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

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

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**

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.