



## **Admin - HRS2960**



# Table of Contents

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




# Admin - HRS2960

## Personnel > Tables > WorkJournal > Admin

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


### Modify a record:

Field	Description
<b>Employee Nbr</b>	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 <a href="#">Employees Directory</a> . The <b>Employee Name</b> field is populated with the employee's name.
<b>Employee Name</b>	The employee name is populated based on the employee number selected in the <b>Employee Nbr</b> field.
<b>Primary Campus</b>	Type the employee's three-digit primary campus ID.
<b>Primary Dept</b>	Type the employee's one-digit primary department code.

☐ Click **+Add** to add a row.

☐ Click **Save**.

### Other functions and features:

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



## Back Cover