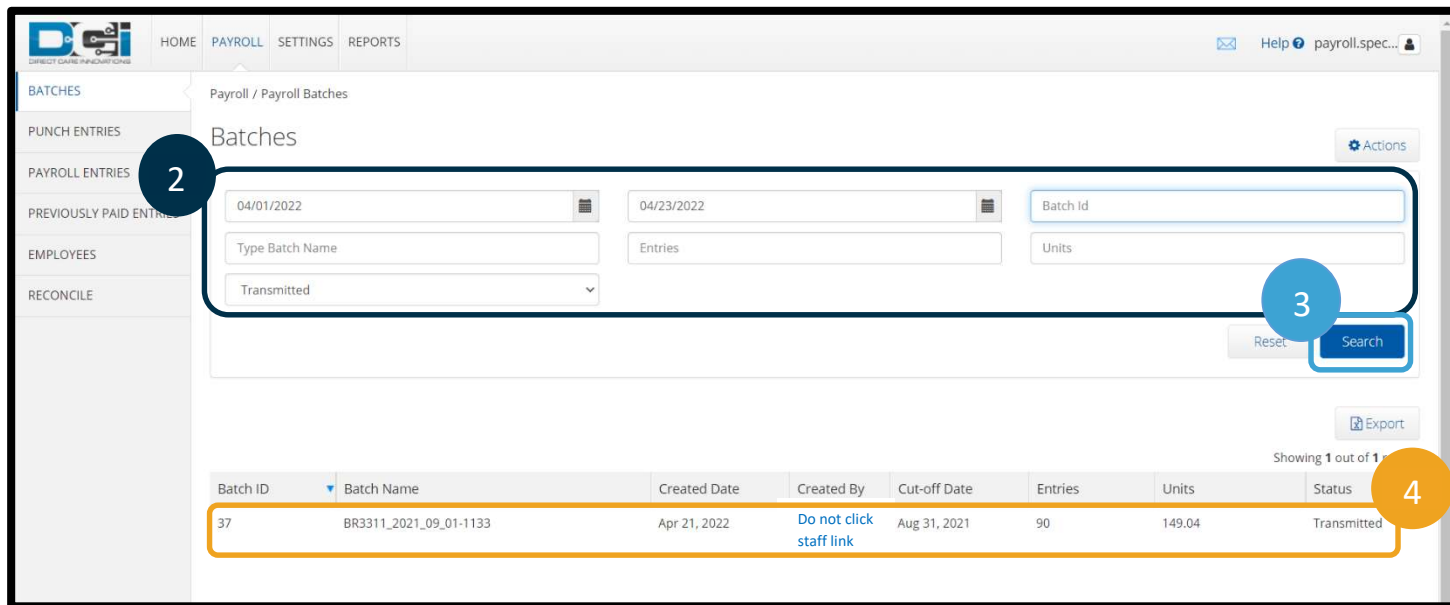
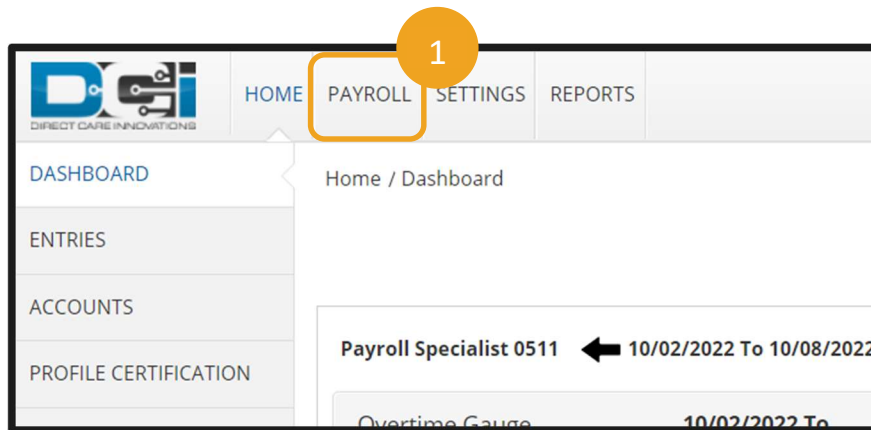


Purpose: This includes instructions for how to format a Payroll Batch in Excel.

