



exportpaytables

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Human Resources > Utilities > Export Pay Tables

Include the short page introduction here.

Modify a record:

Field	Description
Export Filename	This field is preset and is display only. The export file name has the format dbccddd_#_mmddyyyy.rsf, where cccddd is the county-district number, # is the pay frequency, and mmddyyyy is the current date.
Enter the Password to be used for the Archive	Type a password for the exported file.
Execute	<p>Execute the process.</p> <p>A message is displayed indicating that you are about to export HR tables and confirming that you want to continue.</p> <p>Click Yes to continue the export. Otherwise, click No to cancel the export.</p> <p>Click Save to save the file. A Save As dialog box is displayed.</p> <p>In the Save in field, click  to navigate to the appropriate folder.</p> <p>In the File name field, the file name is set to dbccddd_mmddyyyy_fin.rsf, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file.</p> <p>Click Save. Otherwise, click Cancel to close the Save As dialog box without saving the file.</p> <p>The tables are exported, and a message is displayed indicating that the export process completed successfully. Click OK.</p>