

Admin - HRS2960

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This page is used to manage a list of WorkJournal admin users who have access to view timesheet details in ASCENDER EmployeePortal. At this time, this page does not function as intended. This will be corrected with future programming.

Notes:

- **It is recommended** that LEAs set up at least one admin per campus. For example, each campus could set up a payroll clerk to view timesheet details.
- Each campus can have multiple admin users; however, admin users cannot be assigned to multiple campuses.

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 report opens in a separate window. 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**.