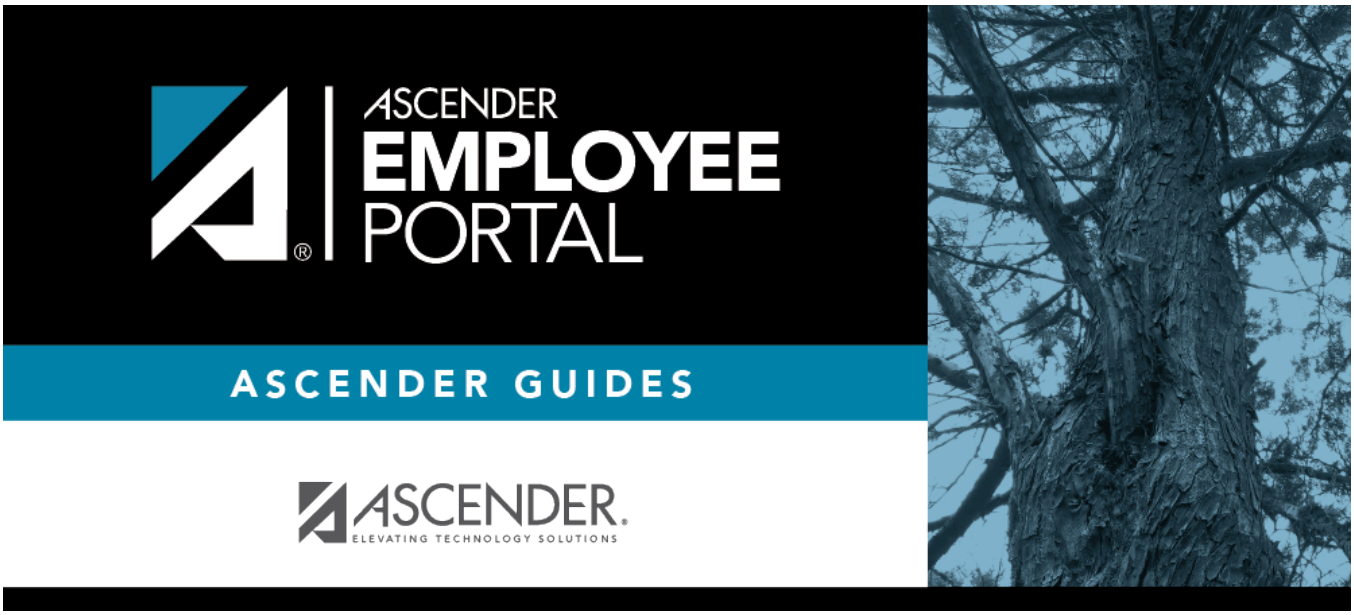


Employee Guide: Manage WorkJournal Requests

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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. View WorkJournal Requests

1. View WorkJournal requests.

   Use the following fields to view the appropriate WorkJournal data:

Field	Description
Pay Frequency	Click to select the payroll frequency for which you want to add timesheet entries. If you only have one pay frequency, it is automatically populated.
Work Week Start Date	Type the starting date of the work week in the MM-DD-YYYY format for which you want to enter or view timesheet data or click to select the date.

   Once a **Pay Frequency** and **Work Week Start Date** are selected, the data on the page is automatically retrieved. If you manually enter the Work Work Start Date, you press TAB to retrieve the data on the page.

   A grid with the work weekdays and dates is displayed. The **Status** of your WorkJournal work

week is displayed at the top of the page.

The following is displayed for each day of the workweek:

- **Calendar Info** - Displays the workday calendar description (e.g., Workday, Weekend, etc.) for each day according to the assigned school calendar.
- **In/Out**
- **Total Time**
- **Leave Total**

  Admin note: This total does not include any leave entered in the Payroll application. However, if the employee has leave entered in Payroll, those amounts will be included in the payroll calculations.

- **Daily Total** - Total Time + Leave Total for each work day.

At the bottom of the grid, the following **Weekly Totals** are displayed:

- **Time**
- **Leave**
- **Total Hours**

II. Manage WorkJournal Requests

1. Create and submit WorkJournal requests.

   You have two options to create a WorkJournal entry.

   Option 1: After you have selected your **Work Week Start Date**, **Pay Frequency**, and clicked **Retrieve**:

   - Click  on the WorkJournal page. An **In/Out** entry is added to the grid.
   - Click the day in the grid for which you want to add an entry. The Add/Edit Clock time pop-up window opens allowing you to enter the details of your request.

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

   TIP: If you have any existing approved, pending, or saved requests, the entry is displayed for that day on the calendar. You can click the entry to open the details of the request.

- Click the day for which you want to create a WorkJournal entry. The Add Request Type pop-up window opens allowing you to select the type of request you want to enter.
- Click **WorkJournal**. The Add/Edit Clock time pop-up window opens allowing you to enter the details of your request.

❑ Complete the following information for the entry:

At any point, you can click **Time Conversion Table** to view the clock conversion table up to minutes and percent of hour data as set up in ASCENDER Personnel.

