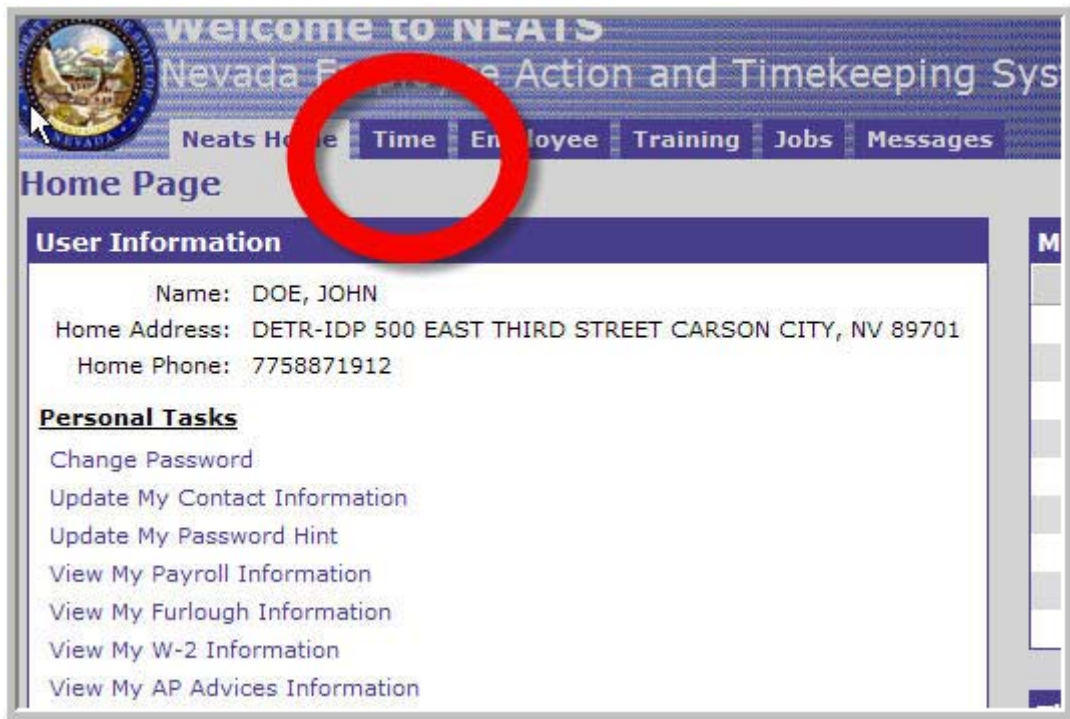


How to create a new timesheet with pre-filled time entries from another timesheet

- Login to NEATS and click **Time** on the Time Tab



- Click the Chevron >> icon...

the chevron...

Pay Period: CENTRAL PP18 (2/7/11 - 2/20/11)
Employee Name: DOE, JOHN []
Agency/Org: 908/ 3274

Work Schedule

Standard Shift: 8:00 am - 5:00 pm : Regular Shift

Regular Days Off:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Work Cycle
Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SV
Week 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SV

Save Validate Submit Copy... Print.. Cancel

Line	Activity	Project/Job	Req#	Event	Rsn	Mon 02/07	Tue 02/08	W 0:

- Click **List My Timesheets**



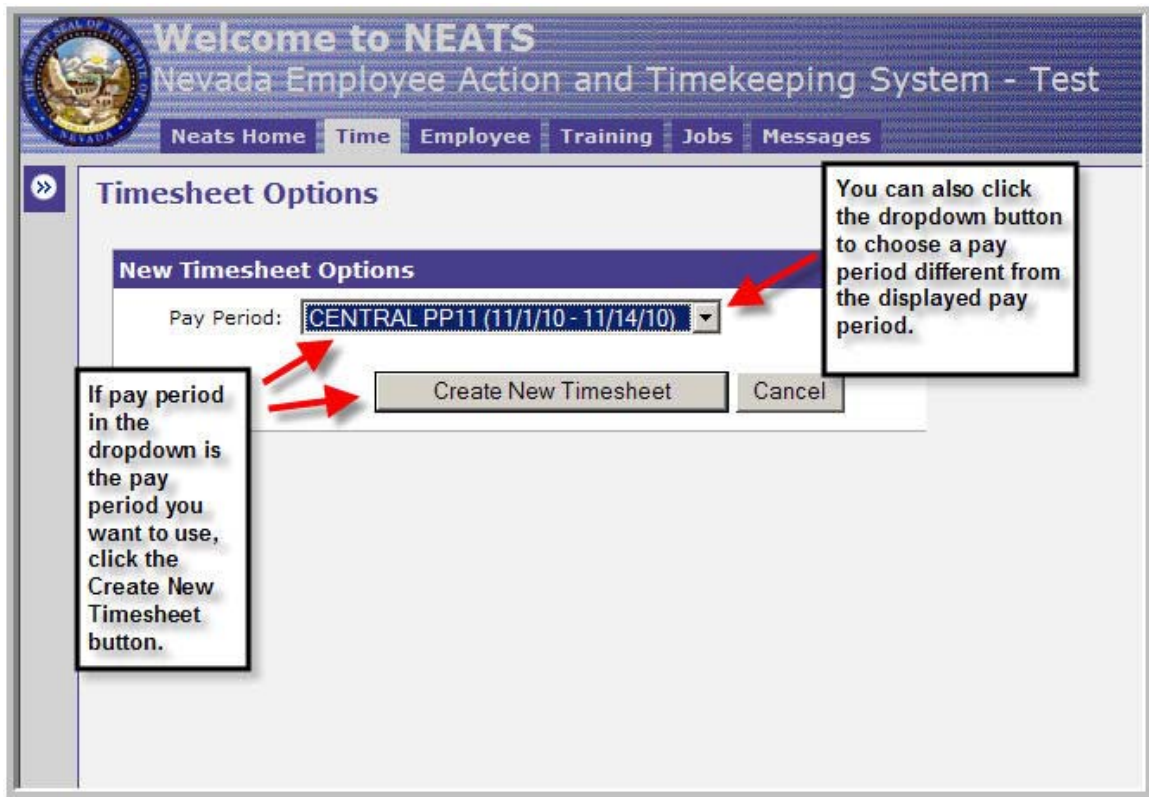
A list of timesheets you have previously created appears. Choose an **accepted** timesheet from the list to use as a starting point for your new timesheet...

