



## Bulk Employment Termination File Specifications

Download the [Bulk Employment Termination Upload Template](#) and complete it according to the specifications below.

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### Upload File Specifications

The Bulk Employment Termination Upload file must meet the requirements in the specifications below. Failure to meet the requirements may cause the file to be rejected.

### File Format

The file must be a comma delimited (.CSV) file. The first row of the CSV file must contain the column headers (field names). The fields and constraints are listed in the table below. Each record in the file must be provided in the format specified below. If a record does not meet the expected format, it will not be processed.

Column Header	Description	Required?	Format
NMLS ID	The unique NMLS identifier of the Individual associated to the Employment.	Y	Numeric
Last Name	The last name of the individual.	Y	Text (50 characters)
First Name	The first name of the individual.	Y	Text (50 characters)
Employment End Date	The date on which the employment must be terminated.	Y	Date (MM/DD/YYYY)

### File Limitations

- Institution users cannot include more than 10,000 records in one file.
- The file name must not exceed 30 characters.
- The file size must not exceed 8MB.
- The file must contain at least one row of data.

## Completed Records File Specifications

The Completed Records file indicates those records which were successfully processed (i.e. the employment was terminated). The following information will be provided for each record in this file:

*Note that all fields are a direct repeat of the information provided in the original Bulk Employment Termination Upload file.*

Field (Column Header)	Description
For each record which was considered to be successful(i.e. Employment was terminated): <i>(Note that all fields are a direct repeat of the information provided in the original Bulk Employment Termination Upload file.)</i>	
NMLS ID	The unique NMLS identifier of the Individual associated to the Employment.
Last Name	The last name of the individual.
First Name	The first name of the individual.
Employment End Date	The date on which the employment was terminated.

## Rejected Records File Specifications

The Rejected Records file indicates those records which were not successfully processed due to one or more errors. The file will contain all information provided in the Bulk Employment Termination Upload file as well as an indication of the error(s) encountered. The user must correct the error(s) and upload a new file containing the rejected record(s) in order to successfully process the terminations.

Field (Column Header)	Description
For each record which was <i>not</i> considered to be successful (i.e. has one or more associated errors): <i>(Note that all but the last field are a direct repeat of the information provided in the original Bulk Employment Termination Upload file.)</i>	
NMLS ID	The unique NMLS identifier of the Individual associated to the Employment.
Last Name	The last name of the individual.
First Name	The first name of the individual.
Employment End Date	The date on which the employment must be terminated.
Error Descriptions	Error Description (Refer the <i>Error conditions and Messages</i> ).

## Error Conditions and Messages

Error Description	Error Message
The number of fields in the row does not match the required number of fields.	Row is missing one or more columns
NMLS ID is missing in the row.	NMLS ID is required
NMLS ID is in an invalid format.	NMLS ID must be a positive integer
Provided ID does not exist in NMLS.	The NMLS ID provided does not exist
Employment end date is missing in the row.	Employment End Date is required
Employment end date is a future date.	Employment End Date cannot be a future date
Employment end date is in an invalid format.	Employment End Date must be a valid date (MM/DD/YYYY)
Last Name is missing in the row.	Last Name is required
Last name exceeds 50 characters.	Last Name cannot exceed 50 characters
First Name is missing in the row.	First Name is required
First name exceeds 50 characters.	First Name cannot exceed 50 characters
The First name and/or Last name does not correspond to the provided NMLS ID.	Name provided does not match the name on the record
A confirmed employment does not exist for the individual with the uploading institution.	This individual does not have a current employment record with your company
End date is before the employment start date.	Employment End Date cannot be before the Employment Start Date
The data in the row was not successfully parsed.	Row contains improperly-formatted data
The row contains one of the following prohibited values: <, >, %.	Row contains invalid character(s) (e.g. <, > or %)