Longevity Reports Downloaded to Excel

Last Updated: April 2024

This job aid is to assist agencies on how to run Longevity Reports and download data into EXCEL format.

Navigation :

Nav Bar > Menu > Core-CT HRMS > Workforce Administration > Workforce Reports > Longevity Report

1. Select an existing Run Control ID or enter in a new one.

Core-CT

2. Enter ***From Date** and ***Thru Date** with either 10/01/20XX thru 03/31/20XX for the April 1st longevity period or 04/01/20XX thru 09/30/20XX for the October 1st longevity period.
3. Enter your ***SetID** (AGNCY, UNIVS, LEGMN).
4. Select "Report" in the ***Report Mode** dropdown.
5. Select **Report only specific Departments for SetID.**
6. Enter your Department - if you have multiple Departments, click ⊞ the button for multiple rows.
7. Once completed, press the [Run] button.

8. Verify **Server Name** is "PSUNX"
9. Check **CTHR301F – Files for EXCEL** (The Longevity Prcs and Excp Report does not produce in the excel format).
10. Verify ***Type** is "Web"
11. Verify ***Format** is "CSV"
12. Click on the [OK] button.

13. The Longevity Results Reports page appears.
14. Click on the Process Monitor hyperlink.

15. The **Process List** page appears.
16. Keep pressing the [Refresh] button until the Run Status reads "Success".
17. Click on the Details hyperlink and the **Process Detail** page will appear.

18. Click on the View Log/Trace hyperlink.

19. Click on either 2.csv for Exception listing or 1.csv for Processed listing to open file.
20. Save as .csv file in directory of your choice
21. Open new blank EXCEL sheet.

