

Bulk Upload – Supported Fields

This table lists every field in the bulk upload CSV template. Use the **exact values** shown in the Accepted Values column. **Salary values are in cents** (e.g. 1064000 = €10,640.00). Dates must be **YYYY-MM-DD**. Delete tip rows 2–4 before uploading.

CSV Column Name	Friendly Name	Req?	Description	Format	Accepted Values	Dependencies
BASIC INFORMATION						
basic_information.name	Full name	Yes	Employee's full legal name as it appears on identification document. Failure to match may cause onboarding delays.	Text (max 255 chars)	—	—
basic_information.email	Personal email	Yes	Employee's personal email (e.g. jane@gmail.com)	Valid email address	—	—
basic_information.work_email	Work email	No	Employee's company email (e.g. jane@company.com)	Valid email address	—	—
basic_information.job_title	Job title	Yes	Cannot include licensed roles, blue collar workers, or certain C-level titles.	Text (max 255 chars)	—	—
basic_information.provisional_start_date	Contract start date	Yes	The employee's contract start date.	Date: YYYY-MM-DD	—	—
basic_information.external_employment_id	External Employee ID	No	Optional ID from your own system.	Text (max 255 chars)	—	—
basic_information.has_seniority_date	Does the employee have a seniority date?	Yes	Select Yes if the employee worked for your company before being added to Remote.	Dropdown	yes, no	If yes → must fill Seniority date
basic_information.seniority_date	Seniority date	No	Only if different from contract start date.	Date: YYYY-MM-DD	—	Required if has_seniority_date = yes
CONTRACT DETAILS						

CSV Column Name	Friendly Name	Req?	Description	Format	Accepted Values	Dependencies
contract_details. contract_type	Contract type	Yes	Select the Spanish contract type code.	Dropdown	100 (Ordinario indefinido tiempo completo) 109 (Conversión temporal → indefinido, tiempo completo, bonificado) 189 (Transformación a indefinido tiempo completo) 200 (Indefinido a tiempo parcial) 289 (Transformación a indefinido tiempo parcial) 990 (Relaciones laborales con carácter especial) 401 (Duración determinada t.completo obra o servicio) 402 (Dur.determ. t.completo eventual circunst.produc) 410 (Duración determinada de interinidad t.completo) 420 (En prácticas tiempo completo) 421 (Para la formación tiempo completo) 501 (Duración determinada t.parcial obra o servicio) 502 (Dur.determ. t.parcial eventual circunst.produc) 520 (En prácticas tiempo parcial) 521 (Para la formación tiempo parcial)	Most types → must fill contract_end_date Types 410, 441 → must also fill cause_substitution
contract_details. contract_end_date	Contract end date	No	End date for fixed-term contracts.	Date: YYYY-MM-DD	—	Required for most contract types
contract_details. cause_substitution	Reason for substitution contract	No	Category for substitution-type contracts.	Dropdown	excedencia_familiares sustitucion_nacimiento jubilado_64 sustitucion_minusvalido sustitucion_minusvalido_it sustitucion_violencia_genero cobertura_vacante sustitucion_victima_sexual descanso_nacimiento_rdl descanso_nacimiento_sustituto riesgo_embarazo_lactancia riesgo_embarazo_lactancia_sustituto sustitucion_it corr_cm_lactante corr_cm_lactante_sust sustitucion_discapacitado_it	Required if contract_type = 410 or 441
contract_details. work_schedule	Work schedule	No	Full-time, part-time, or intern.	Dropdown	full_time part_time intern	full_time → salary min €13,510, PTO min 22 days, hours 35–40/week part_time → must confirm part_time_salary, hours 1–35/week intern → salary min €0, PTO min 0

