

Overview

Download and use of the HR Indicative data extract requires 3 steps:

1. Download the compressed file.

This process is somewhat automated. Read the Download Instructions for more information.

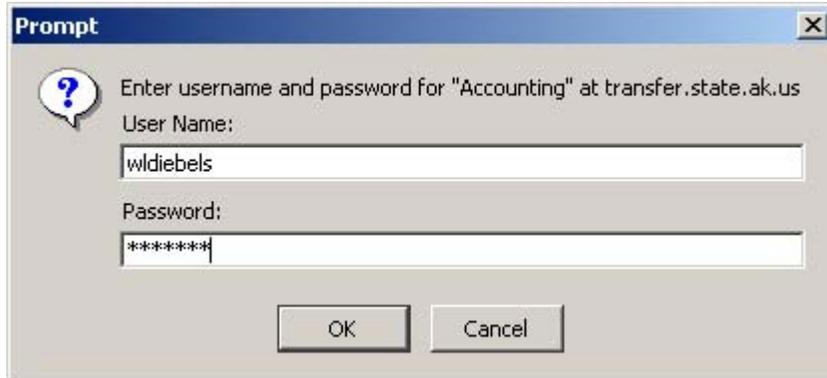
2. Decompress the file to a delimited text (CSV) format. Decompression software is not provided.
3. Import and format the CSV file into an application such as Microsoft Excel®.

The CSV format is a common import format that allows the data to be input into almost any analysis application you may have. If using an application other than Microsoft Excel® you will need to format the fields within your application. For Microsoft Excel®, the Division of Finance has created a tool to help format the HR Indicative data. Note: This tool is not required, but may make it easier to use the data. First-time users wishing to use the tool must download an Excel® macro once. It can then be used repeatedly to format future data downloads.

Download Instructions

1. Select your group or department from the list.
2. Enter your LDAP user ID and password in the **Password Entry Dialog** box. The format of this box will vary slightly depending on your browser. Examples of Mozilla and Internet Explorer are shown below. To maintain security of the password, asterisks (****) are displayed as the password is keyed. (It is strongly recommended that you do not save your password if given the option.) **Click OK.**

Mozilla:



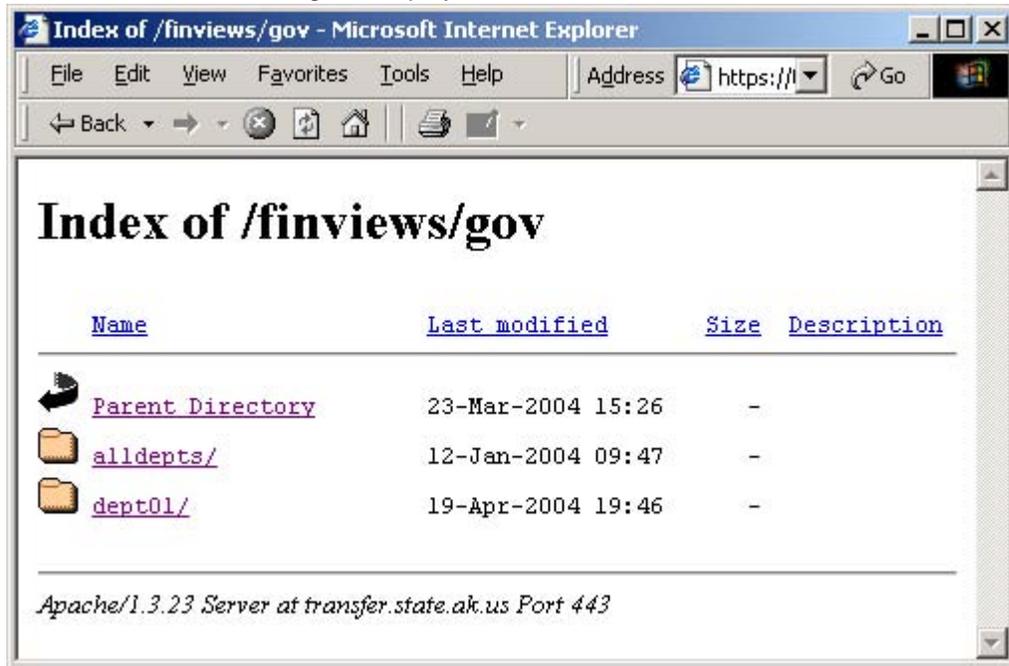
The screenshot shows a dialog box titled "Prompt" with a close button (X) in the top right corner. It contains a question mark icon and the text "Enter username and password for 'Accounting' at transfer.state.ak.us". Below this, there are two input fields: "User Name:" with the text "wldiebels" and "Password:" with asterisks "*****". At the bottom, there are "OK" and "Cancel" buttons.

