Department Employees Report
NWRDERP INSTRUCTIONS

The NWRDERP report is used to find the payroll information of all employees in your department or unit. You will receive an email with an attached Excel Worksheet (.csv file) or you may review the output and save the file. You can re-sort the file the way you want (per your needs).

Who has access to this report?

Anyone who has access to HR Query Forms can run the report.

Go to: NWRDERP and enter the Parameter Values as listed:

1. Choose: B = Board Appointed, N = Non-Board Appointed, A = All Employees
2. Level 3 Org or T/S Org Code
    a. Use your Level 3 Org or your Timesheet Org Code
    b. This can be blank for the entire University
3. As of Date: This will be today's date for the most accurate information. Previous dates are acceptable.

4. Email output file? Y = Yes to email or N = No to review
    a. To review, go to the top right corner and select "Related"
    b. Select "Review Output [GJIREVO]"
    c. The file number will automatically populate for the file you just requested. Select the three dots next to file name which will pull up a new window for you to select the right document (.csv file).

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From the preview of the .csv file, you can select Tools in the top right corner, and export the file to Excel.

Here you will notice that the report runs together and you will need to separate the data into columns.

1) Remove the top 3 lines of information as they are not necessary to the report.
2) Highlight Column A. Select the Data tab then "Text to Columns"
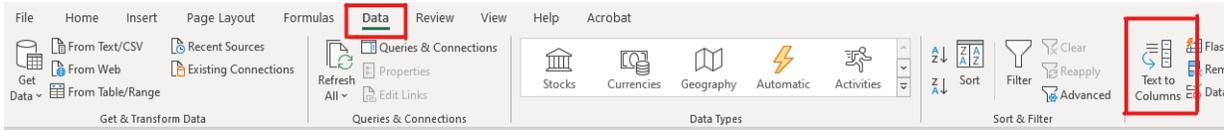
3) "Delimited" is typically the default option. Click Next>
4) Check the "Comma" box. Click Next>
5) Finally you can scroll through a preview of the columns proposed by excel based on your selections and adjust them as needed.
6) Click Finish when done.

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