



Natural HR

Bulk Upload Guide

Version 3.1.2

January 2016

Natural HR

Bulk Upload Guide

Contents

Introduction.....	3
General notes.....	4
Employee upload fields.....	6
Company sites.....	11
Company users.....	12
Departments.....	14
Job roles.....	15
Job status.....	16
Benefits.....	17
Time-off.....	19
Training.....	20
Candidates.....	21
List of valid countries.....	23

Natural HR

Bulk Upload Guide

Introduction

Bulk upload allows companies to quickly and easily upload multiple employees into the system without having to manually add the employees via the web interface. The process is facilitated via utilising a CSV file which you can download to your computer, input your employee information into and then upload via the main admin interface of Natural HR.

Please note: This system cannot currently be used to modify existing records. If you try to upload the same file again the upload will fail as, like the core application, it checks the National Insurance Number (aka Social Security number) and if it finds a duplicate it will throw an error. If you were to enter a different National Insurance number for each entry this would bypass the check but it would mean you would have duplicate employees so this is not recommended.

We have made available sample CSV files for you to download and we recommend you use these files as the template for your CSV which you intend to upload (obviously, you should delete the sample data row which we have included in the file but **DO NOT REMOVE THE HEADER ROW**).

Whilst the process of uploading data via a CSV file is a quick and easy process you should pay extra attention to the data you are inputting into the file as there is obviously no validation possible whilst you enter the information into the CSV file.

As a result, we have implemented robust validation for the data when you try to upload the file to ensure the data is correct and is as we need to receive it. If you try to upload a file which does not meet the correct criteria as outlined below the upload will fail so please pay careful attention to the general notes below as well as the field specific notes to ensure that the process is as quick and simple as possible.

Natural HR

Bulk Upload Guide

General notes

1. The file should be saved as COMMA separated CSV file with a CSV extension
2. The title row must be left in place and should not be changed
3. Make sure there are no additional rows in the document by viewing in a text editor before uploading
4. You should avoid entering data which includes a comma as this will cause an error – if you need to include a comma then the whole field should be enclosed in double quotes “ ”
5. When entering telephone numbers, if using a spreadsheet, ensure you set the field type to TEXT otherwise most spreadsheets will remove the leading zero (0) so, for example, 01234567890 will become 1234567890
6. When entering system determined values please note where they are case sensitive – for example, enabled or ENABLED is not the same thing as Enabled
7. Ensure none of your data contains “ or ’ or any other similar iteration as they will be escaped by the application to ensure data integrity. If you do try this you will end up with a \ in front of the prohibited characters which is intentional on the part of the application.
8. You must fill in ALL mandatory columns – please see below for the columns which are mandatory
9. Dates must be entered in the format dd/mm/yyyy regardless of your system setting for date formats
10. The value in the National Insurance field (aka Social Security number) is required and *must be unique*
11. For Manager, Job title, Job status, Site, Department, Sub Department and Leave Reason you must enter a valid value exactly as it appears in the system – for example, Sales manager is not the same as Sales Manager and Bob smith is not the same as Bob Smith

Natural HR

Bulk Upload Guide

12. Additionally, for these fields, the values must be unique – for example, if you have two managers called Bob Smith then anyone reporting to that manager will fail due to “Manager does not exist or is ambiguous”
13. You should ensure that you have pre entered managers, job titles, job status and departments before attempting bulk upload as these are mandatory fields

If you want to make bulk upload easier try to organize your CSV file in hierarchical order with the most senior person at the top, then their reports next and so on – in this way as you get to the “bottom” of the list your managers will already exist.