CSV Column Name	Friendly Name	Req?	Description	Format	Accepted Values	Dependencies
contract_details.overtime_eligible	Overtime eligible?	Yes	Is this employee eligible for overtime?	Dropdown	yes, no	—
contract_details.work_hours_per_week	Work hours per week	No	Number of weekly working hours.	Number	—	Full-time: 35–40 Part-time: 1–35
contract_details.work_hours_per_day	Work hours per day	Yes	Number of daily working hours.	Number (min 0)	—	—
contract_details.fte_worker	Full time equivalent %	No	Percentage of working hours vs full-time.	Number (min 0)	—	—
contract_details.probation_length	Probation period (months)	No	Legal maximum is 6 months in Spain.	Number (0–6)	—	—
contract_details.role_description	Role description	No	Include at least 3 responsibilities.	Text (max 10,000 chars)	—	—
contract_details.work_location	Worker center	No	If the company has multiple workplaces, specify which one.	Text (max 255 chars)	—	—
contract_details.business_mobile	Work phone number	No	Employee's business phone.	Text (max 255 chars)	—	—
OCCUPATION & CLASSIFICATION CODES						
contract_details.cno_occupation	CNO (occupation)	No	Clasificación Nacional de Ocupaciones code for the employee's job. Very long list — see the CSV template for all codes.	Dropdown (4-digit code)	Common examples: 2711 (Analistas de sistemas) 2712 (Analistas y diseñadores de software) 2713 (Analistas, programadores y diseñadores web) 2721 (Diseñadores y admin. de bases de datos) 2722 (Administradores de sistemas y redes) 3820 (Programadores informáticos) 2611 (Especialistas en contabilidad) 2624 (Especialistas en políticas de personal) ... 400+ codes available in template	—

CSV Column Name	Friendly Name	Req?	Description	Format	Accepted Values	Dependencies
contract_details. rate_group	Rate Group	No	Social Security contribution group (grupo de cotización).	Dropdown	01 (Engineers & University Graduates / Senior management) 02 (Engineering Technicians, Experts & Qualified Assistants) 03 (Administrative & Workshop Managers) 04 (Unqualified Assistants) 05 (Administrative Officials) 06 (Subordinates) 07 (Administrative Assistants) 08 (First & second degree skilled workers) 09 (Third degree skilled workers & Specialists) 10 (Unskilled Labourers) 11 (Workers under 18)	—
contract_details. tgss_occupation	TGSS occupation	Yes	Classifies work activity and associated risk level for occupational contingency contributions.	Dropdown	a (Office work only) b (Sales representatives) d (Building installation/repair/construction trades) f (Truck drivers, cargo capacity >3.5t) g (Cleaning staff) h (Security guards) u (Bullfighting) v (Maritime workers - group 2) w (Maritime workers - group 3) x (Loading/unloading, stevedoring) y (Underground mining)	—
contract_details. training_level	Training level	No	Employee's highest education level. Required for some subsidized contracts.	Dropdown	1 (Primary incomplete) 2 (Primary complete) 3-6 (Secondary-level programs) 7 (Bachillerato) 8 (FP grado medio) 11 (FP grado superior) 14 (University 1st cycle / Diplomado) 15 (University 2nd cycle / Licenciado) 19 (University degree / Grado) 20 (University master's) 21 (Doctorate) 22 (No studies)	—
CBA, SALARY & COMPENSATION						

CSV Column Name	Friendly Name	Req?	Description	Format	Accepted Values	Dependencies
contract_details.cba_categories.cba_level	CBA Level	Yes	Collective Bargaining Agreement level based on employee's functions, skills, and experience.	Dropdown	Level 1 Level 2 Level 3 Level 4 Level 5 Level 6 Level 7 Level 8 Level 9 Level 10	All levels → must also fill CBA Group
contract_details.cba_categories.cba_group	CBA Group	No	CBA group based on functions, skills, and experience.	Text (depends on level selected)	—	Required when CBA Level is filled
contract_details.seniority_group	Seniority group	No	Whether the employee has seniority rights per the CBA.	Dropdown	1, 2	—
contract_details.annual_gross_salary	Annual gross salary	Yes	Enter monetary value WITH cents (e.g. 1064000 = €10,640.00). Currency: EUR.	Number (min 0) Value in cents!	—	Full-time min: 1351000 (€13,510)
contract_details.part_time_salary_confirmation	Part-time salary confirmation	No	Confirmation for part-time employees.	Fixed value	acknowledged	Required if work_schedule = part_time or full_time
contract_details.is_salary_prorated	Number of installments	Yes	How many payments per year. Spain typically uses 14 (includes 13th & 14th month salary).	Dropdown	12 months 13 months 14 months 15 months 16 months	—
contract_details.allowances	Allowances	No	Describe each allowance and its monthly amount. Skip if none.	Text (max 1,000 chars)	—	—
NON-COMPETE & EQUITY						
contract_details.non_compete_clause_apply	Apply non-compete clause?	No	Non-compete clauses are costly and not enforceable in Spain. Recommended: No.	Dropdown	yes, no	If yes → must fill non_compete_clause_compensation_amount
contract_details.non_compete_clause_compensation_amount	Non-compete period compensation	No	Monthly compensation during non-compete period. Spanish law requires min 60% of monthly gross.	Number in cents (EUR)	—	Required if non_compete_clause_apply = yes
contract_details.equity_compensation.offer_equity_compensation	Offering equity compensation?	Yes	Whether you're offering stock options, RSUs, etc.	Dropdown	yes, no	If yes → must fill stock options, cliff, and vesting period
contract_details.equity_compensation.number_of_stock_options	Number of options/RSUs/equity	No	Include the type of equity being granted.	Text (max 255 chars)	—	Required if equity = yes

