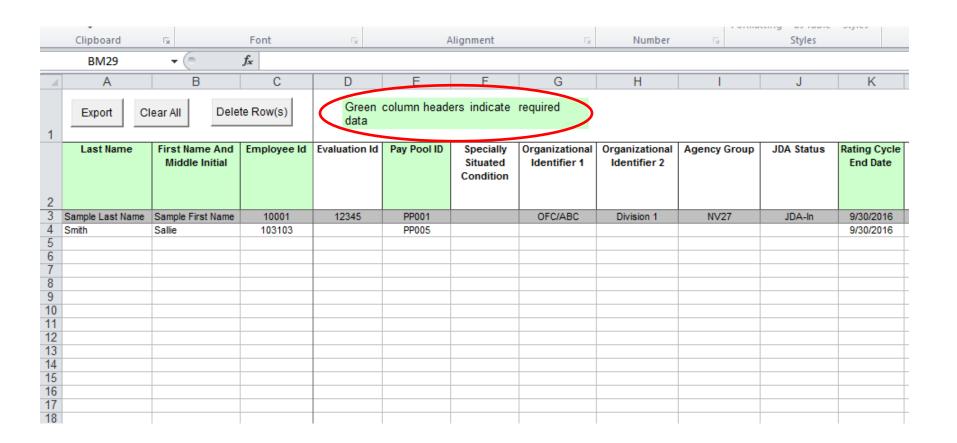
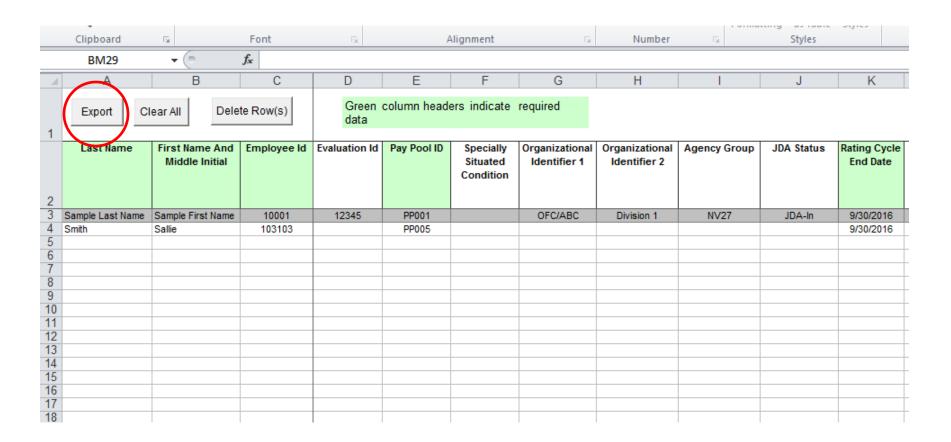
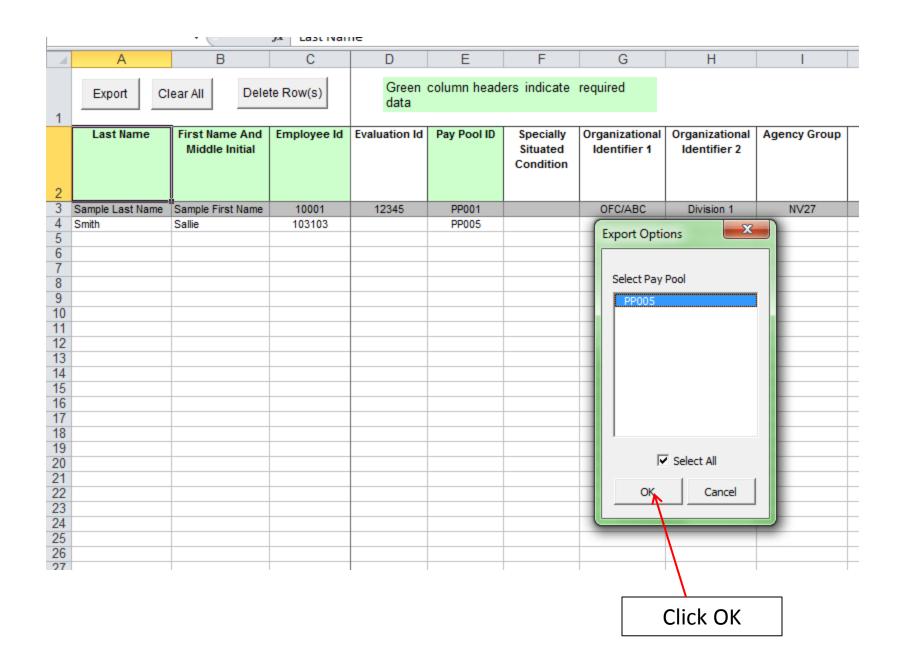
Data Extract Creation Tool Instructions

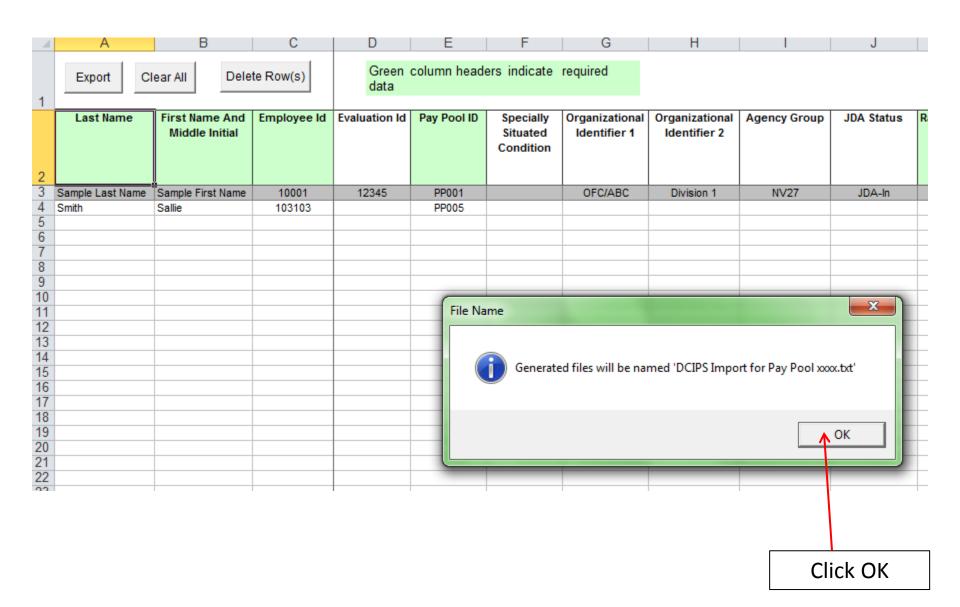


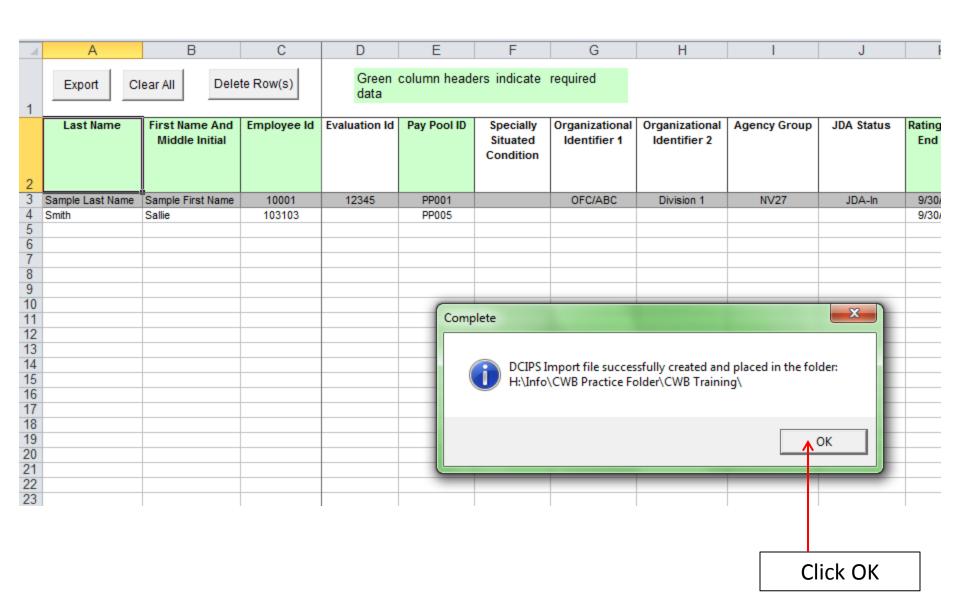
Fill in all the cells highlighted in green