If you do not do this then you will either have to manually upload your managers first or a number of your employee uploads will fail due to “Manager does not exist or is ambiguous”

Natural HR

Bulk Upload Guide

Employee upload fields

Field	Description	Validation	Case Sensitive	Mandatory
Employee works ID	Works or employee ID / reference for employee within your company	Can be made up of letters and or numbers.	No	Optional
Title	Employee title (e.g. Mr, Mrs, Dr etc)	Can be made up of letters and or numbers	No	Optional
Employee surname	Employee surname / last name	Can be made up of letters and or numbers	No	Mandatory
Employee first name	Employee first name	Can be made up of letters and or numbers	No	Mandatory
Employee middle name(s)	Employee middle name or names	Can be made up of letters and or numbers	No	Optional
Gender	Employee Gender	Male, Female or Not are the only valid options with Not indicating not specified	Yes	Mandatory
DOB (dd/mm/yyyy)	Employee date of birth	Must be in the format dd/mm/yyyy regardless of your localisation settings	No	Mandatory
National Insurance number	Also known as Social Security number outside the UK	Can be made up of letters and or numbers but MUST be unique within your company	No	Mandatory
Manager	Name of the employees manager exactly as it is stored in the system	Must be entered as Firstname Surname (with a space in the middle)	Yes	Mandatory
Employee status	Depicts if an employee is a current employee or one which is to be archived immediately	Only valid entries are Current or Archived	Yes	Mandatory
Job title	Job title exactly as it is entered in the system	Must be a valid job title as entered in the system	Yes	Mandatory

Natural HR

Bulk Upload Guide

Job status	Job status exactly as it is entered in the system – job status is typically used for things like Full time, Permanent, Temporary etc	Must be a valid job status as entered in the system	Yes	Mandatory
Start date (dd/mm/yyyy)	Employee start date	Must be in the format dd/mm/yyyy regardless of your localisation settings	No	Mandatory
Holidays per year	Number of holidays employee is entitled to per year	Must be numeric and consists of 3 or less digits	No	Optional
Department	Department name exactly as it is entered in the system	Must be a valid department as entered in the system	Yes	Mandatory
Sub Department	Sub department name exactly as it is entered in the system	Must be a valid sub department of the department entered under Department	Yes	Optional
Site name	Site office name exactly as it is entered in the system	Looks for the value entered into the OFFICE NAME field	Yes	Optional
Approver	Name of the employees approver exactly as it is stored in the system	Must be entered as Firstname Surname (with a space in the middle)	Yes	Optional
Marital status	Employee home address line 2	Only valid options are Married, Single, Widowed, Divorced, Living with partner, Separated and Not specified	Yes	Optional
Address	Employee home address line 1	Can be made up of letters and or numbers	No	Optional
Address2	Employee home address line 2	Can be made up of letters and or numbers	No	Optional
Town	Employee town	Can be made up of letters and or numbers	No	Optional
County	Employee county / state	Can be made up of letters and or numbers	No	Optional
Postcode	Employee post code / zip code	Can be made up of letters and or numbers	No	Optional
Country	Employee country	Please see below for valid list of countries	Yes	Optional

Natural HR

Bulk Upload Guide

Home telephone	Employee home telephone number	Please ensure if using a spreadsheet to create the CSV file that you set this column type to TEXT or it will drop the leading zeroes – e.g. 01234 will become 1234. Alternatively you can check the CSV file in a text editor before uploading	No	Optional
Home mobile	Employee home mobile / cellular number	Please ensure if using a spreadsheet to create the CSV file that you set this column type to TEXT or it will drop the leading zeroes – e.g. 01234 will become 1234. Alternatively you can check the CSV file in a text editor before uploading	No	Optional
Home email	Employee home email	No validation	No	Optional
Work telephone	Employee work telephone number	Please ensure if using a spreadsheet to create the CSV file that you set this column type to TEXT or it will drop the leading zeroes – e.g. 01234 will become 1234. Alternatively you can check the CSV file in a text editor before uploading	No	Optional
Work mobile	Employee work mobile / cellular number	Please ensure if using a spreadsheet to create the CSV file that you set this column type to TEXT or it will drop the leading zeroes – e.g. 01234 will become 1234. Alternatively you can check the CSV file in a text editor before uploading	No	Optional
Work email	Employee work email	No validation	No	Recommended
Currency	Salary currency	Please see below for valid list of currencies	No	Optional
Salary	Employee salary	Enter only numbers with no commas or currency symbols	No	Optional
Salary period		Only valid options are per annum, per hour, per day, per week and per month	Yes	Mandatory if salary entered
Notice period	Employees required notice period	No validation	No	Optional
Probationary period end date	Date at which the employee will end their probationary period	Must be in the format dd/mm/yyyy regardless of your localisation settings	No	Optional
Hours per week	Number of hours per week the employee works	Must be numeric and can have maximum of 6 digits including a decimal point if required – do not enter commas or any other separators	No	Optional

