


# Options - HRS2960

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***Personnel > Tables > WorkJournal > Options***

This tab is used to manage settings in ASCENDER EmployeePortal. These settings allow the LEA to determine how employees enter their time based on the work week, time conversion table, and pay type.

## Modify a record:

| Field | Description |
|---|---|
| **Work Week Start Day** | Click ⌄ to select the beginning day of the work week.<br><br>This day cannot be changed if there is at least one employee record in the time table. |
| **Work Entry Cutoff Days** | |
| **Reminder Days** | |

❑ Under **Enable WorkJournal Time for Pay Types**:

| | |
|---|---|
| **Pay Type 2 Non-contracted Employee** | Select to enable WorkJournal time tables for pay type 2 (non-contracted) employees. |
| **Pay Type 3 Hourly Employee** | Select to enable WorkJournal time tables for pay type 3 (hourly) employees. |

❑ Under **Time Conversion**:

| | |
|---|---|
| **Frequency** | Click ⌄ to select the pay frequency for which you want to set up a time conversion table. Depending on the selected pay frequency, the corresponding time conversion table is displayed. |

❑ Click **+Add** to add a row.

| | |
|---|---|
| **Up to Minute** | Type the number of minutes to represent a specific percent of the day. The field cannot be less than 1 or greater than 60. |
| **Percent of Hour** | Type the percent of day to represent a specific number of minutes. The field cannot be less than 1% or greater than 100%. |

❑ 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:<br><br>**Current Tab Page**<br>**Selected WorkJournal Tab Pages**<br>**All WorkJournal Tab Pages**<br><br>Click **OK** to print the report selections.<br>Click **Cancel** to return to the Units tab.<br><br>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.<br><br>Click **Save**. |