

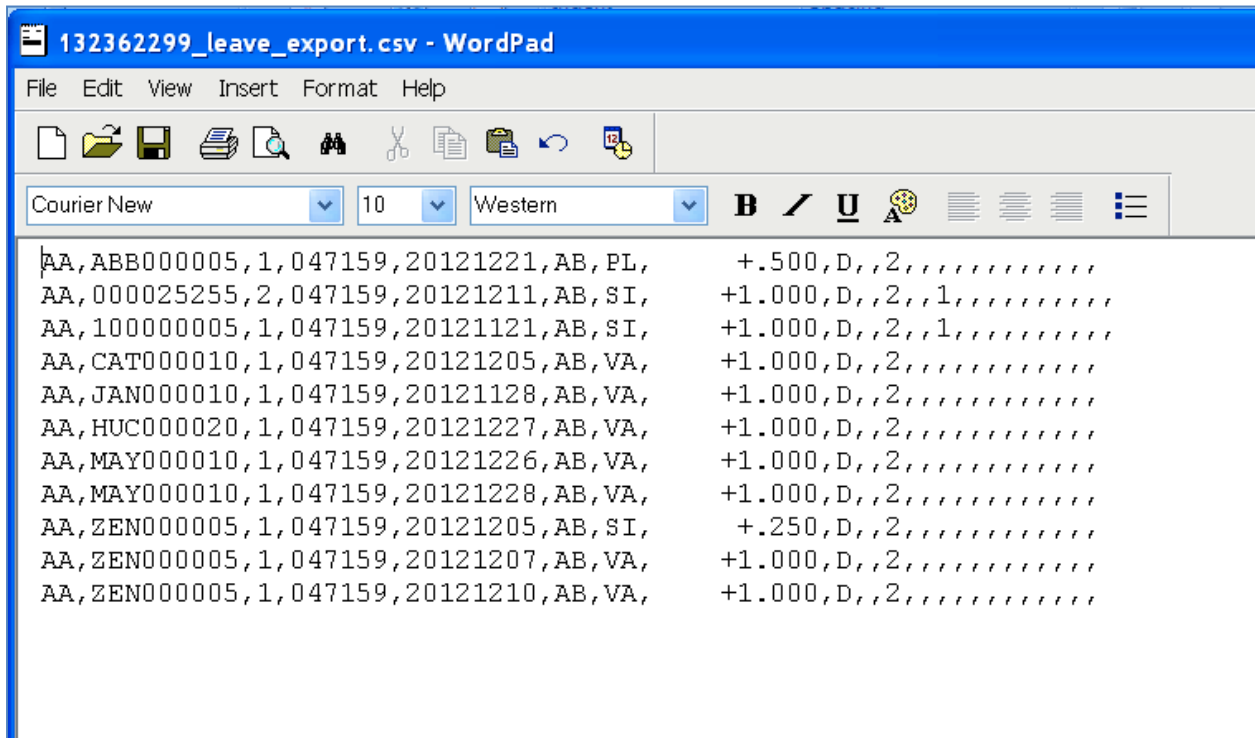
Employee ID's commonly create an issue if the information is extracted from a program and viewed in excel if the user allows excel to automatically open the csv file.

To avoid this problem, the file should be imported into excel versus just opening the file. This process is explained in detail below:

CSV (Comma Separated Variable) files and Excel

A CSV file is a text file with commas separating each column of information. The commas tell programs where/when to place the information into a new/separate column or field.

