Macro Installment Instructions for AABC Red Error and Worker Cost Report

EmpCenter provides several report options for supervisors. There are two specific reports the AABC recommends for monitoring student and temp employees time and for reporting worker cost. These reports are:

1. Time Sheet Exceptions/Time Sheet Exceptions within a Date Range, which provides a list of employees with Red (non-paid) Exceptions on their time sheet.
2. Time Sheet Output Query, which can be used for daily, weekly, monthly, quarterly and annual job/worker cost reporting.

While these reports are available in EmpCenter and can be run and used as-is, they may be more useful and user friendly with some sorting and filtering of the data and output.

The AABC has created three Excel Macros that will quickly re-format the output from these EmpCenter reports when using the CSV formatted version of the report. The steps that follow will help add the macros to Excel so that they can be applied each time the reports are run.

- Two of the macros are for the worker cost report, Time Sheet Output Query.
  - One will sort the data by employee's name and removes all unnecessary data.
  - The other sorts the data by assignment title and removes all unnecessary data.
- The third macro is for the red level exception, Time Sheet Exceptions/Time Sheet Exceptions within a Date Range.
  - This removes all unnecessary data and creates an organized report for you to review.

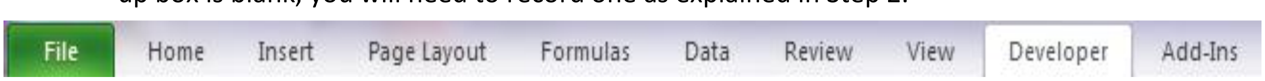
Note:
It is not required that you use these Macros. You can run and use these two reports without them.

To import the two macros we have created you need to have the **VBAProject (PERSONAL.XLSB)** library.

To determine if you already have this library file, follow these steps:

Open Excel
Click on the Developer Tab

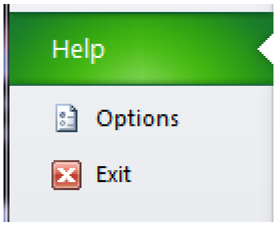
If you have an earlier version of Excel you may need to click the view tab and find "Macros" on the right side of the tab bar. Choose "View Macros" to see if any have been recorded, if the pop up box is blank, you will need to record one as explained in Step 2.

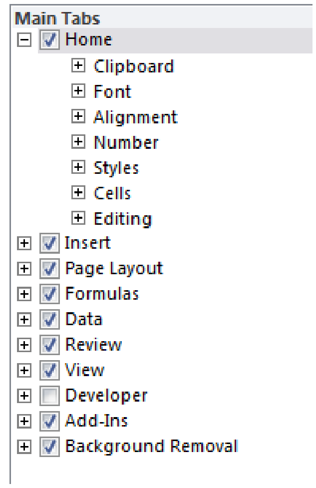


- If you do not have a Developer Tab (this is the most common situation), you will need to add it by proceeding with **Step 1**
- If the Developer tab is already visible, then proceed to **Step 1A**

Step 1: Turn on Developer tab in Excel:

In Excel choose:
File
Options



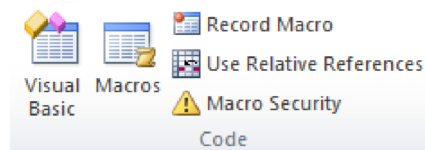


Click "Customize Ribbon"
In the of right sections of the pop up screen is a check box list

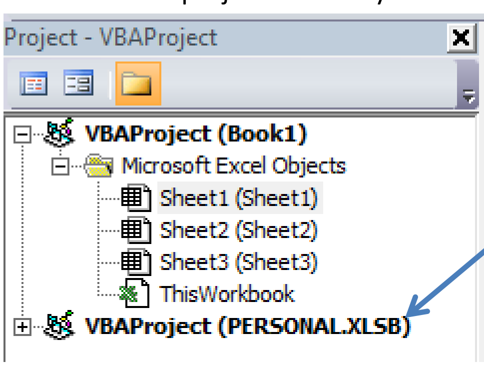
Click the box next to "Developer"
Click "OK"

Step 1A: Open the Visual Basic editor:

Click the "Developer tab" in the ribbon and then click the "Visual Basic" button. This will open the Visual Basic editor that will contain your Personal.XLSB library.



