

Required Fields	
Employee ID	
Username	usually email address
Password*	UW will provide randomized password
Last Name	
First Name	
Work Email	
Pay Period Count	
Other data	to segment results by (manager, department, location, etc.)

Suggested Fields	
Prefix	
Middle Name	
Suffix	
Nickname	
Work Address	Including City, State, Zip
Gender	
Home Address	
Mobile Phone	
Work Phone	
Last Year's Gift Amount	

Password Requirement Change Reminder

As a reminder of original communication sent in early May, the password minimum character requirement was increased to 12.

New passwords (whether via import or manually entered) must be between 12 and 15 characters in length and contain at least one character from EACH of the four groups of upper-case alpha, lower-case alpha, numeric, and special characters. Your Password may NOT contain the following characters: <, >, ", %, ?, & or any white-space. (Less than, greater than, double-quote, percent, question mark, ampersand, space.)