



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



ASCENDER.  
ELEVATING TECHNOLOGY SOLUTIONS





# Table of Contents



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.<br><br><a href="#">Examples</a>                                          |
| <b>Work Total</b> | The employee's total WorkJournal work week hours (minus leave hours) 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 WorkJournal requests.
- If the request is not selected and no action is taken, the request remains in the list of pending WorkJournal requests.

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



## Back Cover