Outcome: Staff know the steps to download a batch after it has been created in OR PTC DCI and how to format it in Excel to make it user-friendly.

Excel has features for editing column widths, filtering, and sorting columns. Staff with the Payroll Team role can download a batch report into Excel. Then the batch can be organized and customized.

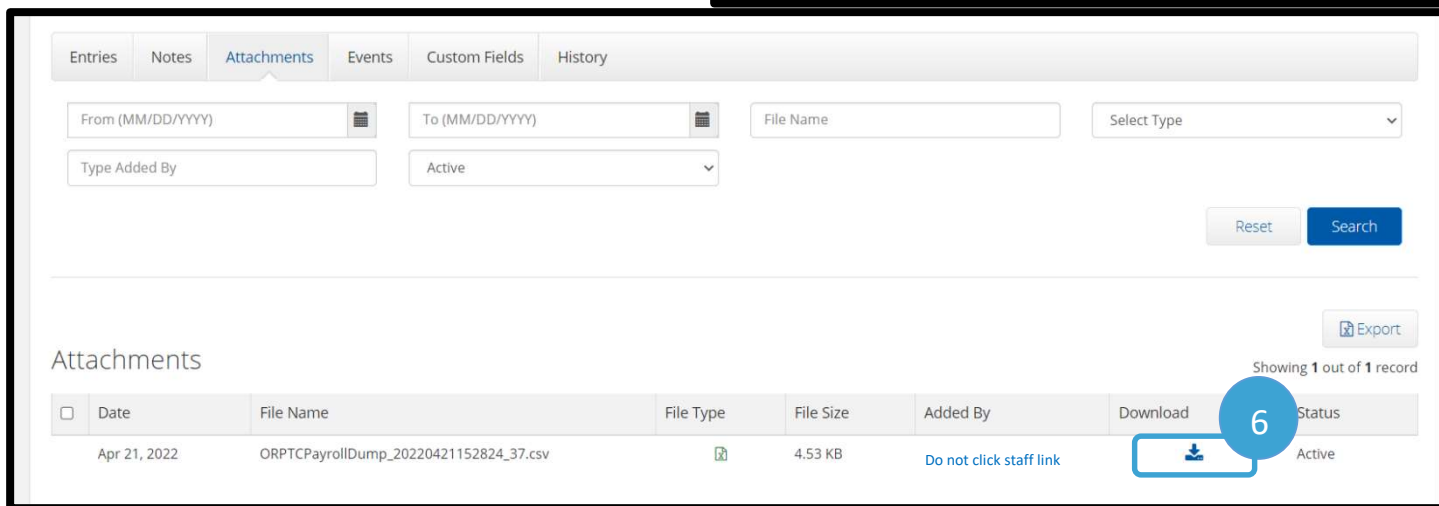
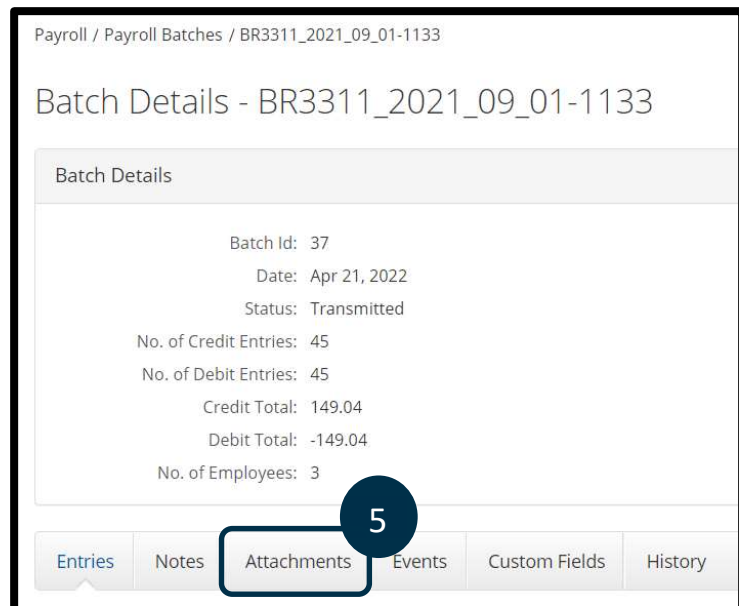
1. From your home dashboard, click Payroll, then click Batches.
2. Enter search criteria for the batch you want to download, such as date the batch was pulled.
3. Click Search.
4. Click the batch you want to download. You can click on any part of the row except the hyperlink under Created By.