22. Click Data > Click "From Text/CSV" Icon and then go to your saved file and select to import. The following screen comes up.
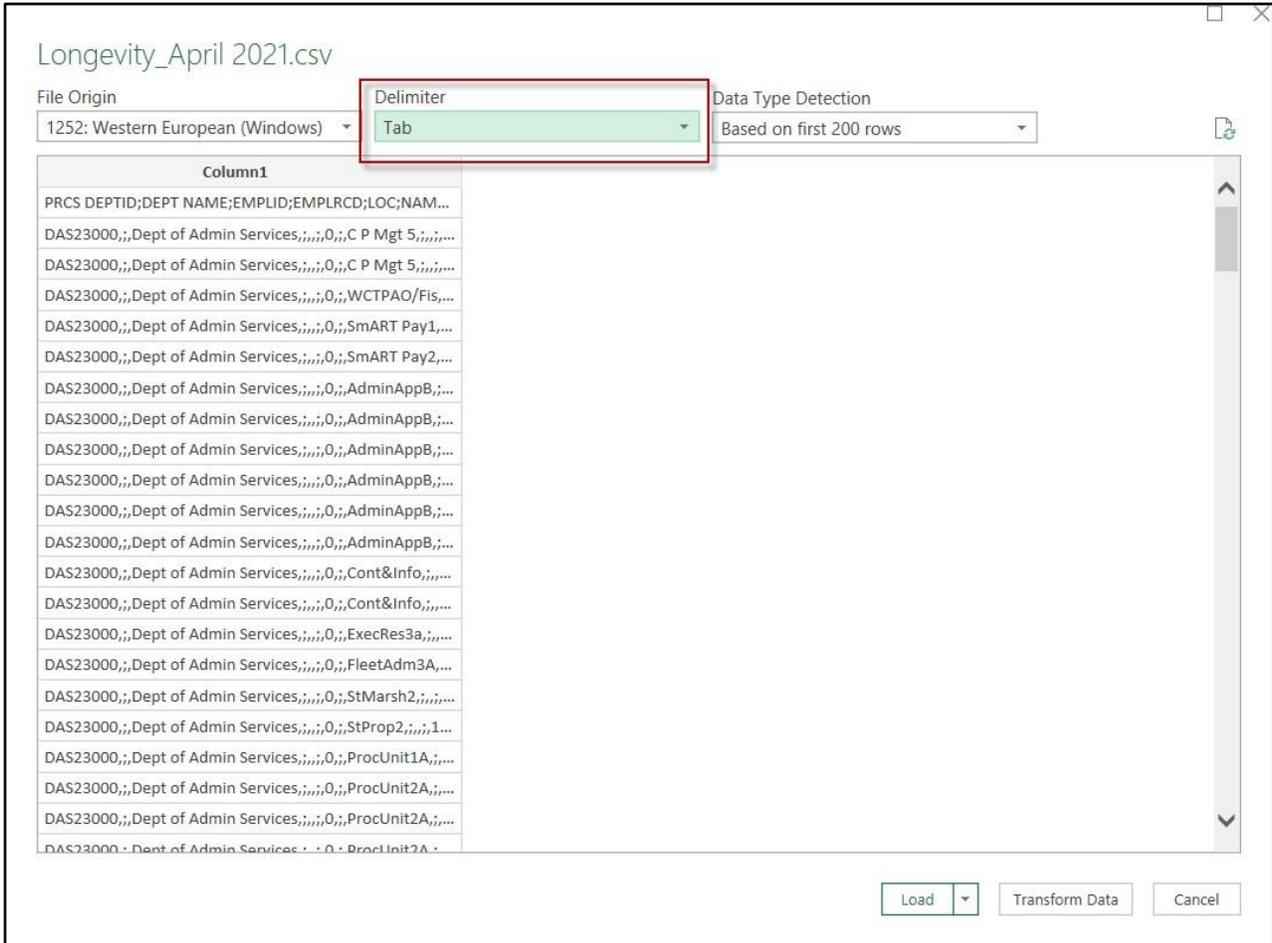
23. Change Delimiter to "Tab" and select Load
