

Remember to use the Visual Assist  to search for information.

To	Do This
<p>Copy Code Format Data Type Supplemental Data</p>	<p>Navigation: Human Resources and Payroll – Agencies > Employee Maintenance > Employee Information</p> <p> The copy supplemental data only works with code format supplemental data, not narrative format data.</p> <p>Start from the Employee Information – Work With Employee Information window.</p> <ol style="list-style-type: none"> 1. Click Find. 2. Choose the desired employee. 3. Click Row, Supp. Data Entry. The Employee Information – Work with Supplemental Data window appears. 4. Choose the row on the grid which contains the data to be copied. 5. Click Copy. The Employee Information – General Description Entry window appears. 6. In the header, change the Employee Address Book Number to the employee you want to copy the supplemental data to. 7. Click OK. 8. The data is copied and the Employee Information – Work with Supplemental Data window appears. 9. Repeat steps 5 – 7 as necessary to copy data to other employees. 10. Click Close. 11. Click Close.