



## Admin - HRS2960



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# Admin - HRS2960

## Personnel > Tables > WorkJournal > Admin

This page allows WorkJournal admin users to manage a list of WorkJournal employees.


### Modify a record:

| Field                 | Description   |
|-----------------------|---|
| <b>Employee Nbr</b>   | Begin typing the employee number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee. Or, click  to perform a search in the <a href="#">Employees Directory</a> . The <b>Employee Name</b> field is populated with the employee's name. |
| <b>Employee Name</b>  | The employee name is populated based on the employee number selected in the <b>Employee Nbr</b> field.  |
| <b>Primary Campus</b> | Type the employee's three-digit primary campus ID.  |
| <b>Primary Dept</b>   | Type the employee's one-digit primary department code.  |

Click **+Add** to add a row.

Click **Save**.

### Other functions and features:

|   |   |
|---|---|
| <b>Retrieve</b>   | The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.  |
| <b>Print</b>  | <p>Click to print the report. The Print Options pop-up window opens. Select from the following print options:</p> <p><b>Current Tab Page</b><br/> <b>Selected WorkJournal Tab Pages</b><br/> <b>All WorkJournal Tab Pages</b></p> <p>Click <b>OK</b> to print the report selections.<br/> Click <b>Cancel</b> to return to the Units tab.</p> <p><a href="#">Review the report.</a></p> |
|  | <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>   |