24. Excel document opens with all information in one column
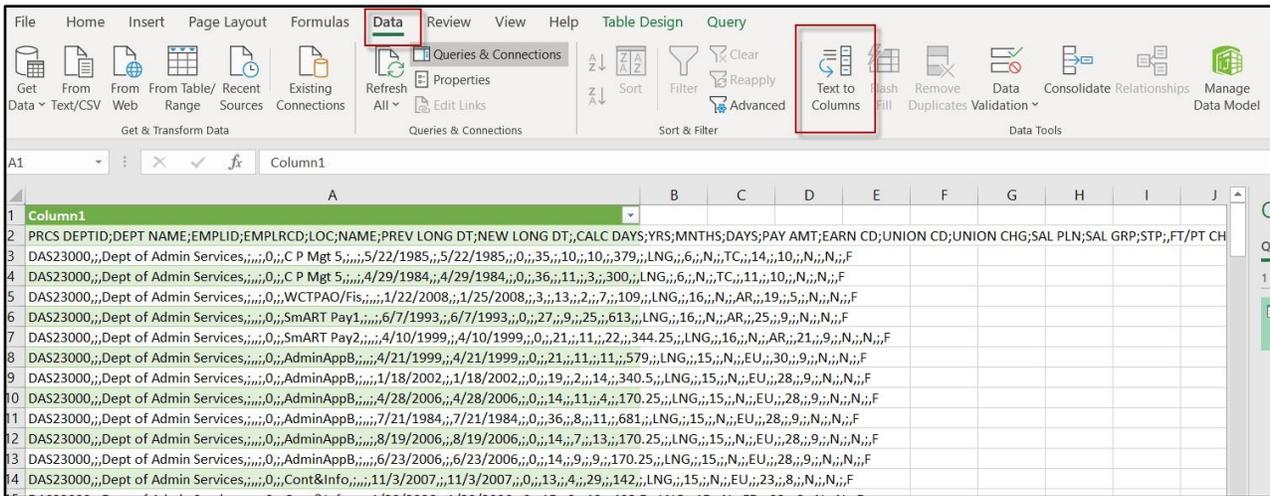
25. Click on Data
26. Click on Column A to highlight the entire column
27. Click on "Text to Column"
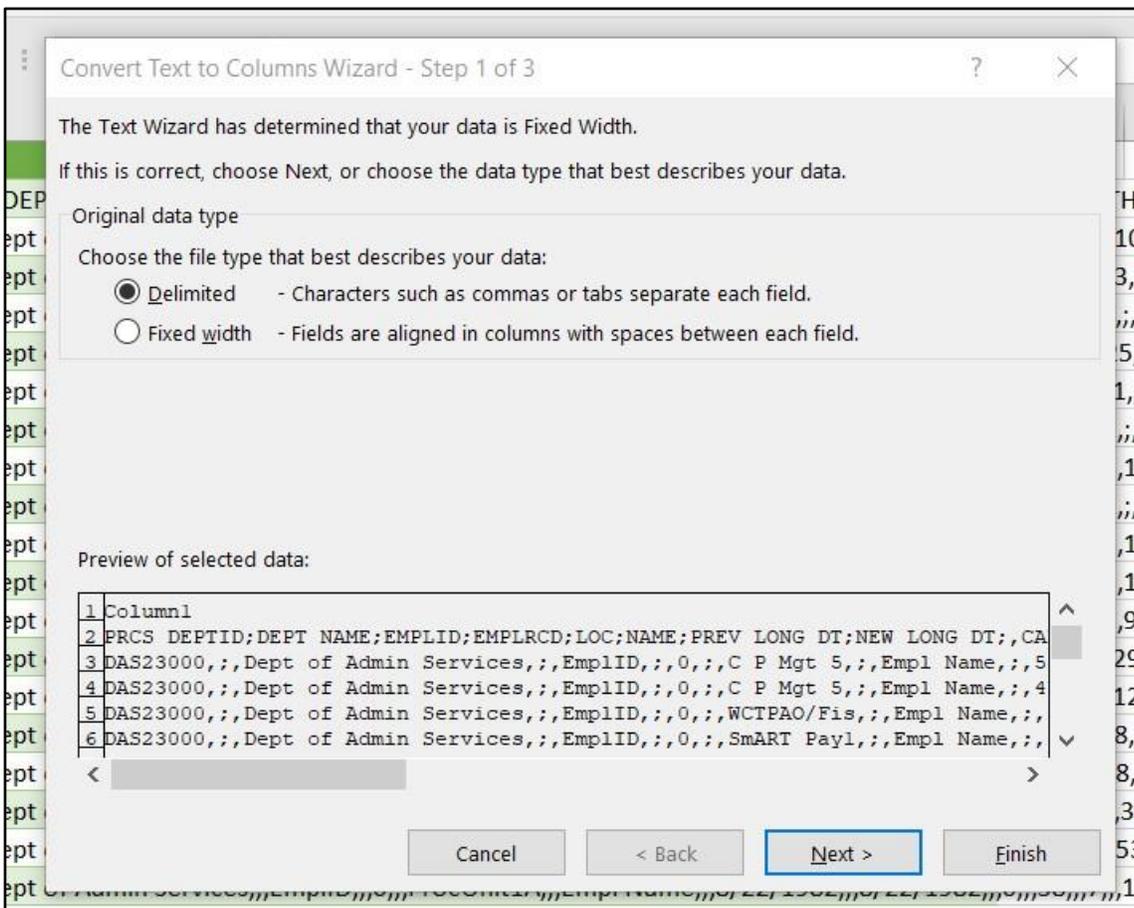
28. Convert Text to Column Wizard will open. Click on "Delimited"' and select Next
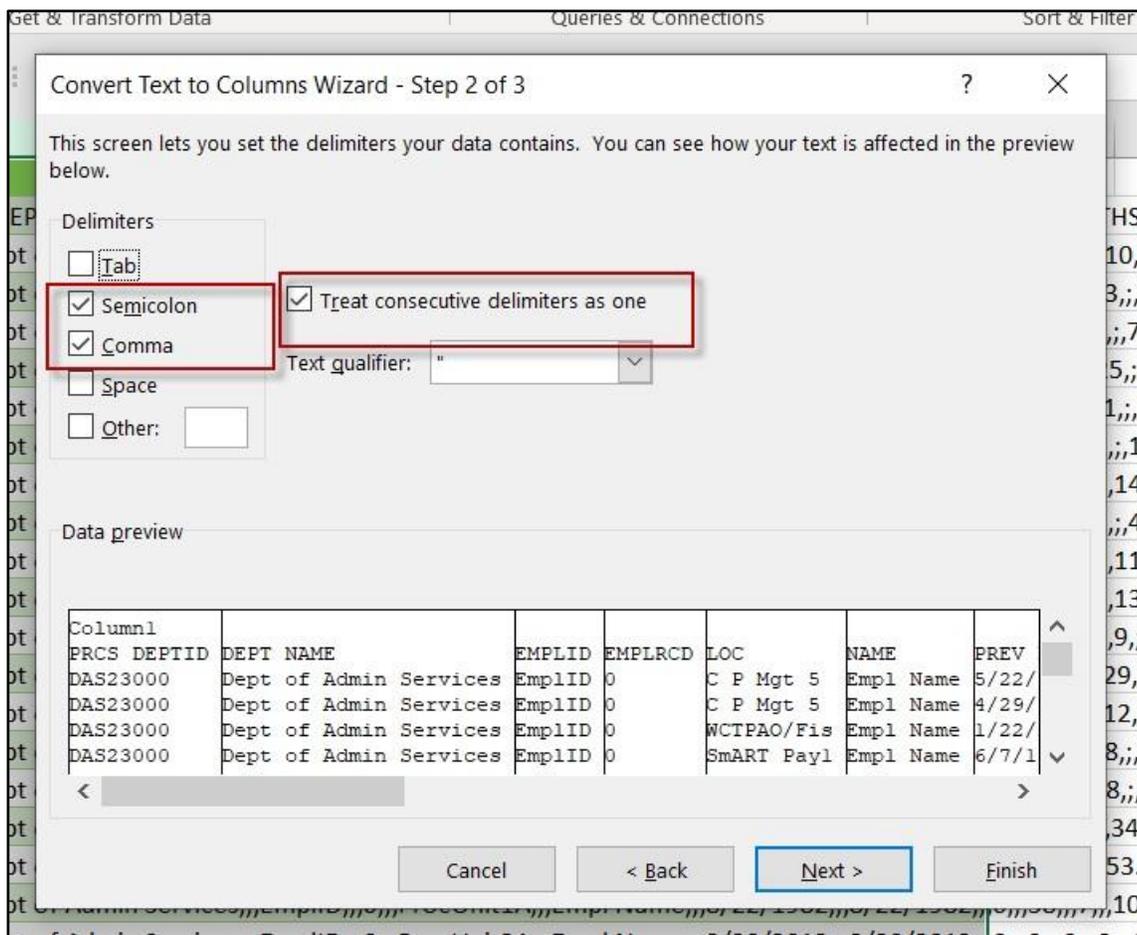
29. Click to uncheck "Tab" and check "Semicolon", "Comma" and "Treat consecutive delimiters as one".