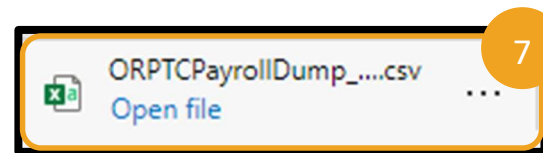
Staff - How to Format a Batch Using Excel



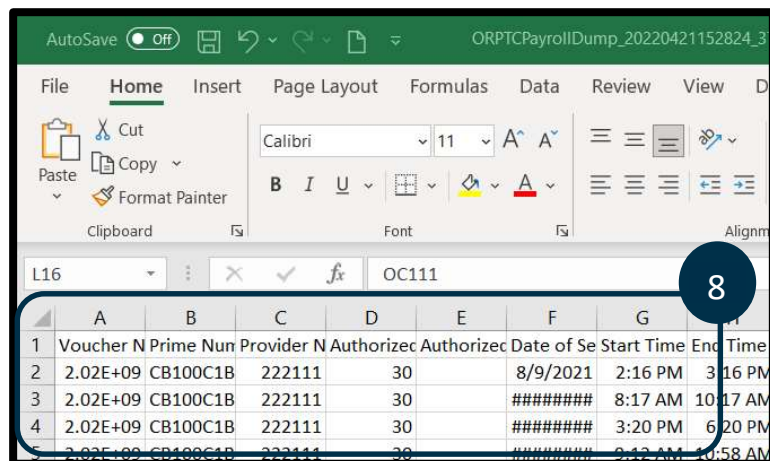
- The Batch Details will display. Click on Attachments.
- Attachments will display showing the date, file name, file type, file size, added by, download & status. Click the blue arrow under Download.



- Click on the Open file link. Depending on your browser settings, this may appear differently. You can also go to your Downloads folder and open the batch from there.
- The batch will open in an unformatted state.



Note: Make sure to save this as an Excel Workbook with the same name as was given to it in OR PTC DCI. In this example, save it as BR3311_2021_09_01-1133.



Staff - How to Format a Batch Using Excel



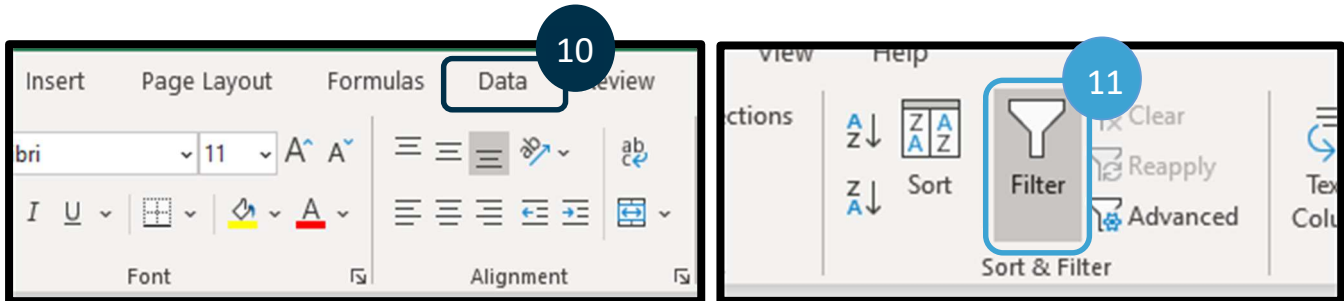
9. Re-size the columns.

