

IRIS

Cascade HRi

Cascade HR Data Template 'Tips'



Created: October 2022

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Some general data transfer points:

- ❖ If any data fields which you are populating have no values, please leave the field blank, i.e. don't put 'N/A', 'unknown' or '?'. If you add this text it will be transferred into the database against the employee's record.
- ❖ All fields have a type, i.e. alphanumeric, numeric or date. Please do not put alphanumeric data into a numeric field or date field and vice versa. This will cause an error and you will be asked to reformat this data before transfer.
- ❖ Please always use the date format dd/mm/yyyy.
- ❖ Please review all data and correct any spelling mistakes, otherwise this data will be imported into Cascade in this format.
- ❖ System list fields in Cascade allow you to report more accurately on your data. There are many standard fields in Cascade which are System Lists, for example, Absence Categories, Absence Types and Job Reasons. The data you enter into these fields should be consistent and you should try to only use a small amount of examples in your data. The Cascade developer will update the standard system list with your data and it will take much longer to clean these lists after the data transfer. For example, in the Absence Types field, mis-spelt values such as flu, ful, flu and fever etc will all be imported into the system list. It would be worthwhile taking time out to cleanse your data before the data transfer.
- ❖ Please ensure you use the correct capitalisation and don't use capitals where it is not necessary. Mistakes like this will not be rectified by the Cascade developer.
- ❖ If you want to denote that a value in one record is the same as the record above, please enter the full value in the field. For example if next of kin home address field is the same as the record above, please don't enter 'as above', enter the full address. The data won't make sense in Cascade if you do not make these changes.