### CHANGE DAYS WORKED INSTRUCTIONS

**To pull the data needed for the Compensation Journal Mass Load:**

1. Report/Report Manager – Run Report “Change Days Worked”
2. Generate Report - this creates an excel xlsx file.
3. Copy and Paste headers from **CHANGE DAYS WORKED** **TEMPLATE.**
   1. The headers: **amountPaid, amountEarned, amountDocked, and paysPaid** must all be on the spreadsheet and they **all must have 0** in each cell formatted as number with 2 decimal places
   2. The header: **description** must also be included. Leave it Blank
4. The header: **daysWorked** is an adjustment field. **Enter the difference** between Contract Work Days and Days Worked to get them to balance.
5. Save the spreadsheet as .csv
6. Go to UTILITIES/MASS LOAD
7. Choose the File
8. Importable Entities: Compensation Journal
9. Click Load
10. Review your changes on the Compensation Grid.