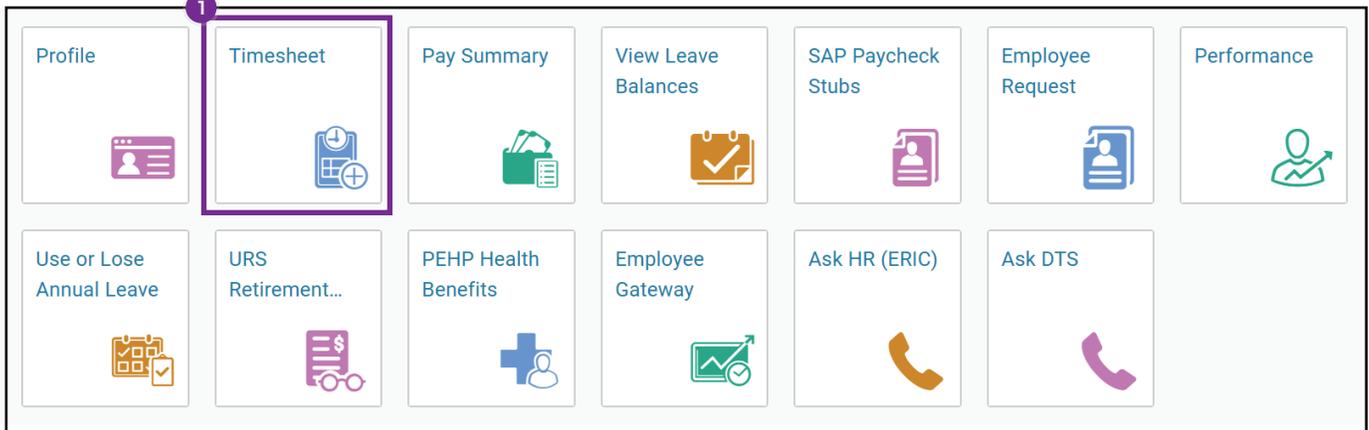


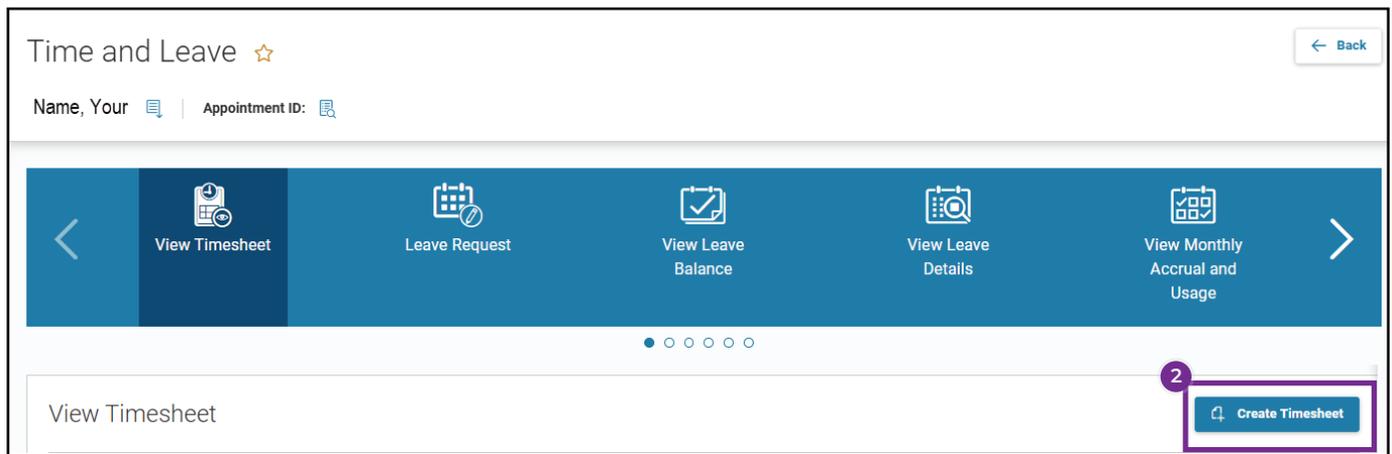
# Copy from a previous timesheet

## Instructions

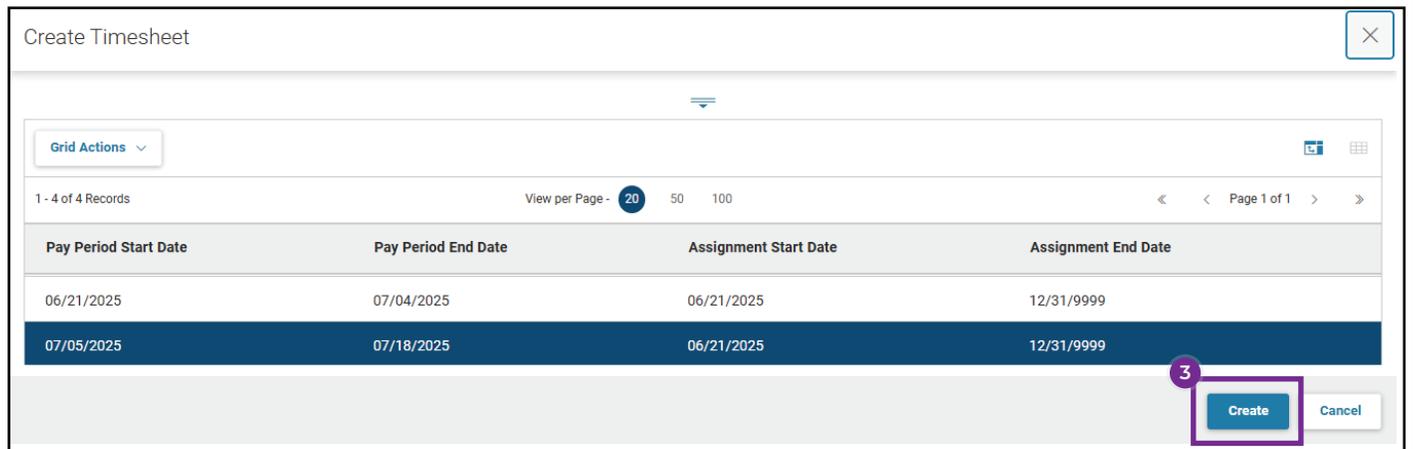
1. Click on the **Timesheet** tile on the Employee Dashboard landing page.



2. Click **Create Timesheet**.



3. A window will appear showing available time periods. Choose the correct time period for your entry, then click **Create**.



A new Timesheet (**TIMEI**) will populate.

Timesheet (TIMEI) ☆ | Draft | [Menu] | [More]

Validate Submit Save Save & Close

Name, Your | Appointment ID: - | Transaction ID: 2025110600000001047 | Version: 1

**Time Entry Reminder**  
Please enter your time in **minutes**, and round to the nearest quarter hour (:00, :15, :30, :45)  
For example, enter **1 hour and 27 minutes** as 1:30, not 1.27.  
This ensures accurate payroll and reporting. Thank you!

Time Entry (1)	Daily Activity	Summary
Total Hours 00:00	Total Hours 00:00	

4. On the timesheet page, click on the **3-dot menu** [Menu] on the right of the time entry box.

5. From the drop-down, select **Copy From**.

Time Entry (1) Daily Activity Summary

Total Hours 00:00

Pay Period Start Date: 06/21/2025 | Pay Period End Date: 07/04/2025

1 - 1 of 1 Records View per Page - 20 50 100

