

Employer Quick Guide McCloud File Checker

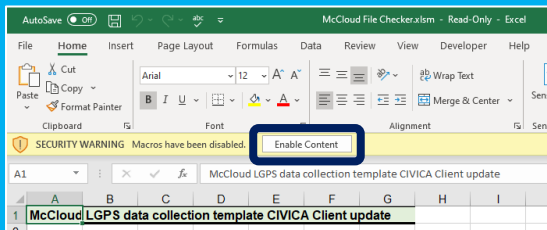


The File Checker enables you to check your data file(s) for errors, prior to loading them through the process in Employer Hub.

Please note: The File Checker is for use only on files that are being submitted to WMPF, please do not use this file checker for files that you may need to submit to other LGPS pension funds.

1. Open your Excel McCloud *Hours data file* and, if applicable, your *Service Breaks file*

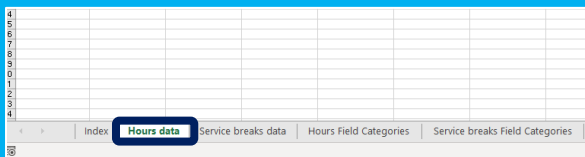
2. Open the McCloud File Checker: Please *Enable Macros* in Excel when prompted, otherwise the File Checker won't work correctly



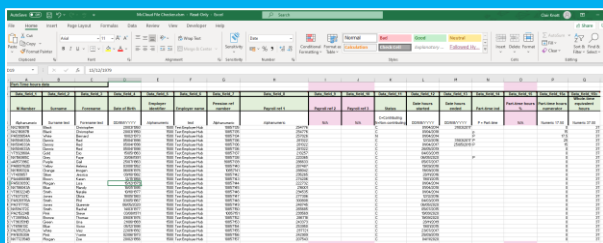
Please complete both processes below (unless you do not have a service breaks file to be submitted, in which case, complete Part 1 only):

1. Hours Data Checker

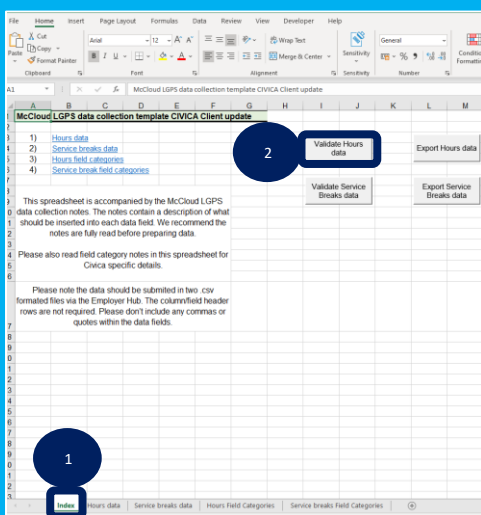
3. Open the *Hours data* tab on the McCloud File Checker



4. Copy and paste all data from your *hours data file* into cell A6



5. On the *Index (1)* tab click *Validate Hours data (2)* button



6. If there are errors in your hours file a warning box will pop up to tell you how many there are that require correcting. Navigate to your checked hours file by clicking on the *Hours data* tab to correct any errors. You can re-check your data by clicking on the *Validate Hours data* button on the *Index* tab as you did previously.

7. You can amend and re-check your data as many times as you need to, until the pop-up box advises you that there are no errors remaining. Once you have no errors, click on the *Export Hours data* button on the *Index* tab – this will allow you to save a version of your corrected .CSV file ready for upload.

2. Hours Data Checker

8. Repeat the above steps but copy and paste the data from your *Service Breaks* file into the *Service Breaks* tab and click on the *Validate Service Break Data* and *Export Service Breaks data* options, rather than *Hours*.

Important

- When the File Checker is opened, if a yellow bar at the top appears saying *Macros are currently disabled*, click *Enable Macros*, otherwise the file checker will not run
- When using the file checker save and close any other Excel files (aside from the File Checker) that you may have open as once a macro is initiated, Excel may freeze and become unresponsive. Attempting to use Excel during the running of the File Checker process might result in the program crashing and work being lost
- If you have a file with several hundred/thousand rows the file checker may take some time to process all of its checks. Do not worry if, once you have clicked *Validate Hours data/Validate Service Breaks data*, nothing appears to happen – let the file checker run until the pop-up appears to advise you of any errors
- For large numbers of rows (5,000+), it might be beneficial for you to run these in batches, adding 5,000 rows at a time, exporting the data as <Hours File 1 Checked>, <Hours File 2 Checked> etc., until you have checked all of your files. You can then open a new spreadsheet and copy the data from the individual files into the spreadsheet and save that as your .CSV to load into the Hub process
- If you do split your files to load through the checker, please be aware that when you use the export function you will need to rename each exported file - for example <Hours File 1 Checked>, <Hours File 2 Checked> - otherwise the file checker will overwrite any existing file in the save location that has the same file name
- The File Checker will only work if it is open in the desktop version of Excel - it will not work if you are attempting to open it through Office 365, OneDrive, or Sharepoint
- Always keep an original copy of your source file in case of issues.