

# Moving Timesheet Events

This feature allows the user (with permissions), or the Administrator, to move a timesheet event from one timesheet to another on the same day.



## VIDEO

Check out our related video - **Moving Time Events (1:31)** - as you review this topic.

## Initial Setup

For this option to be available:

- ✓ The user must have two timesheets on the same day in "pending" status.

If the user does not have a schedule for the position to which you need to add time, and therefore a timesheet for that position does not exist, you will need to click the **Add Timesheet** button, create that timesheet, and click **Save** before moving any time.

## Moving a Timesheet

First, click the **Actions** dropdown near the upper left corner. Then, select **Move Timesheet Events**.

EMPLOYEE **DeCicco, William** (DEC00131)

Weekly Timesheet Approvals 11/07/2022 - 11/13/2022

TOTAL + 24.00 PAID + 24.00

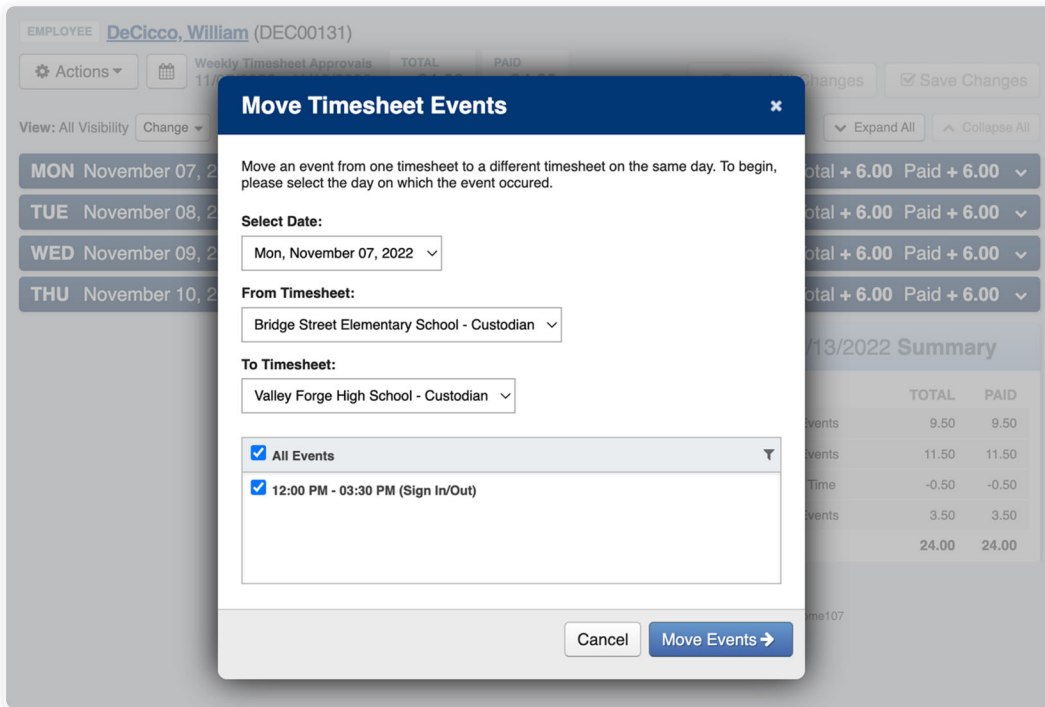
Cancel All Changes Save Changes

Expand All Collapse All

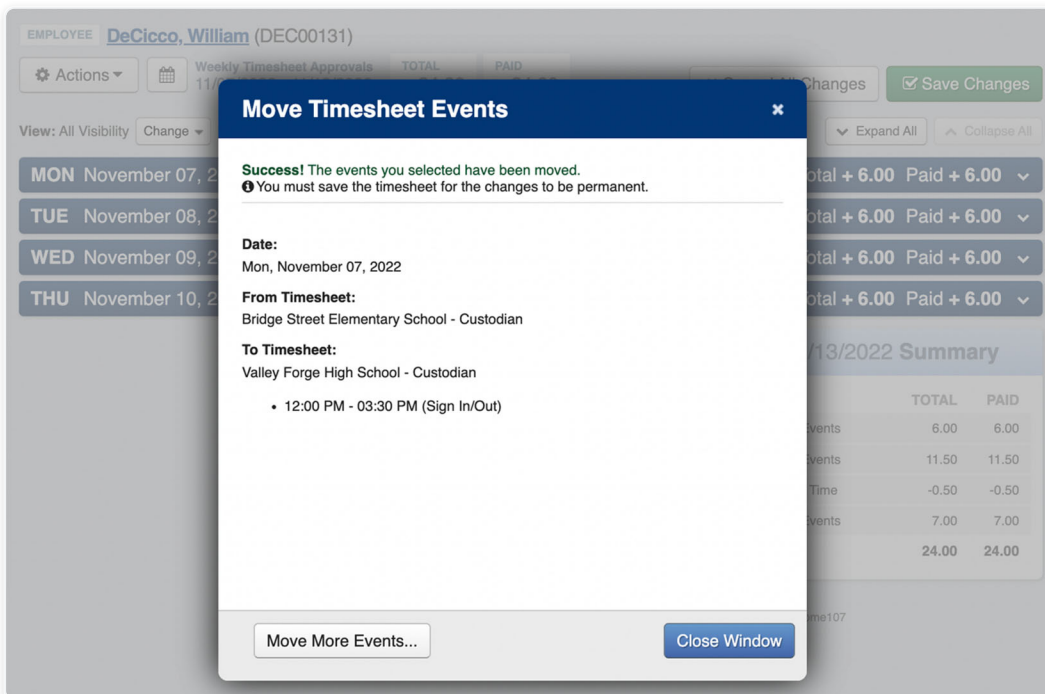
Year	Total	Paid
2022	Total + 6.00	Paid + 6.00
2022	Total + 6.00	Paid + 6.00
2022	Total + 6.00	Paid + 6.00
THU November 10, 2022	Total + 6.00	Paid + 6.00

Next, select the date, the timesheet from which you are taking the event, and the timesheet you are placing the event on. Then, check the boxes next to the events you would like to move.

When ready, click the **Move Events** button. \*If there is only one timesheet available on that date, and therefore no timesheet available to move the event to, the system will display an error message indicating “Only one eligible timesheet exists for the day you selected”.



A "Success!" page should appear. Now, click the **Close Window** button, or click **Move More Events** to continue moving timesheet events.



Now click the **Save Changes** button.

EMPLOYEE **DeCicco, William** (DEC00131)

Actions Weekly Timesheet Approvals 11/07/2022 - 11/13/2022

TOTAL	PAID
+ 24.00	+ 24.00

View: All Visibility

<b>MON</b> November 07, 2022	Total + 6.00 Paid + 6.00	▼
<b>TUE</b> November 08, 2022	Total + 6.00 Paid + 6.00	▼