**Full Purge Import for User Information**

Occasionally you may need to completely erase and then replace some information for a user. Below you will find information to help you with this process.

You can perform a Full Purge import for the following employee information:

* Personal, Global, Hire, Job History, Compensation, Phone, Email, Social Accounts, National ID, Direct Deposit, Leave of Absence History, Addresses, Payroll, Bonus, Emergency Contact, Pay Component Recurring, Pay Component Non Recurring, Job Relationships, Composite Zip Data, Compound Person Relationship, Compound Non-Effective Dated Entities.

Please note that a full purge import will erase all records and then import what is in the import template.

1. Download the import template for the data that will be replaced.
   1. *Admin Tools…Import Employee Data…*click the *‘Download a blank CSV template’ dropdown*…Download the appropriate template.
2. Run a Person and Employment export ad-hoc report to capture information for reimport and backup.
   1. *Ad Hoc reports…Create New report…*select *‘Person and Employment Export’*. It is suggested that you pick the columns in the ad-hoc report in the same order that they appear in the import template.
3. Review the populated import template to ensure all data is captured correctly.
   1. Now populate the downloaded import template with the data from your ad-hoc report. If the fields on the ad-hoc report and import match copy and paste can speed up this portion of the process. Take note of the effective dates of your employees’ records to ensure there is no overlap or duplicate records.
4. Run a Full purge import for the user
   1. *Admin Tools…Import Employee Data…Select ‘Job History’,* check the *‘Full Purge’* optioncheckbox.
   2. Validate the import, if needed correct the information and validate again.
   3. Once validation is successful run the Full purge import.

* NOTE: If this process is unsuccessful please open a support incident for assistance.