Applying Excel Macros to your timesheet data

If you export your timesheet data to a file (Excel, CSV, TXT), you can create an *Excel macro* to automatically apply calculations, styles and formatting to your exported data.
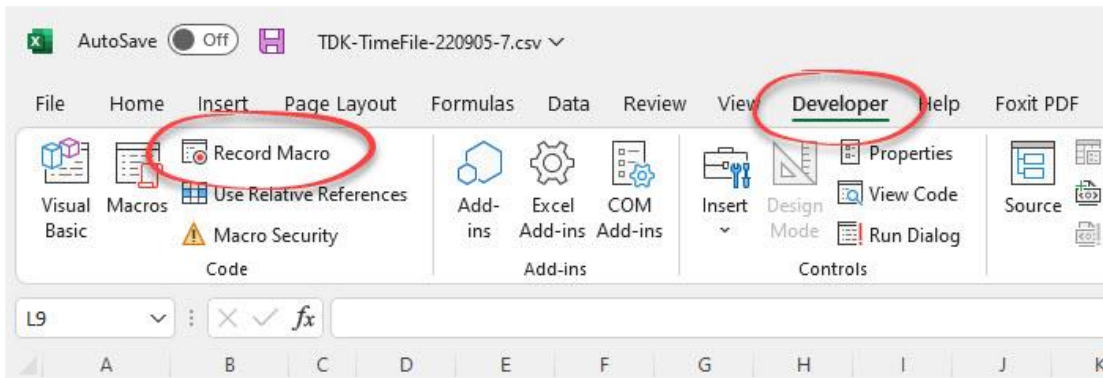
An Excel macro records styles, formatting and forumlas in a spreadsheet, and saves it as a procedure to run on any future spreadsheets. That means that you only need to record writing your formulas and formatting once, and then you can simply run your saved macro to apply to your on your future timesheet export files.
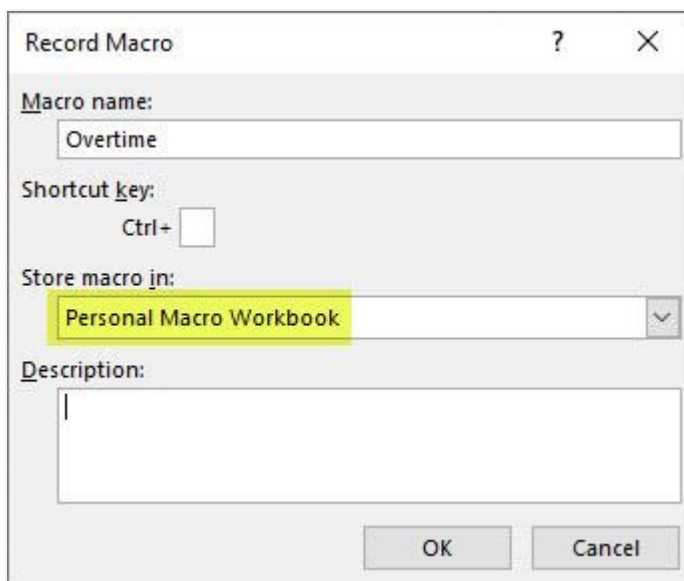
Follow these steps to create an overtime macro:

1. Download your timesheet file to payroll or custom CSV.
2. Open the file in Excel. If the file doesn't automatically open in Excel, open a new Excel workbook, click on the **Data** tab in the top ribbon, then click **From Text/CSV** and follow the steps in the wizard.
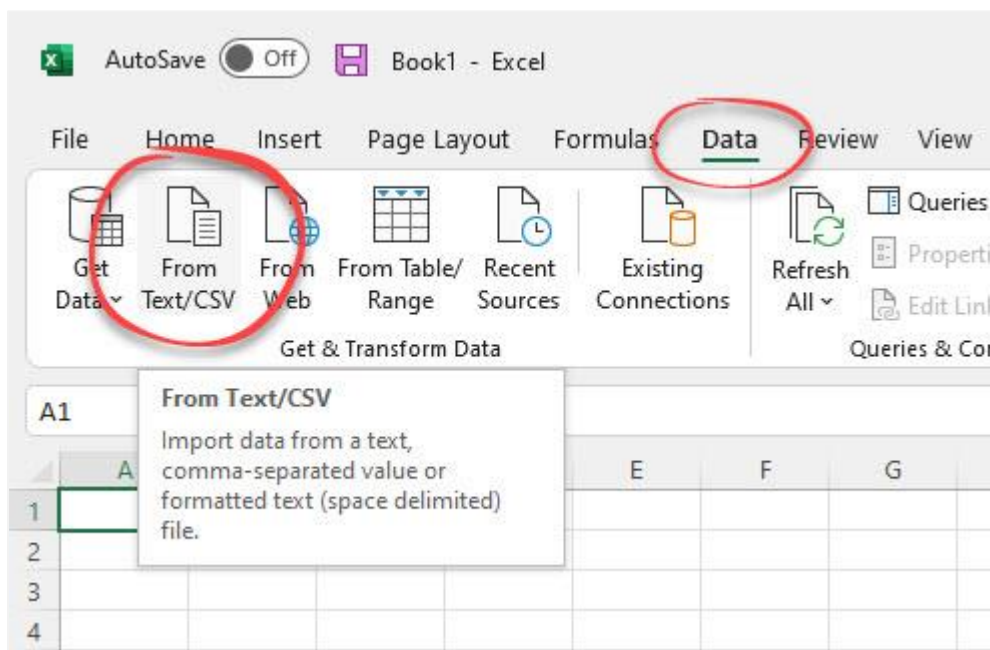

3. Enable the **Developer** tab by following these instructions:

   https://support.microsoft.com/en-us/topic/show-the-developer-tab-e1192344-5e56-4d45-931b-e5fd9bea2d45

4. Click on the **Developer** tab in the top ribbon, then click **Record Macro**.

5. Give your macro a name, and ensure you choose to store the macro in *Personal Macro Workbook*. Click *OK*.


6. Use Excel formulas to add any calculations (e.g. overtime), and apply any styles and formatting such as adding/renaming columns.

7. Once you've finished applying your calculations and formatting to the spreadsheet, click on *Stop Recording* in the *Developer* tab.
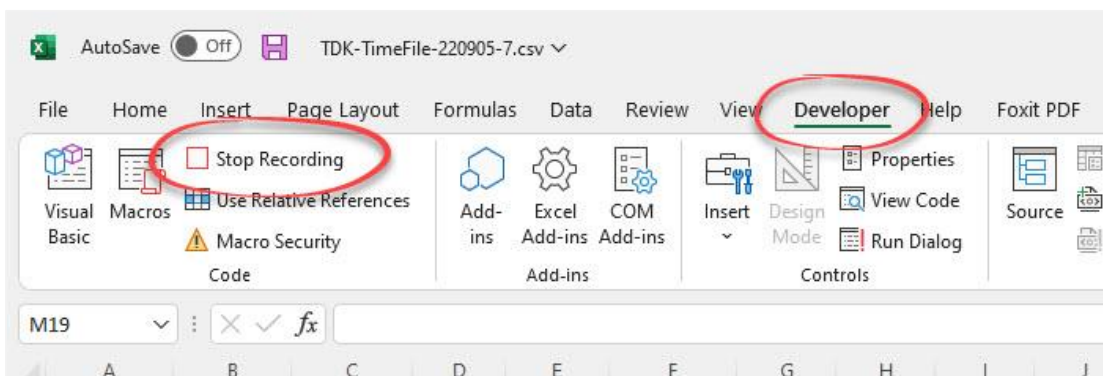
**Follow these steps to run you overtime macro on exported timesheets:**

1. Download your timesheet file to payroll or custom CSV. Note this file must be in the same format that your macro was recorded for.

2. Open the file in Excel. If the file doesn't automatically open in Excel, open a new Excel workbook, click on the *Data* tab in the top ribbon, then click *From Text/CSV* and follow the steps in the wizard.
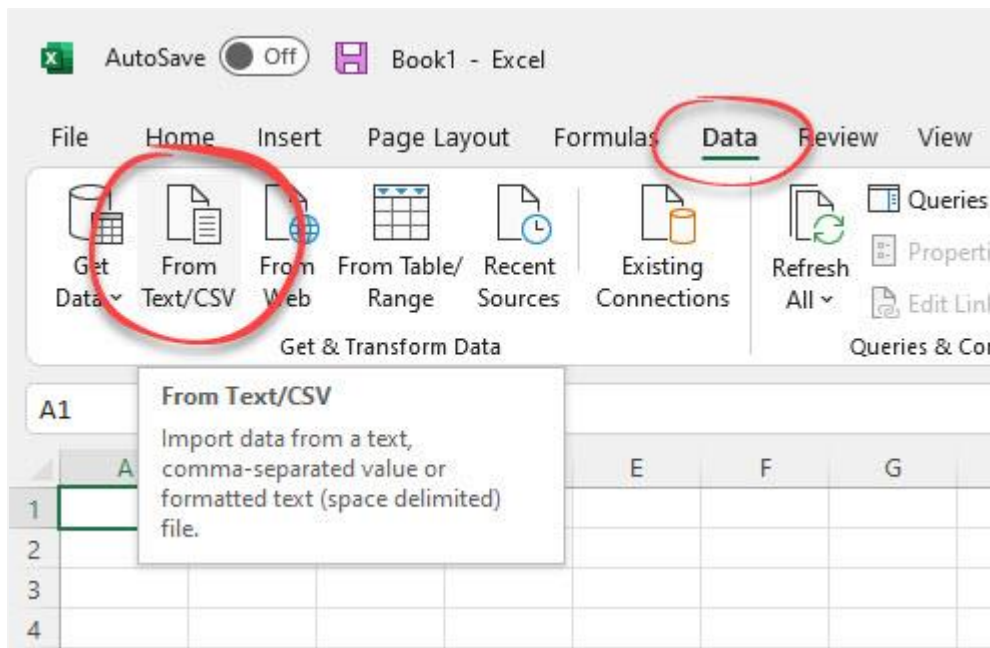
3. Click on the *Developer* tab in the top ribbon, then click *Macros*.
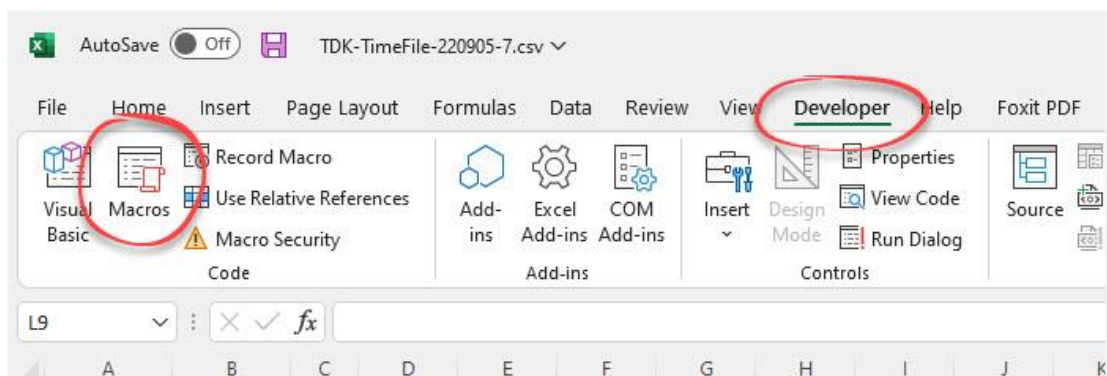
4. Ensure that you've chosen macros in *All Open Workbooks*, click on your macro name from the list, then click *Run*.
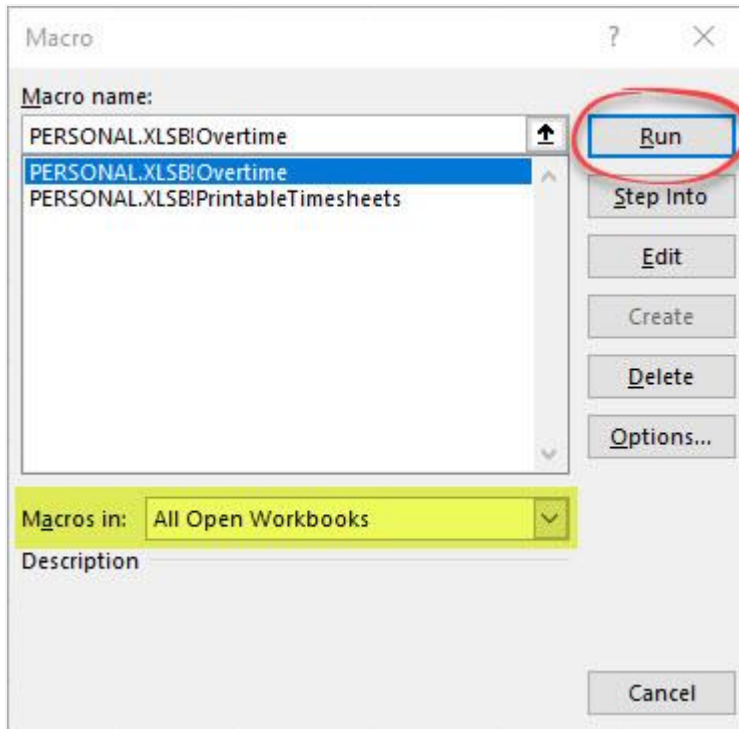
5. Your calculations and formatting will be automatically applied to the spreadsheet data.

Example:

Exported data in Excel before running macro

Exported data in Excel after running macro

	A	B	C	D	E	F
1	EmployeeId	Date	Total Hours	Normal	Overtime	Doubletime
2	EMP001	5/09/2022	8.7	8	0.7	0
3	EMP001	6/09/2022	8.8	8	0.8	0
4	EMP001	7/09/2022	9.2	8	1.2	0
5	EMP001	8/09/2022	9.1	8	1.1	0
6	EMP001	9/09/2022	8.9	8	0.9	0
7	EMP002	5/09/2022	10.9	8	2.9	0
8	EMP002	6/09/2022	13.5	8	4	1.5
9	EMP002	7/09/2022	8.7	8	0.7	0
10	EMP002	8/09/2022	7.3	7.3	0	0
11	EMP002	9/09/2022	10.2	8	2.2	0
12	EMP002	11/09/2022	2.1	2.1	0	0
13						

See also:

Custom CSV export

Overtime rules