# Admin Guide: WorkJournal Setup

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# Admin Guide: ASCENDER EmployeePortal WorkJournal Setup

The WorkJournal feature allows pay type 2 (non-contracted) and pay type 3 (hourly) employees to create timesheet entries for time worked on a specific day.

The purpose of this document is to guide you through the necessary steps to set up the appropriate access for employee WorkJounal requests via EmployeePortal.

Some of the images and examples provided in this document are for informational purposes and may not completely represent your LEA's process.

This document assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.

## Prerequisites

❑ Update roles/users in Security Administration to allow WorkJournal permissions. You can add permissions to an existing role or create a new role.

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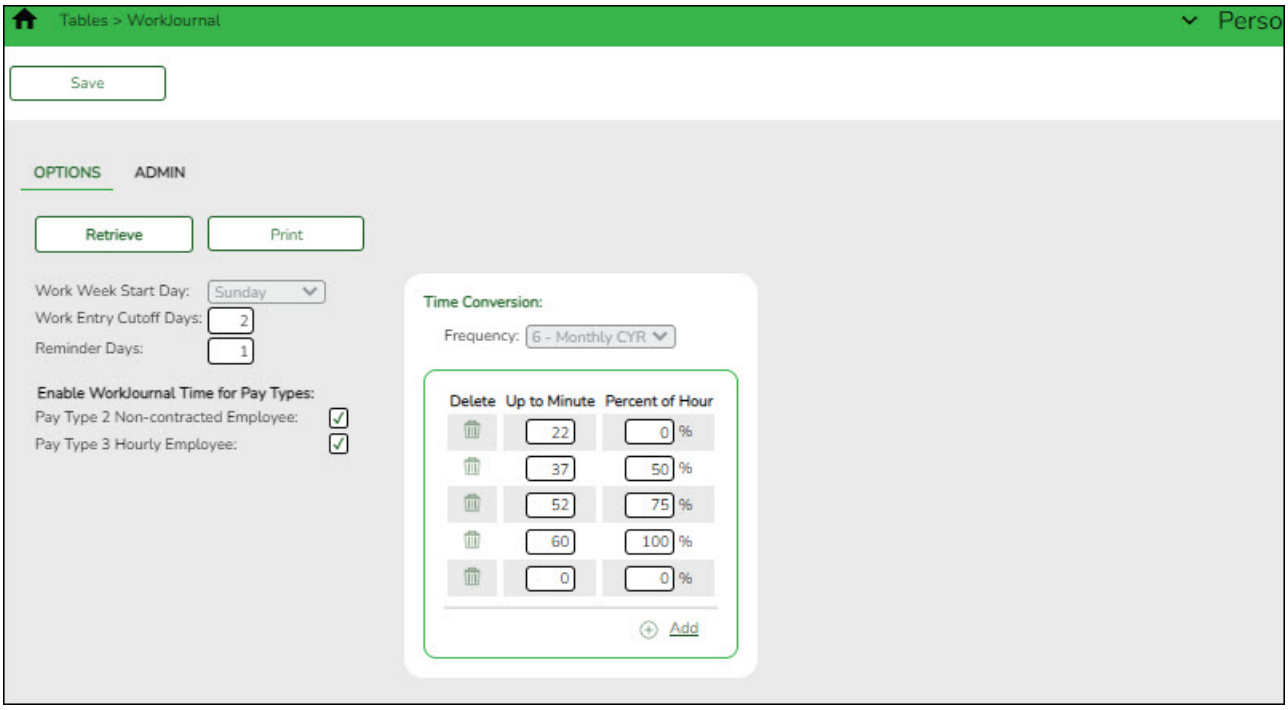
## Set up Personnel Settings

Perform the following tasks to ensure that the WorkJournal request feature in EmployeePortal is set up properly and functions as intended for employees.