Natural HR

Bulk Upload Guide

Leave date	Date the employee left the company	Must be in the format dd/mm/yyyy regardless of your localisation settings – must be blank if the employee status is set to Current	No	Optional
Leave reason name	The reason why the employee left exactly as it is entered in the system	Must be a valid Leave reason as entered in the system	Yes	Mandatory if Leave date entered
Working days	Normal working days for the employee	Enter in numeric format where 1=Monday, 2=Tuesday, 3=Wednesday, 4=Thursday, 5=Friday, 6=Saturday 7=Sunday. For example to enter Monday to Friday you should enter 12345. Maximum length of 7 digits.	No	Optional
Timeoff meter	If the employee timeoff is measured in hours or days	Only valid options are days or hours	Yes	Optional
Kin name	Name of next of kin contact	Can be letters or numbers	No	Optional
Kin relationship	Relationship of next of kin contact	Can be letters or numbers	No	Optional
Kin home telephone	Home telephone number for next of kin contact	Please ensure if using a spreadsheet to create the CSV file that you set this column type to TEXT or it will drop the leading zeroes – e.g. 01234 will become 1234. Alternatively you can check the CSV file in a text editor before uploading	No	Optional
Kin work telephone	Work telephone number for next of kin contact	Please ensure if using a spreadsheet to create the CSV file that you set this column type to TEXT or it will drop the leading zeroes – e.g. 01234 will become 1234. Alternatively you can check the CSV file in a text editor before uploading	No	Optional
Kin mobile	Mobile / cellular number for next of kin contact	Please ensure if using a spreadsheet to create the CSV file that you set this column type to TEXT or it will drop the leading zeroes – e.g. 01234 will become 1234. Alternatively you can check the CSV file in a text editor before uploading	No	Optional
Kin email	Email address for next of kin contact	No validation	No	Optional

Natural HR

Bulk Upload Guide

Cost Centre		Must be a valid cost centre as entered in the system	Yes	Optional
Login ID	If you wish to setup a Company User account for the employee so they can login and manage their own account then you should enter a username (which can be their email address) in this box	The entry in this field must be unique within Natural HR and not just within your account. We STRONGLY recommend using the employee email address as their login name as it makes it easier for them reset their password etc without needing to contact you as their administrator for support	No	Optional
Password	If you have entered a login above then you must enter a password	Password will be checked to ensure it is suitable before allowing to proceed to prevent use of common insecure passwords	No	Mandatory if Login ID entered
PIN	If you have entered a login above then you must enter a PIN	Must be six digits long (no letters etc) and will be checked to ensure it is suitable before allowing to proceed to prevent use of 111111,222222, 123456 etc	No	Optional
Login enabled	If the employee account is to be enabled immediately - if you have entered a login above then you must enter a login enabled value	Set 1 for enabled and 0 for disabled	No	If left blank will default to disabled (0)
Usergroup	If you have entered a login above then you must enter a user group	Only valid options are admin, HR, Manager, Employee, Finance and Recruiter	Yes	Mandatory if Login ID entered
Password change on login	If you want your employees to have to change their password on next login	Set 1 to require them to change their password on login and 0 for them not to have to	No	If left blank will default to force change on next login (1)
Send email confirmation	If you want to send an email to your employees notifying them that you have setup their account with their username,	Set 1 to send the email or 0 not to – please note you must have provided a work email address AND set login enabled to 1 for this to work	No	Optional

