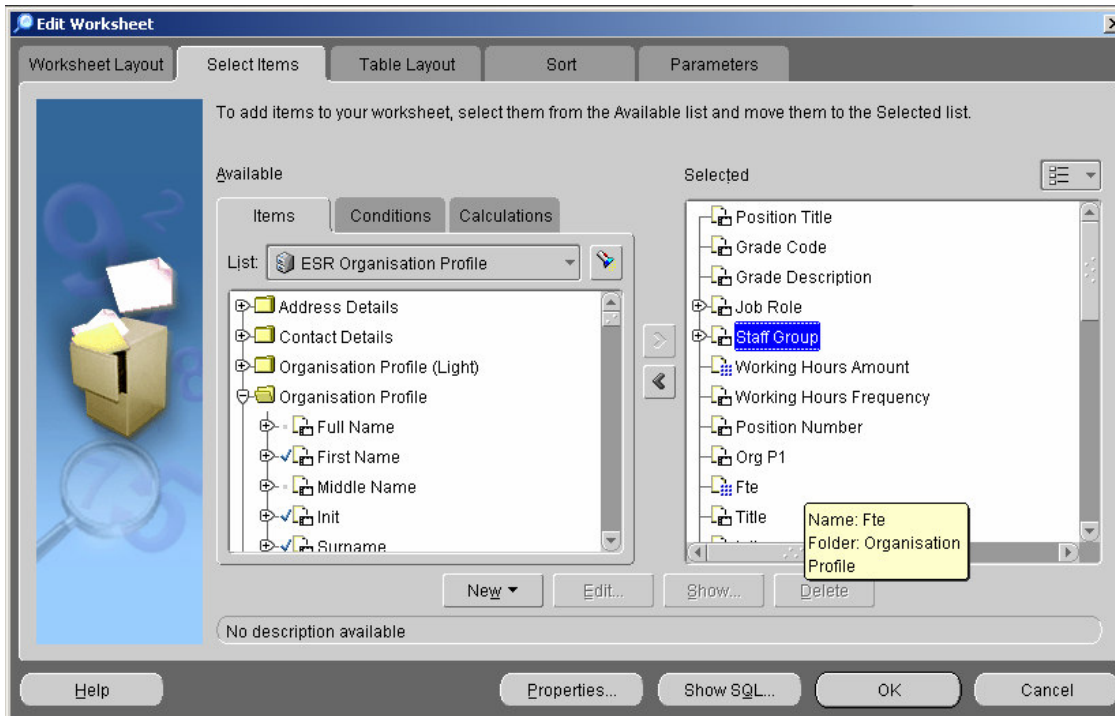




Step 4 - Take out any columns that are not required by going to Tools >Totals>Items Tab select the items that need to come out and click the < button.

For example, you probably won't need grade code or description, or job role, working hours etc. It's good practice to only include the data that you actually need for the e-KSF data cleansing work, to avoid unnecessary data processing and to ensure compliance with data protection



Step 5 – run the report as an Excel file, and use it in conjunction with your e-KSF data to make sure that every user record on e-KSF has an accurate NI number, ESR employee number and/or legacy payroll number

For more on the importance and process of data cleansing, please see the e-KSF/ESR section of www.e-ksfnw.org.