

# Copying Time



Earning	Shift	Default	Total	Total Sunday Monday Tuesday Wednesday Thursday Friday						
				Hours	Units	Mar 08, 2009	Mar 09, 2009	Mar 10, 2009	Mar 11, 2009	Mar 12, 2009
No Leave Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0	0	0	0	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0	0

Copying time differs a little depending on your category of employment. Those employees only reporting leave taken have the option of copying their leave. Those reporting time worked can copy those hours the same way. For instance . . .

. . . let's report Tuesday through Friday. First we'll click the enter hours link on the vacation leave line for Tuesday. . .

Personal Information Employee

Search [ ] (Go) SITE MAP HELP

### Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Time Sheet**

Title and Number: Security Analyst -- 140200-00  
 Department and Number: Timesheet Test -- TTEST  
 Time Sheet Period: Mar 08, 2009 to Mar 21, 2009  
 Submit By Date: Mar 25, 2009 by 11:59 P.M.

Earning: Vacation Leave  
 Date: Mar 10, 2009  
 Shift: 1  
 Hours: 8

[ Save ] [ Copy ]

Earning	Shift	Default	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Hours	Hours	Units	Hours	Units	Mar 08, 2009	Mar 09, 2009	Mar 10, 2009	Mar 11, 2009	Mar 12, 2009	Mar 13, 2009
No Leave Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0	0	0	0	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0	0

Personal Information Employee

Search [ ] (Go) SITE MAP HELP

### Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code: Vacation Leave, Shift 1  
 Date and Hours to Copy: Mar 10, 2009, 8 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 08, 2009	Mar 09, 2009	Mar 10, 2009	Mar 11, 2009	Mar 12, 2009	Mar 13, 2009	Mar 14, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 15, 2009	Mar 16, 2009	Mar 17, 2009	Mar 18, 2009	Mar 19, 2009	Mar 20, 2009	Mar 21, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

. . . and we'll go ahead and enter a day of vacation leave for this employee. But instead of clicking "Save," in order to copy these hours so I can paste them later, we'll click "Copy."

This brings up a screen that shows each day in the pay period.

## Copying Time

**Copy**

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code: Vacation Leave, Shift 1  
Date and Hours to Copy: Mar 10, 2009, 8 Hours  
Copy from date displayed to end of the pay period:   
Include Saturdays:   
Include Sundays:   
Copy by date:

Sunday Mar 08, 2009	Monday Mar 09, 2009	Tuesday Mar 10, 2009	Wednesday Mar 11, 2009	Thursday Mar 12, 2009	Friday Mar 13, 2009	Saturday Mar 14, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Mar 15, 2009	Monday Mar 16, 2009	Tuesday Mar 17, 2009	Wednesday Mar 18, 2009	Thursday Mar 19, 2009	Friday Mar 20, 2009	Saturday Mar 21, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RELEASE: 7.2.1.1 powered by

**Copy**

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code: Vacation Leave, Shift 1  
Date and Hours to Copy: Mar 10, 2009, 8 Hours  
Copy from date displayed to end of the pay period:   
Include Saturdays:   
Include Sundays:   
Copy by date:

Sunday Mar 08, 2009	Monday Mar 09, 2009	Tuesday Mar 10, 2009	Wednesday Mar 11, 2009	Thursday Mar 12, 2009	Friday Mar 13, 2009	Saturday Mar 14, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Mar 15, 2009	Monday Mar 16, 2009	Tuesday Mar 17, 2009	Wednesday Mar 18, 2009	Thursday Mar 19, 2009	Friday Mar 20, 2009	Saturday Mar 21, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RELEASE: 7.2.1.1 powered by

And here, we'll go ahead and select the additional days where we want to paste the vacation hours we've already copied.

**Copy**

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code: Vacation Leave, Shift 1  
Date and Hours to Copy: Mar 10, 2009, 8 Hours  
Copy from date displayed to end of the pay period:   
Include Saturdays:   
Include Sundays:   
Copy by date:

Sunday Mar 08, 2009	Monday Mar 09, 2009	Tuesday Mar 10, 2009	Wednesday Mar 11, 2009	Thursday Mar 12, 2009	Friday Mar 13, 2009	Saturday Mar 14, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Mar 15, 2009	Monday Mar 16, 2009	Tuesday Mar 17, 2009	Wednesday Mar 18, 2009	Thursday Mar 19, 2009	Friday Mar 20, 2009	Saturday Mar 21, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RELEASE: 7.2.1.1 powered by