30. Click Next
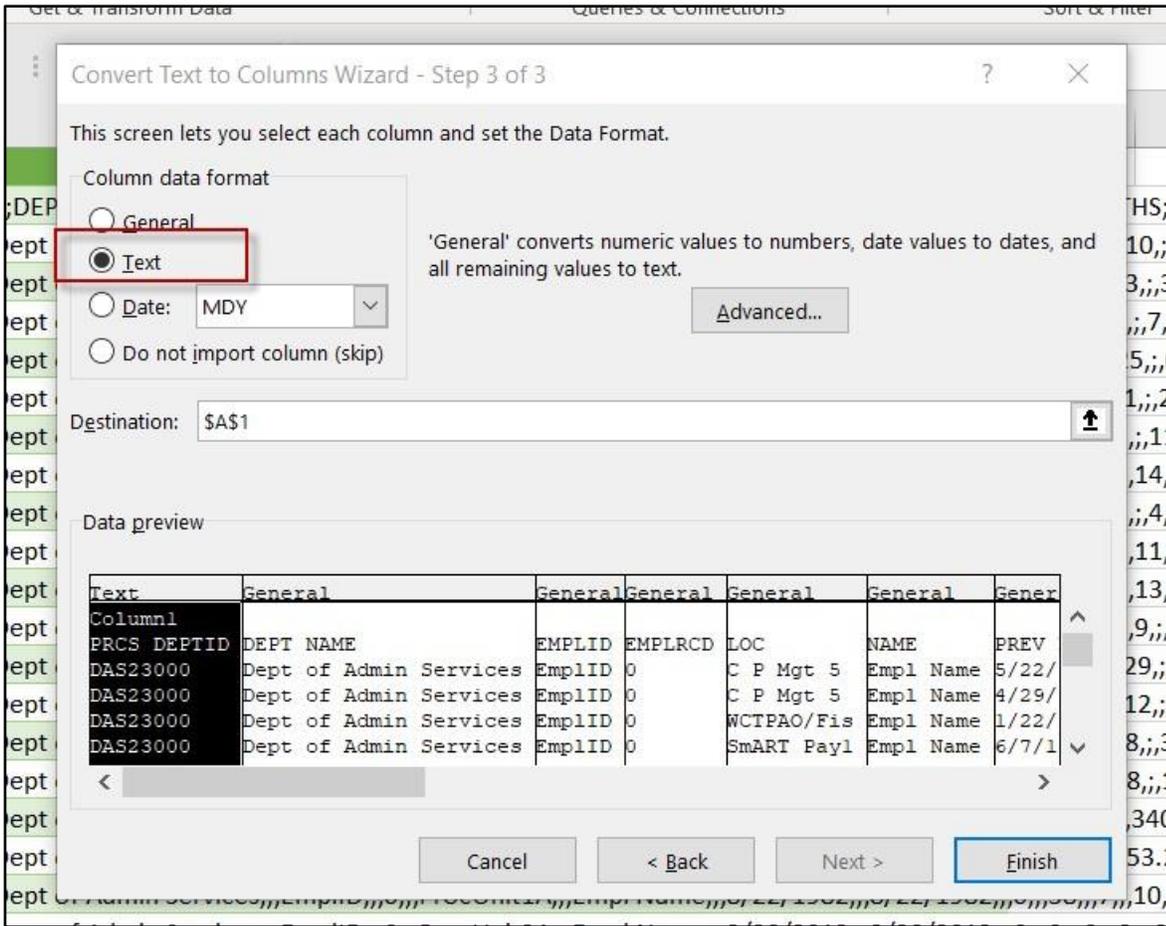
31. Select Text. Click on Finish
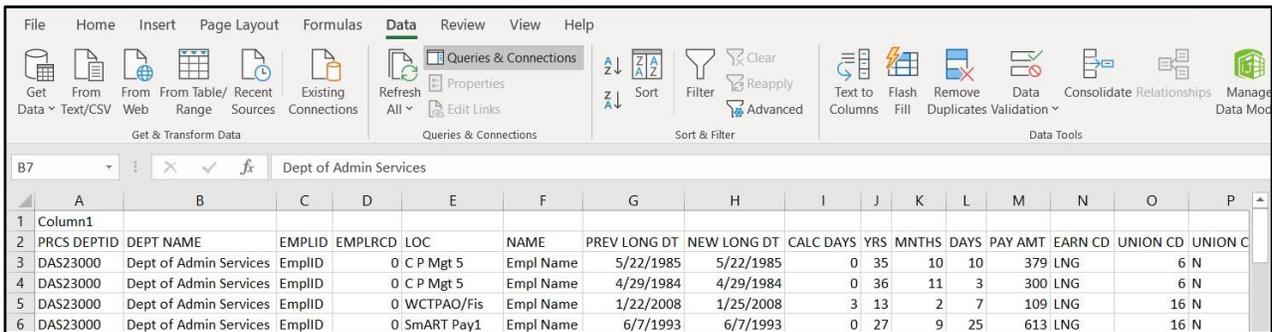
32. The document is now in a format that can be saved as an excel document