Natural HR

Bulk Upload Guide

password and PIN

Company sites

Field	Description	Validation	Case Sensitive	Mandatory
Site reference		Can be made up of letters and or numbers.	No	Mandatory
Office name		Can be made up of letters and or numbers	No	Mandatory
Company name		Can be made up of letters and or numbers	No	Optional
Address		Can be made up of letters and or numbers	No	Optional
Address 2		Can be made up of letters and or numbers.	No	Optional
Town		Can be made up of letters and or numbers.	No	Optional
County	County / state	Can be made up of letters and or numbers.	No	Optional
Post code	Post code / Zip code	Can be made up of letters and or numbers	No	Optional
Country		Please see below for valid list of countries	Yes	Mandatory
Telephone		Please ensure if using a spreadsheet to create the CSV file that you set this column type to TEXT or it will drop the leading zeroes – e.g. 01234 will become 1234. Alternatively you can check the CSV file in a text editor before uploading	No	Optional
Fax		Please ensure if using a spreadsheet to create the CSV file that you set this column type to TEXT or it will drop the leading zeroes – e.g. 01234 will become 1234. Alternatively you can check the CSV file in a text editor before uploading	No	Optional

Natural HR

Bulk Upload Guide

Company users

Field	Description	Validation	Case Sensitive	Mandatory
Employee ID	The system ID for the employee you wish to assign the account to	This must be the unique numeric system identifier for the employee – you CANNOT enter the employee name in this field	No	Mandatory
Login ID	If you wish to setup a Company User account for the employee so they can login and manage their own account then you should enter a username (which can be their email address) in this box	The entry in this field must be unique within Natural HR and not just within your account We STRONGLY recommend using the employee email address as their login name as it makes it easier for them reset their password etc without needing to contact you as their administrator for support	No	Mandatory
Password	If you have entered a login above then you must enter a password	Password will be checked to ensure it is suitable before allowing to proceed to prevent use of common insecure passwords	No	Mandatory
PIN	If you have entered a login above then you must enter a PIN	Must be six digits long (no letters etc) and will be checked to ensure it is suitable before allowing to proceed to prevent use of 111111,222222, 123456 etc	No	Optional
Login enabled	If the employee account is to be enabled immediately - if you have entered a login above then you must enter a login enabled value	Set 1 for enabled and 0 for disabled	No	If left blank will default to disabled (0)
Usergroup	If you have entered a login above then you must enter a user group	Only valid options are admin, HR, Manager, Employee, Finance and Recruiter	Yes	Mandatory
Password change on login	If you want your employees to have to change their password on next login	Set 1 to require them to change their password on login and 0 for them not to have to	No	If left blank will default to force change on next login

Natural HR

Bulk Upload Guide

(1)				
Send email confirmation	If you want to send an email to your employees notifying them that you have setup their account with their username, password and PIN number	Set 1 to send the email or 0 not to – please note you must have provided a work email address AND set login enabled to 1 for this to work	No	Optional

Natural HR

Bulk Upload Guide

Departments

Field	Description	Validation	Case Sensitive	Mandatory
Department name	The name for the department	Can contain letters or numbers	No	Mandatory
Parent department name	The name for the parent department if uploading a sub department – leave blank if uploading a parent department	Must be a valid department already defined in the system	Yes	Optional

Natural HR

Bulk Upload Guide

Job roles

Field	Description	Validation	Case Sensitive	Mandatory
Job title	The job role title	Can contain letters or numbers	No	Mandatory
Description	Description for the job role	Can contain letters or numbers	No	Optional
Responsibilities		Can contain letters or numbers	No	Optional
Qualifications		Can contain letters or numbers	No	Optional
Competencies		Can contain letters or numbers	No	Optional
Experience		Can contain letters or numbers	No	Optional
Salary range		Can contain letters or numbers	No	Optional
Benefits		Can contain letters or numbers	No	Optional
Reports to Manager	Denotes if this is a manager level job role or not	Can contain letters or numbers Must be Y for manager level or N for non-manager level	No Yes	Optional Mandatory