From Date	This field is automatically populated with the date you selected from the calendar. You can type a different date for which you want to create an entry in the MM/DD/YYYY format. Or, click to select a date from the calendar.
Job Code	Click to select the job code/frequency for the entry. If you only have one job code, it is automatically populated. If you are not assigned to a job code for the date that you are creating an entry, a message is displayed indicating so and you are unable to create the entry for the selected date.
Time In	Type your start time for the entry in the HH MM format and click to select AM or PM.
Time Out	Type your end time for the entry in the HH MM format and click to select AM or PM.
Comment	Type any comments related to your entry.

❑ Click **Save and Add New** to save the entry and remain on the Add/Edit Clock time pop-up window to continue adding additional entries.

❑ Click **Save and Close** to save the entry and close the Add/Edit Clock time pop-up window. Otherwise, click **X** or **Cancel** to close the pop-up window without saving your changes.

After saving an entry, the entry is added to the calendar and can be viewed on the WorkJournal page. If an entry is more than five hours for a job code that has an automatic lunch set up in Personnel, the amount of time (in minutes) for lunch is automatically deducted from the total time worked for that job code on that work day.

❑ Click **Submit** to submit your WorkJournal request. A pop-up window opens with the **Time**, **Leave**, and **Total Hours** for the work week that you are submitting. Click **Accept** to submit the request. Otherwise, click **Cancel** to close the pop-up window.

- An automatic email message is sent to your work email address or home email address if you do not have a work email on file confirming the submission of your request.
- Your supervisor will receive an email message notifying them of your pending request.
- You will receive an email when a supervisor approves or returns your request.

2. Edit and delete WorkJournal requests.

❑ From the EmployeePortal homepage calendar, click the entry to open the details of the

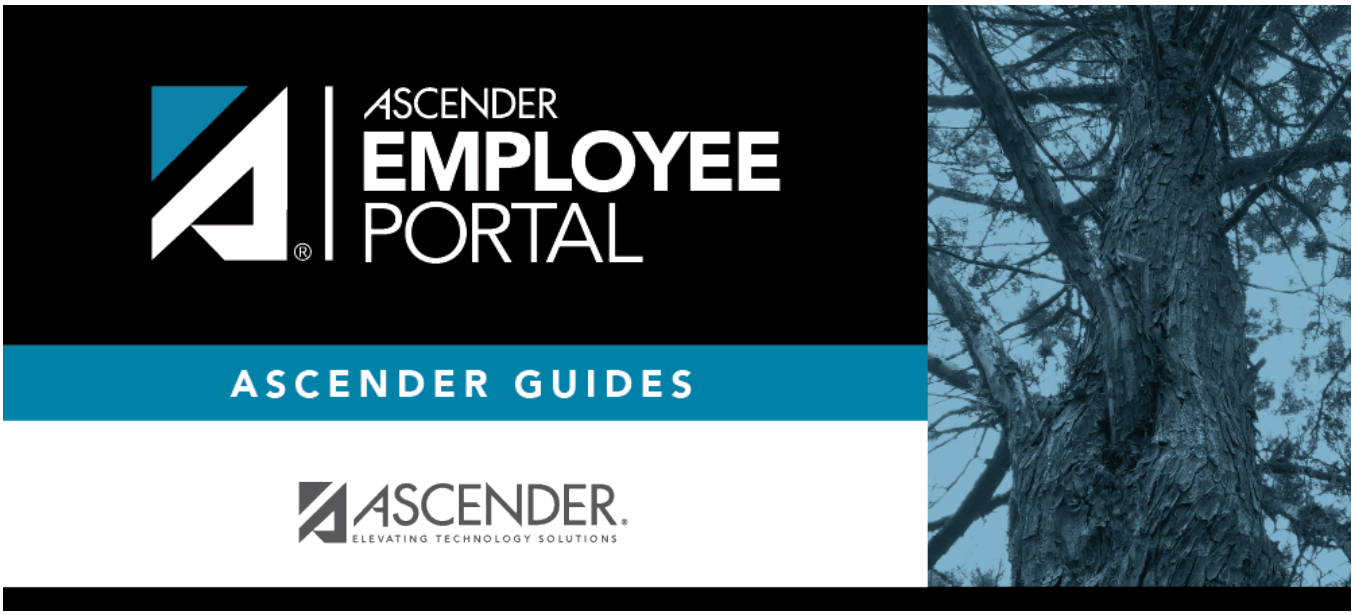
request. The Add/Edit Clock time pop-up window opens.

❑ You can edit the entry by typing over the existing data and clicking one of the save buttons.

- An entry **cannot** be edited if it has been imported or processed.
- An entry that has been submitted for approval must be returned by the approver before it can be edited and resubmitted.

Note: If the job code is modified, a new entry is created instead of updating the existing entry.

- Click **Save and Add New** to save the entry and remain on the Add/Edit Clock time pop-up window to continue adding additional entries.
- Click **Save and Close** to save the entry and close the Add/Edit Clock time pop-up window. Otherwise, click **X** or **Cancel** to close the pop-up window without saving your changes.
- Click **Delete** to delete the entry. A warning message is displayed prompting you to confirm that you want to delete the entry.
  - An entry **cannot** be deleted if it has been imported or processed.
  - An entry that has been submitted for approval must be returned by the approver before it can be deleted.
- Click **OK** to continue. The entry is removed from the calendar. Otherwise, click **Cancel**.


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