

Procedure to convert an Excel formatted spreadsheet into a delimited simple text document.

1. Open the excel file you want to convert
2. Add a space in column AV and drag it down to the last record. (the goal is to have 4 tilda's at the end of the row if you are not terminating an employee)
3. Go to **File**
4. Click on **Save As**
5. Save Excel document as:
Name: **PI#####MMDDYYYYPI** (#####, is your entity number)
Format: **CSV(comma delimited)(*.csv)** (you may need to scroll down to select this format) Location: **Desktop**
6. If you get a warning message click **Yes**
7. Close document, click **Yes** to save
8. Go to your desktop (computer screen) and right click on **csv file** you just saved
9. Go to **Open With**
10. Select **Note Pad**
11. Click on **Edit** in the tool bar
12. Select **Replace** in the dropdown menu
13. In the first box enter ,
14. In the second box enter ~
15. Click on **Replace All**
16. Close the **Replace window**
17. Go to **File**
18. Click on **Save As**
19. Save CVS document as:
Name: **PI#####MMDDYYYYPI** (#####, is your entity number)
Format: **(Text Document)(*.txt)**
20. Location: **Desktop**
21. The document ready to upload to the payroll interface in the MyOEBB system.