Natural HR

Bulk Upload Guide

Job status

Field	Description	Validation	Case Sensitive	Mandatory
Status	The job status name	Can contain letters or numbers	No	Mandatory

Natural HR

Bulk Upload Guide

Benefits

Field	Description	Validation	Case Sensitive	Mandatory
Employee ID	The system ID for the employee you wish to assign the account to	This must be the unique numeric system identifier for the employee – you CANNOT enter the employee name in this field	No	Mandatory
Pension		Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional
Medical		Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional
Dental		Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional
Life assurance		Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional
Health insurance		Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional
Critical illness		Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional
Employee assistance		Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional
Gym		Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional
Childcare		Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional
Company car		Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional
Car allowance		Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional
Fuel card		Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional
Mobile		Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional
Commission		Can only contain numeric values including decimals –	No	Optional

Natural HR

Bulk Upload Guide

		do not include any currency symbols or thousands separators		
Other benefit	Use for any benefits not listed above	Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional
Custom benefit 1	If using custom benefits will map to the benefit loaded under Custom benefit 1	Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional
Custom benefit 2	If using custom benefits will map to the benefit loaded under Custom benefit 2	Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional
Custom benefit 3	If using custom benefits will map to the benefit loaded under Custom benefit 3	Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional
Custom benefit 4	If using custom benefits will map to the benefit loaded under Custom benefit 4	Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional
Custom benefit 5	If using custom benefits will map to the benefit loaded under Custom benefit 5	Can only contain numeric values including decimals – do not include any currency symbols or thousands separators	No	Optional

Natural HR

Bulk Upload Guide

Time-off

Field	Description	Validation	Case Sensitive	Mandatory
Employee ID	The system ID for the employee you wish to assign the account to	This must be the unique numeric system identifier for the employee – you CANNOT enter the employee name in this field	No	Mandatory
Time off type	Time off type exactly as it is entered in the system	Must be a valid timeoff type as entered in the system	Yes	Mandatory
Start date		Must be in the format dd/mm/yyyy regardless of your localisation settings	No	Mandatory
End date		Must be in the format dd/mm/yyyy regardless of your localisation settings	No	Mandatory
Duration	Duration of the request – system will NOT calculate the duration if entered via bulk upload	Must be numeric, may include decimals	No	Mandatory
Meter	If the employee timeoff is measured in hours or days	Must be either hours or days	Yes	Mandatory
Employee comments			No	Optional
Manager comments			No	Optional
Approved	Status of the request	If the request is pending set to 0, if approved set to 1 and if declined set to 2	No	Mandatory

Natural HR

Bulk Upload Guide

Training

Field	Description	Validation	Case Sensitive	Mandatory
Employee ID	The system ID for the employee you wish to assign the account to	This must be the unique numeric system identifier for the employee – you CANNOT enter the employee name in this field	No	Mandatory
Training title		Can be letters or numbers	Yes	Mandatory
Training description		Can be letters or numbers	No	Optional
Training date		Must be in the format dd/mm/yyyy regardless of your localisation settings	No	Mandatory
Mandatory	Denotes if this is a mandatory training course	Set to 0 for No, set to 1 for yes	No	Optional – will default to No (0) if left blank
Number of days	Duration of the training	Must be numeric	Yes	Mandatory
Internal	Denotes if the training is internal or external training	Only valid values are Internal and External	No	Mandatory
Provider	Name of the training provider	Can be letters or numbers	No	Optional
Location	Location where the training is held	Can be letters or numbers	No	Mandatory
Cost	Cost of the training	Can only contain numeric values including decimals – do not include any currency symbols or thousands separators		Mandatory
Cost Unit	Unit linked to the above cost	Only valid values are Complete, Hour, Day, Half Day, Delegate and Week – complete indicates this is the total cost of the course		Mandatory
Result		Only valid values are Passed, Failed and Completed		Mandatory

