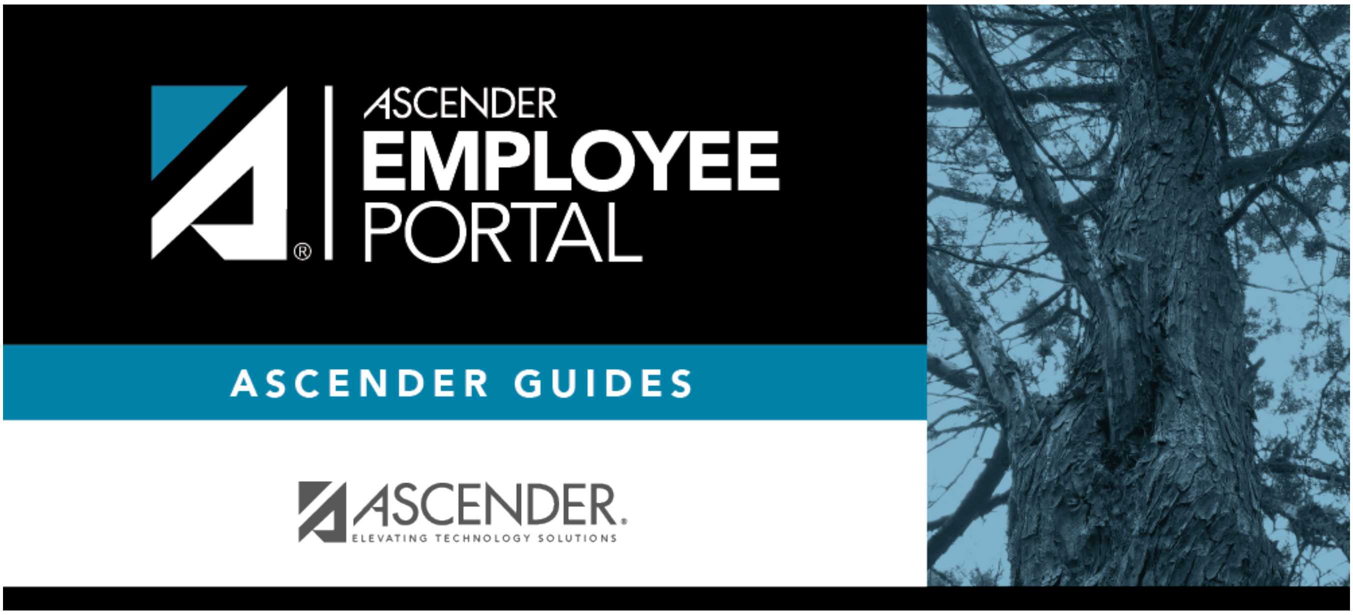

ASCENDER
EMPLOYEE
PORTAL
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

# Employee Guide: Manage WorkJournal Requests

# Table of Contents

**Employee Guide: Manage WorkJournal Requests** .......... 1

# Employee Guide: Manage WorkJournal Requests

This page is used to create and submit timesheet entries for time (hours) worked on a specific day. If applicable, employees can select from their available job codes and pay frequencies.

If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

If a message is available from your LEA, it is displayed in red at the top of the page.

## Before You Begin

Review the ASCENDER EmployeePortal Navigation page to familiarize yourself with the portal.

**TIP**: If you have any new notifications from EmployeePortal, the number of pending notifications is displayed in the top-right corner of the page on 🔔. Click 🔔 to view the Notifications box. You can either click **Mark All As Read** to mark all notifications as read and clear all notifications or click a notification to open the Notifications page. From the Notifications page, you have the option to **Mark All As Read** or click 👁 to clear each individual notification.

---

## I. Manage WorkJournal Requests

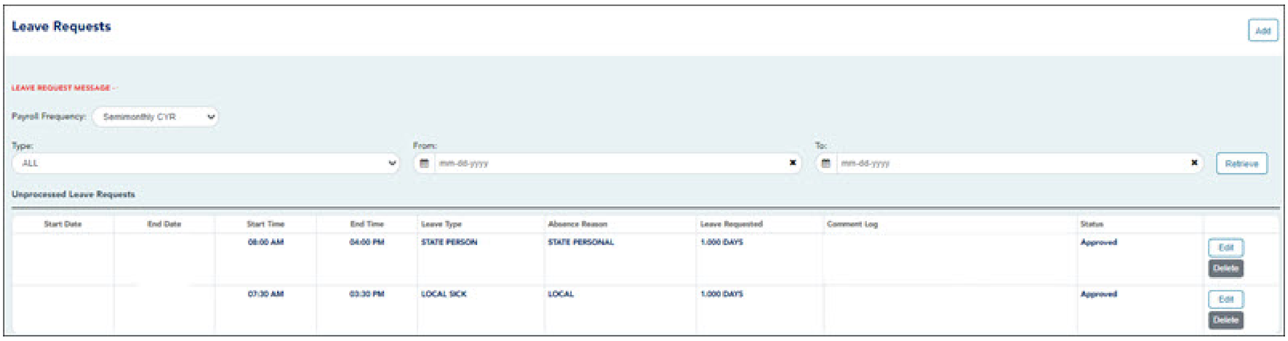
1. Create and submit WorkJournal requests.

   ***ASCENDER EmployeePortal > Leave Requests***

   This page is used to create, edit, delete, and submit leave requests for the selected payroll frequency. After a leave request is processed by payroll, it is no longer displayed on this page.

   If this page is not enabled, check with your EmployeePortal administrator, as the LEA may have opted to not allow access.

   If a message is available from your LEA, it is displayed in red at the top of the page.



Leave Requests

LEAVE REQUEST MESSAGE -

Payroll Frequency: Semimonthly CYR

Type: ALL

From: mm-dd-yyyy

To: mm-dd-yyyy

Unprocessed Leave Requests

| Start Date | End Date | Start Time | End Time | Leave Type | Absence Reason | Leave Requested | Comment Log | Status |
|---|---|---|---|---|---|---|---|---|
|  |  | 08:00 AM | 04:00 PM | STATE PERSON | STATE PERSONAL | 1.000 DAYS |  | Approved |
|  |  | 07:30 AM | 03:30 PM | LOCAL SICK | LOCAL | 1.000 DAYS |  | Approved |

|  |  |
|---|---|
| **Payroll Frequency** | Click ⌄ to select the payroll frequency for which you want to create a leave request. If you have leave in multiple payroll frequencies such as biweekly, semimonthly, and monthly, those options are displayed and can be selected. |

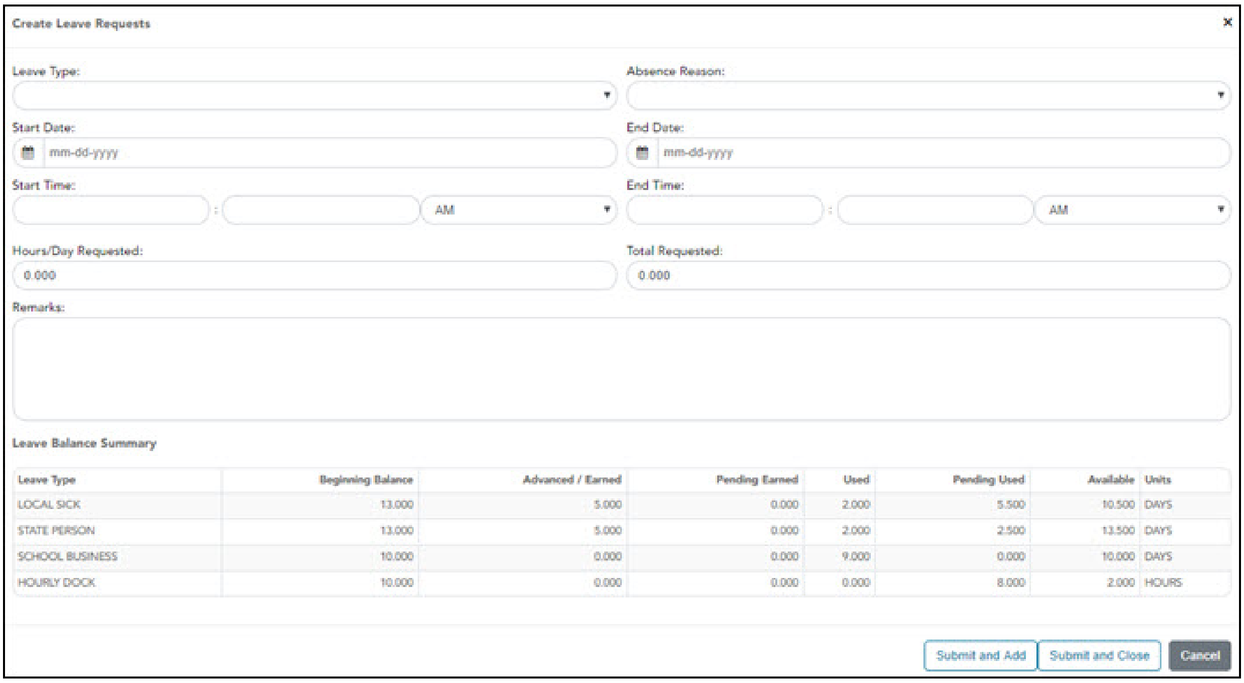
Under **Unprocessed Leave Requests**, a list of your unprocessed (not processed by payroll) leave requests is displayed, if any. The following details are displayed for each leave request:

|  |  |
|---|---|
| **Start and End Date** | The start and end date range for the leave request is displayed in the MM-DD-YYYY format. |
| **Start and End Time** | The start and end time range for the leave request is displayed in the HH MM format and click ⌄ to select AM or PM. |
| **Leave Type** | The type of requested leave is displayed. |
| **Comment Log** | Any employee (requestor) comments that were added to the leave request are displayed. |
| **Status** | The current status of the leave request is displayed.<br>When a leave request is created, an email message is automatically sent to your direct supervisor notifying him of the request and prompting him to approve or disapprove the leave request. The status of the leave request is updated to *Pending Spvsr Approval*.<br>After a leave request is approved by your supervisor, an email message is automatically sent to the email address listed on your demographic record notifying you of the action. The status of the leave request is updated to *Pending Payroll*.<br>If a leave request is disapproved by your supervisor, an email message is automatically sent to the email address listed on your demographic record notifying you of the action. The status of the leave request is updated to *Disapproved*. You can edit and resubmit the leave request or delete the leave request.<br>After a leave request is processed by payroll, it is no longer displayed on this page. |

## Create a leave request:

You have two options to create a leave request.

**Option 1**: Click **Add** in the upper-right corner of the Leave Requests page. The Create Leave Requests pop-up window opens allowing you to enter the details of your leave request.



Create Leave Requests

Leave Type:

Absence Reason:

Start Date: mm-dd-yyyy

End Date: mm-dd-yyyy

Start Time: : AM

End Time: : AM

Hours/Day Requested: 0.000

Total Requested: 0.000

Remarks:

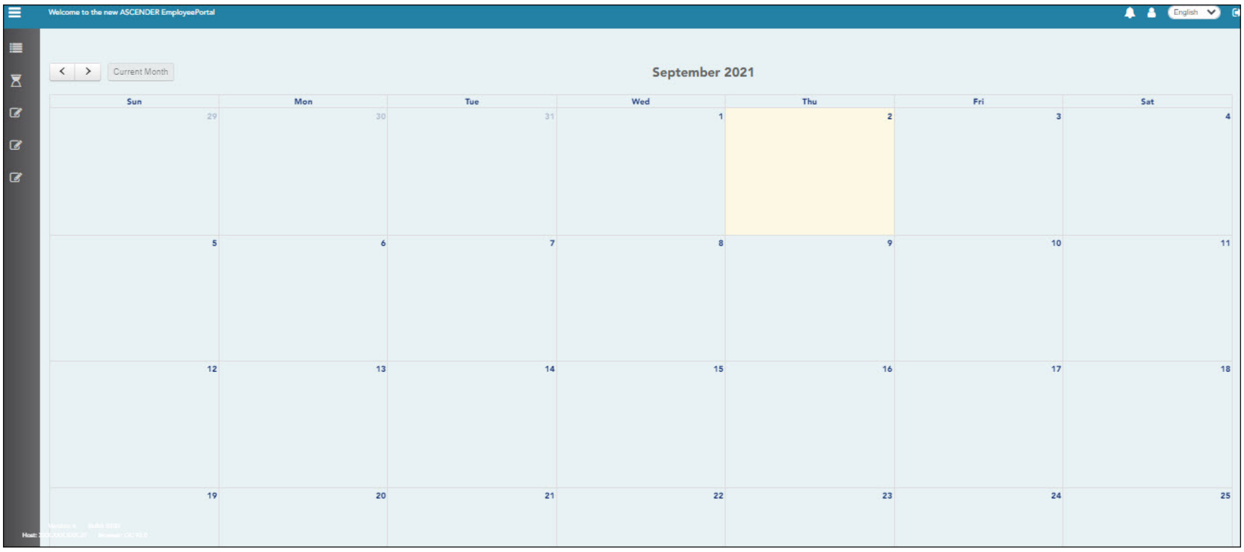
Leave Balance Summary

| Leave Type | Beginning Balance | Advanced / Earned | Pending Earned | Used | Pending Used | Available | Units |
|---|---|---|---|---|---|---|---|
| LOCAL SICK | 13.000 | 5.000 | 0.000 | 2.000 | 5.500 | 10.500 | DAYS |
| STATE PERSON | 13.000 | 5.000 | 0.000 | 2.000 | 2.500 | 13.500 | DAYS |
| SCHOOL BUSINESS | 10.000 | 0.000 | 0.000 | 9.000 | 0.000 | 10.000 | DAYS |
| HOURLY DOCK | 10.000 | 0.000 | 0.000 | 0.000 | 8.000 | 2.000 | HOURS |

