How to run the Payroll Earnings Analysis CSV File (PAYHEA)
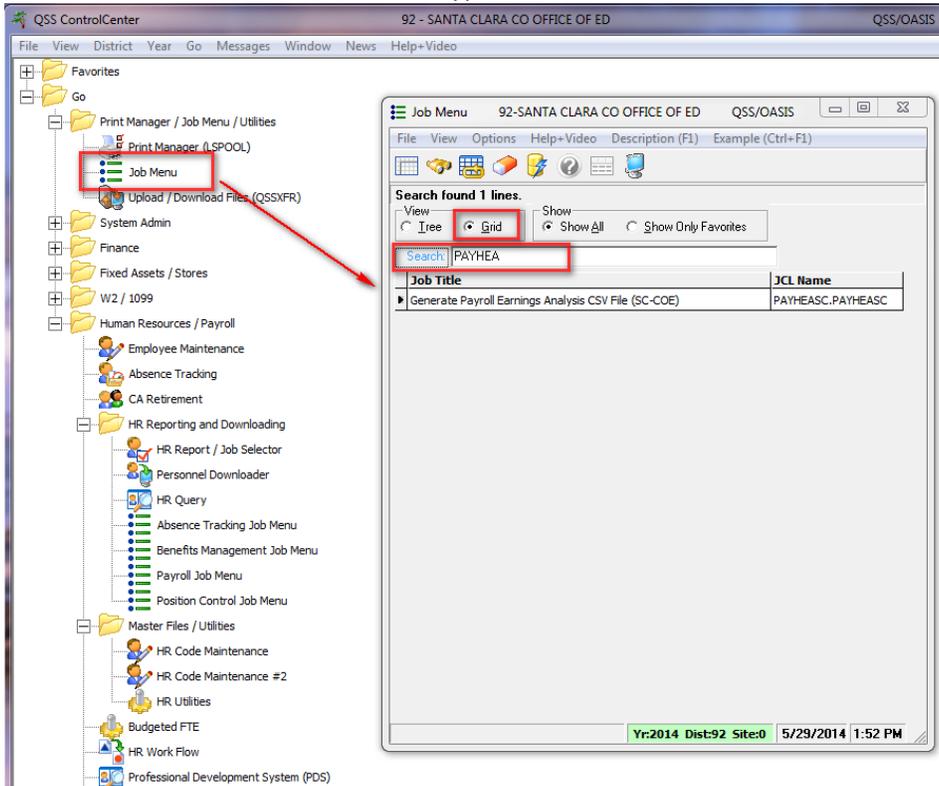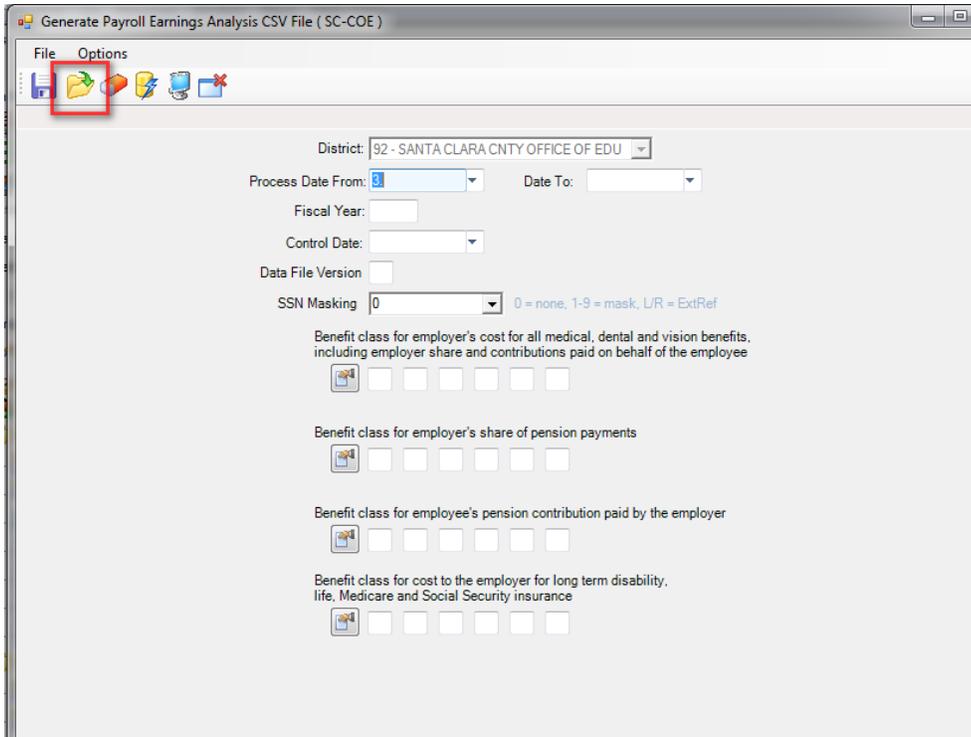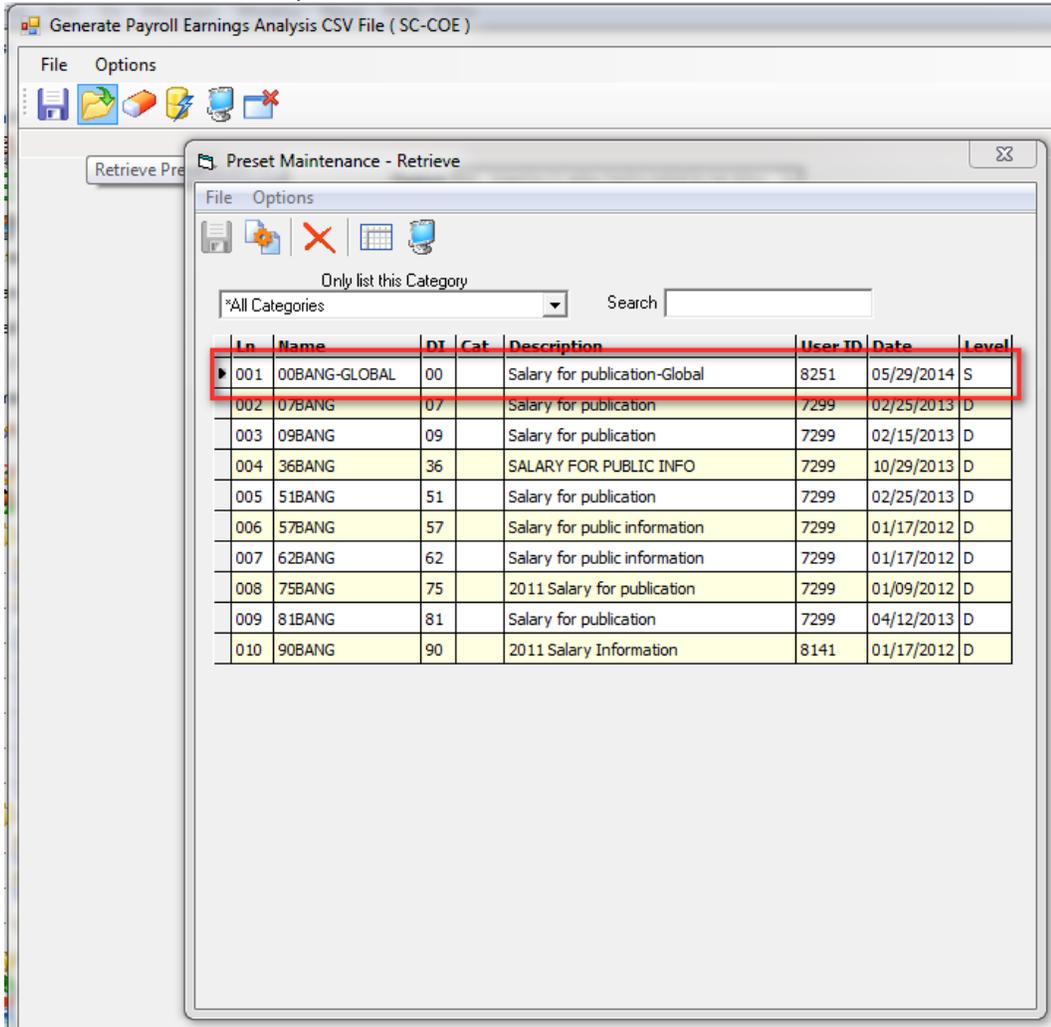
1. From Print Manager, click on Job Menu
2. On the Job Menu, in Grid-mode, type in PAYHEA and hit enter

