

6.9 - Printing the DPS

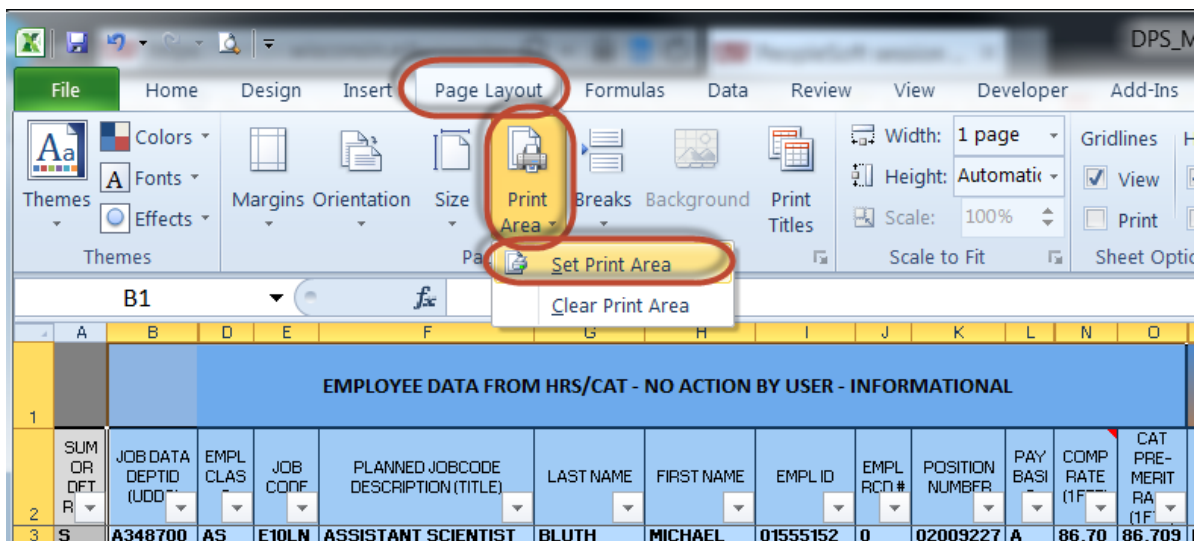
General Description

The DPS is designed to be edited and shared in electronic format. Although many people will never need to print the DPS, some users are more comfortable working with and sharing the DPS in paper form. The following procedure will provide detailed instructions on printing the DPS.

1. Highlight all the cells you wish to print
 - a. Select cell B1 and drag across to cell AM1 then drag down to your last employee.

EMPLOYEE DATA FROM HRS/CAT - NO ACTION BY USER - INFORMATIONAL										DATA FROM HRS/CAT - UPDATE WITH FUNDING				AUTO CALC	USER ENTRY		AUTOMATIC CALCULATIONS				SHOW FTE CHANGE INDICATOR	HIDE FTE CHANGE INDICATOR			
SUM OR DFT R	JOB DATA DEPTID (UDD)	EMPL CLAS	JOB CONF	PLANNED JOB CODE DESCRIPTION (TITLE)	LAST NAME	FIRST NAME	EMPL ID	EMPL RCN#	POSITION NUMBER	PAY BASI	COMP RATE (1F)	CAT PRE-MERIT RA (1F)	DEPT	FUND	PRG	PRJ ID	DIST %	DGT % CHECK	BODT FTE	MERIT INCR AMT (24)	MERIT INCR AMT (3)	PROPOSED COMP RATE (FTE)	MERIT \$ AMOUNT BY FUNDING SPLIT (ADJ FOR FTE)	BASE SALARY BY FUNDING (ADJ FOR FTE)	COMMENTS
	A531200	AS	E05LN	ASST RESEARCHER	LODLAW	ROBERT	00140255	0	02955650	A	55.33	55.331	DEPT	FUND	PRG	PRJ ID	DIST %	100.000	1.00000	0.000	\$ -	\$ 55,331.000	\$ -	\$ 55,331.000	
	A531200	AS	T066N	SR PROGRAMMER	WEATHERS	CARL	00000300	0	00002322	A	77.00	77.002	DEPT	FUND	PRG	PRJ ID	DIST %	100.000	1.00000	0.000	\$ -	\$ 77,802.000	\$ -	\$ 77,802.000	

2. On the “Page Layout” tab select “Print Area” and the select “Set Print Area”



Optional Step – (Printing on Legal Size Paper)

3. On the “Page Layout” tab select “Size” and Select “Legal”
 - a. This will print the document on larger paper for easier readability
4. Print