



PWJ1100 - WorkJournals Pending Approval

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Payroll > Reports > WorkJournal Reports > WorkJournals Pending Approval

This report provides a listing of employee WorkJournal timesheet entries pending approval.

| Parameter | Parameter Description |
|---|---|
| Sort by Alpha (A), Work Week (W), Pay Date (P) | A - Sort the report alphabetically. W - Sort the report by work week. P - Sort the report by pay date. This is a required field. |
| Select Frequency(ies), or blank for ALL | 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. |
| Select Employee(s), or blank for ALL | 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. |
| From Pay Date (MMDDYYYY), or blank for ALL | Type the from pay date in the MMDDYYYY format, or leave blank to use all dates. |
| To Pay Date (MMDDYYYY), or blank for ALL | Type the to pay date in the MMDDYYYY format, or leave blank to use all dates. |
| From Work Week (MMDDYYYY) | Type the from work week date in the MMDDYYYY format, or leave blank to use all work week dates. |
| To Work Week (MMDDYYYY) | Type the to work week date in the MMDDYYYY format, or leave blank to use all work week dates. |
| Select Pay Campus(es), or blank for ALL | 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. |
| Select Supervisor(s), or blank for ALL | 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. |

[Generate the report.](#)