V23.03

Occupational Employment Dataset *(OED)*

Guide For Organisations

MRSD Training Academy

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Upload Error: Incorrect File Name

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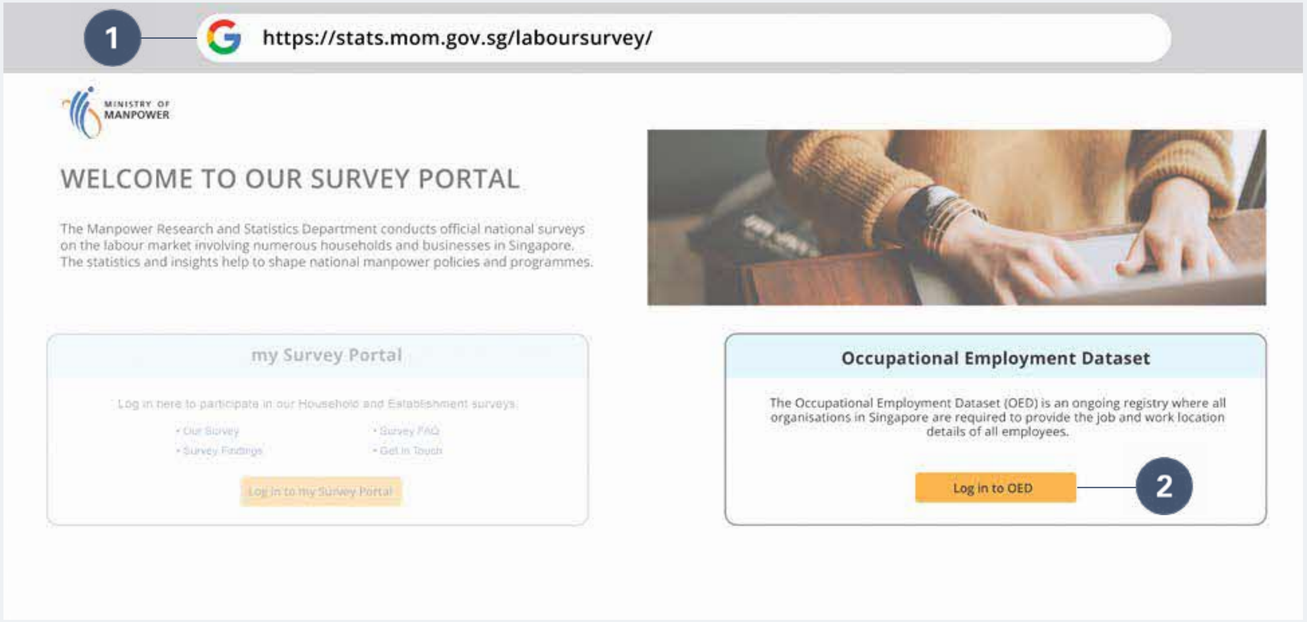

To get access to the OED Portal

1. Go to the Survey Portal URL.

2. Click on “Log in to OED”, users will be required to log in via Singpass.

Note: Please ensure that the user has been granted access to the portal by their organisation's CorpPass administrator.

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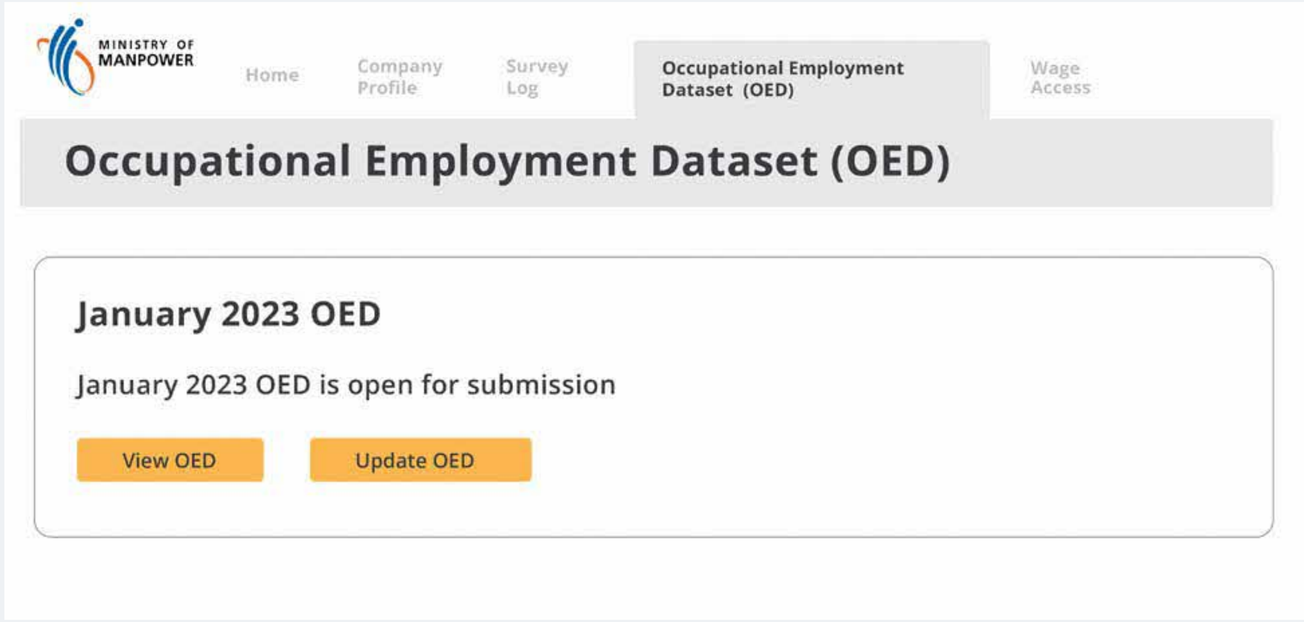

Under the "Occupational Employment Dataset (OED)" tab, users will be able to "View OED" or "Update OED".

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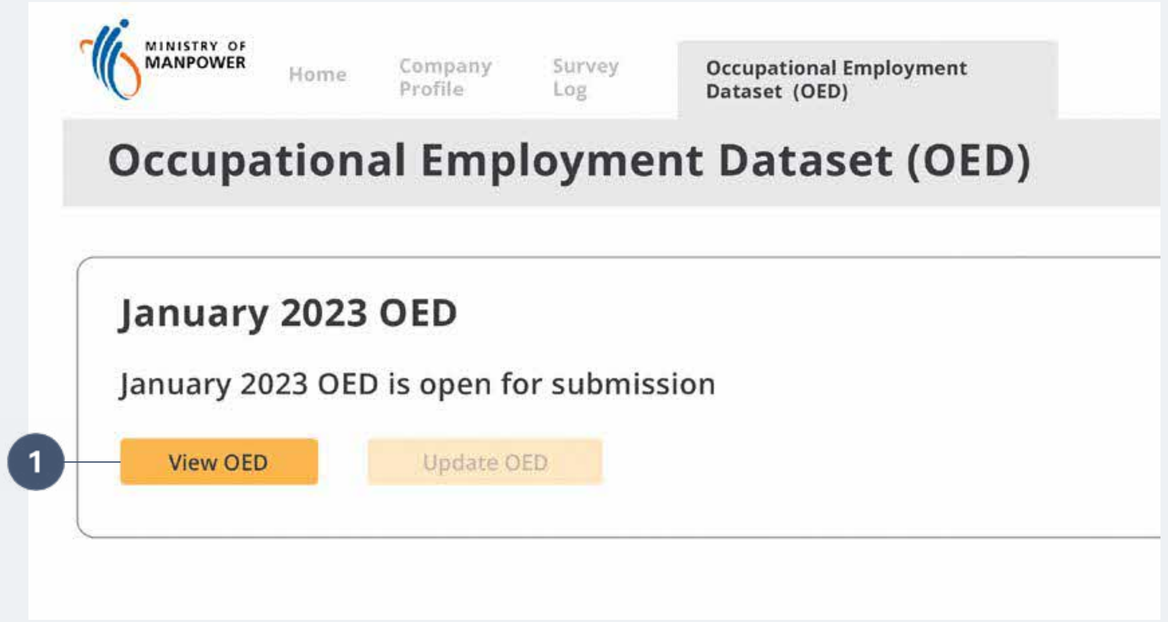

Under "View OED", users are able to view details of the Employees & Organisation.

1. Select "View OED" to access the organisation's records.

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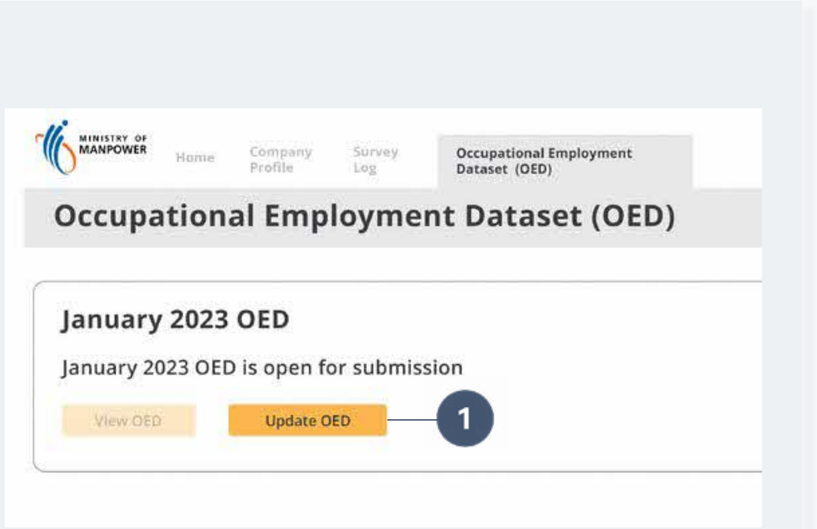

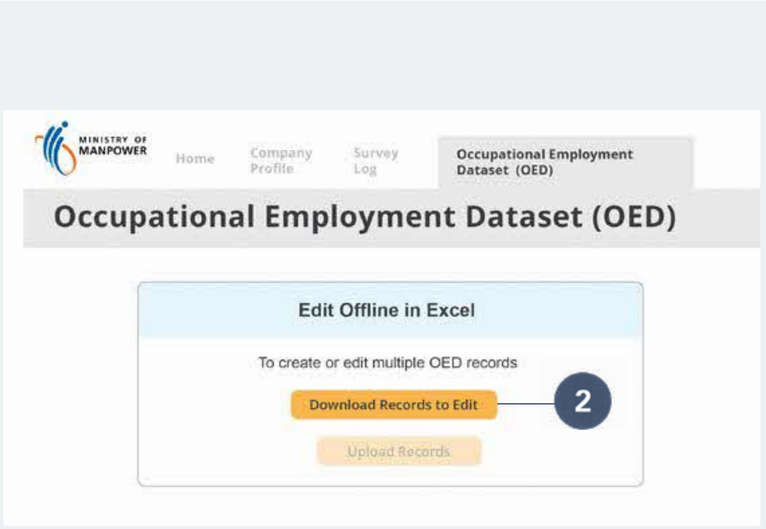

To update or create new records

1. Select "Update OED".

2. Select "Download Records to Edit" and the record will be automatically downloaded as an Excel Sheet.

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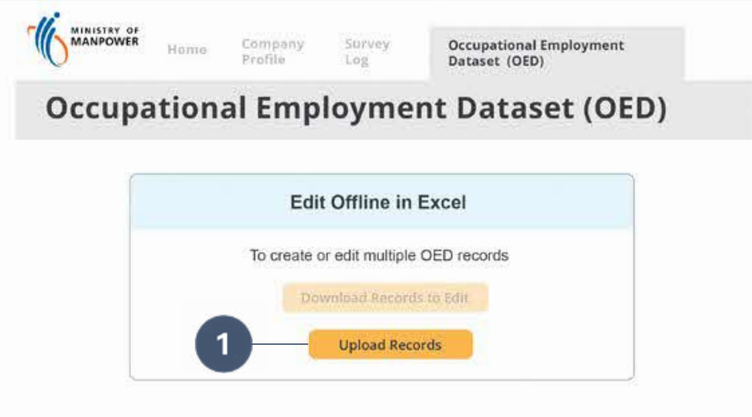

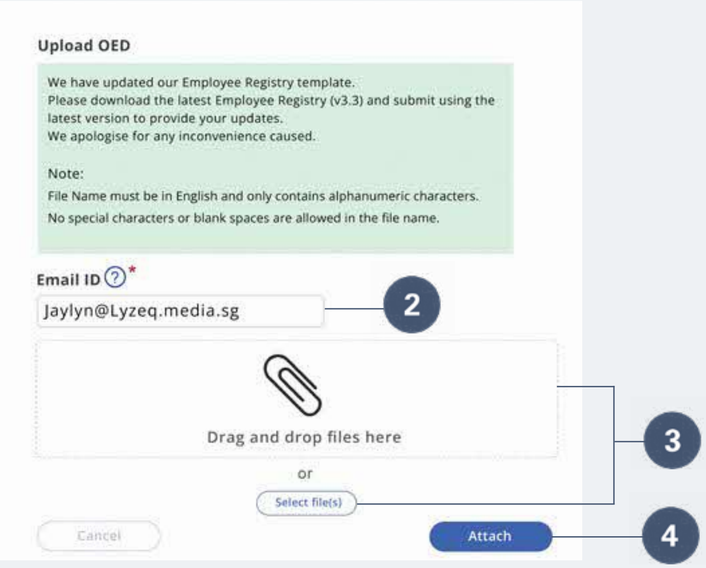

To upload and submit records edited in Excel

1. Select "Upload Records"
2. Under Email ID, provide an email address for the system to update the user on the status of their OED submission.
3a. Users can upload the records by dragging and dropping the file into the "Upload OED" Window *OR*
3b. Users can upload the records by clicking "Select Files"
4. Once "Attach" has been selected, the user will have to check their email for the status of their OED submission.

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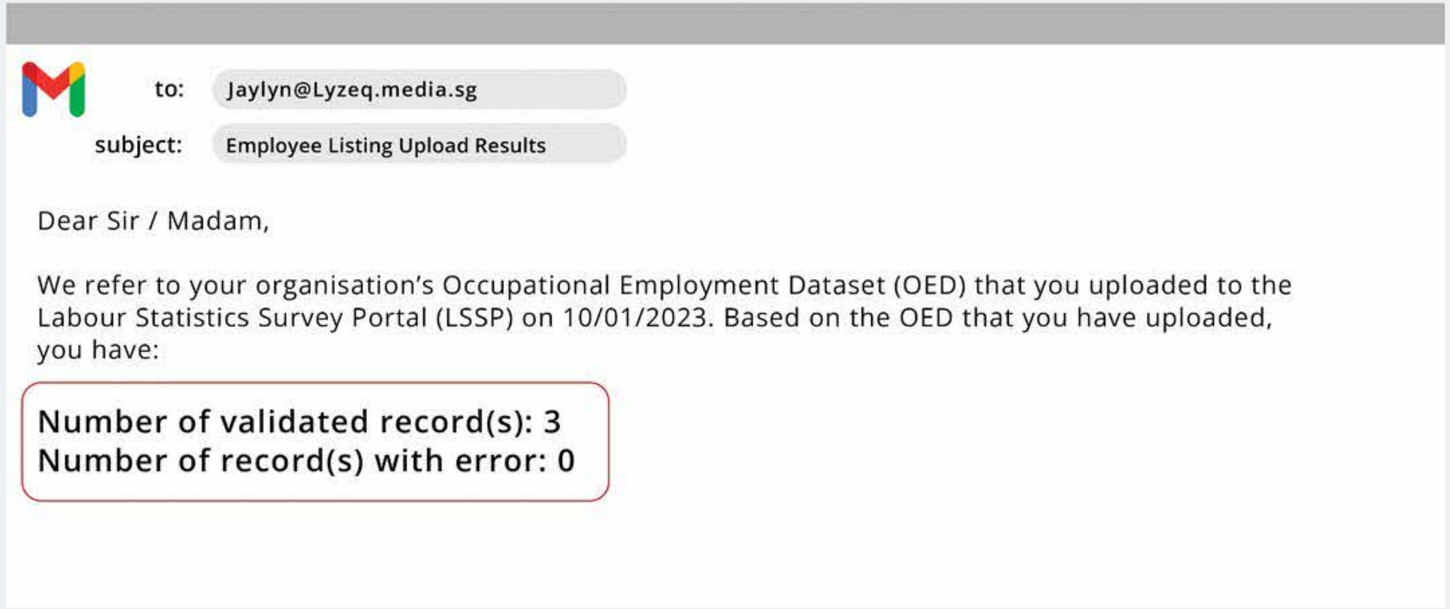

Users who edit their records in excel will receive an email from the system verifying the "Number of Validated Records" and "Number of Records with Error".

Validated Record(s): This is the number of records that have been submitted successfully and require no further action from the user.

Record(s) with Error: This is the number of records that have errors and require editing, the user has to re-download the records and amend these errors.