1. Set EmployeePortal WorkJournal options.

   Personnel > Tables > WorkJournal > Options

   Set up the following WorkJournal options to determine how employees enter their time based on the work week, time conversion table, and pay type when creating WorkJournal entries in EmployeePortal.




| Field | Description |
|---|---|
| **Work Week Start Day** | Click ⌄ to select the beginning day of the work week. This day determines the day that the employee can select in the **Work Week Start Date** field in EmployeePortal. For example, if the selected day is Tuesday, then the employee can only select Tuesday dates when entering WorkJournal entries in EmployeePortal.<br><br>• *Sunday*<br>• *Monday*<br>• *Tuesday*<br>• *Wednesday*<br>• *Thursday*<br>• *Friday*<br>• *Saturday*<br><br>This day cannot be changed if there is at least one employee record in the employee WorkJournal time table. |
| **Work Entry Cutoff Days** | Type the number of cutoff days the employee has to enter a timesheet entry. Valid values are 0-30. |
| **Reminder Days** | Type the number of days before the cutoff day that an automated email message will be sent to employees as a reminder that they have yet to submit their timesheet entries. Valid values are 0-9. |

❑ Under **Enable WorkJournal Time for Pay Types**:

| | |
|---|---|
| **Pay Type 2 Non-contracted Employee** | Select to enable WorkJournal time tables for pay type 2 (non-contracted) employees. |
| **Pay Type 3 Hourly Employee** | Select to enable WorkJournal time tables for pay type 3 (hourly) employees. |

❑ Under **Time Conversion**:

| | |
|---|---|
| **Frequency** | Click ⌄ to select the pay frequency for which you want to set up a time conversion table. Depending on the selected pay frequency, the corresponding time conversion table is displayed.<br><br>This field is read only if your LEA only uses one pay frequency to pay employees. Pay frequencies are set up on the District Administration > Tables > District Information > Payroll Frequencies tab. |

❑ Click **+Add** to add a row.

| | |
|---|---|
| **Up to Minute** | Type the number of minutes to represent a specific percentage of the day. Valid values are 1-60. |
| **Percent of Hour** | Type the percent of day to represent a specific number of minutes. Valid values are 1-100%. |

❑ Click **Save**.

2. Add WorkJournal admin users.

   Personnel > Tables > WorkJournal > Admin

   At this time, this page does not function as intended. This will be corrected with future programming.

   Add WorkJournal admin users. WorkJournal admin users will have access to view timesheet details in ASCENDER EmployeePortal.

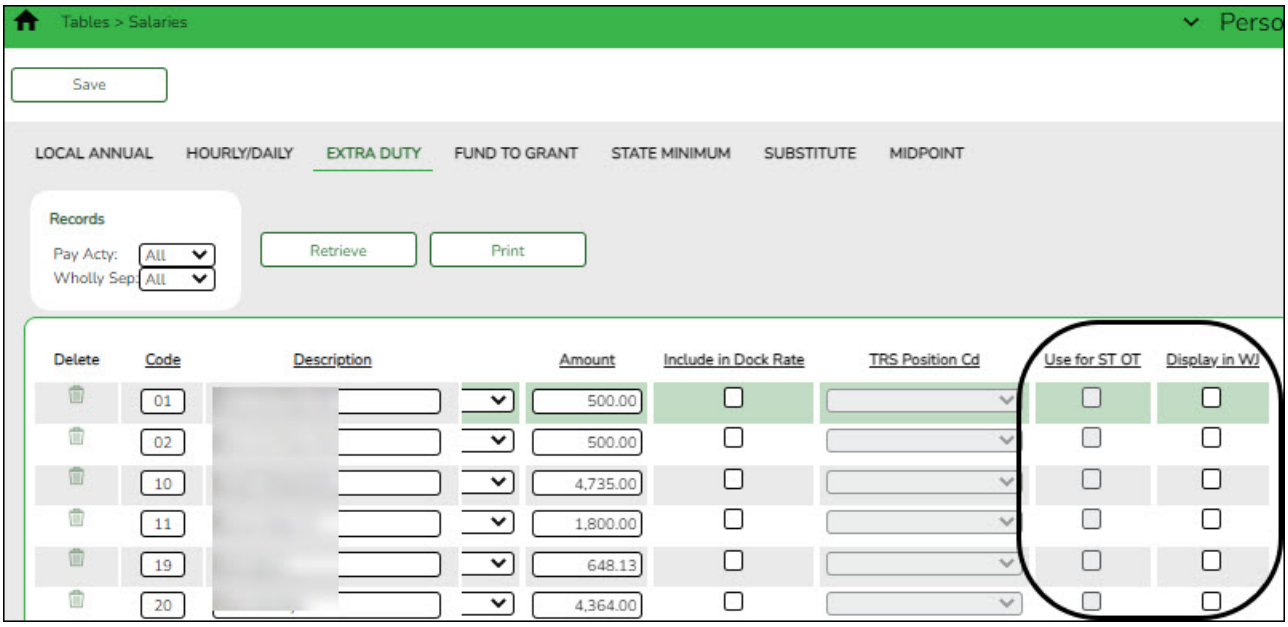
   **Notes**:

   - It is recommended that LEAs set up at least one admin per campus. For example, each campus could set up a payroll clerk to view timesheet details.
   - campus can have multiple admin users; however, admin users cannot be assigned to multiple campuses.
   - These admin users cannot edit or delete WorkJournal requests and are **not** approvers for WorkJournal requests.

