

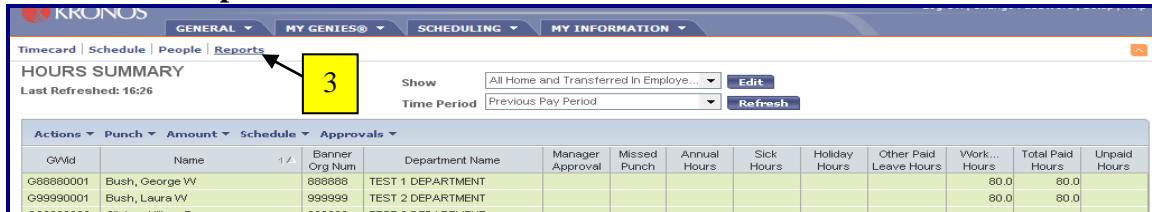


# Time Reporting Helpful Tips

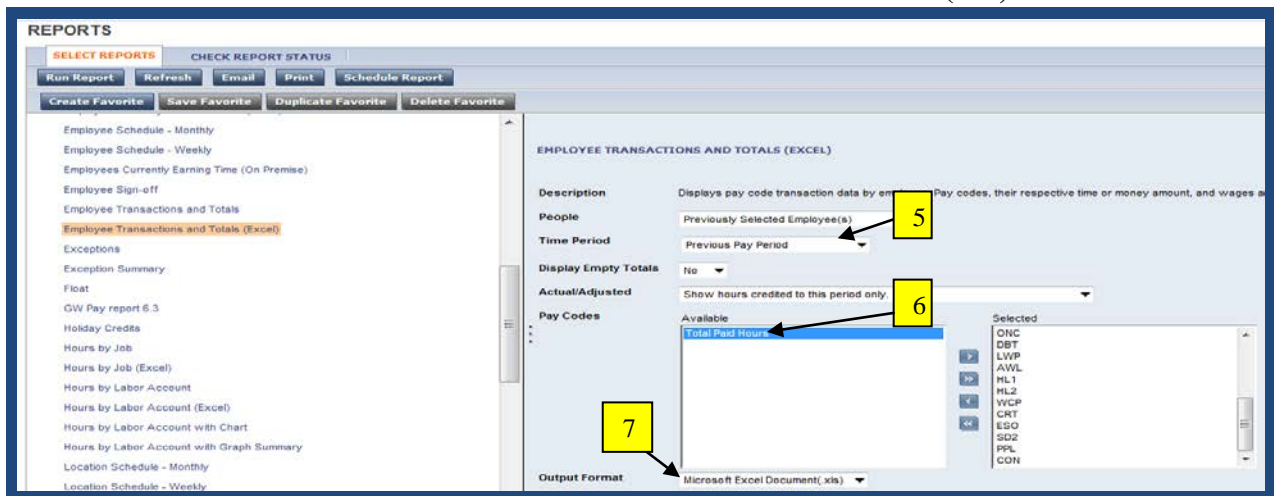


## Employee Transactions & Totals (Excel)

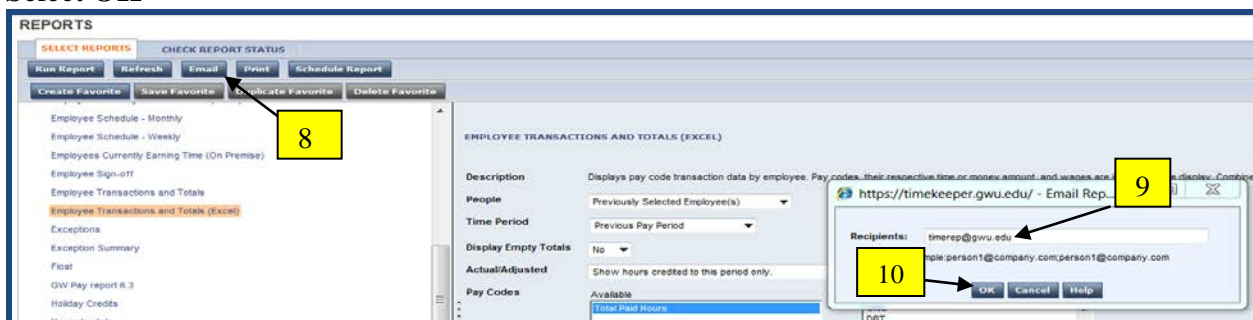
1. Go to **My Genies** and Select **Hours Summary**
2. **Select employees you want in your report**
3. **Left click on Reports** under the General Tab



4. Select a report with the (Excel) option next to it
5. Confirm the correct Time Period is selected
6. Remove **Total Paid Hours** from the Selected area
7. Confirm **E-mail/Schedule Format** is set to **Microsoft Excel Document (.xls)**



8. Select **E-mail** button
9. Type in the **e-mail address** were you want report to be sent
10. Select **OK**



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.