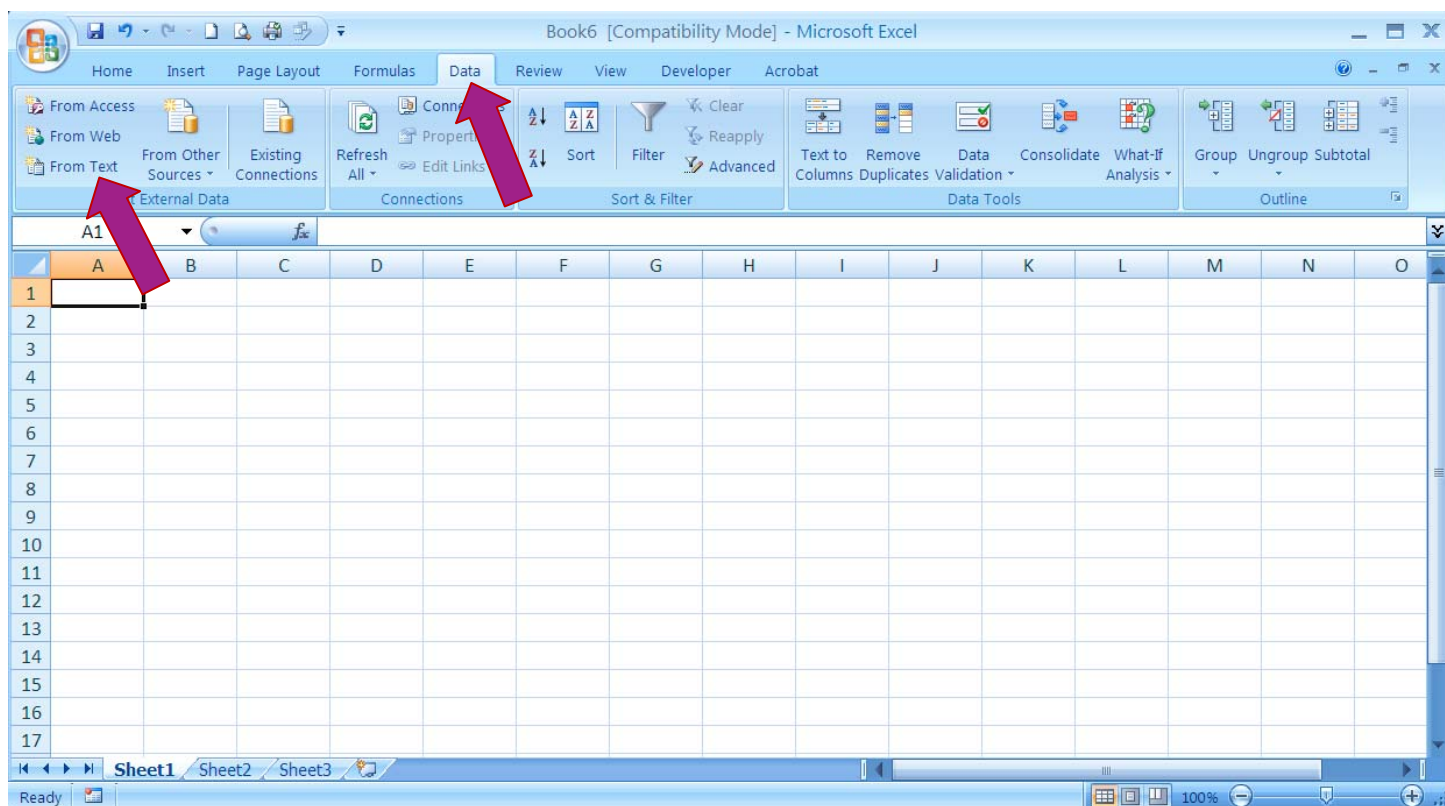
Below is a sample of a CSV file. Notice the 2nd "column" of information. The first line contains ABB000005; this is an employee ID.



