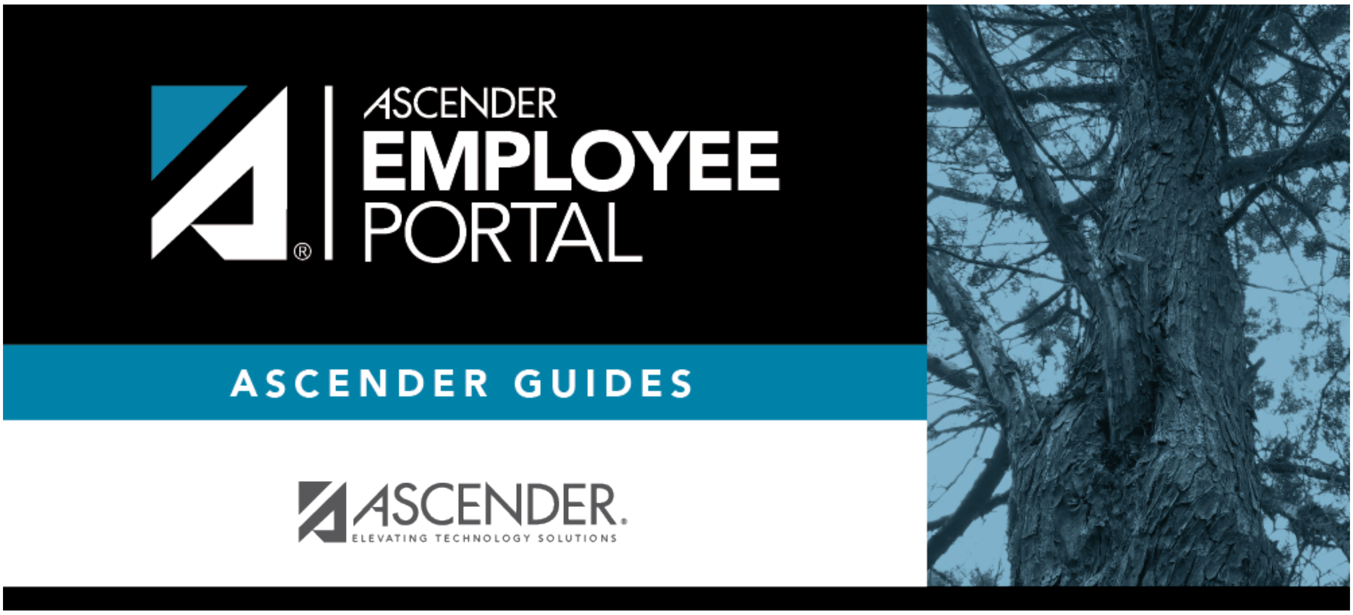
ASCENDER
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You have two options to create a WorkJournal entry.

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.

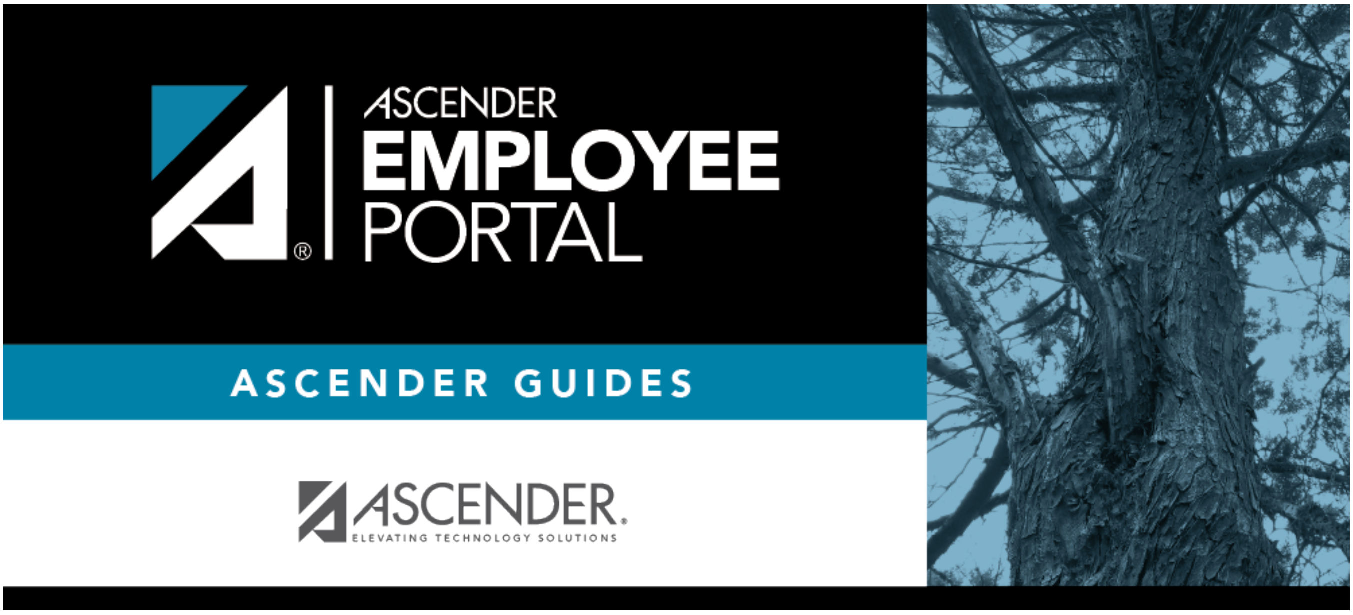
❑ Click **Save and Close** to save the entry and close the Add/Edit Clock time pop-up window. Otherwise, click **X** or **Cancel** to close the pop-up window without saving your changes.

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.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