Table of Contents

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**

Back Cover