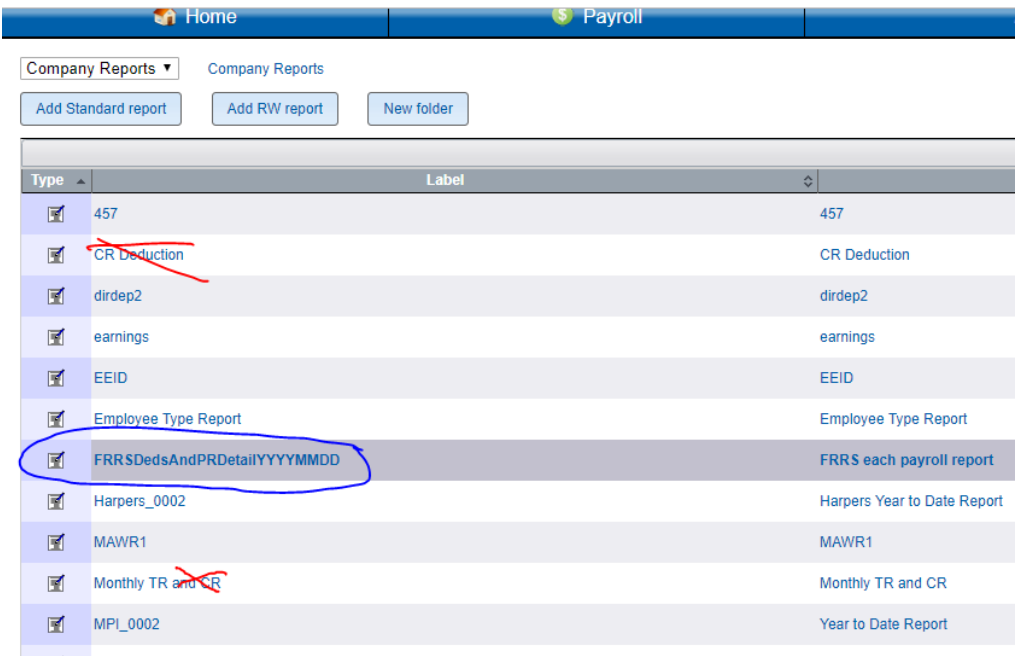
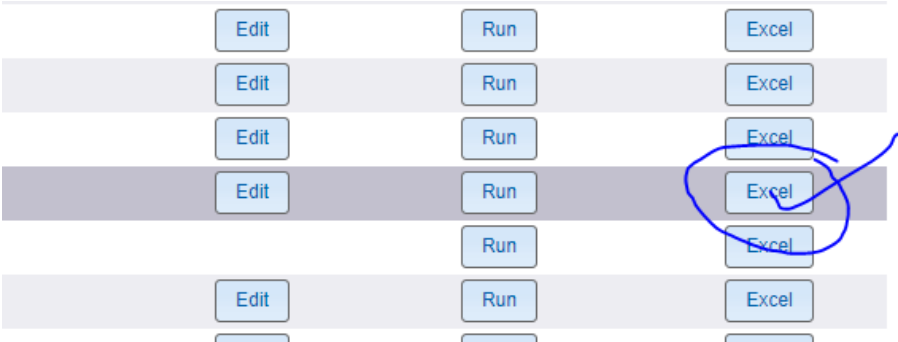


How to produce the FRRS deductions and payroll Excel spreadsheet (Harpers).

It's this report.



