



Admin - HRS2960

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Personnel > Tables > WorkJournal > Admin

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

Notes:

- **It is recommended** that LEAs set up at least one admin per campus. For example, each campus could set up a payroll clerk to view timesheet details.
- Each campus can have multiple admin users; however, admin users cannot be assigned to multiple campuses.


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 | Click to print the report. The report opens in a separate window. 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. Click Save . |



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