

Review Excel with Skillssoft resources [1]

December 17, 2015 by [Employee Services](#) [2]

Struggling with payroll? It might be time for a quick Microsoft Excel review.

Some payroll processes - especially off-cycle and biweekly - require building and uploading Excel and CSV files in HCM. Skillssoft has a treasure trove of Excel courses to help you get up to speed.

To access the courses, simply log into the [employee portal](#) [3], click the "Training" tab at the top of your screen and select "Start Skillssoft" from the dropdown menu. From there, select **Desktop Curricula > Microsoft 2010 (or earlier system) > Beginning Excel**. In this folder, you'll find several courses, ranging from a general overview to formatting data.

If you're short on time, check out this [Microsoft Office Learning Guide](#) [4]. And don't forget to use this [monthly payroll](#) [5] [toolkit](#) [5] as we approach today's deadline.

Questions?

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