

## Export Data From Gradience

### Summary:

Exporting Gradience data into an Excel file

### Problem / Goal:

Creating an Excel spreadsheet with data from Gradience

### Solution:

**File > Export Data.**

You may export only the fields listed below.

A	Social Security Number	11	123-45-6789
B	<b>Last Name</b>	20	up to 20 characters
C	<b>First Name</b>	20	up to 20 characters
D	Middle Name	20	up to 20 characters
E	<b>Location</b>	50	up to 50 characters
F	<b>Department</b>	50	up to 50 characters
G	<b>Date Of Hire</b>	10	MM/DD/YYYY (slashes required)
H	<b>Full/Part Time</b>	9	Full-Time or Part-Time (only)
I	Title	30	up to 30 characters or numbers
J	Employee Code	14	up to 14 characters of numbers
K	<b>Active Status</b>	10	Active, Inactive, Terminated

**If you have Gradience Records installed, your text file can also include the following fields:**

L	Date of Birth	10	MM/DD/YYYY (slashes required)
M	Address 1	30	up to 30 characters or numbers
N	Address 2	30	up to 30 characters or numbers
O	Home Phone	30	800-123-4567 (dashes required)
P	City	30	up to 30 characters or numbers
Q	State (2 character)	2	2 characters, i.e., FL
R	Zip Code	15	33325-1234 (-1234 can be omitted)
S	Salutation	5	Mr. – Ms. – Mrs. – Dr. (only)
T	Employee Security Level	16	up to 16 characters or numbers
U	Security Clearance Date	10	MM/DD/YYYY (slashes required)
V	Race	25	Must match a valid race on the detail tab.
W	EEO Category	25	Must match a valid category on the detail tab.
X	Sex M/F	1	M or F only
Y	Driver's License Number	15	up to 15 characters or numbers
Z	I9 Renewal Date	10	MM/DD/YYYY (slashes required)
AA	Veteran Status	25	Disabled - Vietnam Era - Other Veteran –
AB	Office Phone & Ext.	30	800-123-4567 Ext. 123
AC	Fax	30	800-123-4567
AD	Email address	30	up to 30 characters or numbers
AE	Address Effective Date	10	MM/DD/YYYY (slashes required)

**Document URL:**

**Document for:** ☐ Internal  
☒ Public

Knowledgebase ID:

Published: 30-Dec-09  
Updated: 14-Apr-10  
Product: Gradience Professional/Enterprise

Product Version(s): 10, 11

Categories: