



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



ASCENDER.  
ELEVATING TECHNOLOGY SOLUTIONS






# Table of Contents



When you access the Approve WorkJournal page, a list of WorkJournal requests pending your action is displayed if any.

☐ Select the requests that you want to approve or return. You can select individual requests (check boxes) or select the top **Select All** check box to select all requests (check boxes).

The following information is displayed for each WorkJournal request.

Field	Description
<b>Detail</b>	Click  to view the WorkJournal request details. The WorkJournal request details are display only and cannot be edited.  Click <b>Cancel</b> in the upper-right corner to close the request details and return to the Approve WorkJournal page.
<b>Pay Freq</b>	The pay frequency for which the employee's WorkJournal request was submitted is displayed.
<b>Employee</b>	The employee's name is displayed.
<b>Week Start</b>	The <b>Work Week Start Date</b> for the employee's WorkJournal request is displayed.
<b>Pay Date</b>	The next unprocessed pay date for the <b>Work Week Start Date</b> and <b>Pay Frequency</b> within the pay period is displayed.  <a href="#">Examples</a>
<b>Work Total</b>	The employee's total WorkJournal work week hours (minus leave hours) is displayed.

☐ Click **Approve** to approve the request. After you approve the request, an email message is sent to the employee notifying them of the action (approved/returned) taken on the request.

- If the request is approved or returned, the request is no longer displayed in the list of pending WorkJournal requests.
- If the request is not selected and no action is taken, the request remains in the list of pending WorkJournal requests.

☐ Click **Return** to return the request to the employee. The request is no longer displayed in the list of pending WorkJournal requests.

**Admin Note:** The payroll department will use the Utilities > Import WorkJournal Requests page in the ASCENDER Payroll application to import the approved WorkJournal request(s) from EmployeePortal and create a pay transmittal to be processed by payroll.



## Back Cover