

Options - HRS2960

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Personnel > Tables > WorkJournal > Options

This tab is used to manage WorkJournal settings in ASCENDER EmployeePortal. These settings allow the LEA to determine how employees enter their time based on the work week, time conversion table, and pay type.

Modify a record:

Field	Description
Work Week Start Day	Click ⌄ to select the beginning day of the work week. • *Sunday* • *Monday* • *Tuesday* • *Wednesday* • *Thursday* • *Friday* • *Saturday* This day cannot be changed if there is at least one employee record in the employee WorkJournal time table.
Work Entry Cutoff Days	Type the number of cutoff days the employee has to enter a time sheet entry. Valid values are 0-30.
Reminder Days	Type the number of days before the cutoff day that an automated email notification will be sent to employees as a reminder that they have yet to submit their time sheet entries. Valid values are 0-9.

❑ Under **Enable WorkJournal Time for Pay Types**:

Pay Type 2 Non-contracted Employee	Select to enable WorkJournal time tables for pay type 2 (non-contracted) employees.
Pay Type 3 Hourly Employee	Select to enable WorkJournal time tables for pay type 3 (hourly) employees.

❑ Under **Time Conversion**:

Frequency	Click ⌄ to select the pay frequency for which you want to set up a time conversion table. Depending on the selected pay frequency, the corresponding time conversion table is displayed. This field is read only if your LEA only uses one pay frequency to pay employees. Pay frequencies are set up on the District Administration > Tables > District Information > Payroll Frequencies tab.

❑ Click **+Add** to add a row.

Up to Minute	Type the number of minutes to represent a specific percentage of the day. Valid values are 1-60.
Percent of Hour	Type the percent of day to represent a specific number of minutes. Valid values are 1-100%.

❑ 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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