



## **Admin - HRS2960**



# Table of Contents

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




# Admin - HRS2960

## Personnel > Tables > WorkJournal > Admin

This page is used to manage a list of WorkJournal admin users who have access to manage timesheet details in ASCENDER EmployeePortal.

**Note: It is recommended** that LEAs set up at least one admin per campus. For example, each campus could set up a payroll clerk to manage timesheet details.


### 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> .<br><br>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-character 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>  | Click to print the report. The report opens in a separate window. <a href="#">Review the report</a> .  |
|  | 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 <b>Save</b> .            |



## Back Cover