

Admin - HRS2960

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This page allows WorkJournal admin users to manage a list ofemployees using the WorkJournal feature in EmployeePortal.

Modify a record:

Field	Description
Employee Nbr	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 Employees Directory. The **Employee Name** field is populated with the employee's name.
Employee Name	The employee name is populated based on the employee number selected in the **Employee Nbr** field.
Primary Campus	Type the employee's three-digit primary campus ID.
Primary Dept	Type the employee's one-digit primary department code.

❑ Click **+Add** to add a row.

❑ Click **Save**.

Other functions and features:

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