



SPECIFICATION for the HR-BCDS IMPLEMENTATION

December 2020

Version 3.0

Section D: Importing the HR-BCDS Spreadsheet

CET provide clients with a Spreadsheet CSV file template to populate with employee data. The file when imported to the client’s Platform will immediately trigger an upload to the Blockchain. The format of the Spreadsheet is shown below.

HR Process	Field Name	Standardised?	Doc Ref
1. About Me	Last Name		
	First Names		
	Middle Name		
	Preferred Name		
	Maiden Name		
	Date of Birth		
	Country of Birth	YES	1.1
	Citizenship	YES	1.2
	Dual Citizenship		
	Military Discharge Date		
	Mr/Ms/Mrs/Miss	YES	1.3
	Marital Status	YES	1.4
	Sex	YES	1.5
	Number & Street		
	Suburb		
State/Territory	YES	1.6	

HR Process	Field Name	Standardised?	Doc Ref
	Zip/Post Code		
	Mobile Phone		
	Home Phone		
	Email Work		
	Personal Email Address		
2. My Emergency Contact	Emergency Contact Name		
	Contact Relationship to Employee	YES	2.7
	Preferred Language	YES	2.6
	Contact Priority	YES	2.3
	Contact Number		
	Work Phone		
3. My Education	Contact Address		
	Institution		
	Institution Location		
	Field of Study	YES	3.5
	Date Commenced		
	Date Completed		
	Education Type	YES	3.3
	Level Achieved	YES	3.8
	Qualification Code	YES	3.9
	Qualification Major	YES	3.10
Qualification Minor	YES	3.11	
4. My Bank Account	Account Name		
	Account Number		
	BSB Number		
5. My Superannuation	Fund Name		
	Membership Name		
	Type	YES	5.5
	Fund Code	YES	5.2
	Membership Number		
6. My Language	Language	YES	6.2
	Proficiency Level	YES	6.4
	Oral		

HR Process	Field Name	Standardised?	Doc Ref
7. My Dependents	Partner Name		
	Dependent Sex	YES	7.6
	Dependent Date of Birth		
	Partner Occupation		
	Relationship to Employee	YES	7.5
	Name (Family Member)		
8. My License	License Type	YES	8.8
	Date Obtained		
	Lic/Reg Number		
	Restrictions	YES	8.9
	Date of Renewal		
	Issuing Authority		
	State Issued	YES	8.10
	Class Code	YES	8.1
License Comment			
9. My Work Status	Employment Status	YES	9.2
	Permit Commences		
	Permit Expires		
	Work Category	YES	9.5
	Work Permit Number		
10. My Disabilities	Disability Type	YES	10.2
	Disab Comment		
11. My Passport	Passport Number		
	Passport Country	YES	11.6
	Place of Issue		
	Passport Issued Date		
	Date of Expiry		
	Passport Comment		
	Visa Type		
	Country (Visa)	YES	11.1
	Visa Issued Date		
	Date of Visa Expiry		
	Visa Comment		