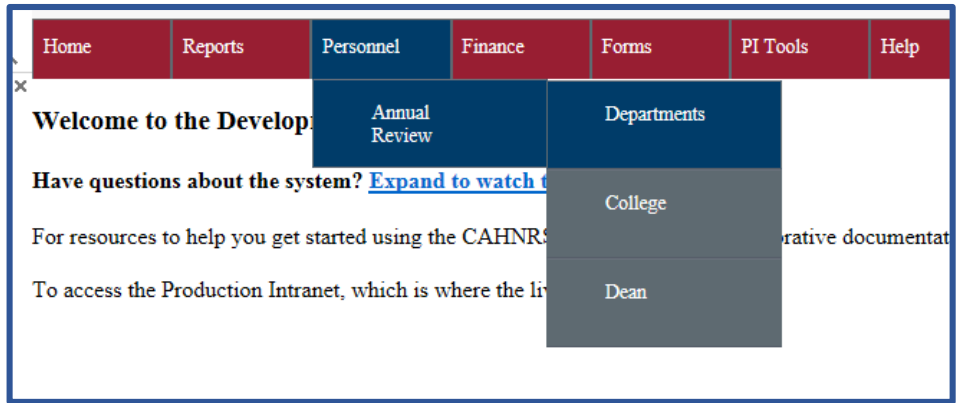


1. Log into CBS at <http://intranet.cahnrs.wsu.edu>



2. Navigate to the Personnel Module
Then Annual Review
Then Departments
Click Departments



3. All employees with your department as the appointing department and paid in the 2nd half of December will appear. (Ex: Butch Cougar)

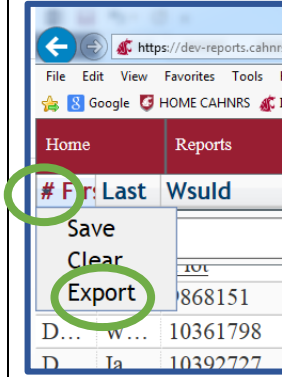
Home	Reports	Personnel	Finance	Forms	PI Tools	Help		
#	First	Last	Wsuld	Type	Unit 2011	Dean 2011	Unit 2012	Dean 2012
<input type="checkbox"/> U: $\sigma = 0$ Plot								
	Butch	Cougar	99999999	U	0	0	0	0
					$\mu = 0, s = \dots$	$\mu = 0, s = \dots$	$\mu = 0, s = \dots$	$\mu = 0, s = \dots$

4. You may use the column headers (Title, Degree, Degree Year, etc.) and open text fields to sort your employees. (Ex: In the Tenure column you may enter "t" to select only those employees with tenure.)

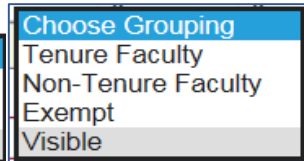
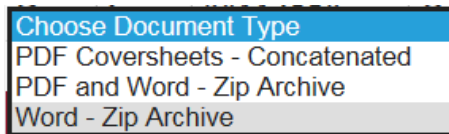
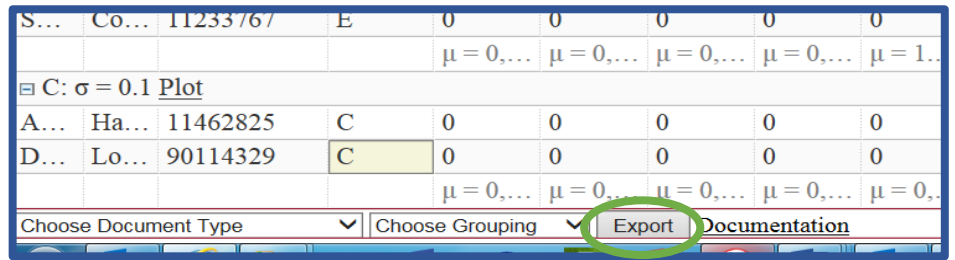
Title	Tenure	Degree	Degr
	t		
Mascot	false	06	

5. Hover over the # to the left of "First" name column header to view your options.

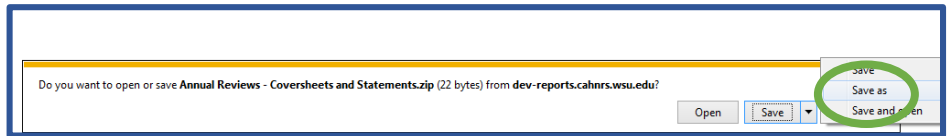
Click "Export" if you would like to create an Excel spreadsheet of employees currently showing on your screen. You can save or print this file.



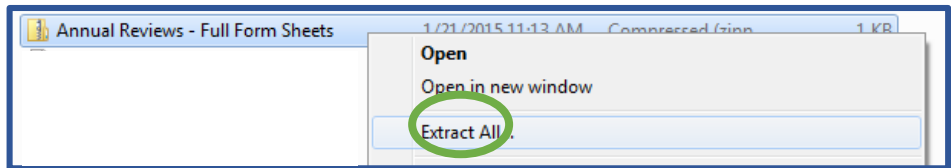
6. To generate Coversheets and Forms, go to the lower left of the screen and select an option from "Choose Document Type" and "Choose Grouping" and then click Export.



7. When prompted, click Save As to save the file then select a place to save it.



8. To work with the documents in the zipped file, you must first extract them. Go to where you saved the zipped file, right click on the file name, select Extract All.



9. When prompted, choose a location in which to place the extracted files and click Extract.

Go to an extracted file and double click to open, as you would any file.

