

COPYING HR TRANSACTIONS

Both Initiators and Approvers may copy transactions. The Copy function will be available for **hires, leaves, supplements, changes,** and **extend** appointments, but not for terminations or other actions. Only transactions created after April 4, 2013 will be able to be copied.

A transaction that is eligible to be copied will have a Copy button at the bottom of the Transaction window (see picture at right). This button will be available on the confirmation page of a transaction that was just created, or on a completed transaction that you view from your Inbox, or display through View a Transaction.

The information that gets copied from the original transaction will vary depending on the transaction:

- Hires** all personal details cleared
 salary and position cleared

- Changes** option to retain same person
 if yes, personal details copied
 salary and position cleared

- Supplements
and Leaves** option to retain same person
 if yes, all details copied over,
 including supplement amount

Edited and approved: EC - edit dates [show changes](#)

→ 01 Initiator acad [Beckman Stitson] 02/19/2013 11:57am

Initiated: EC - promo salary increase SIT53

Additional pay details

New Annual Salary	\$51870.00	
Fiscal Year Pay Dates	01/03/2013	to 06/30/2013
Monthly Gross Pay	\$4322.50	
Fiscal Year Charge Dates	01/03/2013	to 06/30/2013
Monthly Distribution Charge	\$4322.50	
Total Pay/Charge for FY13	\$25646.82	

Administrative details

Prepared By	01 Initiator acad [Beckman Sti <R3EDUI01@MIT.EDU>
Prepared On	02/19/2013
Approver	02 DLC init-approver academic [Christie]
Dean's Office/ Area Approver	04 Dean approver Sch of Science [Mischke]



TO COPY A TRANSACTION

1. Click the Copy button at the bottom of the transaction.
2. If this is a change, supplement or leave, you will be asked if the new transaction is for the same person. Click Yes or No as appropriate. *Note:* If you had copied a Hire transaction, you will not see this question.
3. You will go through the normal screens for whatever transaction you chose. Depending on what was copied over, you may be able to skip certain screens without entering any information. Complete the required fields as needed.

Action

Is your Copy transaction for the same person?

Yes
No
Cancel

4. At the final review page, **Submit** the transaction as usual.
5. The confirmation page will have a Copy button at the bottom, if you need to create another transaction from this one. Otherwise, you can return to your Inbox or exit SAPweb.

Note: The Comments area will have an automatic note that this transaction was copied from another one, showing the original transaction number.