3. Set WorkJournal options for (CYR/NYR) extra duty codes.

   Personnel > Tables > Salaries > Extra Duty

   Select the following to identify which extra duties will use standard overtime rates and be displayed for WorkJournal in EmployeePortal.



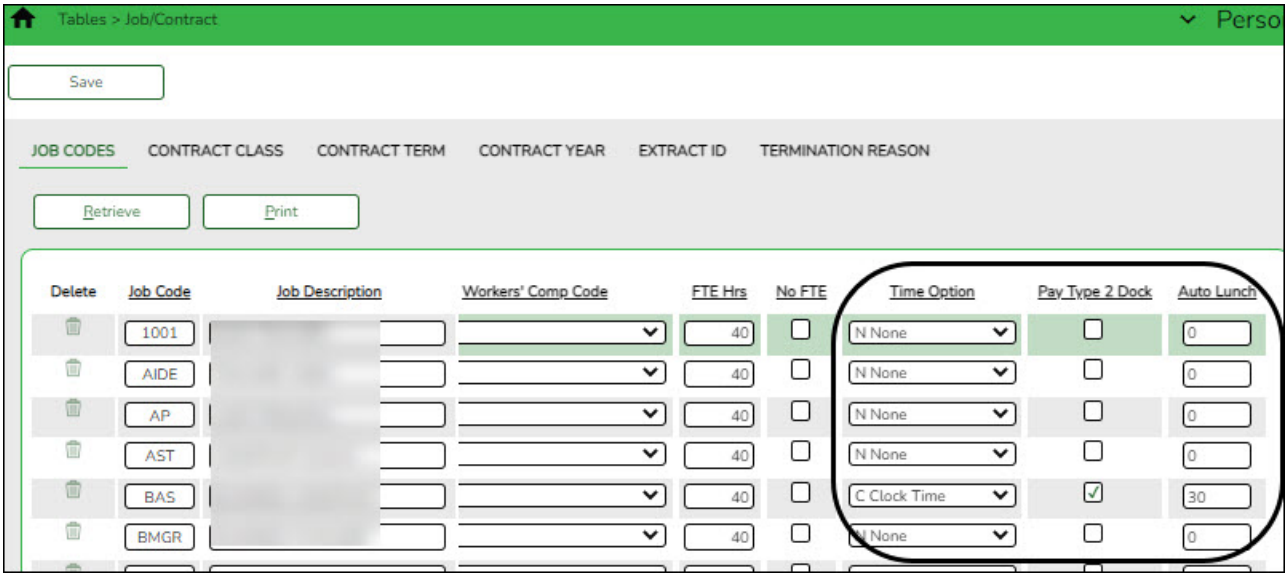

| | |
|---|---|
| **Use for ST OT** | Select to indicate that the extra duty code will use the standard overtime rate in WorkJournal. This field is only enabled for S-type extra duty codes and can only be selected for one S-type extra duty code. |
| **Display in WJ** | Select to display the extra duty code in WorkJournal. This field is only enabled for G-type and S-type extra duty codes. |

❑ Click **Save**.

4. Set WorkJournal options for (CYR/NYR) job codes.

   Personnel > Tables > Job/Contract > Job Codes

   Use the following options to identify how employees with certain job codes enter their time and how their time is calculated for WorkJournal entries in EmployeePortal.



