

Transferring Data to the Summary Report Template

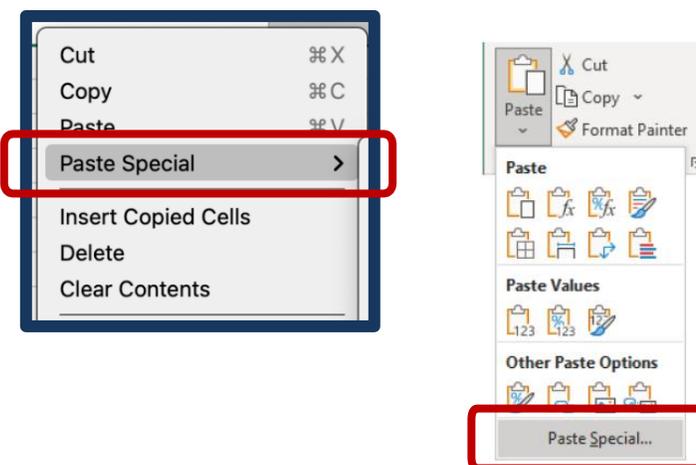
1. Login to ESS
2. From the *Home Page* click **Generate a Report**.
3. Select “ESS Employer Summary Report” and click **Next**.
4. Select “**CSV**” format and enter “**2025**” into the Fiscal Year field.
5. Click **Schedule** to generate the report.
6. After the report generates, it will show on the *Forms and Reports* page.
7. Clicking on the report will cause it to pop up at the bottom.
8. Open the “FY 2025 Summary Report CSV” file from your computer.
9. Highlight the information contained in the **Member Name** field through the **POS** field for all employees.

Member Name	SSN	Wage Type	Hours	Days	Base	URCC	OT	SUPP	Total Salary	WNC	Contributions	POS	Mem Savings	EMP SH	EMP PA
LAST NAME, FIRST NAME	000-00-0000	Salary	40	181	50,000.00	0	0	500	50,500.00	0	3787.5	0	3787.5	0.00	0
LAST NAME, FIRST NAME	000-00-0000	Hourly	1300	1	10,000.00	0	0	100	10,100.00	0	757.50	0	757.50	0.00	0
LAST NAME, FIRST NAME	000-00-0000	Per Diem	0	50	5,000.00	0	0	0	5,000.00	0	375.00	0	375.00	0.00	0

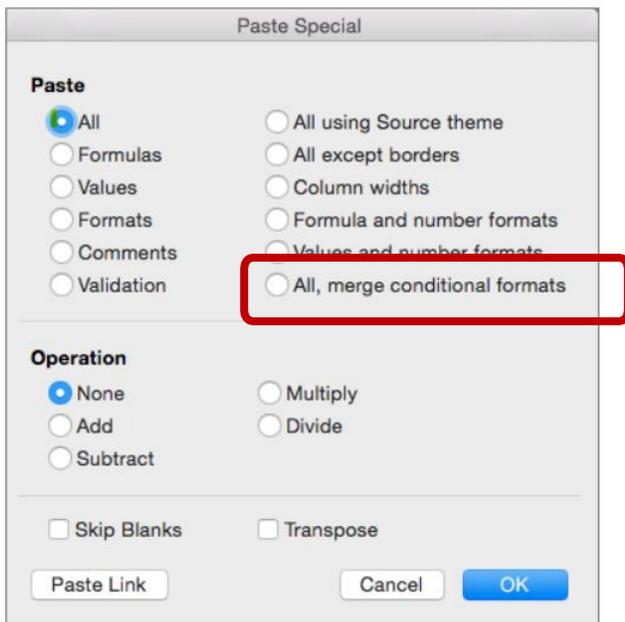
10. Select “Copy”
11. Open the blank **Summary Report Template** attached to your email.
12. Click in the first available block on the **Summary Report Template** (row 4 column A)

Member Name	SSN	WageType	Hours	Days
Member Summary Gener				
Paste special - all merging conditional formats				

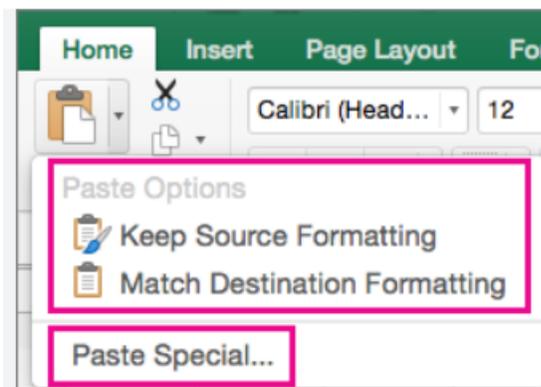
13. Right click in the box, select **Paste Special**



14. choose the “All, merge conditional formats” option.



May also be shown as “Keep Source Formatting” depending on the version of Excel you are using.



15. Your information should now be pasted to the spreadsheet. You should see highlighted rows and red comments in the **Recommended Action Field**.

****Important****

If you have more than 1000 employees on your Summary report you will need to copy the formula in columns Y, Z and AC down to the bottom of your spreadsheet.