



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



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ELEVATING TECHNOLOGY SOLUTIONS






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When you access the Approve WorkJournal page, a list of WorkJournal requests pending your action is displayed if any.

☐ Select the requests that you want to approve or return. You can select individual requests (check boxes) or select the top **Select All** check box to select all requests (check boxes).

The following information is displayed for each WorkJournal request.

Field	Description
<b>Detail</b>	Click  to view the WorkJournal request details. The WorkJournal request details are display only and cannot be edited.
<b>Pay Freq</b>	The pay frequency for which the employee's WorkJournal request was submitted is displayed.
<b>Employee</b>	The employee's name is displayed (Last Name, First Name).
<b>Week Start</b>	The <b>Work Week Start Date</b> for the employee's WorkJournal request is displayed.
<b>Pay Date</b>	The next unprocessed pay date for the <b>Work Week Start Date</b> and <b>Pay Frequency</b> within the pay period is displayed.
<b>Work Total</b>	
<b>Employee Name</b>	
<b>Travel Request Number</b>	The assigned travel number for the travel request is displayed.
<b>Date Requested</b>	The date the travel request was submitted is displayed.
<b>Request Total</b>	The total amount of the travel request is displayed.

☐ Click **Approve** to approve the request. If you are the final approver, an email message is sent to the employee notifying them of the action (approved/returned) taken on the request.

- If the request is approved or returned, the request is no longer displayed in the list of pending travel requests.
- If the request is not selected and no action is taken, the request remains in the list of pending travel requests.

☐ Click **Return** to return the request to the employee. The request is no longer displayed in the list of pending travel requests.



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