Natural HR

Bulk Upload Guide

Candidates

Field	Description	Validation	Case Sensitive	Mandatory
Title	Candidate title (e.g. Mr, Mrs, Dr etc)	Can be made up of letters and or numbers	No	Optional
Surname	Candidate surname / last name	Can be made up of letters and or numbers	No	Mandatory
Firstname	Candidate first name	Can be made up of letters and or numbers	No	Optional
Other names	Candidate middle name or names	Can be made up of letters and or numbers	No	Optional
DOB	Candidate date of birth	Must be in the format dd/mm/yyyy regardless of your localisation settings	No	Optional
National insurance	Also known as Social Security number outside the UK	Can be made up of letters and or numbers	No	Optional
Address	Candidate home address line 1	Can be made up of letters and or numbers	No	Optional
Address2	Candidate home address line 2	Can be made up of letters and or numbers	No	Optional
Town	Candidate town	Can be made up of letters and or numbers	No	Optional
County	Candidate county / state	Can be made up of letters and or numbers	No	Optional
Postcode	Candidate post code / zip code	Can be made up of letters and or numbers	No	Optional
Country	Candidate country	Please see below for valid list of countries	Yes	Optional
Home telephone	Candidate home telephone number	Please ensure if using a spreadsheet to create the CSV file that you set this column type to TEXT or it will drop the leading zeroes – e.g. 01234 will become 1234. Alternatively you can check the CSV file in a text editor before uploading	No	Optional
Mobile	Candidate home mobile / cellular number	Please ensure if using a spreadsheet to create the CSV file that you set this column type to TEXT or it will drop the leading zeroes – e.g. 01234 will become 1234. Alternatively you can check the CSV file in a text editor before uploading	No	Optional

Natural HR

Bulk Upload Guide

Email	Candidate home email	No validation	No	Optional
Post reference	Your internal unique post reference identifying the role applied for	Must be a valid system value relating to a requisition in Natural HR – if you wish to upload a candidate who has not applied for a specific role then you can use “Not” – no other value is accepted	Yes	Mandatory
Date received	Date the application was received	Must be in the format dd/mm/yyyy regardless of your localisation settings - if left blank will default to the date of the upload	No	Optional
Stage	If you wish to set the candidate to a specific stage	Stage name exactly as it exists in Natural HR	Yes	Optional
Starred	If you wish to star the candidate in Natural HR	Only 1 for Yes and 0 for No are valid values	No	Optional
Comments	Any comments you wish to enter about the candidate		No	Optional