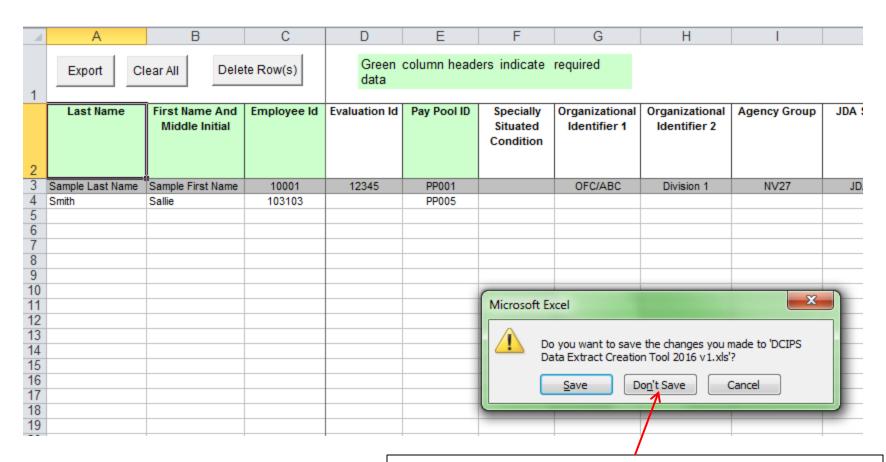


When all the green cells are filled, click on the "Export" tab at the top

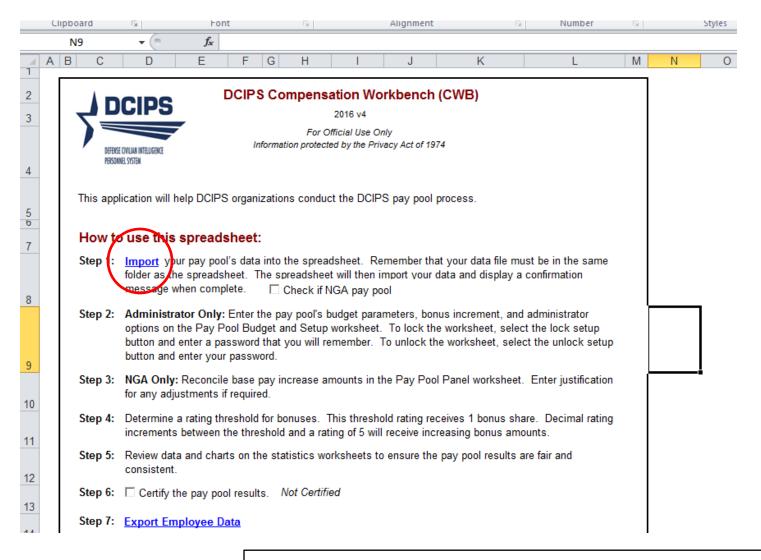




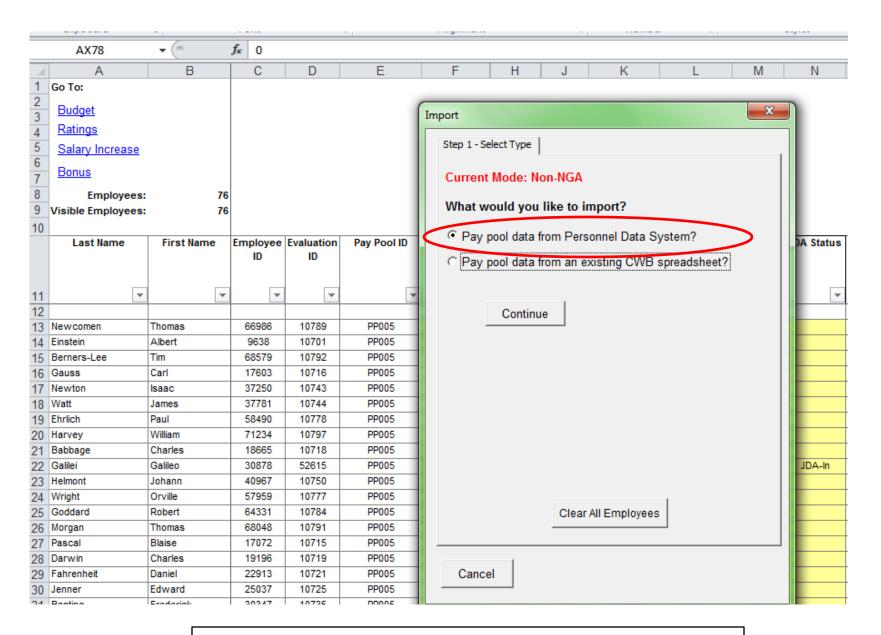




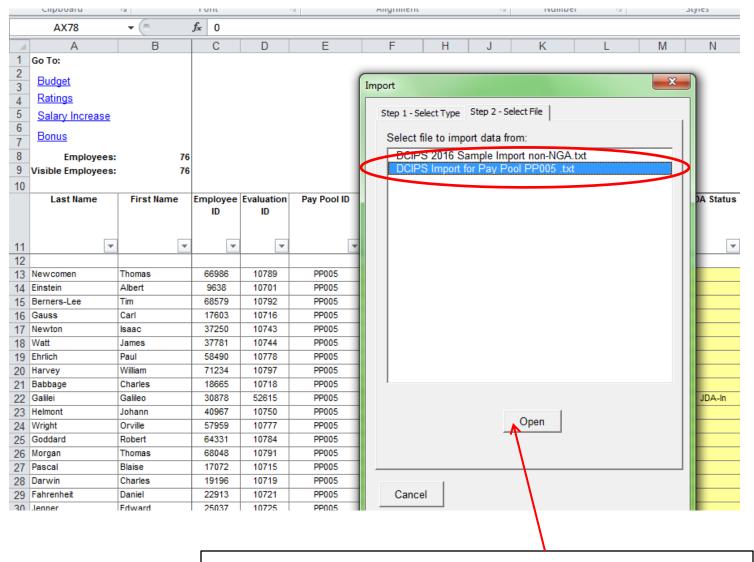
Close out program. It's already saved for you in your CWB folder. Choose "Don't Save"



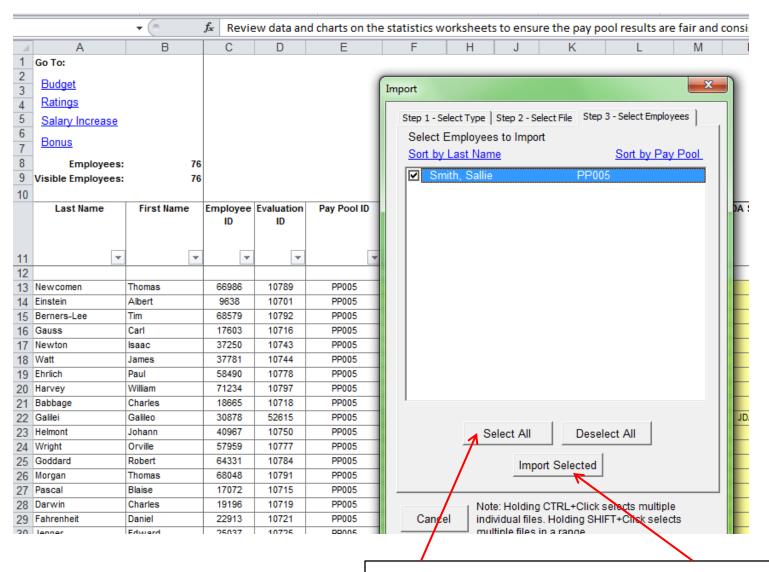
Open the CWB that already has your other employees populated in the cells. Click on the "Import" link highlighted in blue.



Choose the "Pay pool data from Personnel Data System?" tab. Click on the "Continue" tab.