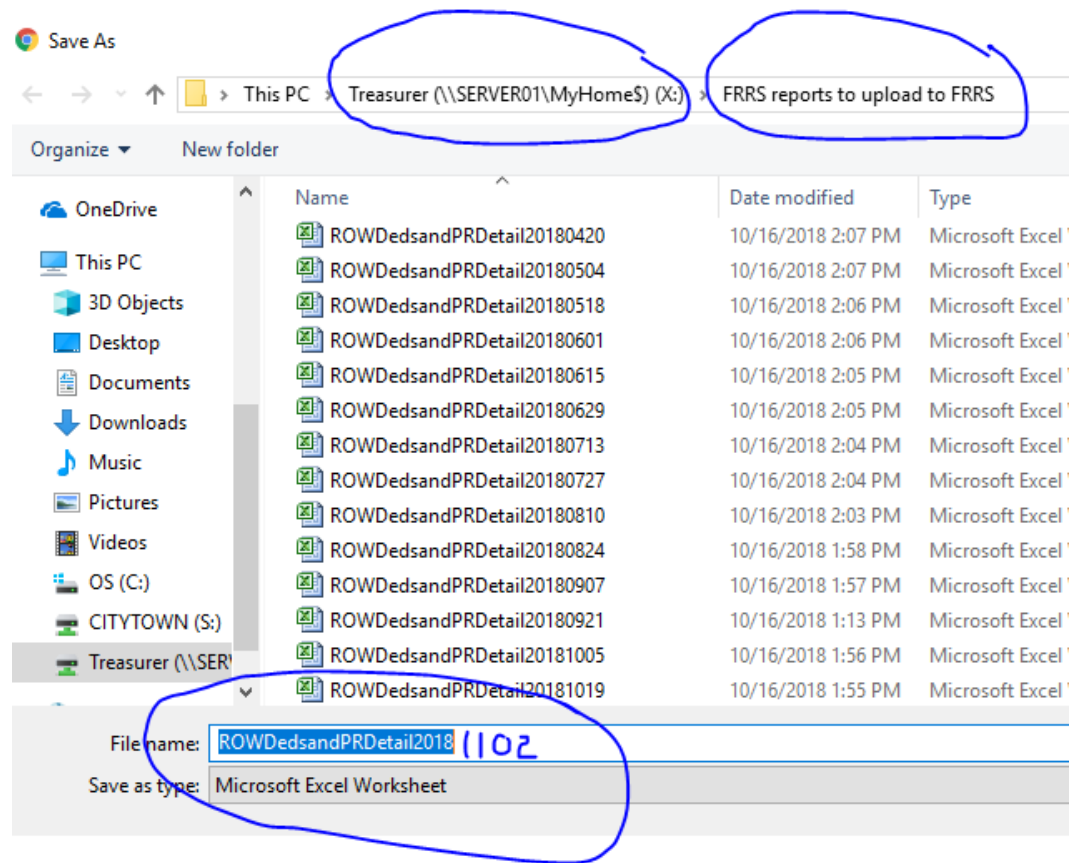
Just click the Excel button and it will generate the spreadsheet and ask you where to save it.



Save it the "FRRS reports" folder that you use for the reports you send to FRRS (not just in your Downloads folder!).

Most of the name is filled-in for you - just add the month and day (MMDD).

- When the Save As dialogue box pops up, just hit the right arrow key and that will park your cursor at the end of the prefilled part of the name. Then all you have to do is type the MMDD 1102) and hit enter to save.



Now upload this latest file to the FRRS Sharefile webpage.

All done.

When you want to change the year in the prefilled name, click the report name in the list, and change and save the Filename.

dirdep2

earnings

EEID

Employee Type Report

FRRSDedsAndPRDetailYYYYMMDD

Harpers_0002

MAWR1

Monthly TR and CR

MPI_0002

MPI_0101

MPI_0201

MPI_0202

Report Properties

Name/Period/Format Sorts/Totals/Breaks Data Selection Additional Formulas

Name/Description

* Label: FRRSDedsAndPRDetailYYYYMMDD * Description: FRRS each payroll report

Output

Format: CSV - Comma Separated Values Orientation: Portrait Landscape Filename: ROWDedsandPRDetail2018

Include column headings

Reporting period

Most Recent Pay Period Quarter 1 Override Dates Date - Process #

Current Month Quarter 2 Beginning: 10/19/2018 - 2018101901

Current Quarter Quarter 3 Ending: 10/19/2018 - 2018101901

Year To Date Quarter 4

Previous Month

Previous Quarter