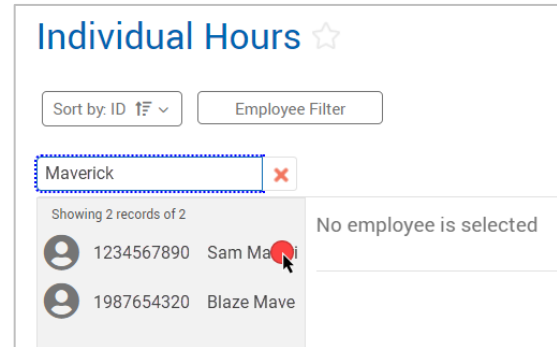# Download Employee Hours Job Aid

The purpose of this job aid is to explain how to download Employee Hours from both the Individual Hours and Group Hours screens allow you to download hours from TCP.

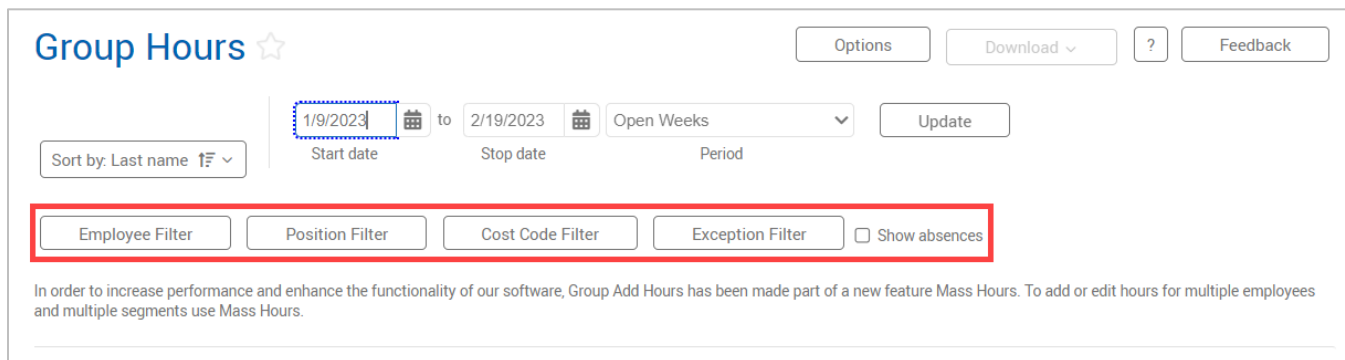1) Navigate to the desired Hours screen:

- Individual Hours screen to download hours for one employee (Hours > Individual Hours)

- Group Hours screen to download hours for multiple employees (Hours > Group Hours)

2) Populate the desired hours:

- Individual Hours: Click on an employee in the Employee List or search for an employee by typing their name or a portion of their name, or their 10-digit employee ID number in the search box.

- Group Hours: Use the Employee, Position, and or Exception Filters to select the employees to display. Adjust the "Sort by" option to adjust how the hours are sorted.

3) If actual punch time need to be downloaded along with the rounded punch time, click the Options button.

a) Under the Display section, click the box for "Display actual punch times in addition to rounded times".

b) To keep actual punch times on hours screens, also click the box for "Always display actual times".

c) Click the Apply button to apply the change.

4) Once the desired hours have been populated and options set, click the Download button.

5) Select the format for the download

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a) HTML: The output is produced in a .html file that can be opened by a web browser.

b) PDF: The output is produced in a .pdf file that can be opened in Adobe Reader or another program designed to read .pdf files.

c) OpenXML: The report is produced in a .xml file that can be opened in Microsoft Excel or OpenOffice.

6) When the Download is ready, the Download button will turn blue. Click this button to download the hours in the indicated format.