



# CSD Government Employee File Upload User Guide

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## 1. Introduction

The purpose of this document is to serve as a reference guide on how Organs of State (OoS) can provide basic Government Employee information to the Central Supplier Database (CSD) to enable the identification of individuals that are also employees of the State.

## 2. OoS Primary user grants access to the OoS Government Employee Upload role

The primary user of an OoS needs to grant access to a person(s) within the OoS to upload basic government employee information to the CSD on a monthly basis. The role of OoS Government Employee Upload needs to be allocated to a person in the Human Resources division of an OoS.

The primary user of an OoS needs to action the following:

### Actions:

1. Primary user goes to [www.csd.gov.za](http://www.csd.gov.za) to log into CSD
2. Primary user completes login details e.g. email address, password and captcha and clicks on **Log in**
3. Primary user clicks on **Account** and selects the **Manage Organ of State Users** menu option
4. The list screen will display all the Users for the OoS previously created by the primary user. Click on the **+ Add User** button if the person that should receive the OoS Government Employee Upload role is not reflected on the list screen
5. Complete the required fields and select the OoS Government Employee Upload role highlighted with red in the figure below
6. Primary user clicks on Create User. The newly created user will receive an email from [csd.info@csd.gov.za](mailto:csd.info@csd.gov.za) to activate the newly created CSD user account.





Create an Organ of State User

Click here to get more info on this section

Email

Name (s)

Surname

Cellphone Number

Identification type <Select identification type>

Role (s)	Role Name	Description	
	OoS Government Employee Upload	Organ of State Government Employee Upload	<input type="checkbox"/>
	OoS Supplier Main	Default OoS user role to add / edit OoS suppliers	<input type="checkbox"/>
	OoS Supplier Orders Upload	OoS Supplier Orders Upload	<input type="checkbox"/>
	Organs of state secondary user	Organs of state secondary user	<input type="checkbox"/>
	Organs of state system access	Organs of state system access	<input type="checkbox"/>
	Supplier Support	General support on user details	<input type="checkbox"/>

Create User Cancel

3. Upload of Government Employee file

Once the user that was allocated the OoS Government Employee Upload role has activated their account, the user should log into CSD to upload the file.

The user with the allocated role needs to download the file template and once the template is populated with the required information, upload the file to CSD. Please refer to the Job Aid\_CSD Government Employee Integration v1.0 20161110 for more details pertaining to the mechanisms and process available to Local Government and State Owned Entities, as well as any other OoS for which employment information is not included in the current DPSA-CSD Employment Verification integration process, to provide government employee information to the CSD.

**Note:** The upload file size limit is set to 5MB and a maximum record count of 50,000 per file.

The following steps should be followed:

**Step 1:** The first time the OoS Government Employee Upload user accesses the functionality, the screen below will be displayed. Note that no files will be reflected under the Upload progress and Upload history headings.





Home Search Supplier Details Links - Reports - Contact - Help- Support- Account -

### Upload Government Employee File

**Download Template** [Click here to download the csv template](#)  
[Click here to download the xlsx template](#)


#### Drop zone - Drag & Drop your files here

Only csv, xlsx and txt file types are supported. Once you drop your files in the dropzone, the upload will start.

**Upload progress**  
No files uploaded yet.

**Upload history**  
[Refresh History](#)  
No file history found for your organ of state

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**Step 2:** Decide on the file format of the government employee file (xlsx versus csv) and download the desired template. Once the user clicks on the “click here to download the ... template”, the user will be prompted to open or save the file. We recommend that the user save the downloaded file template. Please refer to the Job Aid\_CSD Government Employee Integration v1.0 20161110 for the validation rules pertaining to the file name format.

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### Upload Government Employee File

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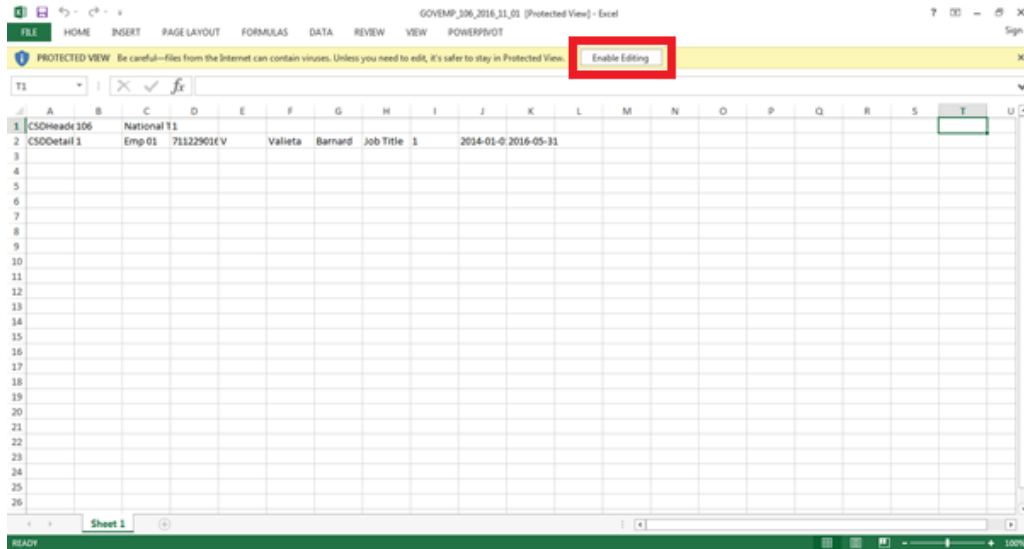


Do you want to open or save GOVEMP\_106\_2016\_11\_01.xlsx (2.63 KB) from uat.csd.gov.za?

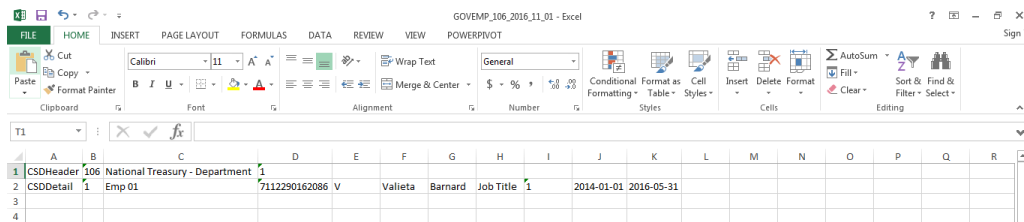
Open Save Cancel

**Step 3:** Once the user has saved the file, the user will be able to open the file to add the required information. Below, we will demonstrate how to populate a file in xlsx format. The template file only contains one Header record and one Detail record. Click on the Enable Editing button.





**Step 4:** The **CSD Header** record will reflect the government type code, legal name and employee count (number of detail records in the file). The government type code and legal name are master data and will be pre-populated based on the OoS the user is linked to, when the user downloads the template. The **CSD Detail** will reflect the detail information pertaining to each employee explained in more detail below.



Please refer to the Job Aid\_CSD Government Employee Integration v1.0 20161110 for the validation rules when evaluating the header and details records.

**Step 5:** Once the detailed information is populated in the file, the file is ready to be uploaded. In order to upload the government employee file to the CSD, the OoS government employee file user needs to drag the file to the drop zone highlighted below. Once the file is successfully uploaded, the Upload progress section will reflect the status of the upload progress.

