



Admin - HRS2960

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Personnel > Tables > WorkJournal > Admin

This page allows WorkJournal admin users to manage a list of employees who use 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-character 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 | <p>Click to print the report. The Print Options pop-up window opens. Select from the following print options:</p> <p>Current Tab Page Selected WorkJournal Tab Pages All WorkJournal Tab Pages</p> <p>Click OK to print the report selections. Click Cancel to return to the Units tab.</p> <p>Review the report.</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 Save.</p> |



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