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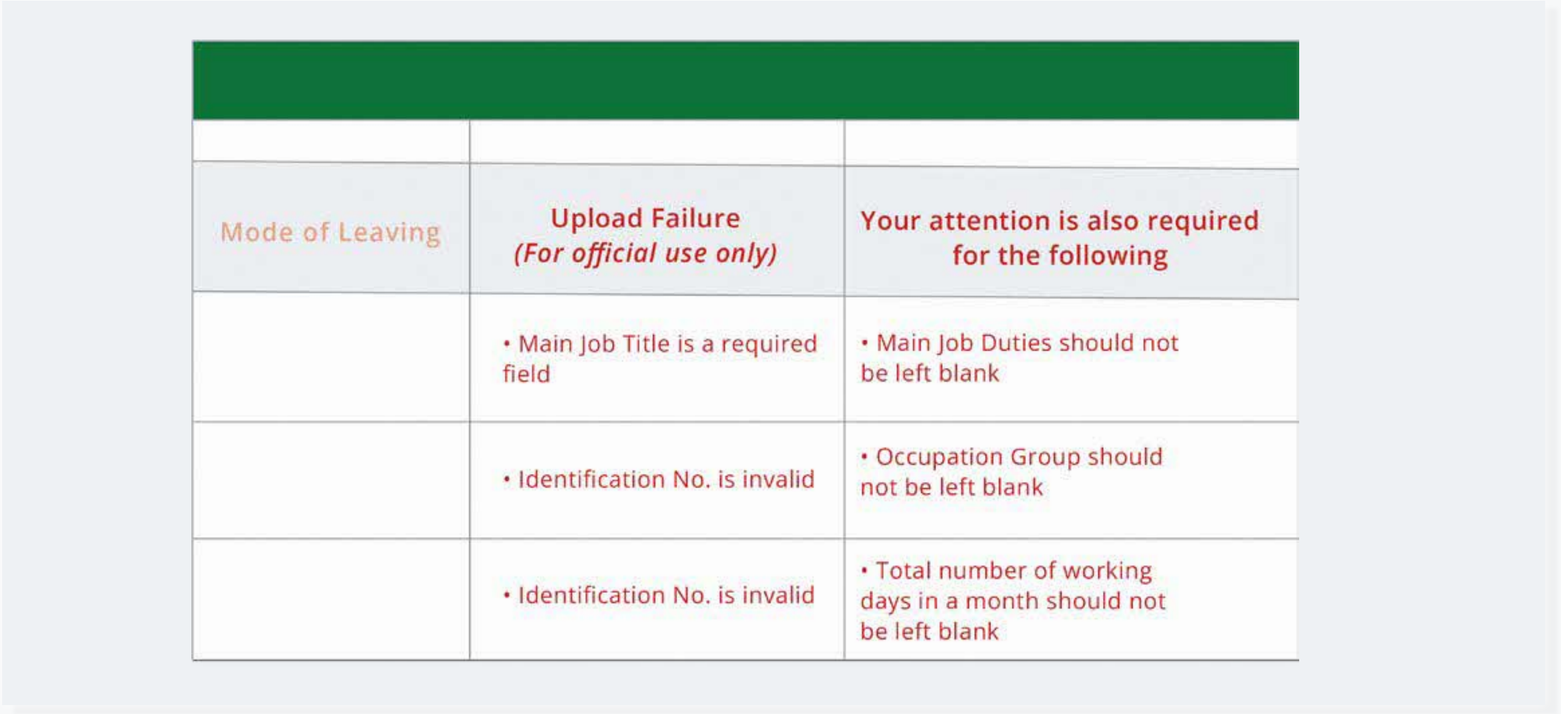

Mode of Leaving	Upload Failure *(For official use only)*	Your attention is also required for the following
	• Main Job Title is a required field	• Main Job Duties should not be left blank
	• Identification No. is invalid	• Occupation Group should not be left blank
	• Identification No. is invalid	• Total number of working days in a month should not be left blank

The above is an example of a record with errors. The last 2 columns at the end of the excel sheet will reflect the type of errors that requires editing.

Solution: The user will be required to download the records from the OED portal, edit these errors and re-submit them again.

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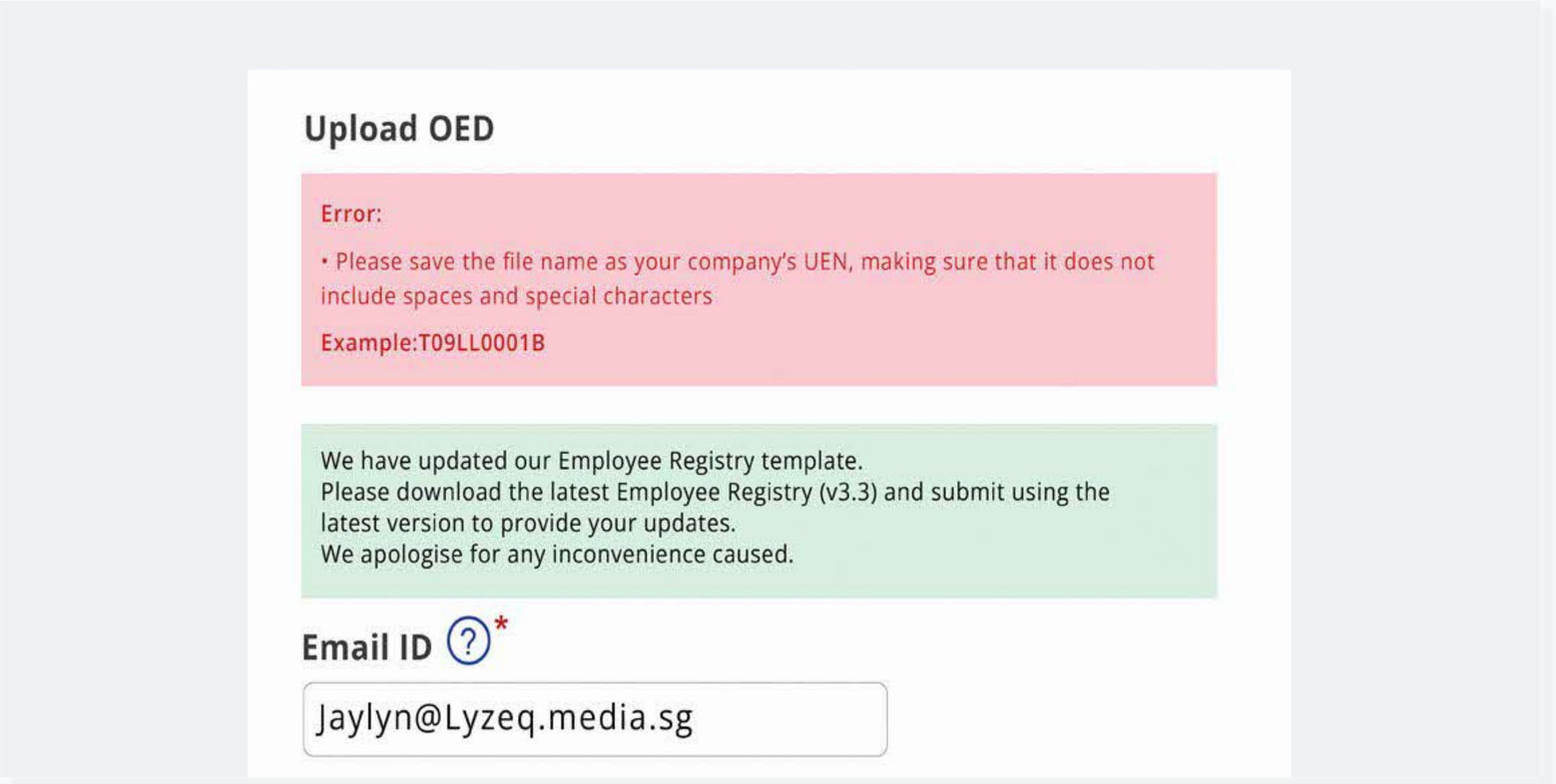

Users might encounter an issue with uploading their file due to an invalid file name.

Solution: Save the file name as the organisation's UEN and ensure that there are no spaces or special characters within the file name.

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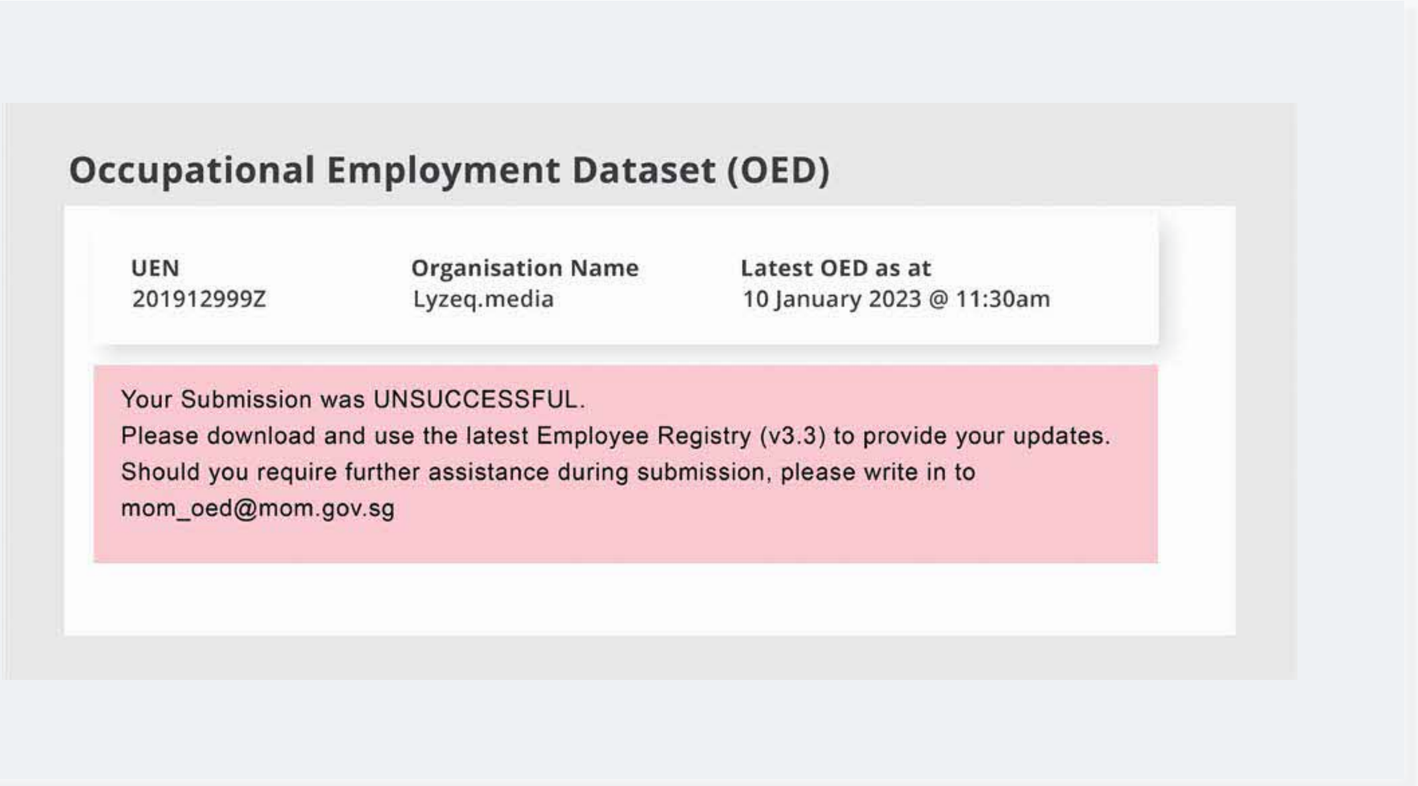

Users might encounter an issue with submitting their file due to uploading an outdated version of the Employee Registry's template.

Solution: Ensure that the latest version of the Employee Registry has been downloaded from the OED Portal.

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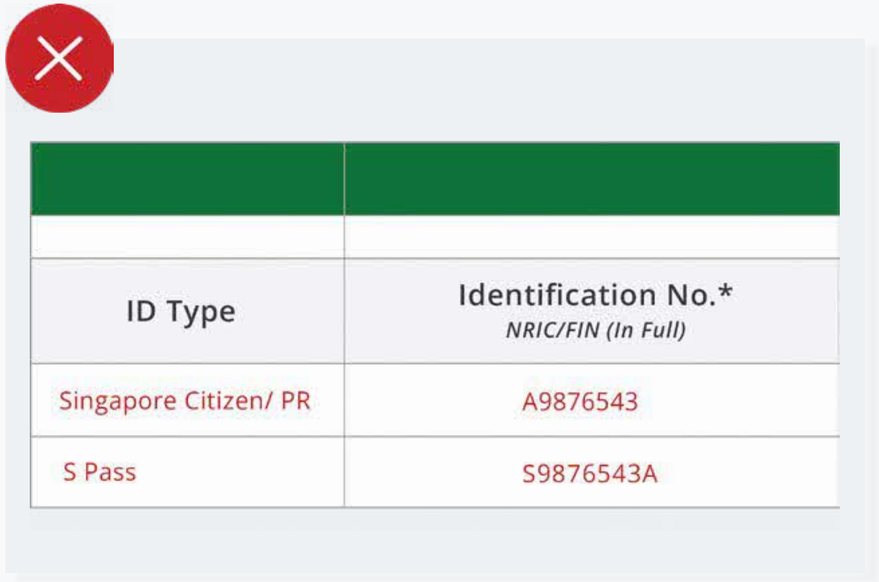
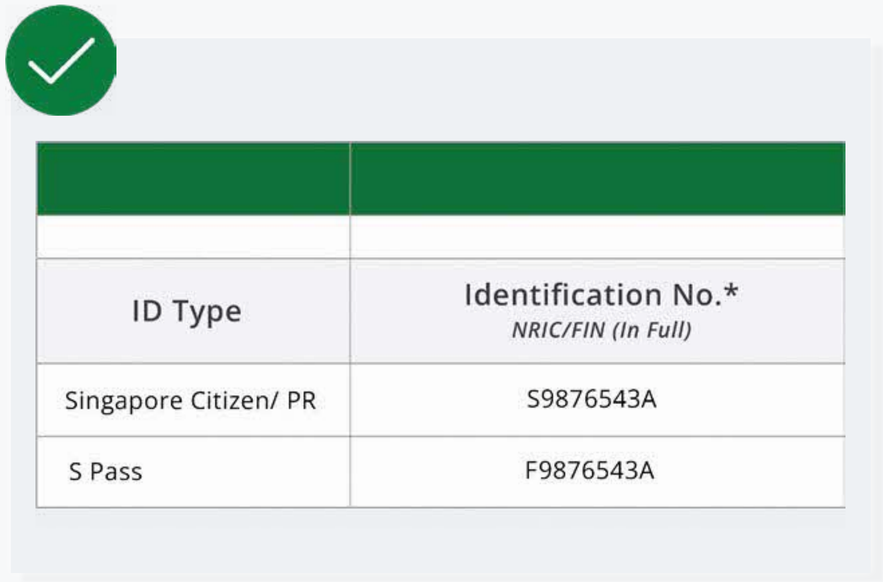