| | |
|---|---|
| **Time Option** | Click ⌄ to select the time option to be used for WorkJournal in EmployeePortal.<br><br>• *A Attendance Only* - Select to allow the job code to be used in WorkJournal for attendance purposes only. Pay information **will not** be transferred to Payroll when the Import WorkJournal Requests utility is processed.<br><br>• *C Clock Time* - Select to allow the job code to be used in WorkJournal for timesheet entries. Pay information will be transferred to Payroll when the Import WorkJournal Requests utility is processed.<br><br>• *N None* - Select to exclude the job code from WorkJournal. If selected, employees will not be able to submit entries to the job code in EmployeePortal.<br><br>This field must be set to *A* or *C* to allow the job code to accept WorkJournal entries EmployeePortal. |
| **Pay Type 2 Dock** | Select to allow docks to be created for pay type 2 employees.<br><br>For example, if this field is selected and a pay type 2 employee has 37 in the **Wkly Hrs Sched** field on the Payroll > Maintenance > Staff Job/Pay data > Job Info tab and only submits 35 hours in WorkJournal, the employee will be docked two hours. The system will account for any submitted leave requests. |
| **Auto Lunch** | Indicate the amount of time (**in minutes**) for the employee's lunch period. If an employee creates a timesheet entry in WorkJournal for more than five hours for a job code with an auto lunch, that amount of time is automatically deducted from their total time for the selected job code on that work day. Valid values are 1-60. |

❑ Click **Save**.

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# Set up and verify Payroll Settings

1. Verify contract begin and end dates.

   Payroll > Maintenance > Staff Job/Pay Data > Job Info

   Verify that the employee's job info record is set up with accurate data for WorkJournal entries in EmployeePortal.

   ❑ The employee must be assigned to an active job code in the current year for the date that they are trying to create a WorkJournal entry in EmployeePortal.

   ❑ Under **Calendar Info**, verify the employee's contract **Begin Date** and **End Date** for the job code. The date of the WorkJournal entry must be within the contract begin and end dates for the applicable job code. If not, the following message is displayed on the Add/Edit Clock time pop-up window in EmployeePortal: “No ACTIVE Job Code for this Date”.

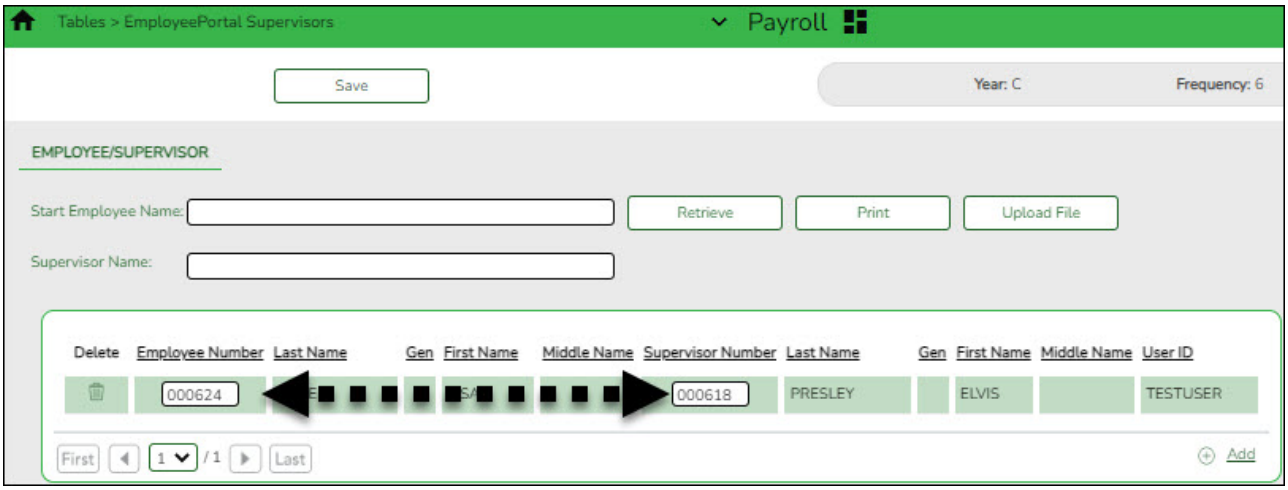
   - Only the employee's current year primary active job is displayed in the **Job Code** drop down in EmployeePortal.

As mentioned previously, the **Time Option** for the employee's assigned job code must be set to A Attendance Only or C Clock Time on the Personnel > Tables > Job/Contract > Job Codes in order for the job code to be displayed in the **Job Code** field.

2. Designate the employee/direct supervisor relationship.

   This setting serves two purposes, it determines the WorkJournal (and Leave Request) approval path for the employee and allows the supervisor to access the Supervisor menu in EmployeePortal.