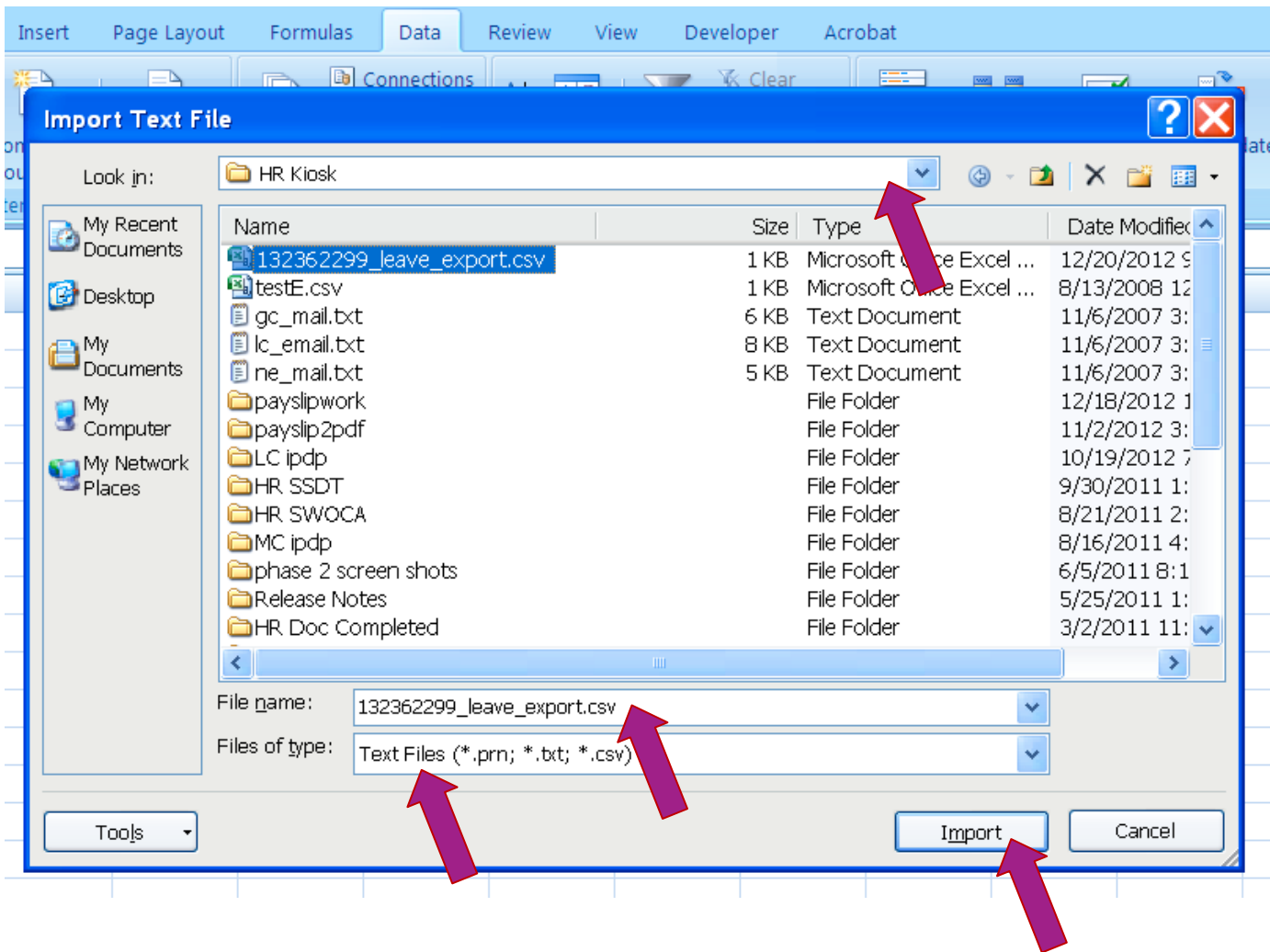
To view a CSV file in Excel prior to uploading into USPS:

To open in Excel:

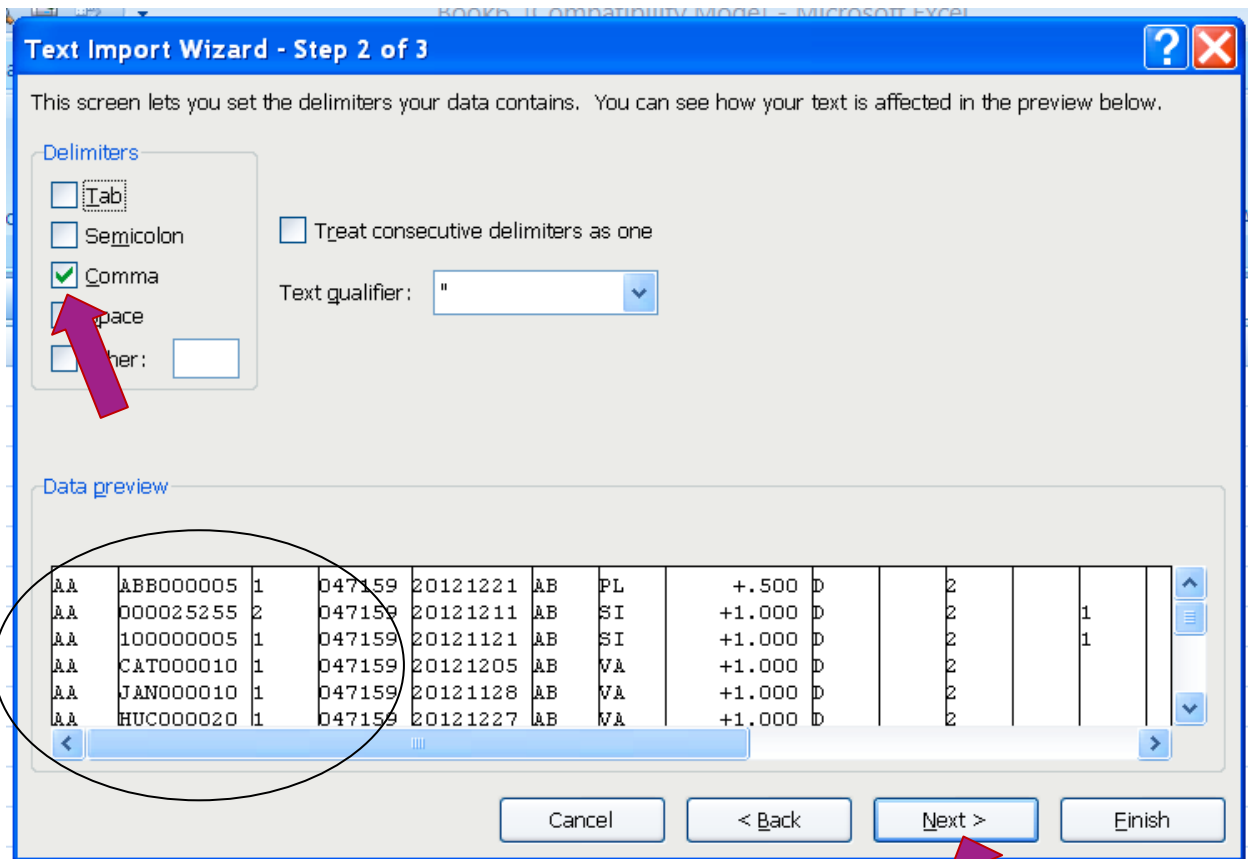
1. Open a blank excel file
2. Select the Data Tab > External Data > From Text



3. Locate the file you want to open in Excel.
 - a. Select the drive & folder containing the file you want to work with.
 - b. You must select the correct type of file to find the file in the file selection window.
 - c. Select the actual file name.
 - d. Double-click on the file or click on “import”.



5. On the Text Import Wizard – Step 2 of 3:
 - a. Select Comma to let the program know what is separating the columns.
 - b. Notice the information in the data preview now has line-breaks showing what columns the information will import into.
 - c. Click on Next.

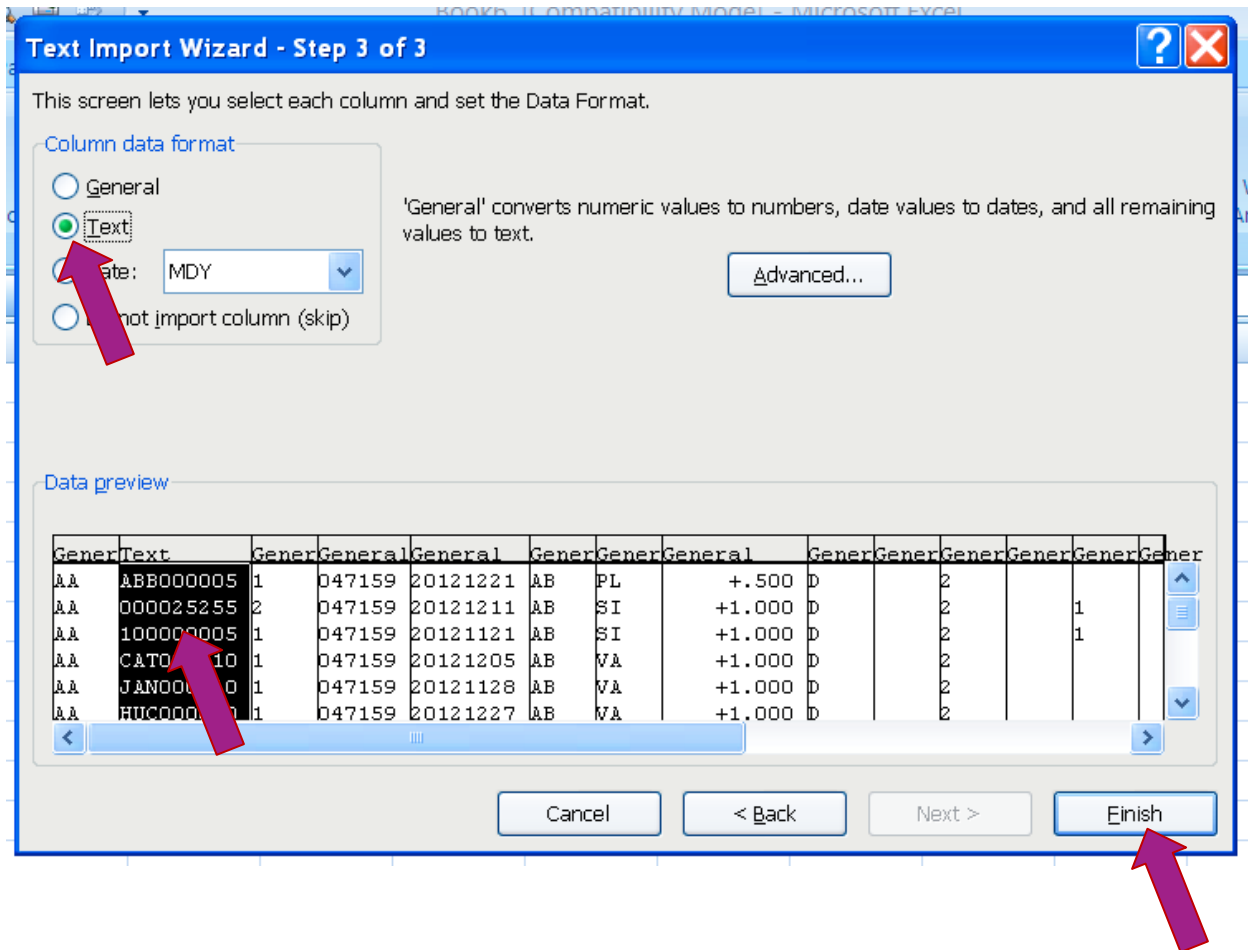


6. On the Text Import Wizard – Step 3 of 3:
 - a. Click on the column containing the Employee ID's.
 - b. Then Click on the Text indicator for the Column data format.
 - c. Notice the heading over the column has changed from “General” to “Text”.

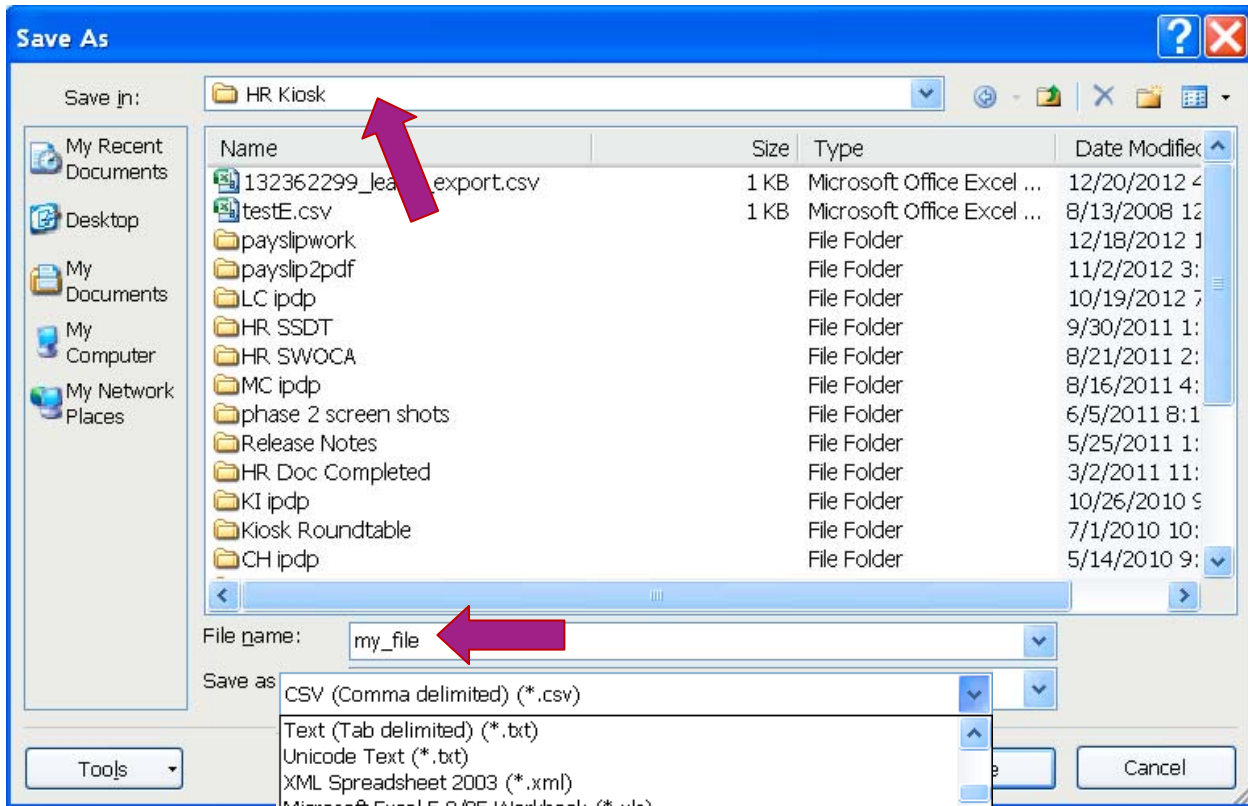
This will keep the information in the column as you see it. Leading zero's will not be dropped.

This is key if you are going to attempt to import this file.

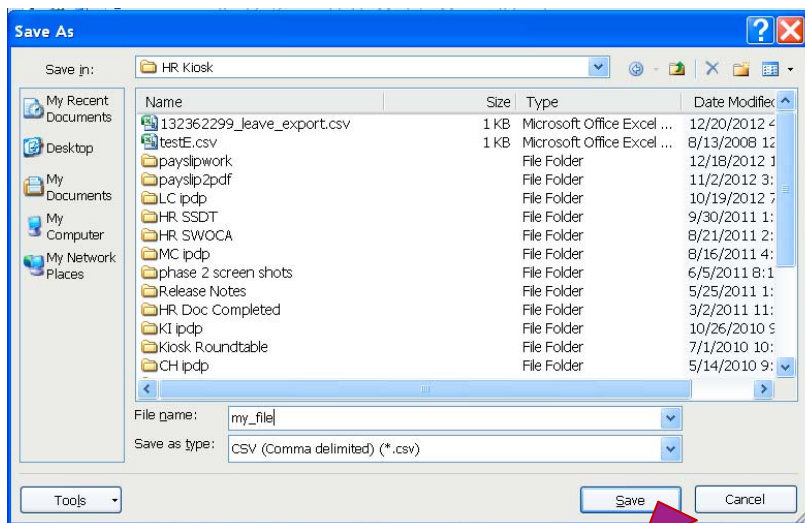
- d. Click on Finish.



4. Select the folder to save the file in.
5. Use the drop down box in the "Save as Type" field to locate the CSV (Comma Delimited) file type and select CSV.
6. Enter a name for your file in the "File Name" field.



7. Click Save



Where am I saving my file to?

You may have access to multiple “My Document” Folders. This frequently causes a lot of frustration for users. To determine exactly where your file is going you can utilize the drop-down menu of the “Save in” field to see exactly where the folder is located.

The sample below shows that this file is going to be named “my_file.csv” and will be saved in a folder called HR Kiosk. This folder is actually located on C: drive inside a folder called KAR.

To find this file for use with other programs I would need to locate/open C: drive, then KAR Folder, then HR Kiosk folder.

C:\KAR\HR Kiosk\my_file.csv

