

Copy an Existing Batch

Step 1: Choose **Copy Allowance** from the Main Menu.

Step 2: Select the existing batch to copy. Click on the arrow to select the batch to copy and click **Select**.

Home > Copy Timesheet

Selection Criteria

Selected Business Unit: 0120 School of Humanities

Select batch to copy: ** Choose **

Please enter the new Period End Date: 09-AUG-2015

Select

Home > Copy Allowance

Selection Criteria

Selected Business Unit: 0120 - School of Humanities

Select batch to copy: 1673 - 23-AUG-2015 (1 allowances)

Please enter the new Period End Date: 23-AUG-2015

Select

Selected Batch

Batch: 1673 Copy

Employee #	Job#	Name	Workdate	Paycode	Unit	Rate	GL String	Remarks
00000000	00	Rubble, Barney	03-AUG-2015	502	1.00	200.00	-	-
Total hours count:					1.00			

row(s) 1 - 1 of 1

Step 3: Select a new Period End Date from the drop down list and click Copy. You will receive a message similar to the following:

New batch #1682 created. Proceed with editing new batch below

You can then edit the new batch without having to navigate to another page.