

COPY A TIME ENTRY



QUICK REFERENCE CARD

If the time you need to enter is similar to a time entry you have already created, you can copy that entry and submit it for a new date in the My Timesheet tile.

PROCESS

1. Under the Employee Self-Service section, click the **My Timesheet** tile. You should now see the timesheet.
2. **Locate the time entry you would like to copy** by navigating to the week of the time entry. To change the weeks on the calendar by **clicking the right arrow to move to the next week** or the **left arrow to move to the previous week**.
3. In the **Time Assignment** section, **check the box beside the time entry** you would like to copy.
4. Click the **Copy** button in the bottom right corner.

My Timesheet
Manage working time

🕒 18
Missing Days

Time Assignment	Start Time	End Time	Duration	Status
<input type="checkbox"/> Jun 5 (07:30 hours)				
<input checked="" type="checkbox"/> Attendance hours	08:30:00 AM	12:00:00 PM	03:30	Sent for approval >
<input type="checkbox"/> Attendance hours	01:00:00 PM	05:00:00 PM	04:00	Sent for approval >

Buttons: Create Copy Delete(1) Submit

5. Click the **date(s)** you need to enter working time for.
6. Verify that the **From and To times and Attendance type are correct**.
7. In the **Note** field, **enter a note** for your supervisor if needed.
8. Click the **Submit** button to send the time entries to your supervisor for approval.
9. Click the **Cancel** button to cancel the entries go back to the previous screen.
10. Click the **Reset** button to clear the entries in each field. You will have to select the date again and proceed to fill out the appropriate fields.

Time entry for Jun 8

Time: 08:30 AM 12:00 PM

Note:

Time Assignment

Att./Absence type: Attendance hours (1000)

Buttons: Submit Cancel Reset Favorites

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PROCESS

11. After clicking Submit, the **Confirm Submission** window will appear. Be sure to **check the Number of Entries field**. The number should match the number of days you selected.
12. Click **OK** if you are ready to submit the time to your supervisor.
13. The time entry will now appear in the **Time Assignment** section. You should see that the entry is **Sent for approval** in the Status column.

A screenshot of a web application window titled "Confirm Submission". The window has a white background and a dark grey footer. The text inside the window reads: "Confirm Submission", "Number of Entries: 1", "Start Time: 08:30 AM", and "End Time: 12:00 PM". The "Number of Entries: 1" field is highlighted with a red border. In the footer, there are two buttons: "OK" and "Cancel", both with red dashed borders around them.

Confirm Submission

Number of Entries: 1

Start Time: 08:30 AM

End Time: 12:00 PM

OK Cancel

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #1. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**