How to upload your employee list

We are here to support you.

This complimentary survey seeks to support organisations to ascertain their employees' awareness, need, adoption and satisfaction with Work-Life Harmony initiatives in their organisations. Enrol your organisation in this survey by uploading your employee list and we'll cover the rest for you.

How to successfully upload your employee data

1. Download **the employee template**

2. Populate the sheet with employee data

    a. Do not *change, delete, insert* or *edit* the column headers

    b. Remove duplicated employees

3. Complete your details and upload your employee list on this page

4. Expect a confirmation email from EngageRocket in 1 - 2 working days

5. If you have not received an email from us after 5 working days, please email to: hello@engagerocket.co and we will get in touch with you to assist you

What fields am I expected to fill?

We want to reduce your workload as much as we can. We've narrowed down to only relevant fields that will help us analyse your survey results better.

- **Full Name**: Name as per NRIC/Passport

- **Preferred Name:** We'll address to this name in the survey invitation eg. Dear "John"

- **Email address:** Survey invitation and reminders will be sent here

- **Department:** Employee's department

- **Gender:** Employee's gender

- **Seniority**: Employee's seniority

  - Please refer to Seniority levels in Validation Tab of Employee Import Excel Template

A snapshot of the employee template

Full Name	Preferred Name	Email	Unique Identifier	Manager's Email	Start Date (Tenure)	Tenure	Age Band	Department	Seniority
E.g. John Doe	E.g. Johnny	E.g. john.doe@email.co	E.g. 12345	E.g. manager@email.co	E.g. 2019/01/21	(Leave blank)			
Data formatting tips (Remove before uploading your file):									
- Columns A-J must be present in your data file (even if they are empty) and need to use the exact same headings as this template (names and casing).									
- Please ensure that all values for Full Name and Email are filled in. In the case where email is not available, ensure that Unique Identifier is filled in.									
- The format for Start Date (Tenure) should be yyyy/mm/dd eg: 2019/01/21									
- Please ensure to leave the values for Tenure blank as the column will be auto-calculated based on Start Date									
- Ensure that you are using an XLSX file. XLSX (Excel workbook format) tends to handle formatting better.									

Employee Template FAQ

Can I use Full Name for Preferred Name?

Yes, we're flexible that way. However, do note that EngageRocket's automated email invitation and reminders will address to the details you fill under Preferred Name.

What if some of my employees do not have email addresses?

Automated survey invitations and reminders are sent directly to your employees' inbox. To minimise the workload on your end, we will only be catering to employees who <u>have</u> email addresses in this survey.

Employee Template FAQ

may utilise Excel's function (e.g. *[today()-dateofbirth]/365)* to calculate the age for you.

Can I leave any columns blank?

We strongly recommend to populate all the columns. This will provide us **more accurate insights to your data cuts should you require deeper analysis.** Do note that Full Name, Preferred Name and Email (columns A, B and C) are compulsory.

What happens after I've uploaded the list?

We'll help to check the format of your employee data and we'll send you a confirmation once we've added them to our system.

I have questions outside this FAQ, who do I go to?

You may direct your questions to us at hello@engagerocket.co

Employee Template FAQ

I don't feel secure about uploading my employee details, this entire process is too easy

Rest assured, we have a stringent privacy policy and we have been helping to keep employees' details confidential since 2018.

The information you upload is secure, and will not be sold to 3rd parties or used for any other purpose besides this project without your permission.

The overall results will be aggregated, and besides the person who signs up for your organisation, no one else would have access to your organisation's data individually.

If you any questions, feel free to speak to us directly on our our live chat (bottom right corner of your screen) or contact us at hello@engagerocket.co.