

How to print reports to a Word Document.

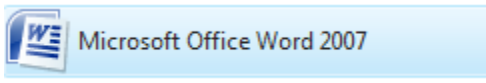
- Bring up the report desired and highlight the report using your cursor. See Sample:
- Right click on your mouse to copy. Then open up a new word document.

Pay Period: 10/19/2008 - 10/25/2008 Tax Status: None
 Employee: **Sample Employee** Exemptions: 0
 Employee #:

Date	In	Out	Hours	Type	Day	Pay Period	Payroll Hours
Mon 10/20/2008	9:00:00 AM	1:00:35 PM	4.00	Reg	4.00 Reg	4.00 Reg	4.00 RR
Tue 10/21/2008	10:51:49 AM	4:07:08 PM	5.27	Reg	5.27 Reg	9.27 Reg	9.27 RR
Thu 10/23/2008	7:51:20 AM	4:00:30 PM	8.15	Reg	8.15 Reg	17.42 Reg	17.42 RR

PTO Summary			Total Hours		Gross Pay			
PTO Type	Hours Used	Available Hours	Hour Type	Hours	Pay Type	Hours	Rate	Total
			Regular	17.42	Regular Rate	17.42	\$0.00	\$0.00

- Open up your word processor (Microsoft Word, Word Perfect, Open Office, etc).



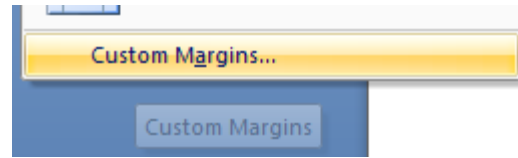
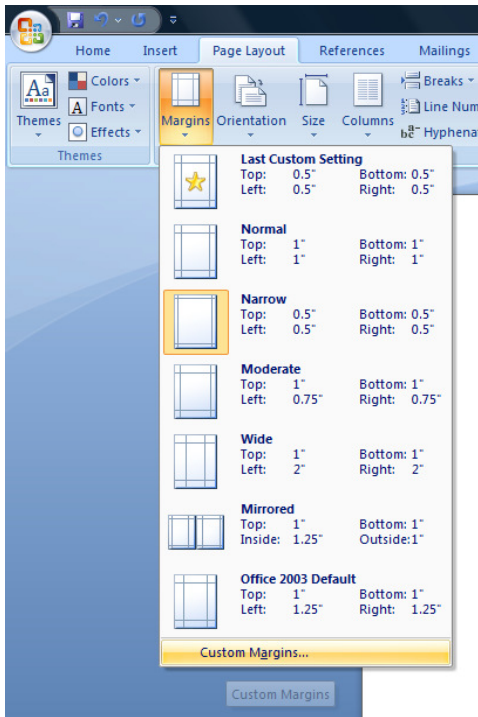
- File open, New and paste directly on the page. See sample.

Pay Period: 10/19/2008 - 10/25/2008 Tax Status: None
 Employee: **Sample Employee** Exemptions: 0
 Employee #.

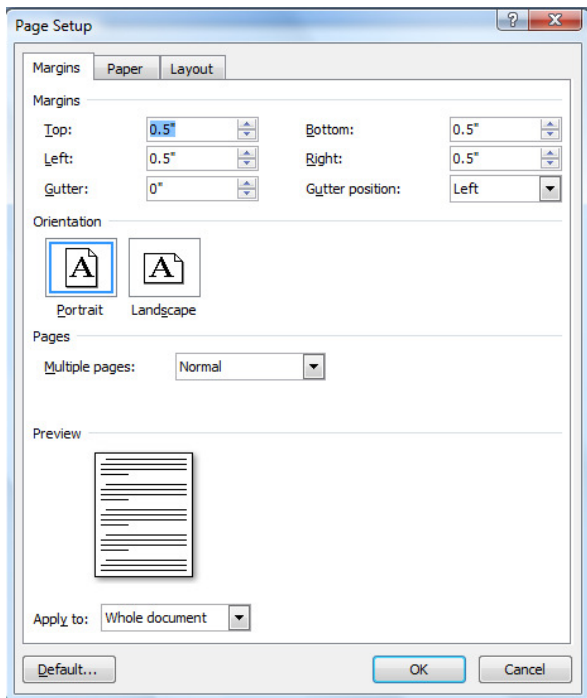
Date	In	Out	Hours	Type	Day	Pay Period	Payroll Hours
Mon 10/20/2008	9:00:00 AM	1:00:35 PM	4.00	Reg	4.00 Reg	4.00 Reg	4.00 RR
Tue 10/21/2008	10:51:49 AM	4:07:08 PM	5.27	Reg	5.27 Reg	9.27 Reg	9.27 RR
Thu 10/23/2008	7:51:20 AM	4:00:30 PM	8.15	Reg	8.15 Reg	17.42 Reg	17.42 RR

PTO Summary			Total Hours		Gross Pay			
PTO Type	Hours Used	Available Hours	Hour Type	Hours	Pay Type	Hours	Rate	Total
			Regular	17.42	Regular Rate	17.42	\$0.00	\$0.00

- If you need to adjust the page layout or setup, select Custom Margins or Page Setup.



- Select “Landscape or Portrait” to fit the whole report on a page.



- Click “OK” to make the changes, then print.