Internet Explorer:

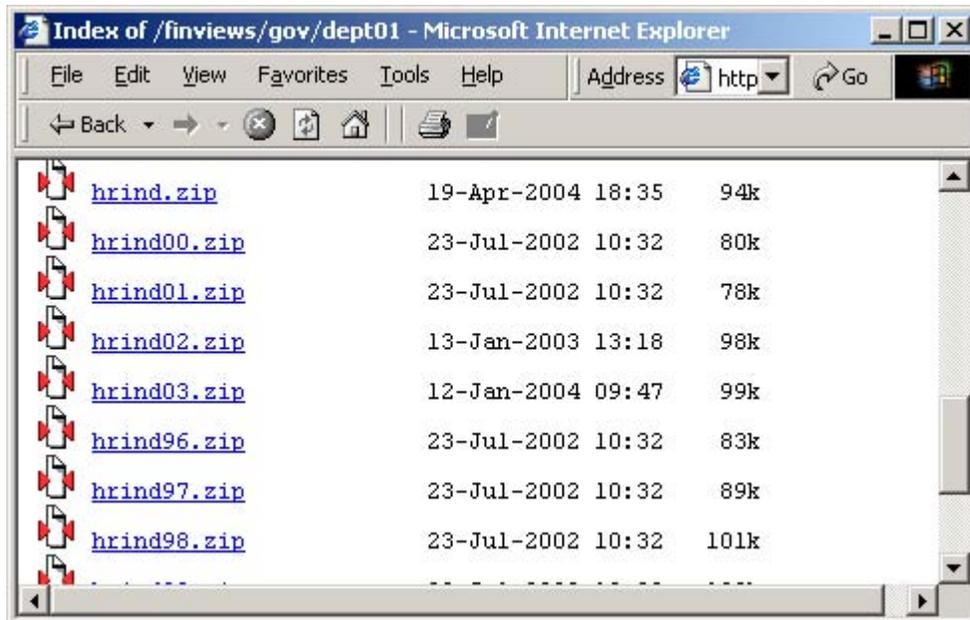


The screenshot shows a dialog box titled "Enter Network Password" with a help icon (?) and a close button (X) in the top right corner. It contains a key icon and the text "Please type your user name and password." Below this, there are labels for "Site:" (transfer.state.ak.us), "Realm:" (Accounting), "User Name" (wldiebels), and "Password" (*****). At the bottom, there is a checkbox labeled "Save this password in your password list" which is circled in red. Below the checkbox, the text "Do not use." is written in red. At the bottom right, there are "OK" and "Cancel" buttons.

3. A screen similar to the following will display:

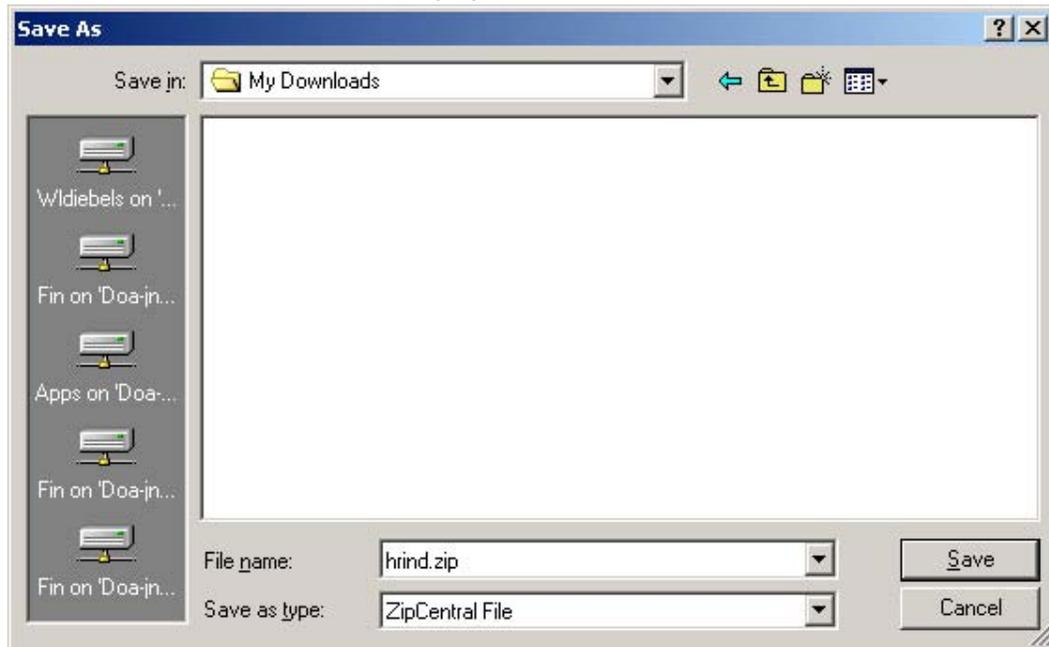


4. Left-click on the appropriate departmental folder from the list, then left-click the appropriate HR Indicative file from the directory list displayed. Note the current file is named **hrind.zip**. Prior calendar year-end files are named **hrindy.zip**, where "yy" is the year the file was created. Also note that the **alldepts** folder contains similarly named files with data for all state employees.



5. Left-click the appropriate HR Indicative file from the directory list displayed.

A window similar to the one below will display:



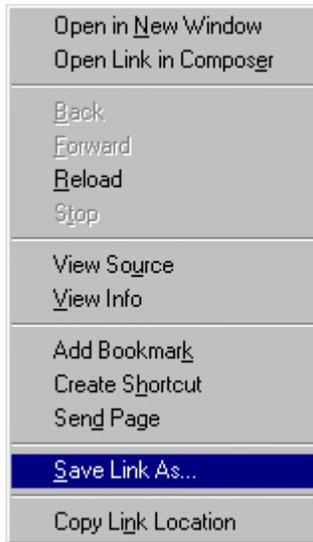
6. In the "**Save in:**" selection list box, specify the drive and directory in which you would like the file to be saved. In the example above, the directory (or folder) in which the file is being saved is named "My Downloads". Do not modify the "**Save as type:**" box.
7. Click the **Save** button to save the compressed Account Route Data file to your specified drive and directory.

Note: When you decompress the file you saved, it is important to keep the file name hrind.csv for normal processing. As described below in "*How to Use the Microsoft Excel® Macro*" this will all the formatting macro to work properly.

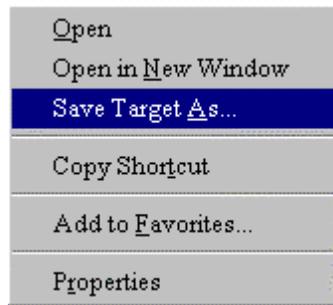
Instructions for downloading the Microsoft Excel fmthrind macro

Note: This process to download the macro only needs to be done once.

