

Transferring Data to the Summary Report Template

1. Login to ESS
2. From the Home Page click on Generate a Report.
3. Select ESS Employer summary report and click Next.
4. Select **CSV** format and enter **2023** into the Fiscal Year field.
5. Click Schedule to generate the report.
6. After it is generated, the report 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 2023 Summary Report CSV file from your computer.
9. Highlight the information contained in the Member Name field through the POS field for all employees.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Employer Summary Report																						
2	Employer ###			Employer Nam TEST SD				Fiscal Year : 2022				Run Date :				7/27/2022							
3																							
4	Member Name	SSN	Wage Type	Hours	Days	Base	URCC	OT	SUPP	Total Salary	WNC	Contributions	POS	Mem Savings	EMP SH	EMP PA							
5	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							
6	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							
7	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. Go to the Summary Report Template
12. Click in the first available block on the Summary Template

	A	D	F	H	I
1	Member Summary				
2	Gener				
3	Member Name	SSN	WageType	Hours	Days
4	Paste special - all merging conditional formats				

13. Right click in the box, select Paste Special and choose the option **“Keep Source Formatting”**.
 14. 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.