CSV Column Name	Friendly Name	Req?	Description	Format	Accepted Values	Dependencies
contract_details.equity_compensation.equity_cliff	Cliff (months)	No	When the first portion vests.	Number (max 100)	—	Required if equity = yes
contract_details.equity_compensation.equity_vesting_period	Vesting period (years)	No	Total years to fully vest.	Number (max 100)	—	Required if equity = yes
PAID TIME OFF & LEAVE						
contract_details.available_pto	Number of PTO days	Yes	Full-time workers are legally entitled to 22 days paid holiday + 14 public holidays/year.	Number	—	Full-time: min 22 Intern: min 0
contract_details.negative_leave_balance_policy	Negative annual leave balance policy	Yes	Whether a negative leave balance carries over to next year.	Dropdown	yes, no	—
contract_details.carryover_details.carry_over_pto_days	Carryover PTO days	Yes	How many PTO days can carry over to the next leave period.	Number (min 1)	—	—
contract_details.carryover_details.can_expire	Can carried over days expire?	Yes	Whether carryover days expire after a set period.	Dropdown	yes, no	If yes → must fill expiry_months
contract_details.carryover_details.expiry_months	Expiry period (months)	No	Months after cycle start when carryover days expire.	Number (min 0)	—	Required if can_expire = yes
REMOTE WORK & EQUIPMENT						
contract_details.working_from_home	Working from home?	Yes	Whether the employee works remotely.	Dropdown	yes, no	If yes → must fill work_equipment
contract_details.work_equipment	Equipment & technical allowance	No	Spanish law requires employers to provide all equipment for remote workers. List items and refresh frequency.	Text (max 1,000 chars)	—	Required if working_from_home = yes
SOCIAL SECURITY & SPECIAL CATEGORIES						
contract_details.special_labor_relation	Special employment relationship	No	If the employee qualifies for Social Security benefits or reductions (e.g. researcher I+D+I).	Dropdown	alta_direccion (Senior management) representantes_comercio (Sales representatives) investigador_id (R&D; Researcher) contrato_predoctoral (Pre-doctoral contract) artistas_espectaculos (Public show artists) abogados_despachos (Lawyers in law firms) ... 40+ options available in template	—

CSV Column Name	Friendly Name	Req?	Description	Format	Accepted Values	Dependencies
contract_details.unemployment_condition	Unemployment condition	No	Employee's previous unemployment status for possible Social Security contribution reductions.	Dropdown	desempleado_inscrito (Registered unemployed) inscrito_12meses (Registered 12+ months) inscrito_6meses (Registered 6+ months) beneficiario_prestacion (Receiving unemployment benefits) tarifa_plana (Flat rate) tarifa_reducida (Reduced rate) no_inscrito (Not registered) ... 25+ options available in template	—
contract_details.social_exclusion_gender_violence	Social exclusion category	No	If the employee is in a situation of social exclusion or is a victim of gender-based violence. Used for employment incentives.	Dropdown	exclusion_social victima_violencia_domestica victima_violencia_genero victima_terrorismo victima_violencia_sexual exclusion_social_rdl ... 24+ options available in template	—
contract_details.type_of_employee	Type of employee	Yes	Employment arrangement classification.	Dropdown	employee professional	—

Legend: Yellow rows = Required fields · Salary values are in cents (e.g. 1064000 = €10,640.00) · Dates must be YYYY-MM-DD · **Red text** = conditional dependencies · Delete tip rows (2–4) from the CSV template before uploading.