Copying time differs a little depending on your category of employment. Those employees only reporting leave taken have the option of copying their leave. Those reporting time worked can copy those hours the same way. For instance . . .

. . . let’s report Tuesday through Friday. First we’ll click the enter hours link on the vacation leave line for Tuesday . . .

. . . and we’ll go ahead and enter a day of vacation leave for this employee. But instead of clicking “Save,” in order to copy these hours so I can paste them later, we’ll click “Copy.”

This brings up a screen that shows each day in the pay period.
And here, we’ll go ahead and select the additional days where we want to paste the vacation hours we’ve already copied.

If you’re taking an extended leave, you can copy from the date displayed to the end of the pay period by checking the box next to “Copy from date displayed to end of the pay period.”

You have the option to include weekend dates by checking additional boxes. That way, you only have to click once, instead of multiple times. But this time, we’re only reporting a few days of vacation.
We’ve selected the dates that we’d like to copy. To finish the transaction, click copy . . .

. . . and notice that you have received a message that says “Your hours have been copied successfully.”

Return to your time sheet by clicking on the “Time Sheet” button at the bottom of the screen.

And we can see that indeed the hours have been copied. There’s eight hours of vacation for all four days.

Now let’s look at the rest of the buttons at the bottom of the screen to examine a few more features of the electronic time sheet system.