

The image is a composite graphic. On the left, there is a black rectangular area containing the Ascender logo (a stylized 'A' with a blue triangle) and the text 'ASCENDER EMPLOYEE PORTAL' in white. Below this is a blue horizontal bar with the text 'ASCENDER GUIDES' in white. At the bottom left of this section is the Ascender logo and the text 'ASCENDER. ELEVATING TECHNOLOGY SOLUTIONS'. On the right side of the graphic is a vertical photograph of a tree trunk with rough bark, set against a blue sky with some foliage visible.



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**Scenario 1:** MULTI PAY DATE - Finance set up future pay dates with overlapping pay periods for the same pay frequency.

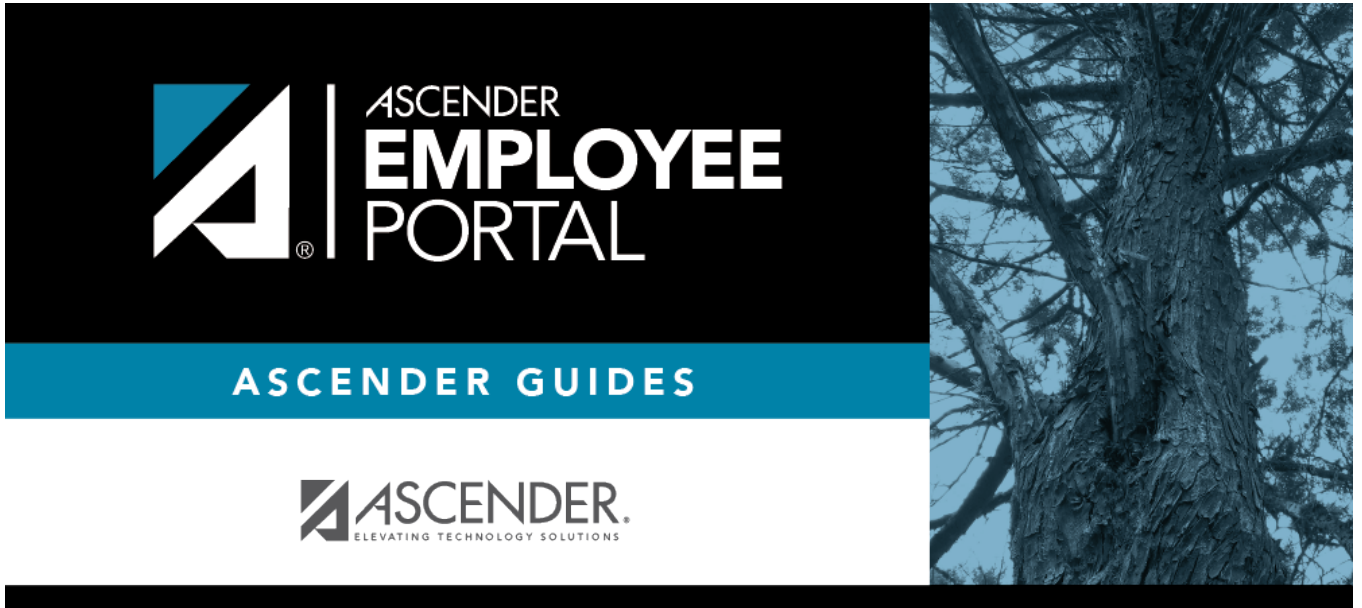
Example:

- Pay Date 1 - 08/01/2021 for Pay Period 07/18/2021 - 07/31/2021 for Pay Frequency 5 - Unprocessed
- Pay Date 2 - 08/15/2021 for Pay Period 07/25/2021 - 08/14/2021 for Pay Frequency 5 - Unprocessed

When a WorkJournal work week with a start date 07/25/2021 is submitted for approval before Pay Date 1 has been processed, Pay Date 1 (08/01/2021) is displayed as the **Pay Date** on the Approve WorkJournals page.

Once Pay Date 1 has been processed and the WorkJournal work week with a start date 07/25/2021 has not been approved, Pay Date 2 is displayed as the **Pay Date** on the Approve WorkJournals page.

**Scenario 2:** NO PAY DATE - An employee submits a WorkJournal work week late or a Supervisor or Alternate Approver forgets to approve their employee's WorkJournal work week before payroll is processed, in this case, the WorkJournal work week may not be tied to a pay date and the **Pay Date** may be blank on the Approve WorkJournals page.



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