Natural HR

Bulk Upload Guide

List of valid countries

Must be entered EXACTLY as shown

- Afghanistan
- Aland Islands
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Bangladesh
- Barbados
- Belarus
- Belgium
- Belize
- Benin
- Bermuda
- Bhutan
- Bolivia Plurinational State of
- Bonaire Sint Eustatius and Saba
- Bosnia and Herzegovina
- Botswana
- Bouvet Island
- Brazil
- British Indian Ocean Territory
- Brunei Darussalam
- Bulgaria
- Burkina Faso
- Burundi
- Cambodia
- Cameroon
- Canada
- Cape Verde
- Cayman Islands
- Central African Republic
- Chad
- Chile
- China
- Christmas Island
- Cocos (Keeling) Islands
- Colombia
- Comoros
- Congo
- Congo The Democratic Republic of the
- Cook Islands
- Costa Rica
- Cote d'Ivoire
- Croatia
- Cuba
- Curacao
- Cyprus
- Czech Republic
- Denmark
- Djibouti
- Dominica
- Dominican Republic
- Ecuador
- Egypt
- El Salvador
- Equatorial Guinea
- Eritrea
- Estonia
- Ethiopia
- Falkland Islands (Malvinas)
- Faroe Islands
- Fiji
- Finland
- France
- French Guiana
- French Polynesia
- French Southern Territories
- Gabon
- Gambia
- Georgia
- Germany
- Ghana
- Gibraltar
- Greece
- Greenland
- Grenada
- Guadeloupe
- Guam
- Guatemala
- Guernsey
- Guinea
- Guinea-Bissau
- Guyana
- Haiti
- Heard Island and McDonald Islands
- Holy See (Vatican City State)
- Honduras
- Hong Kong
- Hungary
- Iceland
- India
- Indonesia
- Iran Islamic Republic of
- Iraq
- Ireland
- Isle of Man
- Israel
- Italy
- Jamaica
- Japan
- Jersey
- Jordan
- Kazakhstan
- Kenya
- Kiribati
- Korea Democratic People's Republic of
- Korea Republic of
- Kuwait
- Kyrgyzstan
- Lao People's Democratic Republic
- Latvia
- Lebanon
- Lesotho
- Liberia
- Libyan Arab Jamahiriya
- Liechtenstein
- Lithuania
- Luxembourg
- Macao
- Macedonia The Former Yugoslav Republic of
- Madagascar
- Malawi
- Malaysia
- Maldives
- Mali
- Malta
- Marshall Islands
- Martinique
- Mauritania
- Mauritius
- Mayotte
- Mexico
- Micronesia Federated States of
- Moldova Republic of
- Monaco
- Mongolia
- Montenegro
- Montserrat
- Morocco
- Mozambique
- Myanmar
- Namibia
- Nauru
- Nepal
- Netherlands
- New Caledonia
- New Zealand
- Nicaragua
- Niger
- Nigeria
- Niue
- Norfolk Island
- Northern Mariana Islands
- Norway
- Occupied Palestinian Territory
- Oman
- Pakistan
- Palau
- Panama
- Papua New Guinea
- Paraguay
- Peru
- Philippines
- Pitcairn
- Poland
- Portugal
- Puerto Rico
- Qatar
- Reunion
- Romania
- Russian Federation
- Rwanda
- Saint Barthelemy
- Saint Helena Ascension and Tristan da Cunha
- Saint Kitts and Nevis
- Saint Lucia
- Saint Martin (French part)
- Saint Pierre and Miquelon
- Saint Vincent and The Grenadines
- Samoa
- San Marino
- Sao Tome and Principe
- Saudi Arabia
- Senegal
- Serbia
- Seychelles
- Sierra Leone
- Singapore
- Sint Maarten (Dutch part)
- Slovakia
- Slovenia
- Solomon Islands
- Somalia
- South Africa
- South Georgia and the South Sandwich Islands
- South Sudan
- Spain
- Sri Lanka
- Sudan
- Suriname
- Svalbard and Jan Mayen
- Swaziland
- Sweden
- Switzerland
- Syrian Arab Republic
- Taiwan Province of China
- Tajikistan

Natural HR

Bulk Upload Guide

- Tanzania United Republic of
- Thailand
- Timor-Leste
- Togo
- Tokelau
- Tonga
- Trinidad and Tobago
- Tunisia
- Turkey
- Turkmenistan
- Turks and Caicos Islands
- Tuvalu
- Uganda
- Ukraine
- United Arab Emirates
- United Kingdom
- United States
- United States Minor Outlying Islands
- Uruguay
- Uzbekistan
- Vanuatu
- Venezuela Bolivarian Republic of
- Viet Nam
- Virgin Islands British
- Virgin Islands U.S.
- Wallis and Futuna
- Western Sahara
- Yemen
- Zambia
- Zimbabwe

Natural HR

Bulk Upload Guide

List of valid currencies

Must be entered EXACTLY as shown

- GBP
- EUR
- USD
- AED
- AUD
- BWP
- CAD
- FJD
- HKD
- IDR
- INR
- KES
- PHP
- SGD
- THB
- YEN
- ZAR