## Department Employees Report NWRDERP INSTRUCTIONS

The NWRDERP report is used to find the payroll information of all employees in your department or unit. You will receive an email with an attached Excel Worksheet (.csv file) or you may review the output and save the file. You can re-sort the file the way you want (per your needs).

## Who has access to this report?

Anyone who has access to HR Query Forms can run the report.

Go to: NWRDERP and enter the Parameter Values as listed:

- 1. Choose: B = Board Appointed, N = Non-Board Appointed, A = All Employees
- 2. Level 3 Org or T/S Org Code
  - a. Use your Level 3 Org or your Timesheet Org Code
  - b. This can be blank for the entire University
- 3. As of Date: This will be today's date for the most accurate information. Previous dates are acceptable.

Process: NWRDERP	Departmental Employees Report Parameter Set:					
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)1	[B]oard/[N]on-board/[A]II			A		
)2	Level 3 Org or T/S Org Code					
)3	As of date			04/14/2022		
)4	Email output files?			Y		
1						
LENGTH: 1 TYPE: Character O/R: Required M/S. Single						
Board Appointed, Non-board appointed, or All employees						
SUBMISSION						
	Save Parameter Set as		Hold	1 / Submit O Hold    Submit		
Name	Description					

- 4. Email output file? Y = Yes to email or N = No to review
  - a. To review, go to the top right corner and select "Related"
  - b. Select "Review Output [GJIREVO]"
  - c. The file number will automatically populate for the file you just requested. Select the three dots next to file name which will pull up a new window for you to select the right document (.csv file).

Process:	NWRDERP Departmental Employees Report	Number:	23305023
File Name:		Beginning Date:	
		Saved	
Lines:			

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From the preview of the .csv file, you can select Tools in the top right corner, and export the file to Excel.

Here you will notice that the report runs together and you will need to separate the data into columns.

- 1) Remove the top 3 lines of information as they are not necessary to the report.
- 2) Highlight Column A. Select the Data tab then "Text to Columns"

File Home Insert Page Layout For	mulas Data Review View	ew Help Acrobat	<b></b>
Image: From Text/CSV         Image: Recent Sources           Get         Image: From Web         Image: Recent Sources           Data ~         Image: From Table/Range	Refresh All ~ 🕃 Edit Links	s Stocks Currencies Geography Automatic Activities $\overrightarrow{v}$ $\overrightarrow{L}$ $\overrightarrow{L}$ $$	t to mns Ex Dati
Get & Transform Data	Queries & Connections	Data Types Sort & Filter	

- 3) "Delimited" is typically the default option. Click Next>
- 4) Check the "Comma" box. Click Next>
- 5) Finally you can scroll through a preview of the columns proposed by excel based on your selections and adjust them as needed.
- 6) Click Finish when done.

Convert Text to Columns Wizard -	?	$\times$					
This screen lets you select each column and set the Data Format. Column data format © <u>G</u> eneral							
<ul> <li>○ <u>I</u>ext</li> <li>○ <u>D</u>ate: MDY </li> <li>○ Do not import column (skip)</li> </ul>	to dates, and all remaining values to text.						
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