



# setupworkjournaloptions



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[Payroll > Tables > District EP Options > EmployeePortal Options](#)

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

The screenshot shows the 'District EP Options' configuration page. At the top, there is a 'Save' button. Below it, there are two tabs: 'EMPLOYEEPORTAL OPTIONS' (selected) and 'LEAVE CAMPUSES'. Under 'EMPLOYEEPORTAL OPTIONS', there are 'Retrieve' and 'Print' buttons. Below these buttons, there is a 'Use:' section with two radio buttons: 'Employee Number' (selected) and 'Social Security Number'. The main content area is divided into two columns. The left column is titled 'Enable' and contains a list of options with checkboxes. The 'WorkJournal' option is checked and circled. The right column is titled 'Messages' and contains a list of options with radio buttons. The 'WorkJournal' option is selected and circled. To the right of the 'Messages' list is a text box containing the message: 'This is a WorkJournal message for all employees.' A large black arrow points from the 'WorkJournal' option in the 'Messages' list down to the text box.

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.

Pay Frequency: 6 - Monthly CYR

Work Week Start Date: 05-08-2022 Retrieve Submit Time Conversion Table

**This is a WorkJournal message for all employees.**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Calendar Info							
In							
Out							
Total Time	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Leave Total	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Daily Total	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Weekly Totals					Time: 0:00	Leave: 0:00	Total Hours: 0:00

Click **Save**.