


# Admin - HRS2960

# Table of Contents

**Admin - HRS2960** ..... 1

# Admin - HRS2960

***Personnel > Tables > WorkJournal > Admin***

This page allows WorkJournal admin users to manage a list ofemployees using the WorkJournal feature in EmployeePortal.

## Modify a record:

| Field | Description |
|---|---|
| **Employee Nbr** | Begin typing the employee number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee. Or, click ⋮ to perform a search in the Employees Directory. The **Employee Name** field is populated with the employee's name. |
| **Employee Name** | The employee name is populated based on the employee number selected in the **Employee Nbr** field. |
| **Primary Campus** | Type the employee's three-digit primary campus ID. |
| **Primary Dept** | Type the employee's one-digit primary department code. |

❑ Click **+Add** to add a row.

❑ Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Retrieve** | The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
| **Print** | Click to print the report. The Print Options pop-up window opens. Select from the following print options:<br><br>**Current Tab Page**<br>**Selected WorkJournal Tab Pages**<br>**All WorkJournal Tab Pages**<br><br>Click **OK** to print the report selections.<br>Click **Cancel** to return to the Units tab.<br><br>Review the report. |
| 🗑 | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover