



Admin - HRS2960

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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
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-character 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 Tables All WorkJournal Tables Click OK to print the report selections. Click Cancel to return to the Admin 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 .