ID Type	Identification No.* *NRIC/FIN (In Full)*
Singapore Citizen/ PR	A9876543
S Pass	S9876543A



ID Type	Identification No.* *NRIC/FIN (In Full)*
Singapore Citizen/ PR	S9876543A
S Pass	F9876543A

Users might encounter an issue with an Invalid Identification Number.

Solution: Ensure that the correct ID type is selected, eg. “Singapore Citizen/ PR” from the excel dropdown list, and the correct Identification Number is indicated.

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Date Joined *(DDMMYYYY)*	Date Left *(DDMMYYYY)*
16th June 2018	3122021
24th May 2021	2102022

Date Joined *(DDMMYYYY)*	Date Left *(DDMMYYYY)*
16062018	31022021
24052021	02102022

Users might encounter an issue with an Invalid Date Value due to incorrect number formatting.

Solution: The date needs to be in "DDMMYYYY" format. If the date has a leading 0, e.g. 2nd October 2022, it needs to be indicated as ***'02102022'***.

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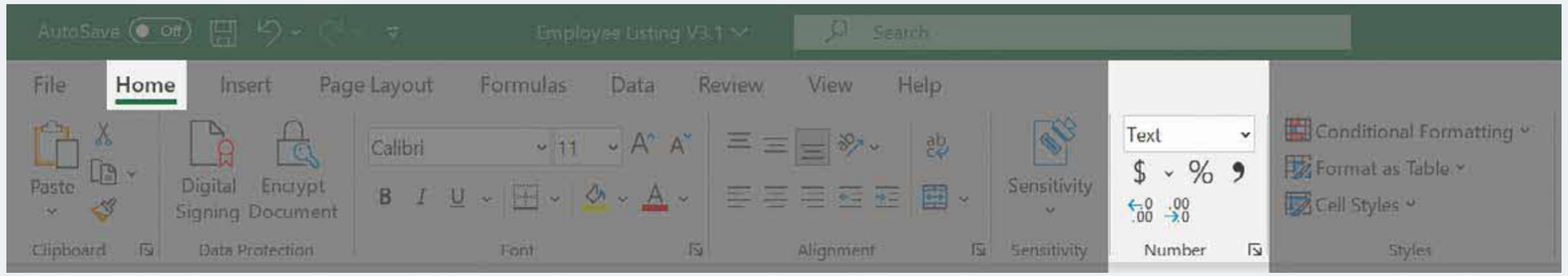

Users might encounter an issue with an Invalid Date Value due to a change in their Excel Settings.

Solution: Do ensure that the settings under "Number Format" when keying in dates for "**Date Joined**" and "**Date Left**" is set to "**Text**".

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Invalid Total Paid OT Hours

Invalid Total Paid OT Hours

Total Paid OT Hours
75
80

Total Paid OT Hours
72.0
72.0

Users might encounter an issue with Invalid Total Paid OT Hours.

Solution: If the Total Paid OT hours is more than 72 hours, it has to be indicated as 72.0 .