

TG Excel (CSV) Export File:

Name/Location of File	The user can specify the file name and location.
File Format	File format is CSV and some fields may vary depending on the options selected in the configuration
Header Record/ Trailer Record	Output file has a Header and Data record that may vary depending on the options selected in the configuration

Header Record

Field #	Field Name	Data Format A = Alphanumeric N = Numeric	Comments
1	Payroll Number	A	
2	Employee Name	A	
3	Labor sort 1	N	
4	Labor sort 2	N	
5	Labor sort 3	N	
6	Labor sort 4	N	
7	Labor sort 5	N	
8	Labor sort 6	N	
9	Zone Code	N	Option – can be selected in the setup
10	Rate	N	Option – can be selected in the setup
11	Date		Option – can be selected in the setup
12,13,14...	Pay Code(s)	A	Selected in setup

Data Record

Field #	Field Name	Data Format A = Alphanumeric N = Numeric	Example data (ignore the "" marks)	Comments
1	Payroll Number	A	"123"	Up to 11 digits
2	Employee Name	A	"John Doe"	
3	Labor sort 1	N	"1"	Up to 9 digits
4	Labor sort 2	N	"100"	Up to 9 digits
5	Labor sort 3	N	"1000"	Up to 9 digits
6	Labor sort 4	N	"1000"	Up to 9 digits
7	Labor sort 5	N	"1000"	Up to 9 digits
8	Labor sort 6	N	"1000"	Up to 9 digits
9	Zone Code	N	"1"	Option – can be selected in the setup
10	Rate	N	"12.35"	Option – can be selected in the setup
11	Date		"7/19/2012"	Option – can be selected in the setup
12,13,14...	Pay Code(s)	A	"1.02"	Selected in setup – 'For Dollar Pay Code an extra line will be created'