In the left side project window you will see **VBAProject (PERSONAL.XLSB)**



- If you see this go straight to copying the macro code, **Step 3.**

- If you do not have the **VBAProject (PERSONL.XLSB)** library, follow directions below in **Step 2.**

Step 2: Record a macro to create the Personal.XLSB library:

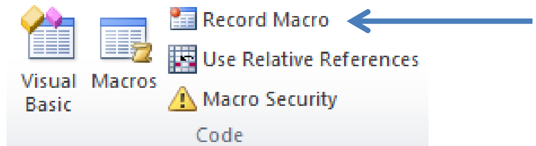
You will need to make a macro which will create the Personal.xlsb library. The macro I will walk you through really won't be useful, but it will serve the purpose of creating the needed library.

If you have an earlier version of Excel you will click on "View" and choose "Record Macro" from the drop down list.

OR

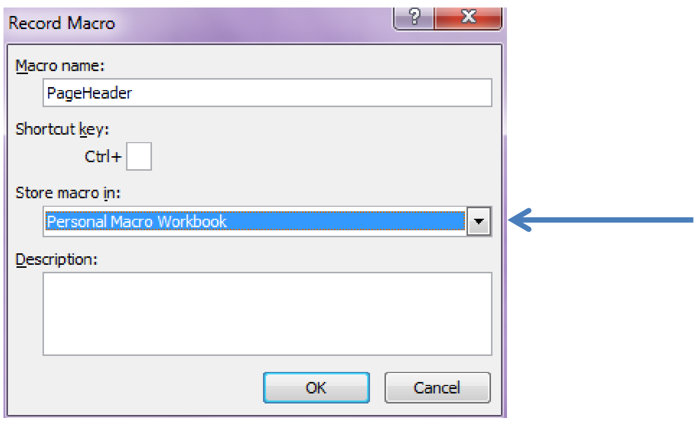
Click the Developer tab

Click “Record Macro”



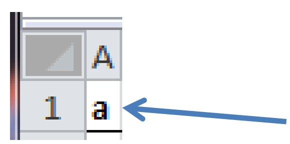
A box will pop up asking for a Macro name
You can title it or leave it “Macro1”

In the “Store macro in:” drop down, you must select **“Personal Macro Workbook”**



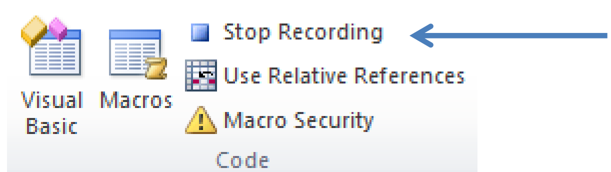
Click “OK” to begin recording

Click into the Excel spreadsheet body
Type any letter in cell A1 (such as the letter “a”)
Click “Enter”



Select the Developer tab

Choose Stop Recording

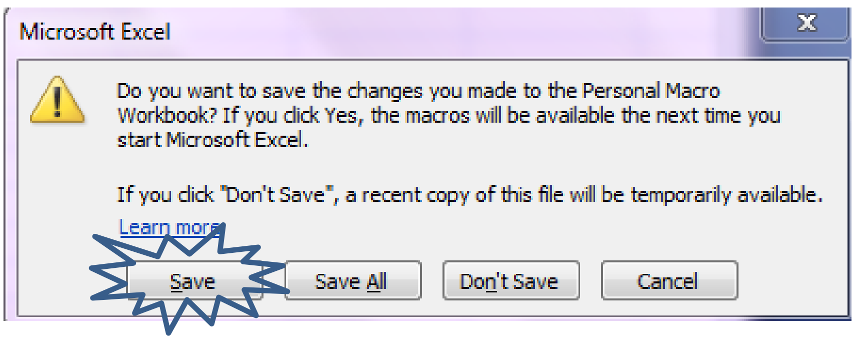


Close Excel to save the macro and create the VBAProject (PERSONAL.XLSB) library

Close the spreadsheet
Click the **X** in the top Right corner of Excel.

