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. Select E-mail button
10. Type in the e-mail address where you want report to be sent
11. Select OK
12. You will be moved to the Check Run Status tab if not Select the Check Status tab
13. When Status says Complete the report has been e-mailed to you in excel format.