



Import Employee

In Zoho Shifts, you have the option to bulk import your employee details using a CSV file format.

To import your employee details:

1. Click on the **Employee** tab.
2. Click the (...) icon on the right side of the employee's row.
3. Select **Import**.

Note: You may download a sample file to compare it with the file you are importing, ensuring a quick and efficient import. Click on the Sample File option to download it to your computer. You can refer to the attached sample CSV file format for the data fields used during the import.

4. Click on **Choose File** and select the file.
5. Select **Upload**.
6. Map the fields in your import file with the Zoho Shifts fields displayed on the left side.
7. Click **Next**.
8. Review the number of items ready to be imported, the number of records skipped, and unmapped fields in the preview window.
9. Click on **Import** to finish importing the file.

 Note: Records will be skipped if there is existing employee data with the same email address. This information will be displayed in the preview window under Number of records skipped.