1. Go to the [Payroll Macros page](#), then download the Microsoft Excel® macro by **right-clicking** on the link for **fmthrind.xls (Microsoft Excel® Macro)**.
2. When you right-click on the link provided, a window similar to the one of the windows below will display:

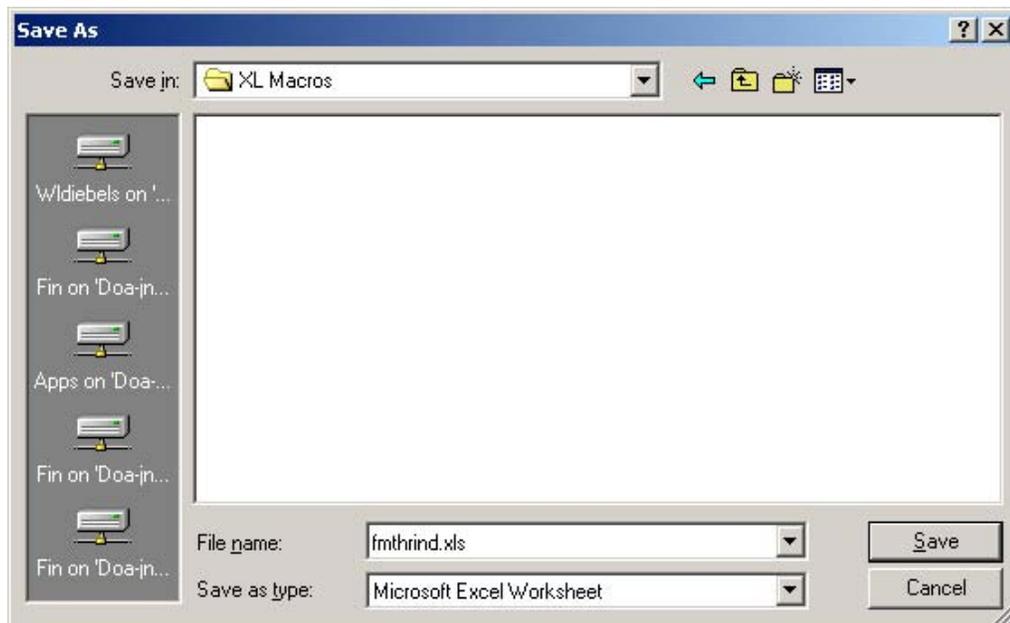


Netscape Window



Internet Explorer Window

3. Netscape® users click on "**Save Link As...**", Internet Explorer® users click on "**Save Target As...**".
4. A "**Save As**" window similar to the one below will display:



5. In the "**Save in:**" selection list box, specify the drive and directory in which you would like the file to be saved.
6. Click the **Save** button to save the file to your specified drive and directory.

How to Use the Microsoft Excel® Macro

To simplify consistent formatting of the HR Indicative data, a macro is available which will perform automatic formatting of the "**HRIND.CSV**" file. If you would like to use the Microsoft Excel® macro, follow the step-by-step instructions below.

1. Open the decompressed HR Indicative file "**HRIND.CSV**" in Microsoft Excel®. Here are two ways this task can be accomplished:
 - Double click on the file "**HRIND.CSV**" in Windows Explorer.
 - Open Microsoft Excel®, click on the **File** pull down menu then select **Open**, and navigate to the drive and directory (or folder) in which the file "**HRIND.CSV**" resides, either double click on "**HRIND.CSV**" or select it with a single click then click the **Open** button.
2. Open the file "**fmthrind.xls**" in Microsoft Excel®. Here are two ways this task can be accomplished:
 - Double click on the file "**fmthrind.xls**" in Windows Explorer.
 - In Microsoft Excel®, click on the **File** pull down menu then select **Open**, and navigate to the drive and directory (or folder) in which the file "**fmthrind.xls**" resides, either double click on "**fmthrind.xls**" or select it with a single click then click the **Open** button.
3. Do not be alarmed if you notice some movement and flashing as the macro formats the "**HRIND.CSV**" file. When the macro has finished the formatting process it will close automatically.
4. **You *must* have the "HRIND.CSV" file open in Microsoft Excel® *before* opening the Microsoft Excel® macro, otherwise the following error will occur:**

