Employee Import key (Via Excel)

1. Gender
   1. Male,
   2. Female,
   3. Other
2. Employment Status
   1. Full-time,
   2. Probationary,
   3. Contractual,
   4. Part-time
3. Status
   1. active,
   2. inactive,
   3. resigned,
   4. terminated
4. Department:

|  |  |
| --- | --- |
| **ID** | **Name** |
| 1 | ACCOUNTS & FINANCIAL REPORTING |
| 2 | BANKING OPERATIONS |
| 3 | INTERNAL AUDITS |
| 4 | GENERAL MANAGER'S ADMINISTRATION |
| 5 | CREDIT |
| 6 | IT |
| 7 | MARKETING |
| 8 | HUMAN RESOURCE |
| 9 | CEO'S |
| 10 | TREASURY |
| 11 | BUSINESS DEVELOPMENT |
| 12 | LEGAL |
| 13 | PROCUREMENT |
| 14 | CONTROLLER'S |
| 15 | RISK MANAGEMENT & COMPLIANCE |

1. Location

|  |  |
| --- | --- |
| **ID** | **Name** |
| 1 | SINKOR |
| 2 | GARDNERSVILLE |
| 3 | GANTA |
| 4 | BUSHROD |
| 5 | CENTRAL MONROVIA |
| 6 | GBARNGA |
| 7 | HARBEL |
| 8 | BUCHANAN |
| 9 | GBAH |
| 10 | CONGOTOWN |
| 11 | YEKEPA |
| 12 | ZWEDRU |
| 13 | DUALA |
| 14 | RIA |