



Admin - HRS2960

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This page allows WorkJournal admin users to manage a list of employees 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	<p>Click to print the report. The Print Options pop-up window opens. Select from the following print options:</p> <p>Current Tab Page Selected WorkJournal Tab Pages All WorkJournal Tab Pages</p> <p>Click OK to print the report selections. Click Cancel to return to the Units tab.</p> <p>Review the report.</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 Save.</p>