



Time Reporting Helpful Tips



E-mail Reports in Excel Format

1. Go to **Related Items** and Select **Pay Period Close**
2. Select employees you want in your report
3. **Right click** in the workspace
4. Select **Reports** in the box that pops up

GWId	Name	Banner Org Num	Department Name	Manager Approval	Signed Off	Missed Punch	Annual Hours
Q88880001	Bush, George WV	888888	TEST 1 DEPARTMENT				
Q42696853	Zhuang, Tai Sen	888888	TEST 1 DEPARTMENT				
Q31422967		888888	TEST 1 DEPARTMENT				
Q42382450		888888	TEST 1 DEPARTMENT				
Q15409877		888888	TEST 1 DEPARTMENT				
Q23666226		888888	TEST 1 DEPARTMENT				

4. Select a report with the (Excel) option next to it

REPORTS

SELECT REPORTS CHECK REPORT STATUS

Run Report Refresh Email Print Schedule Report

Create Favorite Save Favorite Duplicate Favorite Delete Favorite

Employee Transactions and Totals (Excel)

5. Confirm **E-mail/Schedule Format** is set to **Microsoft Excel Document (.xls)**
6. Confirm the correct **Time Period** is selected
7. Select **E-mail** button
8. Type in the **e-mail address** were you want report to be sent
9. Select **OK**

REPORTS

SELECT REPORTS CHECK REPORT STATUS

Run Report Refresh Email Print Schedule Report

Create Favorite Save Favorite Duplicate Favorite Delete Favorite

Employee Transactions and Totals (Excel)

Output Format: Microsoft Excel Document (.xls)

Time Period: Current Pay Period

Recipients: gbush@gwu.edu

11. You will be moved to the **Check Run Status** tab if not Select the **Check Status** tab
12. When Status says **Complete** the report has been e-mailed to you in excel format. You will not be able to view the report from here.

SELECT REPORT SET OPTIONS CHECK RUN STATUS

View Report Refresh Status Delete Print Screen

Report Name	Format	Date In	Date Done	Status
Employee Transactions and Totals (Excel)	xls	Thu 1/12/2012 15:57:54	Thu 1/12/2012 15:58:04	Complete