

# 6.9 - Printing the DPS

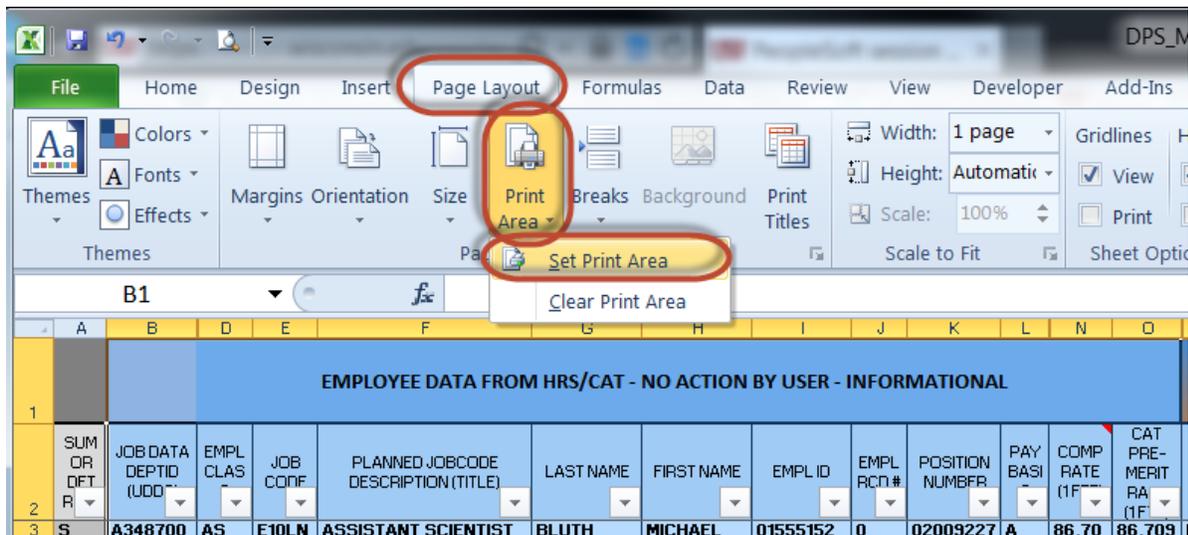
## General Description

The DPS is designed to be edited and shared in electronic format. Although many people will never need to print the DPS, some users are more comfortable working with and sharing the DPS in paper form. The following procedure will provide detailed instructions on printing the DPS.

1. Highlight all the cells you wish to print
  - a. Select cell B1 and drag across to cell AL1 then drag down to your last employee.

EMPLOYEE DATA FROM HRS/CAT - NO ACTION BY USER - INFORMATIONAL														DATA FROM HRS/CAT - UPDATE WITH FUNDING				AUTO CALC.	USER ENTRY		AUTOMATIC CALCULATIONS				SHOW FTE CHANGE INDICATOR	HIDE FTE CHANGE INDICATOR
SUM OR DFT R	JOB DATA DEPTID (UDD)	EMPL CLAS	JOB CONF	PLANNED JOB CODE DESCRIPTION (TITLE)	LAST NAME	FIRST NAME	EMPL ID	EMPL RCN#	POSITION NUMBER	PAY BASI	COMP RATE (1F)	CAT PRE-MERIT RA (1F)	DEPT	FUND	PROG	PRJ ID	DIST %	DIST % CHECK	BGDT FTE	MERT INCR AMT (1)	MERT INCR AMT (R)	PROPOSED COMP RATE (1FTE)	MERT \$ AMOUNT BY FUNDING SPLIT (AG/FOR/FIT)	BASE SALARY BY FUNDING (AG/FOR/FIT FTE)	COMMENTS	
32	0	AS	1068N	ASSIST RESEARCHER	BLUTH	MICHAEL	01555152	0	02009227	A	86.70	86.70	53200	233	4			100.000	1.00000	0.000	\$ -	\$ 55,391,000	\$ -	\$ 55,391,000		
33	0	AS	1068N	ASSIST RESEARCHER	BLUTH	MICHAEL	01555152	0	02009227	A	86.70	86.70	53200	233	4			5.000	5.000	0.95000		\$ -	\$ 2,770,000			
34	0	AS	1068N	ASSIST RESEARCHER	BLUTH	MICHAEL	01555152	0	02009227	A	86.70	86.70	53200	233	4			95.000	95.000	0.95000		\$ -	\$ 52,621,000			
36	S	A531200	AS	E05LN	ASST RESEARCHER	LOBLAW	ROBERT	00740255	0	02055050	A	55.39	55.39	53200	133	4			100.000	1.00000	0.000	\$ -	\$ 77,802,000	\$ -	\$ 77,802,000	
37	0	AS	1068N	ASSIST RESEARCHER	LOBLAW	ROBERT	00740255	0	02055050	A	55.39	55.39	53200	133	4			3.000	3.000	0.93000		\$ -	\$ 2,334,000			
38	0	AS	1068N	ASSIST RESEARCHER	LOBLAW	ROBERT	00740255	0	02055050	A	55.39	55.39	53200	133	4			65.000	65.000	0.95000		\$ -	\$ 50,511,000			
39	0	AS	1068N	ASSIST RESEARCHER	LOBLAW	ROBERT	00740255	0	02055050	A	55.39	55.39	53200	133	4			32.000	32.000	0.92000		\$ -	\$ 24,897,000			
40	0	AS	1068N	ASSIST RESEARCHER	LOBLAW	ROBERT	00740255	0	02055050	A	55.39	55.39	53200	133	4											
41	0	AS	1068N	ASSIST RESEARCHER	LOBLAW	ROBERT	00740255	0	02055050	A	55.39	55.39	53200	133	4											
42	0	AS	1068N	ASSIST RESEARCHER	LOBLAW	ROBERT	00740255	0	02055050	A	55.39	55.39	53200	133	4											
43	0	AS	1068N	ASSIST RESEARCHER	LOBLAW	ROBERT	00740255	0	02055050	A	55.39	55.39	53200	133	4											
44	0	AS	1068N	ASSIST RESEARCHER	LOBLAW	ROBERT	00740255	0	02055050	A	55.39	55.39	53200	133	4											
45	0	AS	1068N	ASSIST RESEARCHER	LOBLAW	ROBERT	00740255	0	02055050	A	55.39	55.39	53200	133	4											
46	0	AS	1068N	ASSIST RESEARCHER	LOBLAW	ROBERT	00740255	0	02055050	A	55.39	55.39	53200	133	4											
47	S	A531200	AS	1068N	SR PROGRAMMER	WEATHERS	CARL	00003180	0	00002322	A	77.80	77.80	53200	133	4			100.000	1.00000	0.000	\$ -	\$ 77,802,000	\$ -	\$ 77,802,000	
48	0	AS	1068N	ASSIST RESEARCHER	WEATHERS	CARL	00003180	0	00002322	A	77.80	77.80	53200	133	4			3.000	3.000	0.93000		\$ -	\$ 2,334,000			
49	0	AS	1068N	ASSIST RESEARCHER	WEATHERS	CARL	00003180	0	00002322	A	77.80	77.80	53200	133	4			65.000	65.000	0.95000		\$ -	\$ 50,511,000			
50	0	AS	1068N	ASSIST RESEARCHER	WEATHERS	CARL	00003180	0	00002322	A	77.80	77.80	53200	133	4			32.000	32.000	0.92000		\$ -	\$ 24,897,000			
51	0	AS	1068N	ASSIST RESEARCHER	WEATHERS	CARL	00003180	0	00002322	A	77.80	77.80	53200	133	4											
52	0	AS	1068N	ASSIST RESEARCHER	WEATHERS	CARL	00003180	0	00002322	A	77.80	77.80	53200	133	4											
53	0	AS	1068N	ASSIST RESEARCHER	WEATHERS	CARL	00003180	0	00002322	A	77.80	77.80	53200	133	4											
54	0	AS	1068N	ASSIST RESEARCHER	WEATHERS	CARL	00003180	0	00002322	A	77.80	77.80	53200	133	4											

2. On the “Page Layout” tab select “Print Area” and the select “Set Print Area”



### Optional Step – (Printing on Legal Size Paper)

3. On the “Page Layout” tab select “Size” and Select “Legal”
  - a. This will print the document on larger paper for easier readability
4. Print