CPER 902 109100129	Accepted	N/A	CENTRAL PP09	N	N	Create New With Notes...	Create New Without Notes...
CPER 902 109800133	Accepted	N/A	CENTRAL PP09	N	N	Create New With Notes...	Create New Without Notes...
CPER 902 108100131	Accepted	N/A	CENTRAL PP08	N	N	Create New With Notes...	Create New Without Notes...
CPER 902 108800134	Accepted	N/A	CENTRAL PP08	N	N	Create New With Notes...	Create New Without Notes...
CPER 902 107100128	Accepted	N/A	CENTRAL PP07	N	N	Create New With Notes...	Create New Without Notes...
CPER 902 107800137	Accepted	N/A	CENTRAL PP07	N	N	Create New With Notes...	Create New Without Notes...
CPER 902 106100131	Accepted	N/A	CENTRAL PP06	N	N	Create New With Notes...	Create New Without Notes...
CPER 902 106800136	Accepted	N/A	CENTRAL PP06	N	N	Create New With Notes...	Create New Without Notes...
CPER 902 105100132	Accepted	N/A	CENTRAL PP05	N	N	Create New With Notes...	Create New Without Notes...
CPER 902 105800134	Accepted	N/A	CENTRAL PP05	N	N	Create New With Notes...	Create New Without Notes...
CPER 902 104100134	Accepted	N/A	CENTRAL PP04	N	N	Create New With Notes...	Create New Without Notes...
CPER 902 104800134	Accepted	N/A	CENTRAL PP04	N	N	Create New With Notes...	Create New Without Notes...
CPER 902 103100134	Accepted	N/A	CENTRAL PP03	N	N	Create New With Notes...	Create New Without Notes...
CPER 902 103800132	Accepted	N/A	CENTRAL PP03	N	N	Create New With Notes...	Create New Without Notes...
CPER 902 102800133	Accepted	N/A	CENTRAL PP02	N	N	Create New With Notes...	Create New Without Notes...
CPER 902 101100132	Accepted	N/A	CENTRAL PP01	N	N	Create New With Notes...	Create New Without Notes...
CPER 902 025800134	Accepted	N/A	CENTRAL PP25	N	N	Create New With Notes...	Create New Without Notes...
CPER 902 023100133	Accepted	N/A	CENTRAL PP23	N	N	Create New With Notes...	Create New Without Notes...

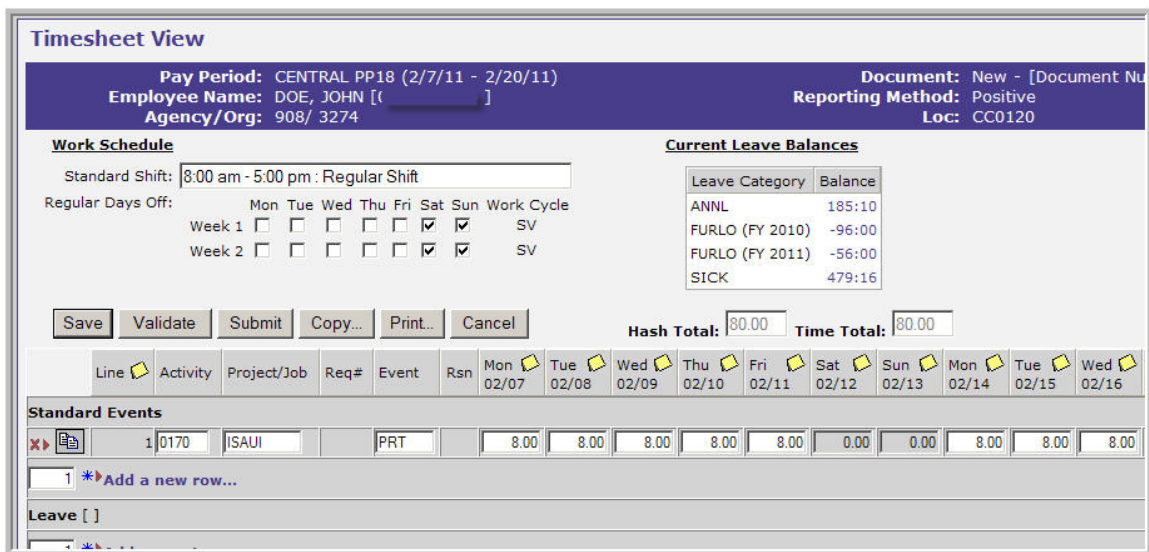
You have the option to choose to carry over notes from the prior pay period's timesheet...

dv	Action
	Create New With Notes... Create New Without Notes...
	Create New With Notes... Create New Without Notes...
	Create New With Notes... Create New Without Notes...
	Create New With Notes... Create New Without Notes...
	Create New With Notes... Create New Without Notes...

Choose a pay period for your new timesheet.



After clicking the Create New Timesheet button, your new timesheet is created, with time entries from your previous timesheet already entered.



Don't forget to **Save** by clicking the Save button.

