

Example July 08 – see the Reports HR/Pay Training Manual page 17 for other notes

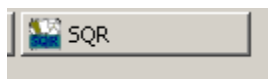
Effective Date: ▾

Run by Department From Department: ▾ Human Resources & Equal Opp

Run by ARSP Code To Department: ▾ Human Resources & Equal Opp

Create file jper215_<date_time>.csv in folder below:
Enter folder for output file. Do not include file name:

Folder is dependent upon each individual

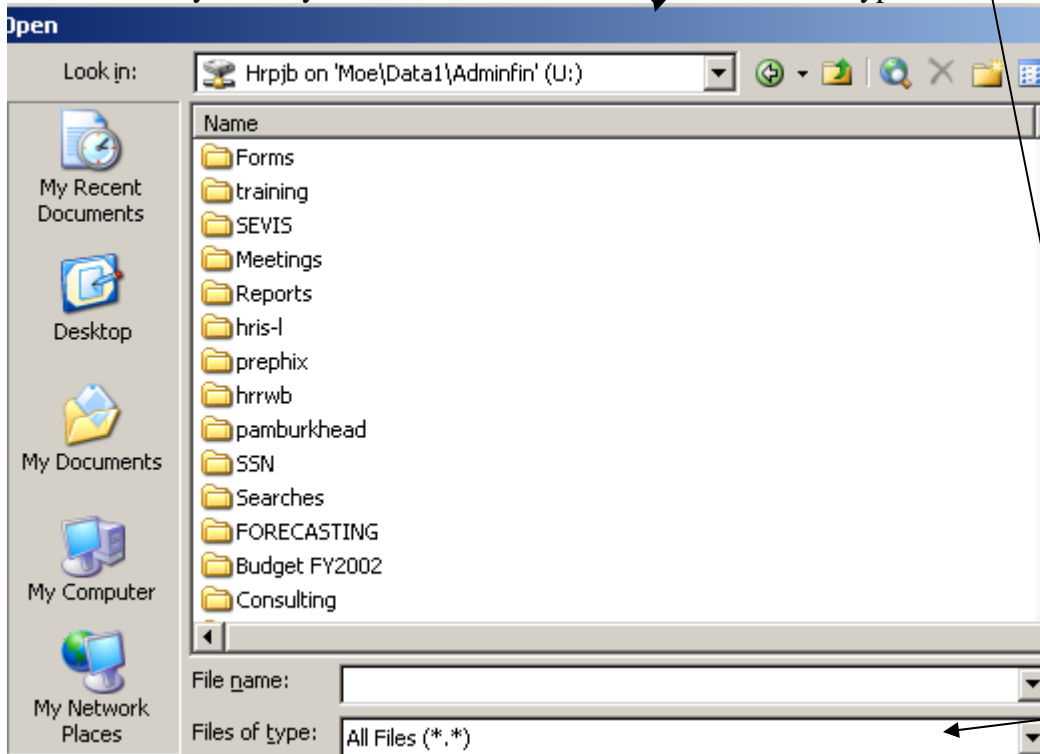


When this goes away from the tray



Then click on excel.

Select directory/folder you named above and change the Files of Type to All Files



The file will be jper215..... open it and there you go...



Mine does not ask me how to open the file but if it does – it's comma-delimited.
.when you save use the .xls extension

File name:

Save as type: