



**options\_body**



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Field	Description
<b>Work Week Start Day</b>	<p>Click ▼ to select the beginning day of the work week. This day determines the day that the employee can select in the <b>Work Week Start Date</b> field in EmployeePortal. For example, if the selected day is Tuesday, then the employee can only select Tuesday dates when entering WorkJournal entries in EmployeePortal.</p> <ul style="list-style-type: none"> <li>• Sunday</li> <li>• Monday</li> <li>• Tuesday</li> <li>• Wednesday</li> <li>• Thursday</li> <li>• Friday</li> <li>• Saturday</li> </ul> <p>This day cannot be changed if there is at least one employee record in the employee WorkJournal time table.</p>
<b>Work Entry Cutoff Days</b>	Type the number of cutoff days the employee has to enter a timesheet entry. Valid values are 0-30.
<b>Reminder Days</b>	Type the number of days before the cutoff day that an automated email message will be sent to employees as a reminder that they have yet to submit their timesheet entries. Valid values are 0-9.

☐ Under **Enable WorkJournal Time for Pay Types:**

<b>Pay Type 2 Non-contracted Employee</b>	Select to enable WorkJournal time tables for pay type 2 (non-contracted) employees.
<b>Pay Type 3 Hourly Employee</b>	Select to enable WorkJournal time tables for pay type 3 (hourly) employees.

☐ Under **Time Conversion:**

<b>Frequency</b>	<p>Click ▼ to select the pay frequency for which you want to set up a time conversion table. Depending on the selected pay frequency, the corresponding time conversion table is displayed.</p> <p>This field is read only if your LEA only uses one pay frequency to pay employees. Pay frequencies are set up on the <a href="#">District Administration &gt; Tables &gt; District Information &gt; Payroll Frequencies</a> tab.</p>
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☐ Click **+Add** to add a row.

<b>Up to Minute</b>	Type the number of minutes to represent a specific percentage of the day. Valid values are 1-60.
<b>Percent of Hour</b>	Type the percent of day to represent a specific number of minutes. Valid values are 1-100%.

☐ Click **Save**.



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