3. Double-click on "Generate Payroll Earnings Analysis CSV File"
4. Click on Retrieve Preset icon

5. Double-click on first preset "00BANG-GLOBAL"

6. Change the Process Dates, Fiscal Year, Control Date, Data File Version and SSN Masking settings as required. If running multiple times, please use different Date File Version numbers. (1 for the first run, 2 for the second etc.)
7. Click on Submit job icon (lightning bolt) to generate the report.
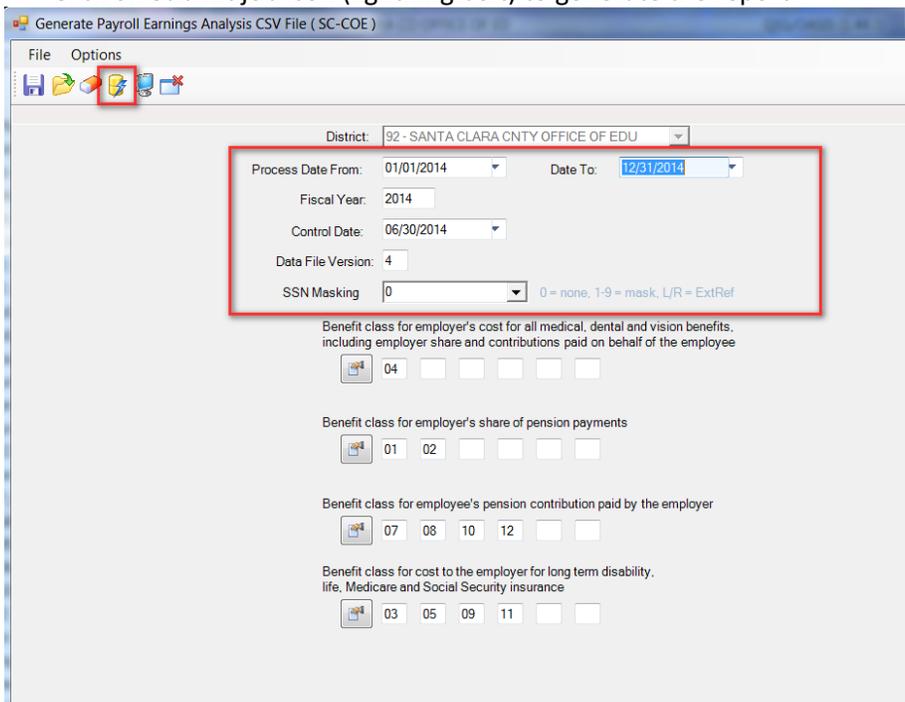
8. Go to Personnel Downloader, Data tab to locate generated file called PAYHEA.
9. Click on PAYHEA then click on Open in Excel icon at the top.
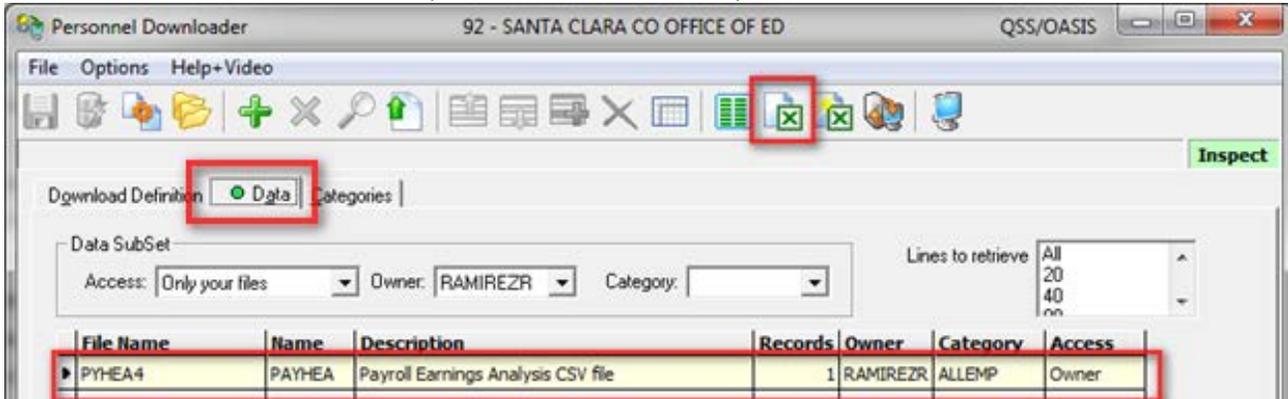
10. Excel will now open with all the Payroll Earnings data for your district.

11. New requirements for 2014-
    Due to new requirements from the Bay Area News Group, you must make two additional changes to your spreadsheet before submitting it:

    - Combine the totals from columns 9 and 13 and populate as column 10.
    - Now create a new column 9 and populate with any meeting stipends and other payments that would qualify as non-employee compensation under IRS form 1099-misc. (This column will _not_ apply to most employees)