.
DocumentId already exists in Excel	The specified document ID has been added twice in the spreadsheet, double check.
"Column_Name" contains invalid data	This error message will specify the actual column. Make sure the column is displayed the same as the original template, and has not been moved or renamed. Also double check the help instructions, there may be a specific format for this bit of data.
DocumentId already exists in Database	It's possible the specified document ID has been added twice in the spreadsheet, double check.
"Column_Name" is Mandatory	This error message will specify the actual column. This will show if a mandatory column (red) is blank.
Data Exceeded permissible limit	The data in this box will exceed the character limit of the field within PeopleHR.

Maternity/Paternity Data Upload

Error message presented	Description/How to rectify
Overlapped Maternity leave entries exists in excel file	In the spreadsheet, there is one or more record for that employee that fall on the same date or overlap.
There is already an existing absence entry during the period requested. Please edit or split the entry so the dates do not coincide	This means there is something else logged on this day for that employee – such as a Holiday or an Other Event. You will find this in the employee's planner.
Please check your dates include working days	Based on the employee's working pattern, this will show if the record does not land on a working day for that employee.
'First Name' & 'Last Name' are not correct for given EmployeeId	The employee's name entered in the First name and Last name column does not have the specified Employee ID. You can find the employee's ID within their 'Personal' tab.
Employee(s) with 'Employee Id' does not exist in system	There is no employee in your People system with the specified employee ID.
Record's with Maternity leave too far into future exist in excel	Try a date closer to today.
Actual end date must be later than or equal to actual start date	Please edit dates per error message.
Start Date is After End Date in excel file	Start Date of maternity leave must be before end date.
Maternity Leave 'start date' must be after employee 'start date'	You can check the employee's Start Date within their Personal tab.
Column_Name" contains invalid data	This error message will specify the actual column. Make sure the column is displayed the same as the original template, and has not been moved or renamed. Also double check the help instructions, there may be a specific format for this bit of data.
'Column_Name' is Mandatory	This error message will specify the actual column. This will show if a mandatory column (red) is blank.
Data Exceeded permissible limit	The data in this box will exceed the character limit of the field within PeopleHR.