

Import WorkJournal Requests - HRS7920

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This page is used to import employee WorkJournal requests for each of the work weeks in the pay period that were submitted through EmployeePortal. Only WorkJournal entries that are in an Approved status are imported. This process creates a pay transmittal to be processed by payroll. The data retrieved on this page is based on the pay frequency to which you are logged on.

Important: If there are multiple users running this utility simultaneously on the same database, data issues may occur. Access should be limited to one or two users per LEA.

Retrieve and process records:

Field	Description
Pay Date (MM-DD-YYYY)	Click ⌄ to select an unprocessed pay date for the logged on pay frequency from the Pay Dates lookup. The selected pay date is used when creating the pay transmittals. Only one pay date can be selected. This field is required. The Pay Date Range is automatically populated based on the **Begin Date** and **End Date** for selected pay date on the Payroll > Tables > Pay Dates.

❑ Click **Retrieve**. A list of all approved and pending WorkJournal requests within the selected pay date range is displayed. The following details are included for each request:

Note: Although pending requests are displayed on this page, they are not imported until they are approved. This information can be useful in determining which requests still need approval.

- **Status**
- **Emp Nbr**
- **First Name**
- **Middle Name**
- **Last Name**
- **Generation**
- **Job Code**
- **Primary Campus**
- **Dept**
- **Begin Work Week Dt**
- **Total Time**
- **Supervisor**

❑ In the grid, select the WorkJournal requests to be included in the import process.

❑ By default, the results are sorted in ascending order by pay campus. You can click each column heading to sort the data in ascending or descending order.

- indicates that the column is sorted in ascending order
- indicates that the column is sorted in descending order

❑ Use the check box at the top of the grid to select or unselect all records on the selected page.

In the pagination section, the from and to range of data for the selected page is displayed based on the sorted column. Click to view the from and to data of all pages.

For example, if the data on page one is sorted in ascending order by the **Pay Campus** column starting with campus 003 and ending with campus 106, then the field displays 1: 003 (campus name) - 106 - (campus name).

- Click **Select All Pages** to select all WorkJournal request records across all pages.
- Click **Unselect All Pages** to clear all selected WorkJournal request records across all pages.

❑ Click **Execute**. The WorkJournal Transmittals Report is displayed. Review the report.

❑ Click **Process** to continue the process. A message is displayed indicating that the process was successful.

Other functions and features:

Reset	Click to reset the data on the page. The page is cleared and set to the default page; however, the previously selected pay date remains selected.


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