1. First you will be prompted to save your document
   You really don't need this spreadsheet
   Click **"Don't Save"**

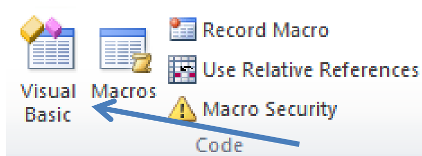
2. Next you will be prompted to save the changes you made to the **Personal Macro Workbook**
   Click "Save"



<u>Step 3:</u> Copy the macros we have provided to the XLSB library

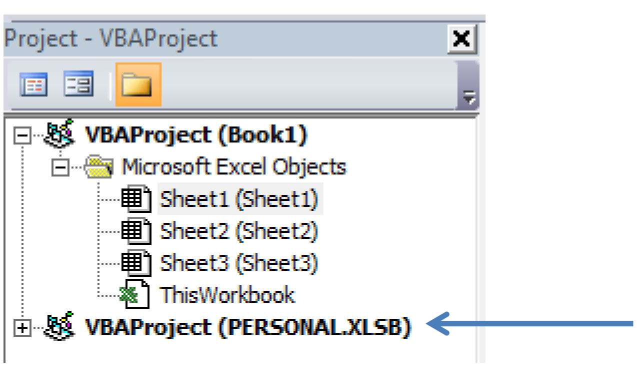
Re-open Excel.

Click on the Developer Tab
Click Visual Basic

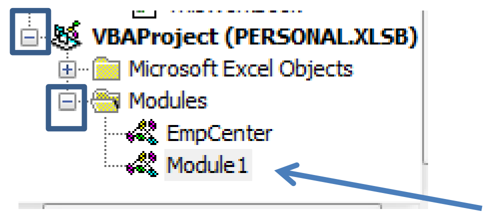


This will open the visual basic editor that will contain your Personal.XLS library

In the left side project window, right click on **VBAProject (PERSONAL.XLSB)**



Expand the **VBAProject (PERSONAL.XLSB)** library



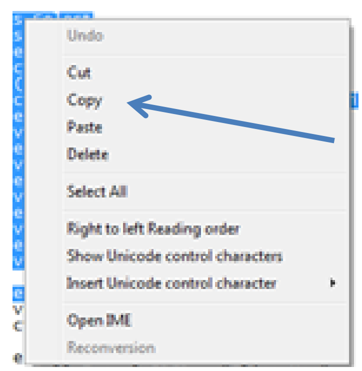
Find and Expand the Modules file
Double click on a module or macro you already had or the Module you just created while creating the simple macro;

Double click on the module and see that the code for that macro will appear in the window to the right of the Project window.

EX:

```
Sub Macro 1()
   ActiveCell.FormulaR1C1=”a”
   Range(“A2”).Select
End Sub
```

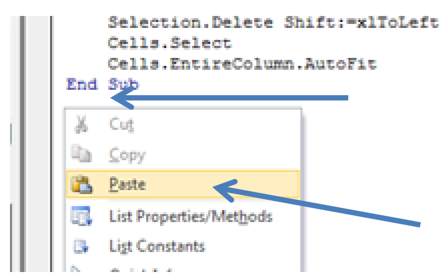
Next, you will copy the macro code from the document we provided. This is a text file containing code for the report macros we have written. Open the Macro Code document.



Copy all of that code;
Select all of the text
Right click your mouse to bring up a drop down list
Select Copy

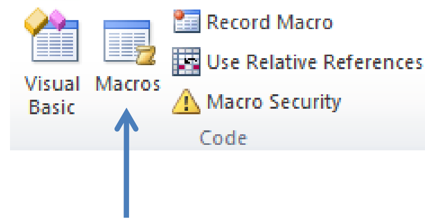
Switch back to the Visual Basic editor.

