

**Data Export Format Specification for
HR Export**

Field #	Field Name	Data Type	Maximum Length	Format	Description
1	CampaignNumber	Text	20		Campaign number
2	CampaignName	Text	100		Campaign name
3	OrganizationName	Text	50		Organization name
4	CompanyName	Text	50		Company name
5	CompanyAccountNumber	Text	10		Company account number
6	DonorIdentifier	Text	50		Donor identifier
7	EmployeeNumber	Text	14		Donor's employee number
8	SSN	Numeric	9		Donor's social security number
9	NamePrefix	Text	8		Donor's name prefix
10	FirstName	Text	50		Donor's first name
11	MiddleName	Text	50		Donor's middle name
12	LastName	Text	50		Donor's last name
13	NameSuffix	Text	4		Donor's name suffix
14	Gender ^A	Text	1		Donor's gender
15	CompanyPayPeriodCode	Text	10		Donor's company pay period code
16	CompanyPayPeriodName	Text	50		Donor's company pay period name
17	SalaryTypeCode ^B	Numeric	1		Company pay period type
18	AnnualPayPeriodCount	Numeric	5		Number of pay periods for the company pay period
19	HomeEmailAddress	Text	80		Donor's home email address
20	DonorHomeAddress1	Text	100		Donor's home address line 1

Field #	Field Name	Data Type	Maximum Length	Format	Description
21	DonorHomeAddress2	Text	100		Donor's home address line 2
22	DonorHomeCity	Text	50		Donor's home address city
23	DonorHomeState/Province	Text/Text	2/200		Donor's home address state
24	DonorHomeZipCode/Postal Code	Numeric/Text	5/10		Donor's home address zip code
25	DonorHomeZipCodeExt	Numeric	4		Donor's home address zip code extension
26	DonorHomeCountryCode	Text	2		Donor's home address country
27	DonorHomePhoneNumber	Numeric	15		Donor's home phone number
28	CompanyLevelCode	Text	10		Donor's company level
29	CompanyLevelName	Text	50		Donor's company level name
30	PaymentTypeCode ^C	Numeric	1		Payment type code
31	PaymentTypeDescription	Text	50		Description of Payment Type
32	FrequencyTypeCode ^D	Numeric	1		Frequency type code
33	DonationAmount	Numeric	18		Donation amount specified by donor
34	PaymentTotalValue	Currency	18	#.00	Estimate value of the base donation based on data provided by the donor
35	AddOnTotalValue	Currency	18	#.00	Estimate value of add-on donations based on data provided by the donor
36	TotalValue	Currency	18	#.00	Estimate value of the donation based on data provided by the donor
37	DateCreated	Date	10	mm/dd/yyyy hh:mm:ss tt	Date and time the donation was created
38	DateLastUpdated	Date	10	mm/dd/yyyy hh:mm:ss tt	Date and time the donation was last updated
39	Acknowledgement ^E	Text	1		Answer provided for the "I would like to receive an acknowledgement confirming my contribution." question

Field #	Field Name	Data Type	Maximum Length	Format	Description
40	Release ^E	Text	1		Answer provided for the "I would like to release my name to the agency(ies) receiving my contribution." question
41	FutureEmail ^E	Text	1		Answer provided for the "I would like to receive future emails." question
42	DonorGroupName	Text	100		Donor group name
43	DonorGroupLabel	Text	50		Donor group label
44	AmountPerPayPeriod	Text	50		Derived amount per pay period if applicable

^A Valid values for Gender are:

- M - male
- F - female
- N – choose not to disclose or no value provided

^B Values for SalaryTypeCode include:

- 0 – None
- 1 – Salary
- 2 - Hourly

^C Values for DonationTypeCode include:

- 1 – Payroll Deduction
- 2 – Credit Card
- 3 – Debit Card
- 4 – ACH (Electronic Check)
- 5 – Cash
- 6 – Check
- 7 – Direct Bill
- 8 – Stock
- 9 – No Donation
- 10 – PayPal

^D Values for FrequencyTypeCode include:

- 1 – One-time
- 2 – Monthly
- 3 – Quarterly
- 4 – Semi-annual
- 5 – Per Pay Period

^E Values for Acknowledgement, Release, and FutureEmail are:

- Y - Yes
- N – No

Other Notes

- The comma delimited export (csv) uses the double quote (") as the text qualifier and the comma character as a field delimiter.
- The tab delimited export (txt) uses the tab character as a field delimiter.
- Field names may be included as the first row of the file, the first row of the file is optional.