×
Submit and Add
Submit and Close
Cancel

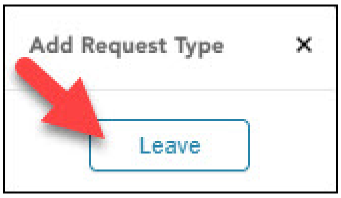
**Option 2**: From the EmployeePortal homepage calendar, you will notice that the current day is highlighted in yellow.

**TIP**: If you have an existing approved or pending leave request, the entry is displayed for that calendar day. You can click the entry to open the details of the request and edit the request as needed. If you have an existing processed leave request, you can click the entry to open the details of the request; however, you cannot edit the request.



Welcome to the new ASCENDER EmployeePortal
English
Current Month
September 2021
Sun
Mon
Tue
Wed
Thu
Fri
Sat
29
30
31
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

- Click the day for which you want to enter a leave request. The Add Request Type pop-up window opens allowing you select the type of request you want to enter.



- ○ Click **Leave**. The Create Leave Requests pop-up window opens allowing you to enter the details of your leave request. The **Start Date** and **End Date** fields are automatically populated with the date you selected.

Your leave balances are displayed at the bottom of the Create Leave Requests window under **Leave Balance Summary**.

☐ Complete the following information for the leave entry:

| | |
|---|---|
| **Leave Type** | Click ⌄ to select the type of leave that you want to request. Only leave types assigned to you are displayed. An LEA setting determines whether or not you can use a leave type with a zero balance. All assigned active leave types are displayed even if the leave type amount is zero. |
| **Absence Reason** | Click ⌄ to select the absence reason. The absence reasons are determined by your LEA and correspond to the selected leave type. |
| **Start Date** | Type the start date for which you want to request leave in the MM/DD/YYYY format or click 📅 to select a date from the calendar. |
| **End Date** | This field is automatically populated with the date selected in the **Start Date** field; however, you can change the date. Type the end date for which you want to request leave in the MM/DD/YYYY format or click 📅 to select a date from the calendar. You can use this field to cover consecutive dates of a leave request excluding the weekend (Saturday/Sunday). |
| **Start Time** | Type the beginning time in the HH MM format for which you want to request leave. Click ⌄ to select AM or PM. |
| **End Time** | Type the end time in the HH MM format for which you want to request leave. Click ⌄ to select AM or PM. |
| **Hours/Day Requested** | The number of hours per day for which you are requesting leave is automatically calculated based on the **Start Time** and **End Time** of the leave request.<br>If the field is not automatically calculated, you must manually type the number of hours per day for which you are requesting leave. An LEA setting determines whether or not this field is automatically calculated. |
| **Total Requested** | Indicates the total amount of requested leave in the specified units. |
| **Remarks** | Type any comments related to your leave request. The comments are available to all approvers. |

The leave balance amounts translate to hours or days based on the assigned unit type for the selected leave type.

| | |
|---|---|
| **Leave Type** | The specific leave code(s) for which you have leave data is displayed. The leave types are first displayed in the order that is set for your check (called stub position), and then leave type code (01-99) order. |

| | |
|---|---|
| **Beginning Balance** | The leave balance as of the beginning of this year for each leave type is displayed. |
| **Advanced/Earned** | The number of units of leave advanced or earned as of the last pay period is displayed. |
| **Pending Earned** | The total leave earned but not yet processed through payroll is displayed. |
| **Used** | The number of units of leave used as of the last pay period is displayed. |
| **Pending Used** | The total leave pending and approved but not yet processed through payroll is displayed. This amount is subtracted from the **Available Balance** field. |
| **Available** | Indicates the number of units of leave still available for use. The **Available** is based on beginning balance, plus advanced/earned, plus pending earned, less used, and less pending used. |
| **Units** | Indicates the type of units (hours or days) that are used when calculating leave requests. |

❏ After completing your leave request entry, use one of the following options to continue:

- Click **Submit and Add** to submit the leave request to your supervisor for approval and remain on the Create Leave Requests window to continue adding additional leave request entries.
- Click **Submit and Close** to submit the leave request to your supervisor for approval and close the Create Leave Requests window.
  - A leave request is created and an email message is sent to your direct supervisor to notify them that a leave request is pending their approval.
  - Depending on the leave type, additional approvers may be in the approval path for the leave request.
  - If you are set as the temporary approver for your supervisor, and you enter a leave request when your supervisor is unavailable, the request is submitted to your supervisor's supervisor. You are not allowed to approve your own leave requests.
  - When a leave request is approved or disapproved, an email message is automatically sent to the email address listed on your demographic record notifying you of the action.
  - If your leave request is approved, the approval email message will contain links to add your approved leave request as a calendar event in Outlook and Google.
- Click **X** or **Cancel** to close the pop-up window without submitting any leave requests and return to the Leave Requests page.

2. Edit and delete WorkJournal requests.

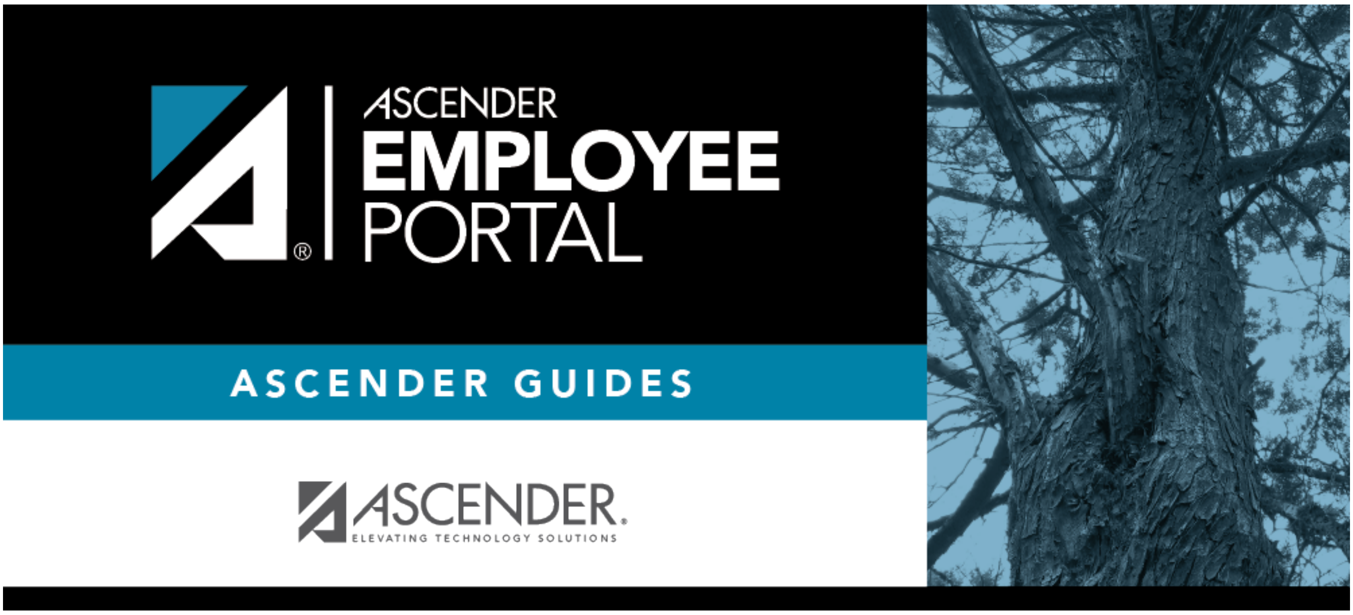
❏ You can edit a leave request until it is processed by payroll in which case, the leave request is no longer displayed under **Unprocessed Leave Requests** and no longer editable from the homepage calendar.

| | |
|---|---|
| **Edit** | Click **Edit** next to the leave request that you want to edit. The Edit Leave Requests window opens.<br>Make the necessary changes and click **Resubmit for Approval** to resubmit the edited leave request for approval. Otherwise, click **Cancel** to return to the Leave Requests page. |

❏ You can delete a leave request until it is processed by payroll in which case, the leave request is no longer displayed under **Unprocessed Leave Requests** and no longer editable from the homepage calendar.

| | |
|---|---|
| **Delete** | Click **Delete** next to the leave request that you want to delete. A message prompting you to confirm deletion is displayed.<br>Click **OK** to delete the leave request. Otherwise, click **Cancel** to return to the Leave Requests page. |

**Note**: If you delete a leave request that has already been approved by your supervisor, your supervisor will receive an email notification.


ASCENDER
EMPLOYEE
PORTAL
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover