



## **Admin - HRS2960**



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## Personnel > Tables > WorkJournal > Admin

This page is used to manage a list of WorkJournal admin users who will have access to manage timesheet details in ASCENDER EmployeePortal.

**Note: It is recommended** that LEAs set up at least one admin per campus. For example, each campus could set up a payroll clerk to manage timesheet details.


### 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-character 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>	Click to print the report. The Print Options pop-up window opens. Select from the following print options:  <b>Current Tab Page</b> <b>Selected WorkJournal Tab Pages</b> <b>All WorkJournal Tab Pages</b>  Click <b>OK</b> to print the report selections. Click <b>Cancel</b> to return to the Units tab.  <a href="#">Review the report.</a>
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .