

MACRO Formatting Issues Explanation and Workaround

If you use the “How to Prepare Monthly Time and Effort Reports – MACRO” instructions for your time and effort report, you may run into page configuration issues; all columns may not fit on one sheet as the MACRO is programmed to do. The attestation, signature and date line also may not appear on the printed result. This is due to Directprint.io installed on our computers last year.

Here is an example of what the October 2025 monthly time and effort report should look like for program 6905:

I hereby certify that for the period listed on this report, I worked solely in this position with 100% of my pay charged as listed on this report. Principal and Administrator sign last page. Employee signature not required on Semi-Annual Certification.

Employee Name	Program	Pd from F	All Pay	Type of Pay	Monthly or Semi-Annual	Location	Description	Date	Src	Vendor Name/Ref	Pos/Line#	Description
Powell, Robert A, III	6905	Y	yes		SEMI-ANNUAL	0400	CLASS SALARY PROFTECH	10/31/25	PP	Powell, Robert A, III	106258	Professional-Technical 613
	6905	Y	yes		SEMI-ANNUAL	0400	CLASS SALARY PROFTECH	10/31/25	PP	Powell, Robert A, III	106258	Vacation Stipend
	6905	Y	yes		SEMI-ANNUAL	0400	STIPEND-DEGREE/MISC CERTS	10/31/25	PP	Powell, Robert A, III	106258	Bachelor Degree Stipend
	5205		yes		SEMI-ANNUAL	0400	CLASS SALARY PROFTECH	10/31/25	PP	Powell, Robert A, III	106258	Professional-Technical 613
	5205		yes		SEMI-ANNUAL	0400	STIPEND-DEGREE/MISC CERTS	10/31/25	PP	Powell, Robert A, III	106258	Vacation Stipend
	5205		yes		SEMI-ANNUAL	0400	STIPEND-DEGREE/MISC CERTS	10/31/25	PP	Powell, Robert A, III	106258	Bachelor Degree Stipend
	7997		yes		SEMI-ANNUAL	0400	CLASS SALARY PROFTECH	10/31/25	PP	Powell, Robert A, III	106258	Professional-Technical 613
	7997		yes		SEMI-ANNUAL	0400	CLASS SALARY PROFTECH	10/31/25	PP	Powell, Robert A, III	106258	Vacation Stipend
	7997		yes		SEMI-ANNUAL	0400	STIPEND-DEGREE/MISC CERTS	10/31/25	PP	Powell, Robert A, III	106258	Bachelor Degree Stipend
	6905	Y	yes		SEMI-ANNUAL	0400	CLASS SALARY PROFTECH	10/31/25	PP	Jackson, Brandee L	198259	Professional-Technical 613
6905	Y	yes		SEMI-ANNUAL	0400	CLASS SALARY PROFTECH	10/31/25	PP	Jackson, Brandee L	198259	Vacation Stipend	
6905	Y	yes		SEMI-ANNUAL	0400	STIPEND-DEGREE/MISC CERTS	10/31/25	PP	Jackson, Brandee L	198259	CPP Certificate Stipend	
5205		yes		SEMI-ANNUAL	0400	CLASS SALARY PROFTECH	10/31/25	PP	Jackson, Brandee L	198259	Professional-Technical 613	
5205		yes		SEMI-ANNUAL	0400	CLASS SALARY PROFTECH	10/31/25	PP	Jackson, Brandee L	198259	Vacation Stipend	
5205		yes		SEMI-ANNUAL	0400	STIPEND-DEGREE/MISC CERTS	10/31/25	PP	Jackson, Brandee L	198259	CPP Certificate Stipend	
7997		yes		SEMI-ANNUAL	0400	CLASS SALARY PROFTECH	10/31/25	PP	Jackson, Brandee L	198259	Professional-Technical 613	
7997		yes		SEMI-ANNUAL	0400	CLASS SALARY PROFTECH	10/31/25	PP	Jackson, Brandee L	198259	Vacation Stipend	
7997		yes		SEMI-ANNUAL	0400	STIPEND-DEGREE/MISC CERTS	10/31/25	PP	Jackson, Brandee L	198259	CPP Certificate Stipend	
Jackson, Brandee L	6905	Y	yes		SEMI-ANNUAL	0400	CLASS SALARY PROFTECH	10/31/25	PP	Farison, Seth Nathaniel	771052	Professional-Technical 613
Farison, Seth Nathaniel	6905	Y	yes		SEMI-ANNUAL	0400	STIPEND-DEGREE/MISC CERTS	10/31/25	PP	Farison, Seth Nathaniel	771052	Bachelor Degree Stipend
Farison, Seth Nathaniel	6905	Y	yes		SEMI-ANNUAL	0400	STIPEND-DEGREE/MISC CERTS	10/31/25	PP	Farison, Seth Nathaniel	771052	CPP Certificate Stipend

Page 1 of 1

Principal/Administrator Signature/Date

Administrator Signature/Date

Due to Directprint.io, the spreadsheet is split into multiple pages, below is an example of page 1:

Employee Name	Program	Pd from F	All Pay	Type of Pay	Monthly or Semi-Annual	Location
Powell, Robert A, III	6905	Y	yes		SEMI-ANNUAL	0400
	6905	Y	yes		SEMI-ANNUAL	0400
	6905	Y	yes		SEMI-ANNUAL	0400
	5205		yes		SEMI-ANNUAL	0400
	5205		yes		SEMI-ANNUAL	0400
	5205		yes		SEMI-ANNUAL	0400
	7997		yes		SEMI-ANNUAL	0400
	7997		yes		SEMI-ANNUAL	0400
	7997		yes		SEMI-ANNUAL	0400
	6905	Y	yes		SEMI-ANNUAL	0400
Jackson, Brandee L	6905	Y	yes		SEMI-ANNUAL	0400
	6905	Y	yes		SEMI-ANNUAL	0400
	6905	Y	yes		SEMI-ANNUAL	0400
	5205		yes		SEMI-ANNUAL	0400
	5205		yes		SEMI-ANNUAL	0400
	5205		yes		SEMI-ANNUAL	0400
	7997		yes		SEMI-ANNUAL	0400
	7997		yes		SEMI-ANNUAL	0400
	7997		yes		SEMI-ANNUAL	0400
	6905	Y	yes		SEMI-ANNUAL	0400
Farison, Seth Nathaniel	6905	Y	yes		SEMI-ANNUAL	0400
	6905	Y	yes		SEMI-ANNUAL	0400

The department of technology is aware of the issue and is currently working with the vendor for a resolution. Please see the following explanation and instructions from the department of technology for a workaround until the issue is resolved.

If a Directprint.io print queue is set up as the chosen printer *when the macro is run*, the page configuration in the macro fails, and the print preview does not render properly. As a workaround, if a non-Directprint.io print queue (such as Microsoft save to PDF) is chosen as the printer *instead before the macro is run*, the page will render properly, and then the job can be sent to the printer of your choice.

Below are the workaround steps:

1. Save locally, and then open the macro-embedded worksheet
2. Open the "time & effort" sheet
3. Open the print menu (click print button or press "ctrl + p")
4. Select "Microsoft Print to PDF."
5. Exit the print menu (click the back arrow in the top left corner)
6. Proceed to process the sheet normally
7. When ready to print, open up the print menu
8. Click "Print Preview". The document should be correctly formatted.
9. Print using the printer of your choice, including any Directprint.io queue you would like to use.