

Copying Supplemental Data

Overview

When you need to enter the same supplemental data for two or more employees, you can save time and reduce typing errors by copying information from one employee's supplemental data to another employee's record. You might copy supplemental data when you need to enter very similar information for two or more employees. For example, when two or more employees are given a flu shot on the same day, you can enter the information for one of the employees and then copy it to the other employee records. After you copy supplemental data, you can revise it as necessary.

When you copy supplemental data, remember the following guidelines:

- You can copy supplemental data within the same database only. This means that you can copy data from one employee to another
- You *can* copy code format information only.
- You *cannot* copy narrative supplemental data, however you can add templates to narrative supplemental data. You can also copy documents from Word or Excel documents to narrative supplemental data.

 You can copy information from one code format data type to a different code format data type. For example, if you have a code format data type for skills and another code format data type for professional licenses, you can copy one employee's skills information into another employee's professional licenses data type.

This work instruction shows how to:

[Copy Code Format Supplemental Data](#) from one employee to another employee

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website:

<http://www.das.state.ne.us/>.

Navigation

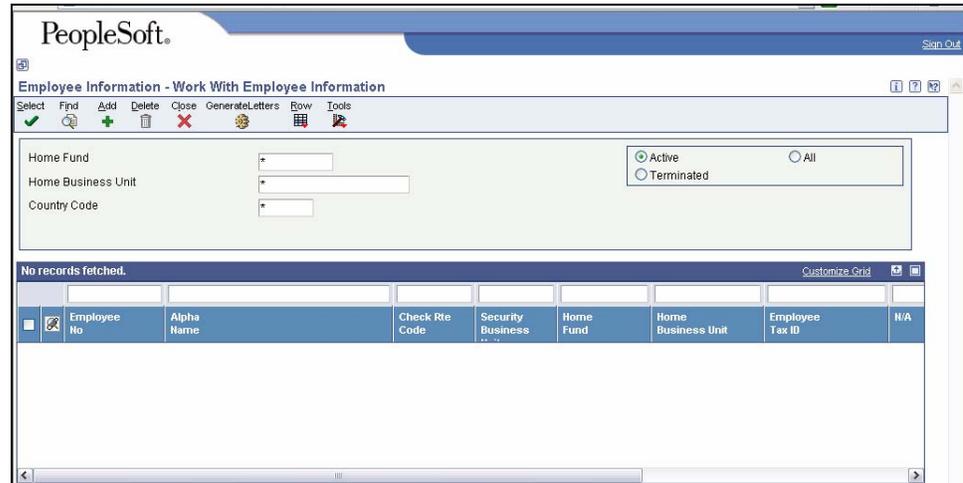
Click Roles, HR_PR .
(Citrix users – right click on the menu, choose Apply Roles, choose HR_PR.)

Human Resources and Payroll – Agencies > Employee Maintenance > Employee Information

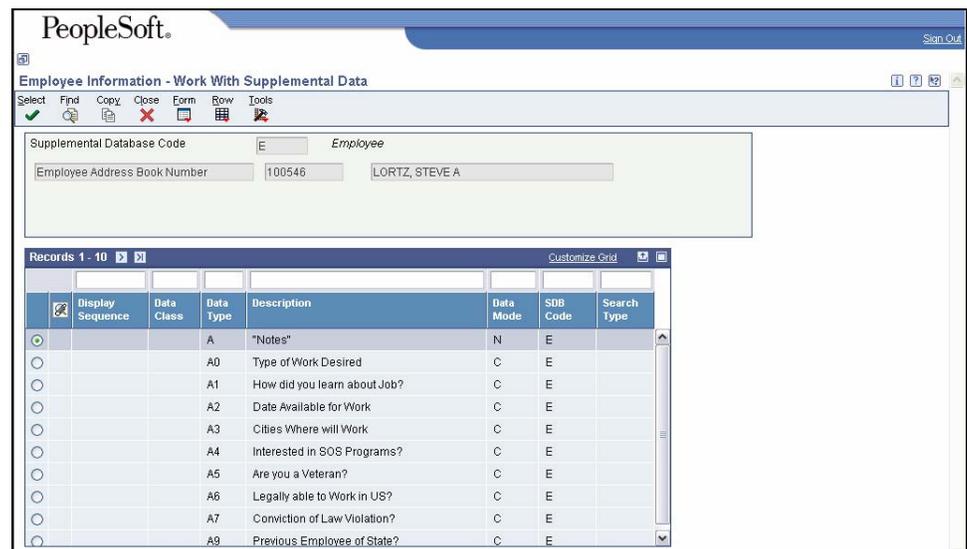
Steps

Copy Code Format Data Type Supplemental Data

Start this instruction from the Employee Information – Work with Employee Information window.



1. Enter all or part of the employee name in the Alpha Name field in the QBE line.
2. Click **Find**.
3. Choose the desired employee.
4. Click **Row, Supp. Data Entry**. The Employee Information – Work with Supplemental Data window appears.



5. Choose the row on the grid which contains the data to be copied.
6. Click **Copy**. The Employee Information – General Description Entry window appears.

PeopleSoft. Sign Out

Employee Information - General Description Entry

Supplemental Database Code: E Type Data: B5 Are you Bilingual? No

Employee Address Book Number: 100546 LORTZ, STEVE A

UDC Table: Yes/No Code Size: 10

Records 1 - 2 Customize Grid

BILINGUAL	Description	Not Using	Not Using	Not Using	Not Using	Remarks
No		10/18/2002				Line 3

7. In the header, change the Employee Address Book Number to the employee you want to copy the supplemental data to.
8. Click **OK**.
9. The data is copied and the Employee Information – Work with Supplemental Data window appears.
10. Repeat steps 5 – 7 as necessary to copy data to other employees.
11. Click **Close**.
12. Click **Close**.