   Payroll > Tables > EmployeePortal Supervisors > Employee/Supervisor

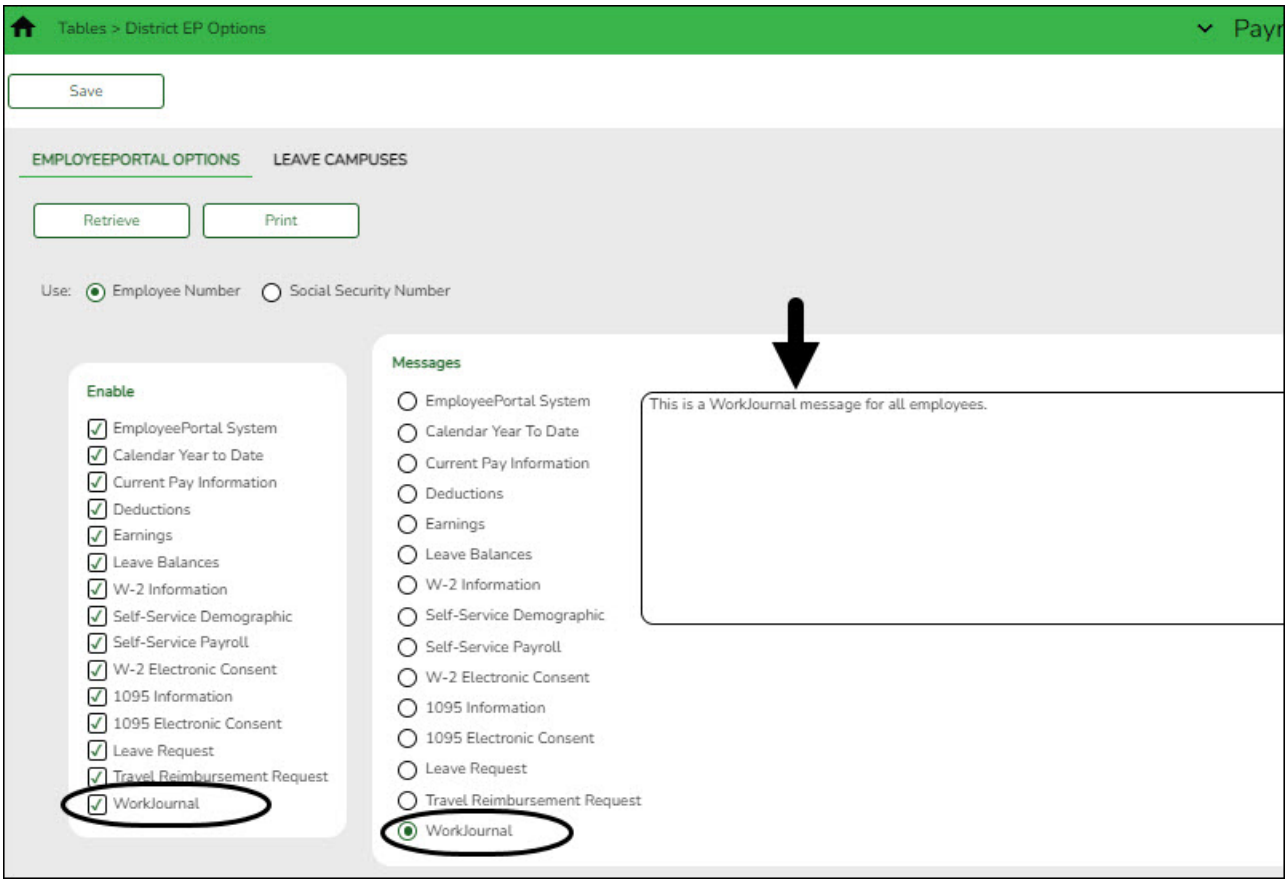



# Enable the WorkJournal Request Feature

1. Set up district EP options.

   Payroll > Tables > District EP Options > EmployeePortal Options

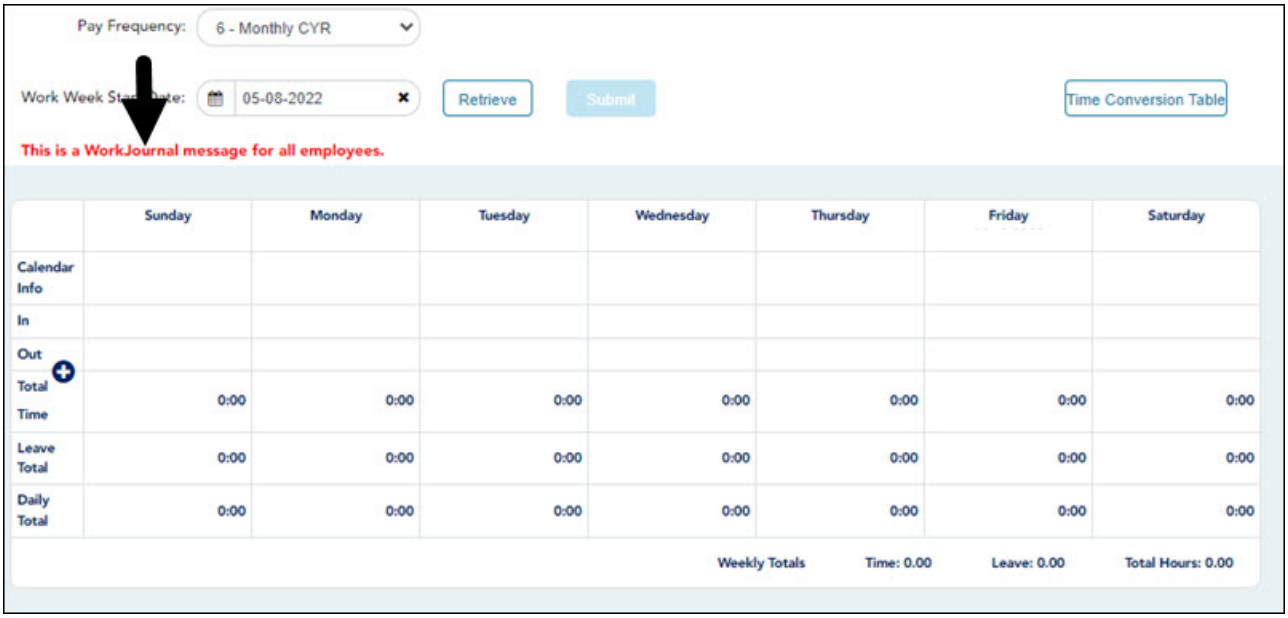
   Set up the following EP options to allow employees to view the WorkJournal menu in EmployeePortal.




❑ Under **Enable**, select **WorkJournal** to enable the WorkJournal request feature in EmployeePortal.

❑ Under **Messages**, select **WorkJournal** to enable employees to view a preset message on the WorkJournal page in EmployeePortal.

- Type the applicable message in the text box.
- The message is displayed in red at the top of the WorkJournal page in EmployeePortal after the record is saved.




❑ Click **Save**.

After the above steps are completed, employees can submit WorkJournal requests in EmployeePortal.

# Approve WorkJournal Requests

In EmployeePortal, on the Supervisor > Approve WorkJournal page, supervisors can approve or return WorkJournal requests from their employees.

1. Approve or return WorkJournal requests.

   When you access the Approve WorkJournal page, a list of WorkJournal requests pending your action is displayed if any.

   ❑ Select the requests that you want to approve or return. You can select individual requests (checkboxes) or select the top **Select All** check box to select all requests (checkboxes).

   The following information is displayed for each WorkJournal request.

| Field | Description |
|---|---|
| **Detail** | Click to view the WorkJournal request details. The WorkJournal request details are display only and cannot be edited.<br><br>Click **Cancel** in the upper-right corner to close the request details and return to the Approve WorkJournal page. |
| **Pay Freq** | The pay frequency for which the employee's WorkJournal request was submitted is displayed. |
| **Employee** | The employee's name is displayed. |
| **Week Start** | The **Work Week Start Date** for the employee's WorkJournal request is displayed. |
| **Pay Date** | The next unprocessed pay date for the **Work Week Start Date** and **Pay Frequency** within the pay period is displayed.<br><br>Examples |
| **Work Total** | The employee's total WorkJournal work week hours (minus leave hours) is displayed. |

   ❑ Click **Approve** to approve the request. After you approve the request, an email message is sent to the employee notifying them of the action (approved/returned) taken on the request.

   - If the request is approved or returned, the request is no longer displayed in the list of pending WorkJournal requests.
   - If the request is not selected and no action is taken, the request remains in the list of pending WorkJournal requests.

   ❑ Click **Return** to return the request to the employee. The request is no longer displayed in the list of pending WorkJournal requests.

# Import WorkJournal Requests

The payroll department will use the Payroll > Utilities > Import WorkJournal Requests page to import employee WorkJournal requests for each of the work weeks in the pay period that were submitted through EmployeePortal. Only WorkJournal entries that are in an Approved status are imported. This process creates a pay transmittal to be processed by payroll.