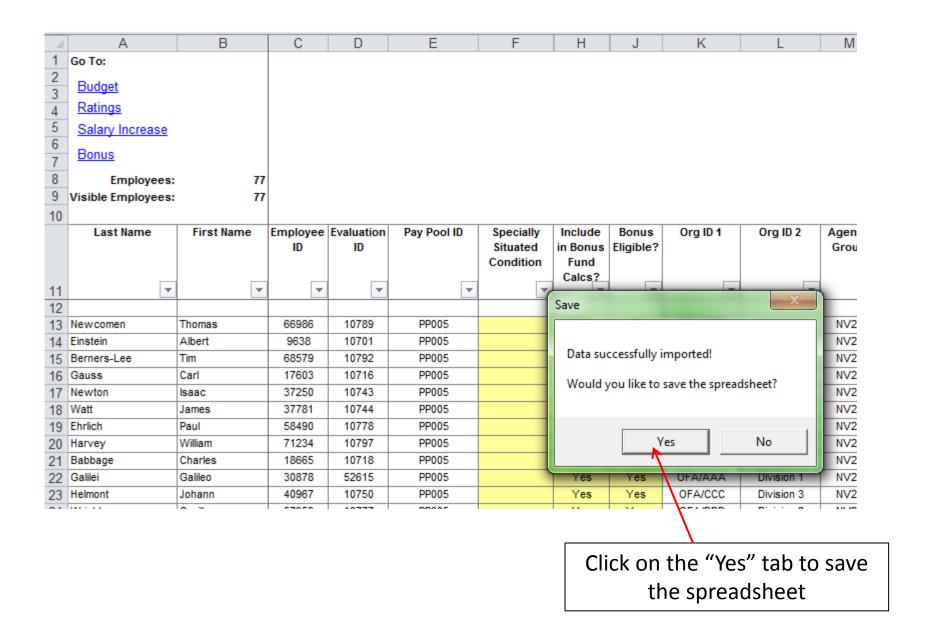


Choose the correct .txt file. Click on the Open tab.



Choose "Select All" tab to highlight the name or click in the box next to the name.

Next click on the "Import Selected" tab.



		_		_		_						
	Α	В	С	D	Е	F	H	J	K	L	M	N
1	Go To:											
3	<u>Budget</u>											
4	Ratings											
5	Salary Increase											
6	<u>Bonus</u>											
7	Donus											
8	Employees:											
9	Visible Employees:	77										
10												
	Last Name	First Name		Evaluation	Pay Pool ID	Specially	Include	Bonus	Org ID 1	Org ID 2	Agency	JDA Status
			ID	ID		Situated	in Bonus	Eligible?			Group	
						Condition	Fund Calcs?					
11	▼	-	-	-	-	~	Calcs:	-	▼	~	-	-
75	Gutenberg	Johannes	42029	10752	PP005		Yes	Yes	OFA/BBB	Division 2	NV27	
76	Lavoisier	Antoine	14417	10710	PP005		Yes	Yes	OFA/BBB	Division 2	NV27	
77	Bacon	Francis	28754	10732	PP005		Yes	Yes	OFA/BBB	Division 2	NV27	
78	Thomson	John	43091	10754	PP005		No	No	OFA/AAA	Division 1	NV27	
79	Hilbert	David	23444	10722	PP005		Yes	Yes	OFA/AAA	Division 1	NV27	
80	Mendeleev	Dmitri	23975	10723	PP005		Yes	Yes	OFA/CCC	Division 3	NV27	
81	Whittle	Frank	29285	10733	PP005		Yes	Yes	OFA/CCC	Division 2	NV27	
82	Soddy	Frederick	29816	10734	PP005		Yes	Yes	OFA/CCC	Division 3	NV27	
83	Marconi	Guglielmo	32471	10739	PP005		Yes	Yes	OFA/CCC	Division 2	NV27	
84	Neumann	John	43622	10755	PP005		Yes	Yes	OFA/CCC	Division 2	NV27	
85	Faraday	Michael	55304	10772	PP005		Yes	Yes	OFA/BBB	Division 2	NV27	
86	Daimler	Wilhelm	69641	10794	PP005		Yes	Yes	OFA/AAA	Division 1	NV27	
	Vesalius	Andreas	13355	10708	PP005		Yes	Yes	OFA/CCC	Division 2	NV27	
	Kepler	Johannes	42560	10753	PP005		Yes	Yes	OFA/CCC	Division 2	NV27	
89	Smith	Sallie	103103		PP005							

Check to ensure that the member has been added.