## Bulk Update: Fields and Required Formats Last Modified on 07/29/2021 12:37 pm CDT

Field name	Data type	Min	Max	Comments
First Name*	Character	1	200	Restricted Characters: < > " %; +
Middle Name	Character	1	100	Restricted Characters: < > " % ; +
Last Name*	Character	1	200	Restricted Characters: < > " %; +
Employee ID	Character	1	100	Restricted Characters: < > " %; +
Hire Date	Character			Must be in the following format: MM/DD/YYYY
Address 1	Character	1	100	Restricted Characters: < > " %; +
Address 2	Character	1	100	Restricted Characters: < > " %; +
City	Character	1	100	Restricted Characters: < > " %; +
Country	Character	2	2	Accepts Country Name and Country Code.
				See the Country section to get country names and
				codes.
State (U.S. or Canada)	Character	2	100	Accepts State Name and State Code.
				See the State section to get all the country name
				and codes.
State/Province/Region(Nor US or Canadian)	<sup>1</sup> Character	2	100	Restricted Characters: < > " %; +
				See the Canadian province section for the proper
				codes.
Zip Code/Postal Code	Character	1	100	Restricted Characters: < > " %; +
Time Zone	Character	1	50	If left blank, this field will be set to match the
				organization's default time zone.
				See the Time Zone section for the proper codes.
Email ID	Character	1	50	Must be a unique ID
Password	Character	4	12	Restricted Characters: < > " %; +
Phone	Character	1	100	Restricted Characters: < > " % ; +
Fax	Character	1	100	Restricted Characters: < > " %; +
Company / Employer	Character	1	100	Restricted Characters: < > " % ; +
Job Title	Character	1	50	Restricted Characters: < > " %; +
Supervisor Name	Character	1	500	Restricted Characters: < > " %; +
Supervisor Email	Character	1	500	Restricted Characters: < > " %; +
Region*	Character	1	100	Restricted Characters: < > " %; +
Division*	Character	1	100	Restricted Characters: < > " %; +
Department*	Character	1	100	Restricted Characters: < > " % ; +
User Language	Character	1	100	Restricted Characters: % \ +; " < >:?
				See languages section for the language names
New Email ID	Character	1	50	Restricted Characters: < > " % ; +
New Employee ID	Character	1	50	Restricted Characters: < > " %; +
Custom Field 1	Character	1	100	Restricted Characters: < > " %; +
Custom Field 2	Character	1	100	Restricted Characters: < > " %; +
Custom Field 3	Character	1	100	Restricted Characters: < > " %; +
Custom Field 4	Character	1	100	Restricted Characters: < > " %; +