hive

HRIS Integrations

DATA FORMATTING GUIDE

How to make sure your HRIS data slots into Hive seamlessly

By integrating your HRIS into Hive, your user data will always be accurate and up to date—without you having to lift a finger.

But for it all to fit into place perfectly, we first need to map the fields in your HRIS across to Hive to make sure the right data is pulled through to our platform. So here's a breakdown of the fields that we use so you can let us know which fields in your HRIS correspond.

Required Fields

First Name

The given name of each employee. You could also use "Known Name" if you prefer. If you're using our employee homepage, each employee will need to enter their first name as stored in Hive, so please choose the most appropriate out of 'First Name' and 'Known Name' in your HR System.

FORMAT:

- Letters only

- Don't include middle name

- No blank spaces at the beginning or end

Last Name

The surname of each employee. Employees will need to enter their last name as stored in Hive to use our employee homepage.

FORMAT:

- Letters only, apart from double-barrelled surnames that use a hyphen

- No blank spaces at the beginning or end

Email address

The email address that we will send surveys to for each employee. We can only take one email address per employee, so please consider if their work email or personal email is most suitable.

FORMAT:

- Standard email format, e.g. hello@hive.hr

- No blank spaces at the beginning or end

Optional Fields

Unique Identifier

We usually see this field populated with "Employee Number" or "Payroll Number"—something which is unique to that individual user and will never change. It's only ever used by an employee to use our employee homepage, so if you have that enabled, then employees will need to know their Unique Identifier.

FORMAT:

- Numbers and letters only

- No blank spaces at the beginning or end

Telephone

Used if you would like to send your employees an SMS to invite them to give their feedback. Be aware, each SMS comes at a small cost which can be found in your subscription agreement with Hive.

FORMAT:

- Must start with +44 rather than 07

- Must be a valid mobile phone number, so including the +44 it will have 13 digits in total

Note: If non-UK based phone numbers are needed, then we'll need to scope this out separately with you.

Optional Fields (continued)

Text-based demographics

This includes—but isn't limited to—demographics such as: "Directorate", "Division", "Department", "Team", "Sub-team", "Location", "Gender", "Contract Type", "Level", "Grade", and "Working Pattern". These are all text-based demographics that you might want to pull across from your HRIS into Hive to segment your data for greater insight

FORMAT:

- Letters and numbers only

- No blank spaces at the beginning or end

- Make sure all the values that correspond to each segment are identical ("Sales", "sales" and "sales " would all appear as different departments in Hive)

Date-based demographics

This includes—but isn't limited to—demographics such as: "Age Group" (or "Date of Birth") and "Length of Service" (or "Start Date"). Date-based demographics such as those listed above should be given to us as raw dates, which we will then convert into dynamic reporting buckets, like "18-25 years old".

FORMAT (ONLY USE ONE OF THE FOLLOWING):

- yyyy-mm-dd

- yyyy/mm/dd

- yyyy.mm.dd

- mm-dd-yyyy

- mm/dd/yyyy

- mm.dd.yyyy

- An ISO String, like 2020-06-15T00:00:00Z

Additional Hive Fields

Locale

This field will determine the language of the survey sent to the employee. By default, this will be set to "en" (English) for every user who is passed into Hive. However, if you have additional languages enabled in your Hive subscription and certain employees need to receive surveys in a language other than English, we will need to map this from a field in your HR System, for example "First language" or "Preferred language".

FORMAT (STANDARD LOCALE CODES):

- "en" (English)
- "cs" (Czech)
- "es" (Spanish)
- "hu" (Hungarian)
- "it" (Italian)
- "lt" (Lithuanian)

- "lv" (Latvian)
- "pl" (Polish)
- "pt" (Portugese)
- "ro" (Romanian)
- "sk" (Slovakian)
- "bg" (Bulgarian)

- "zh" (Simplified Chinese)
- "tr" (Turkish)
- "nl" (Dutch)
- "fr" (French)
- "de" (German)

Time Zone

This field will be used to make sure surveys aren't sent to employees during unsociable hours; if you hit send at 9am GMT, that notification might disturb the sleep of an employee in Arizona, for example. By default, this field will be set to "Europe/London" for every user who is passed into Hive. However, if you have global employees, then it will be important to configure their time zone correctly, so we would ask you to store "Time zone" in your HRIS.

If you have employees in different time zones, please chat to your Hive contact or let us know on **support@hive.hr** and we'll talk through how these should be inputted into your HRIS.

That should cover it!

If you still have questions or you get stuck, just give us a shout at **support@hive.hr** or speak to your Hive contact.