



PWJ1100 - WorkJournals Pending Approval





Table of Contents

PWJ1100 - WorkJournals Pending Approval	i
PWJ1100 - WorkJournals Pending Approval	1

PWJ1100 - WorkJournals Pending Approval

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.](#)