Employee Transactions & Totals (Excel)

1. Go to My Genies and Select Hours Summary
2. Select employees you want in your report
3. Select GoTo button in upper right hand corner
4. Select Reports
5. Select a report with the (Excel) option next to it
6. Confirm the correct Time Period is selected
7. Remove Total Paid Hours from the Selected area
8. Confirm E-mail/Schedule Format is set to Microsoft Excel Document (.xls)
9. Type in the e-mail address where 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.