Line	Event	Sat 06/21 Off Day	Sun 06/22 Off Day	Mon 06/23	Tue 06/24	Wed 06/25	Thu 06/26	Fri 06/27	Sat 06/28 Off Day	Sun 06/29 Off Day	Mon 06/30	Tue 07/01	Wed 07/02	Thu 07/03	Fri 07/04 Holiday		
1																00:00	00:00
<b>Total Hours</b>		00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
<b>Scheduled Hours</b>		00:00	00:00	08:00	08:00	08:00	08:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00	40:00	40:00

Related Actions

- Easy Fill
- Copy From
- Quick Entry
- Populate from My Template

A list of your prior timesheets will populate.

6. Select the timesheet you'd like to copy, then click **Populate Timesheet**.

Copy From

1 - 3 of 3 Records View per Page - 20 50 100 Page 1 of 1

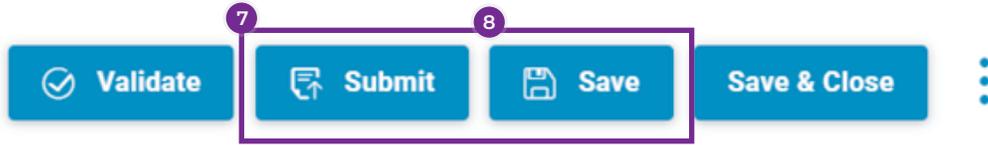
Pay Period Start Date	Pay Period End Date	Status
07/19/2025	08/01/2025	Final
07/05/2025	07/18/2025	Final
06/21/2025	07/04/2025	Final

Populate Timesheet Cancel

Any manual coding lines will be copied and inputted into the current pay period as well.

7. Once your timesheet is complete for the pay period, select **Submit** to route it to your manager for approval.

8. Click **Save** when completed.



## TIPS FOR SUCCESS



- Review all hours before submitting.
- Double check any additional rows or coding strings.
- Submit your time by your agency's deadline to ensure on - time processing