Place your cursor at the end of the code that is already there
Right click to bring up the drop down list
Select Paste



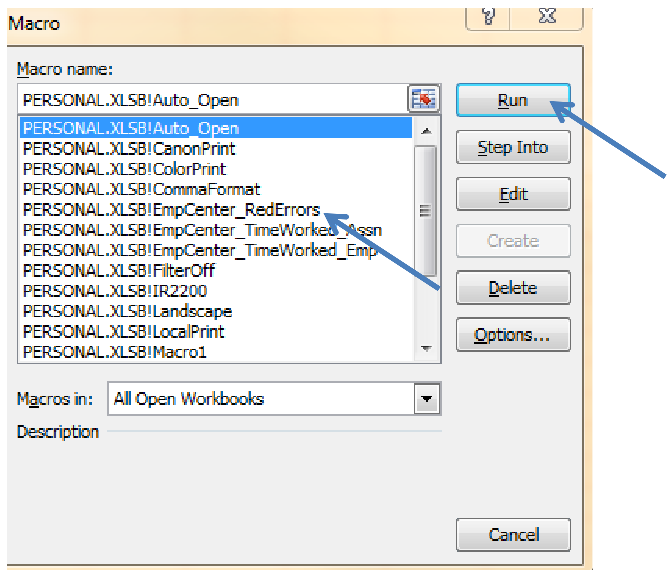
Click the Diskette icon in Visual Basic to save the macro code. 
Close Visual Basic by clicking the X in the top right corner.

You can run the macro by clicking “Macros” in the Developer ribbon.



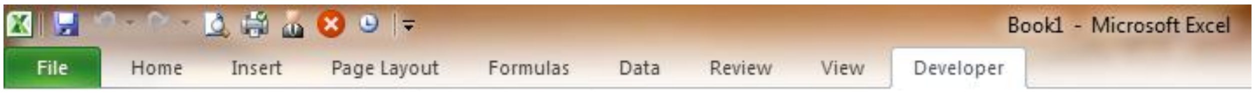
Then choose a macro to run (for example EmpCenter_RedErrors).

Click “Run”



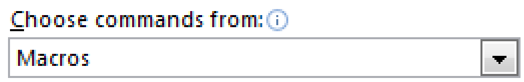
Save the macros as a button on your Quick Access toolbar:

It is helpful to provide access to the macros by putting new buttons on the Quick Access toolbar.

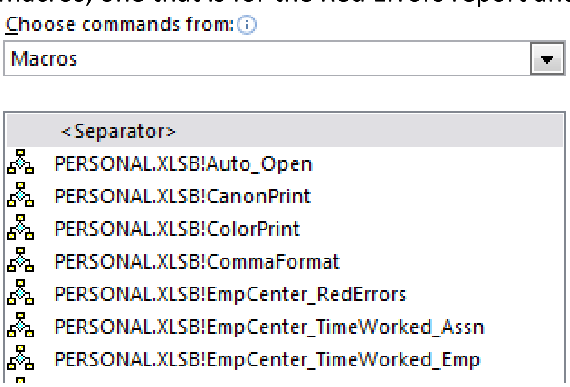


Open Excel
Click the drop down arrow at the top of Excel by the Quick Access toolbar

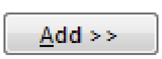
Choose "More Commands"
Choose" Customize Ribbon"
In the "Choose commands from:" drop down
Select "Macros"



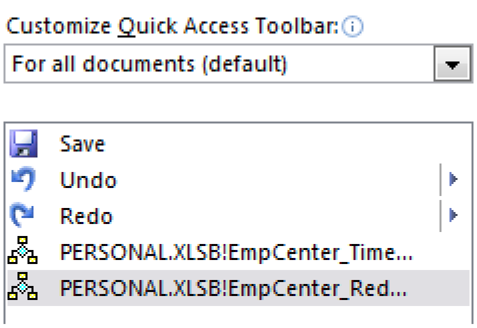
You will now have a list of several macros, the macro we first recorded, and the three EmpCenter macros; one that is for the Red Errors report and two for the Time Worked Report.

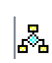


Select the one you want to add to the toolbar

Click "Add" 

This places the chosen Macro into the Right side window box.

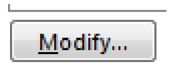


If you click "OK" this will add the Icon attached with that macro to your quick access toolbar 

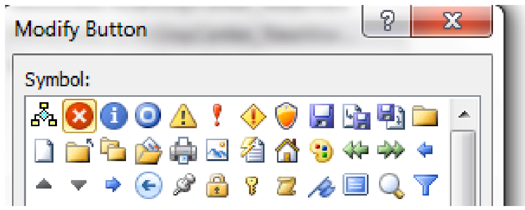
AABC Payroll: Revised December 30, 2013

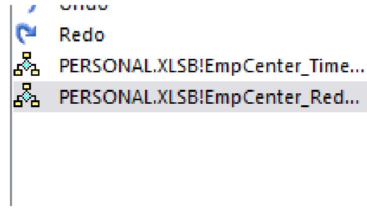
Customize the Icon so each macro you add has its own unique button:

Once you have added the macro to the right side list of items on your quick access toolbar
Select the macro you will modify by clicking on it.

Click “Modify” at the bottom of that window box 

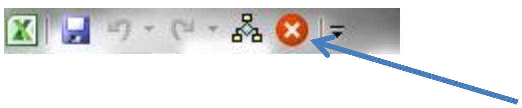
Choose an Icon
Click “OK”





Once you have added all macros you want on your toolbar and have modified them with a unique icon
Click “OK”

Now you will have the icon(s) appearing at the top of Excel in your Quick Access Toolbar.



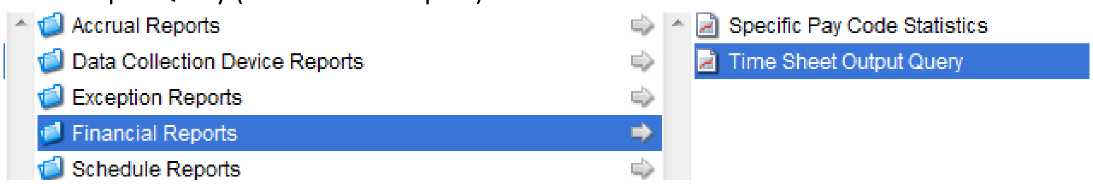
Run your New Macro:

In EmpCenter:

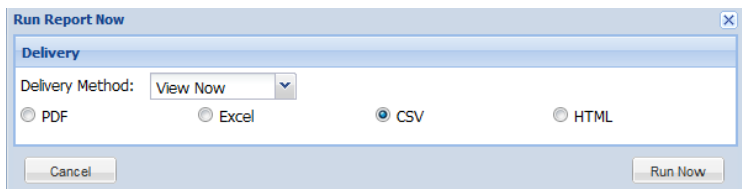
Run either the Time Sheet Exceptions report (Red Error report)

OR the

Time Sheet Output Query (Worker Cost report)



Receive it as a CSV file



Once the data has opened in Excel; Click the icon for the macro that fits the report you ran

Depending on the size of the report it could take a few moments to do all of the actions of the macro

The macro will remove all unnecessary information that are the parameters of the report, size the columns, and on the worker cost report split out the field that had displayed the assignment name, timesheet Org number, and position number in one column to separate columns

Before:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Time Shee	Oregon State University										Employee	Assignme	Clock	MHD150				#########
2	Time Shee	Oregon State University										Employee	Assignme	Clock	MHD149				#########
3	Time Shee	Oregon State University										Employee	Assignme	Clock	MHD148				#########
4	Time Shee	Oregon State University										Employee	Assignme	Clock	MHD143				#########
5	Time Shee	Oregon State University										Employee	Assignme	Clock	MHD144				#########

After:

B	C	D	E	F	G	H	I	J	K	L	M	N	O
D	Assignment	TS Org	Position	Suffix	Notes	Index	Activity	Date	Slice Hrs	Slice $	Assn Hrs	Assn $	Empl H
66724	UHDS MPW EBGB's	160659	C50113	00	Clock	MHD150		11/19/2013	2.6	$23.27	2.6	$23.27	11
66724	UHDS MPW Serrano	160659	C50113	00	Clock	MHD149		11/22/2013	3.3	$29.54	3.3	$29.54	11
66724	UHDS MPW Tomassito's	160659	C50113	00	Clock	MHD148		11/22/2013	4	$35.80	4	$35.80	11