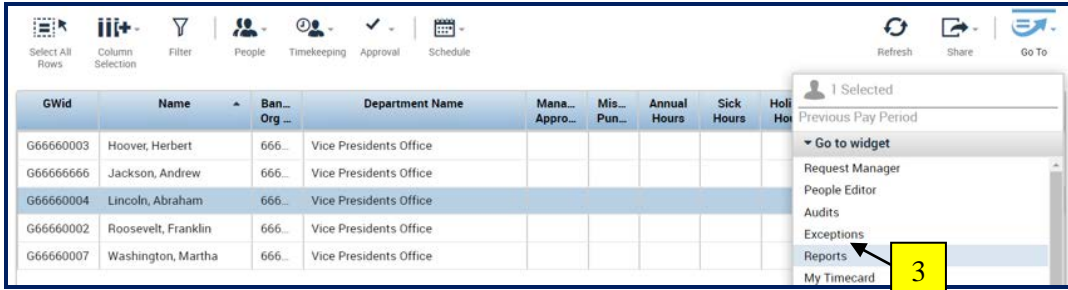# Employee Transactions & Totals (Excel)

1. Go to **My Genies** and Select **Hours Summary**
2. **Select employees you want in your report**
3. **Select GoTo button in upper right hand corner**
4. Select **Reports**

5. Select a report with the (Excel) option next to it
6. Confirm the correct Time Period is selected
7. Remove **Total Paid Hours** from the Selected area
8. Confirm **E-mail/Schedule Format** is set to **Microsoft Excel Document (.xls)**
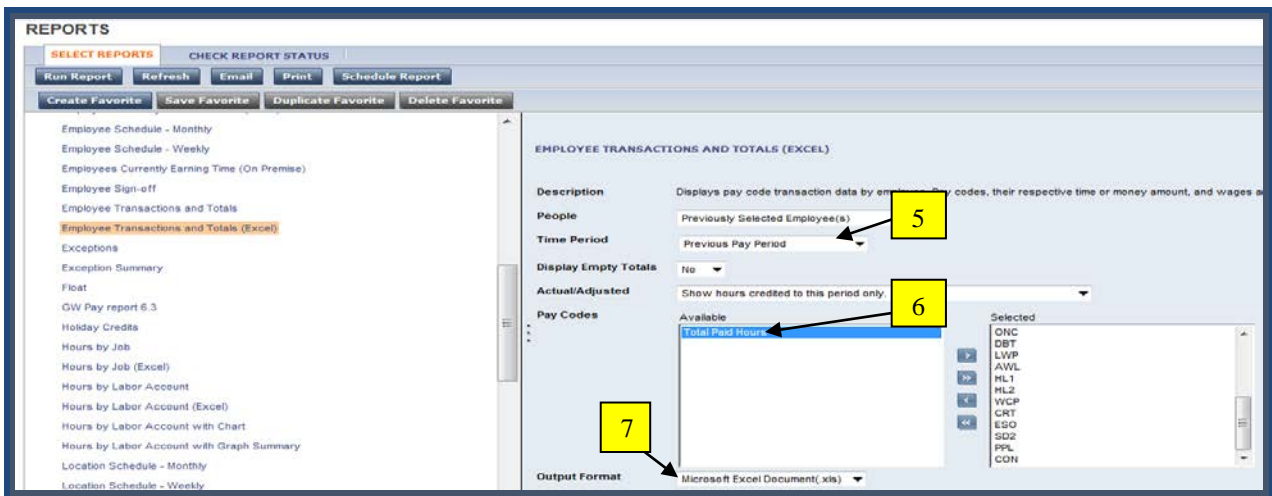
8. Select **E-mail button**
9. Type in the **e-mail address** were you want report to be sent
10. Select **OK**
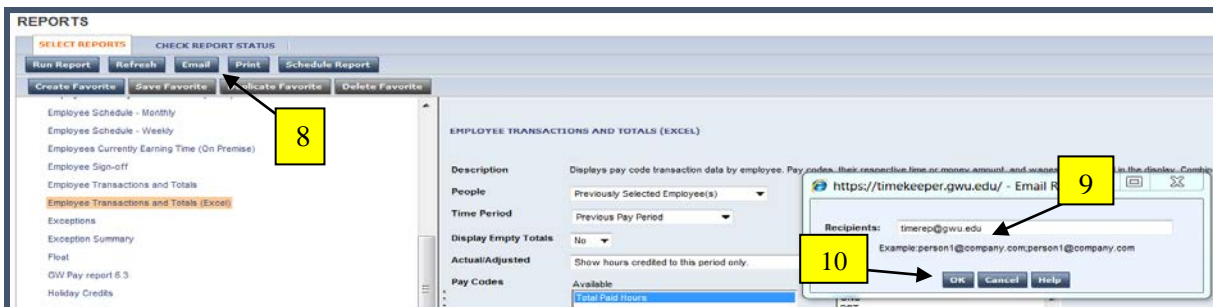
11. You will be moved to the **Check Run Status** tab if not Select the **Check Status** tab
12. When Status says **Complete** the report has been e-mailed to you in excel format.