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 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.