Employee bulk edit

Uploading data from Spreadsheets · https://paiyroll.com/kb/employee-bulk-edit/

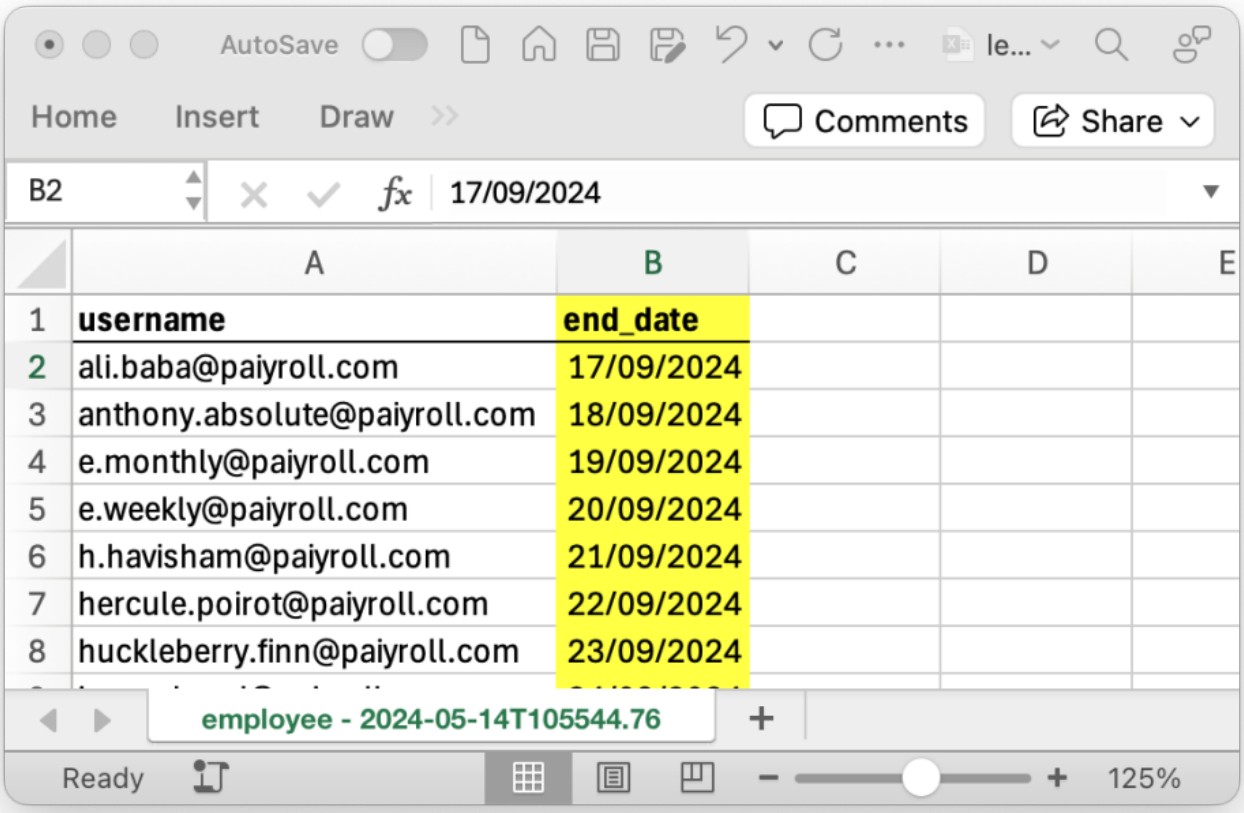
Follow this guide to **bulk upload** specific employee fields for multiple employees.

Columns

You must have a column used to look up employees (**VLOOKUP**) which can be by **username** or **workds_id**. Then you need to provide any columns to be updated.

Example: Bulk edit Leavers

Below is an example file using the **username** VLOOKUP and providing a single column for **end_date**:



	A	B	C	D	E
1	username	end_date			
2	ali.baba@paiyroll.com	17/09/2024			
3	anthony.absolute@paiyroll.com	18/09/2024			
4	e.monthly@paiyroll.com	19/09/2024			
5	e.weekly@paiyroll.com	20/09/2024			
6	h.havisham@paiyroll.com	21/09/2024			
7	hercule.poirot@paiyroll.com	22/09/2024			
8	huckleberry.finn@paiyroll.com	23/09/2024			

Video Walkthrough

