



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 <u>not</u> 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

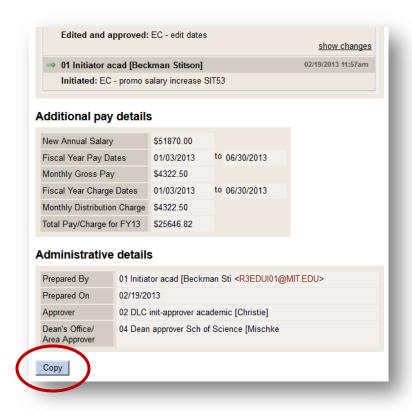
if yes, personal details copied

salary and position cleared

Supplements opti

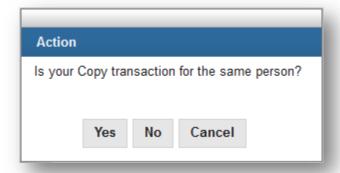
option to retain same person if yes, all details copied over,

including supplement amount



TO COPY A TRANSACTION

- 1. Click the Copy button at the bottom of the transaction.
- 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.
- 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.







- 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.