- Click on the small triangle in the upper left corner of the data to highlight the spreadsheet.
- Place the cursor in between two columns. The cursor should become a cross type shape. Double-click. The columns will automatically re-size.

	A	B	C	D	E	F	G	H	I	J
1	Voucher Number	Prime Number	Provider Number	Authorized Hours	Authorized Miles	Date of Service	Start Time	End Time	Amount	Unit
2	2021654456	CB100C1B	222111	30		8/9/2021	2:16 PM	3:16 PM	-1	Hou
3	2021654456	CB100C1B	222111	30		8/10/2021	8:17 AM	10:17 AM	-2	Hou
4	2021654456	CB100C1B	222111	30		8/12/2021	3:20 PM	6:20 PM	-3	Hou
5	2021654456	CB100C1B	222111	30		8/15/2021	9:12 AM	10:58 AM	1.77	Hou
6	2021654456	CB100C1B	222111	30		8/16/2021	9:53 AM	12:16 PM	2.38	Hou
7	2021654456	CB100C1B	222111	30		8/17/2021	9:54 AM	12:11 PM	2.28	Hou
8	2021654456	CB100C1B	222111	30		8/17/2021	4:20 PM	6:20 PM	-2	Hou
9	2021654456	CB100C1B	222111	30		8/19/2021	9:59 AM	12:01 PM	2.03	Hou
10	2021654456	CB100C1B	222111	30		8/20/2021	12:00 AM	2:45 AM	-2.75	Hou
11	2021654456	CB100C1B	222111	30		8/20/2021	6:58 AM	8:25 AM	1.45	Hou
12	2021654456	CB100C1B	222111	30		8/20/2021	9:06 AM	12:19 PM	3.22	Hou
13	2021654456	CB100C1B	222111	30		8/21/2021	9:00 AM	11:12 AM	2.2	Hou
14	2021654456	CB100C1B	222111	30		8/22/2021	9:56 AM	11:56 AM	2	Hou
15	2021654456	CB100C1B	222111	30		8/25/2021	4:33 AM	5:33 AM	-1	Hou
16	2021654456	CB100C1B	222111	30		8/25/2021	2:20 PM	3:21 PM	1.02	Hou
17	2021654456	CB100C1B	222111	30		8/25/2021	2:20 PM	3:21 PM	-1.02	Hou
18	2021654456	CB100C1B	222111	30		8/26/2021	9:38 AM	12:42 PM	3.07	Hou
19	2021654456	CB100C1B	222111	30		8/27/2021	9:18 AM	10:37 AM	1.32	Hou
20	2021654456	CB100C1B	222111	30		8/28/2021	10:05 AM	12:13 PM	2.13	Hou
21	2021654456	CB100C1B	222111	30		8/28/2021	10:05 AM	12:13 PM	-2.13	Hou
22	2021654456	CB100C1B	222111	30		8/30/2021	7:00 PM	10:30 PM	-3.5	Hou

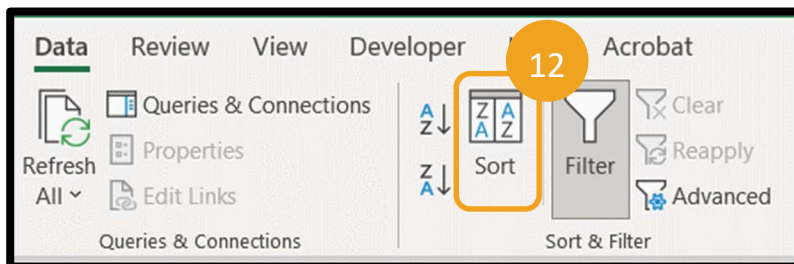
10. With the data still highlighted, click Data from the command ribbon.

11. Click Filter. The spreadsheet will now display filterable arrows in each column. This will give you the option to filter the data, so you are only seeing a portion of it at once.



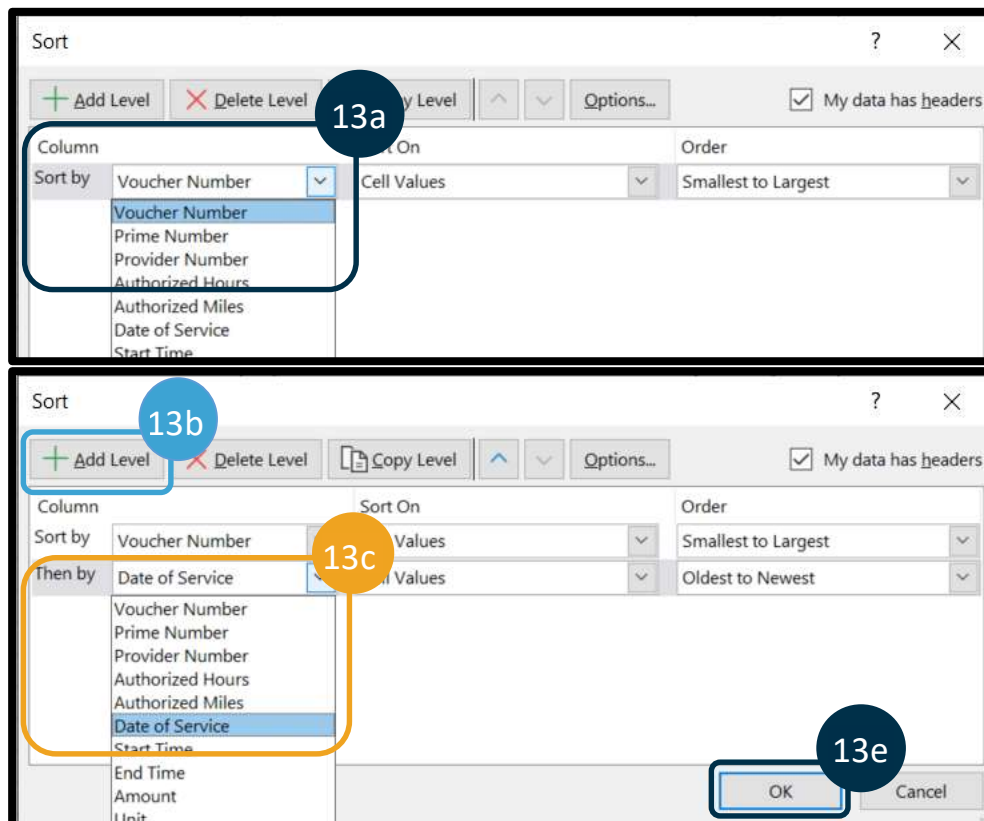
	A	B	C	D	E	F	G	H
1	Voucher Number	Prime Number	Provider Number	Authorized Hour	Authorized Mile	Date of Service	Start Tin	Er
2	2021654456	CB100C1B	222111	30		8/9/2021	2:16 PM	
3	2021654456	CB100C1B	222111	30		8/10/2021	8:17 AM	10

12. Keep all data selected and under the Data tab, click Sort.



13. Sort the data by voucher number first and then service date for easy entry into Mainframe. To do this:

- In the Sort by Column drop down, select Voucher Number.
- Click Add Level.
- In the Then by Column, select Date of Service.
- You can continue this process to add any other sorting criteria that will make time entry into Mainframe easier. For example, you may wish to then sort by Start Time. How you sort is up to personal preference.
- Click OK.



14. Make sure to Save your changes.