



PWJ1000 - WorkJournal Report

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This report provides a listing of employee WorkJournal timesheet entries for time (hours) worked.

Parameter	Parameter Description
Sort by Alpha (A), Work Week (W), Pay Date (P), Status (S)	<p>A - Sort the report alphabetically.</p> <p>W - Sort the report by work week.</p> <p>P - Sort the report by pay date.</p> <p>S - Sort the report by status.</p> <p>This is a required field.</p>
Select Frequency(ies), or blank for ALL	<p>Type a one-digit frequency number separating multiple frequency numbers with a comma (e.g., 5, 6). Or, click  to search for payroll frequencies. Otherwise, leave blank to use all payroll frequencies.</p>
Select Employee(s), or blank for ALL	<p>Type the employee number separating multiple employee numbers with a comma. Or, click  to search for employees. Otherwise, leave blank to use all employee numbers.</p>
From Pay Date (MMDDYYYY), or blank for ALL	<p>Type the from pay date in the MMDDYYYY format, or leave blank to use all dates.</p>
To Pay Date (MMDDYYYY), or blank for ALL	<p>Type the to pay date in the MMDDYYYY format, or leave blank to use all dates.</p>
From Work Week (MMDDYYYY)	<p>Type the from work week date in the MMDDYYYY format, or leave blank to use all work week dates.</p>
To Work Week (MMDDYYYY)	<p>Type the to work week date in the MMDDYYYY format, or leave blank to use all work week dates.</p>
Select Work Week Status(es), or blank for ALL	<p>Type the one-character work week status(es) separating multiple status codes with a comma (e.g., A,C). Or, click  to search for pay campuses. Otherwise, leave blank to use all campus ID numbers.</p>
Select Pay Campus(es), or blank for ALL	<p>Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001,003). Or, click  to search for pay campuses. Otherwise, leave blank to use all campus ID numbers.</p>
Select Supervisor(s), or blank for ALL	<p>Type the supervisor number separating multiple supervisor numbers with a comma. Or, click  to search for supervisors. Otherwise, leave blank to use all supervisor numbers.</p>

[Generate the report.](#)