

# Instructions for preparing a CSV file for importing the payroll sheet

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**Purpose.** This instruction describes the procedure for generating a CSV file for the bulk import of employees and payments into the payroll sheet.

## File requirements

- File format: CSV (.csv)
- Field delimiter: semicolon (;)
- Each line of the file corresponds to one employee.
- Fields must be arranged strictly in the specified order.

## Record structure

1. Personnel number
2. Resident indicator (1 – resident, 0 – non-resident)
3. Last name
4. First name
5. Middle name
6. PINFL
7. Position
8. Department
9. Crediting account
10. Bank code
11. Card number
12. Amount
13. Comment

## Field descriptions

| No. | Field              | Description   |
|-----|--------------------|---|
| 1   | Personnel number   | Unique identifier of the employee within the organization |
| 2   | Resident indicator | 1 – resident, 0 – non-resident                            |

|    |                   |   |
|----|-------------------|---|
| 3  | Last name         | Employee's last name                            |
| 4  | First name        | Employee's first name                           |
| 5  | Middle name       | Employee's middle name                          |
| 6  | PINFL             | Personal identification number of an individual |
| 7  | Position          | Employee's position                             |
| 8  | Department        | Name of the department                          |
| 9  | Crediting account | Settlement account for transferring funds       |
| 10 | Bank code         | MFO / bank code                                 |
| 11 | Card number       | Employee's bank card number                     |
| 12 | Amount            | Accrual amount                                  |
| 13 | Comment           | Payment purpose or comment                      |

### Example CSV line

1;1;Romanov;Aleksandr;Pavlovich;12345678901234;General Manager;Department  
IT;12345000912345678901;12345;999777\*\*\*\*\*3333;11000555.00;Advance for March

### File preparation procedure

Create a file in Microsoft Excel.

Fill in the employee data according to the specified structure.

Verify the correctness of the PINFL, accounts, and card numbers.

Make sure the amount is specified in numeric format.

Save the file in CSV format with the “;” delimiter.

Upload the file to the payroll sheet import module.

### Important note

The composition and order of the imported fields may be determined by the system settings: “MBX Configuration → Salary Project → Salary Payroll Sheet → Composition of fields imported from an XLS/XLSX/CSV file”. If the configuration changes, the relevance of the import template must be checked.

# Instructions for preparing a file for importing new employees into the Salary Project

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## 1. Purpose

This document is intended for preparing a CSV/XLS/XLSX file for the bulk enrollment of employees in the salary project.

## 2. General requirements

File format: XLS/XLSX/CSV. One row = one employee. Date format DD.MM.YYYY. The country code is allowed in the format UZB.

### Basic employee information

| No. | Field                       | Description           |
|-----|-----------------------------|-----------------------|
| 1   | Personnel number            | Unique number         |
| 2   | Last name                   | Text                  |
| 3   | First name                  | Text                  |
| 4   | Middle name                 | Text                  |
| 5   | Date of birth               | DD.MM.YYYY            |
| 6   | Place of birth              | Text                  |
| 7   | Resident                    | Resident/Non-resident |
| 8   | Last name (for embossing)   | Latin script          |
| 9   | First name (for embossing)  | Latin script          |
| 10  | Middle name (for embossing) | Latin script          |
| 11  | Gender                      | male/female           |
| 12  | Mr/Mrs                      | Mr/Mrs                |
| 13  | Citizenship                 | Country name          |

### Account and card parameters

| No. | Field            | Description                          |
|-----|------------------|--------------------------------------|
| 14  | Account currency | ISO code                             |
| 15  | Card type        | Bank reference directory             |
| 16  | Tariff           | Tariff directory                     |
| 17  | Delivery channel | Reference list                       |
| 18  | Bank branch      | For receiving the card at the branch |

### Additional information

| No. | Field                             | Description                     |
|-----|-----------------------------------|---------------------------------|
| 19  | PINFL                             | 14 digits                       |
| 20  | Bank branch                       | Text                            |
| 21  | Bank code                         | MFO                             |
| 22  | Whether the full name has changed | Yes/No                          |
| 23  | Last name before the change       | Text                            |
| 24  | First name before the change      | Text                            |
| 25  | Middle name before the change     | Text                            |
| 26  | Marital status                    | Single/Married/Divorced/Widowed |

### Contact information

| No. | Field        | Description |
|-----|--------------|-------------|
| 68  | Home phone   | Text        |
| 69  | Work phone   | Text        |
| 70  | Mobile phone | Text        |
| 71  | E-mail       | Text        |

### Authorized representative

| No. | Field          | Description           |
|-----|----------------|-----------------------|
| 72  | Last name      | Text                  |
| 73  | First name     | Text                  |
| 74  | Middle name    | Text                  |
| 75  | Date of birth  | DD.MM.YYYY            |
| 76  | Resident       | Resident/Non-resident |
| 77  | Place of birth | Text                  |
| 78  | Citizenship    | Country               |