**Copy**

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code: Vacation Leave, Shift 1  
Date and Hours to Copy: Mar 10, 2009, 8 Hours  
Copy from date displayed to end of the pay period:   
Include Saturdays:   
Include Sundays:   
Copy by date:

Sunday Mar 08, 2009	Monday Mar 09, 2009	Tuesday Mar 10, 2009	Wednesday Mar 11, 2009	Thursday Mar 12, 2009	Friday Mar 13, 2009	Saturday Mar 14, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sunday Mar 15, 2009	Monday Mar 16, 2009	Tuesday Mar 17, 2009	Wednesday Mar 18, 2009	Thursday Mar 19, 2009	Friday Mar 20, 2009	Saturday Mar 21, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RELEASE: 7.2.1.1 powered by

If you're taking an extended leave, you can copy from the date displayed to the end of the pay period by checking the box next to "Copy from date displayed to end of the pay period."

You have the option to include weekend dates by checking additional boxes. That way, you only have to click once, instead of multiple times. But this time, we're only reporting a few days of vacation.

# Copying Time

**Copy**

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code: Vacation Leave, Shift 1  
 Date and Hours to Copy: Mar 10, 2009, 8 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Sunday Mar 08, 2009	Monday Mar 09, 2009	Tuesday Mar 10, 2009	Wednesday Mar 11, 2009	Thursday Mar 12, 2009	Friday Mar 13, 2009	Saturday Mar 14, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Mar 15, 2009	Monday Mar 16, 2009	Tuesday Mar 17, 2009	Wednesday Mar 18, 2009	Thursday Mar 19, 2009	Friday Mar 20, 2009	Saturday Mar 21, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu Copy

RELEASE: 7.2.1.1 powered by SUNBARD HIGHER EDUCATOR

We've selected the dates that we'd like to copy. To finish the transaction, click copy . . .

Personal Information Employee

Search [ ] Go SITE MAP HELP

**Copy**

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

**Your hours have been copied successfully.**

Earnings Code: Vacation Leave, Shift 1  
 Date and Hours to Copy: Mar 10, 2009, 8 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Sunday Mar 08, 2009	Monday Mar 09, 2009	Tuesday Mar 10, 2009	Wednesday Mar 11, 2009	Thursday Mar 12, 2009	Friday Mar 13, 2009	Saturday Mar 14, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Mar 15, 2009	Monday Mar 16, 2009	Tuesday Mar 17, 2009	Wednesday Mar 18, 2009	Thursday Mar 19, 2009	Friday Mar 20, 2009	Saturday Mar 21, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

. . . and notice that you have received a message that says "Your hours have been copied successfully."

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

**Your hours have been copied successfully.**

Earnings Code: Vacation Leave, Shift 1  
 Date and Hours to Copy: Mar 10, 2009, 8 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Sunday Mar 08, 2009	Monday Mar 09, 2009	Tuesday Mar 10, 2009	Wednesday Mar 11, 2009	Thursday Mar 12, 2009	Friday Mar 13, 2009	Saturday Mar 14, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Mar 15, 2009	Monday Mar 16, 2009	Tuesday Mar 17, 2009	Wednesday Mar 18, 2009	Thursday Mar 19, 2009	Friday Mar 20, 2009	Saturday Mar 21, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu Copy

Return to your time sheet by clicking on the "Time Sheet" button at the bottom of the screen.

Department and Number: Timesheet Test -- TTEST  
 Time Sheet Period: Mar 08, 2009 to Mar 21, 2009  
 Submit By Date: Mar 25, 2009 by 11:59 P.M.

Earning: Vacation Leave  
 Date: Mar 10, 2009  
 Shift: 1  
 Hours: 8

Save Copy

Earning	Shift	Default	Total Hours	Total Units	Sunday Mar 08, 2009	Monday Mar 09, 2009	Tuesday Mar 10, 2009	Wednesday Mar 11, 2009	Thursday Mar 12, 2009	Friday Mar 13, 2009	Saturday Mar 14, 2009
No	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Taken											
Sick Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0	33	Enter Hours	1	8	8	8	8	8	8
Military Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Taken											
<b>Total Hours:</b>			<b>33</b>		<b>0</b>	<b>1</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

And we can see that indeed the hours have been copied. There's eight hours of vacation for all four days.

Now let's look at the rest of the buttons at the bottom of the screen to examine a few more features of the electronic time sheet system.