



ASCENDER

EMPLOYEE

PORTAL

ASCENDER GUIDES



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ELEVATING TECHNOLOGY SOLUTIONS






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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.	
<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 (Last Name, First Name).	
<b>Week Start</b>	The <b>Work Week Start Date</b> for the employee's WorkJournal request is displayed.	
<b>Pay Date</b>	<p>The next unprocessed pay date for the <b>Work Week Start Date</b> and <b>Pay Frequency</b> within the pay period is displayed.</p> <p>Examples</p>	<p><b>Scenario 1: MULTI PAY DATE</b> - Finance set up future pay dates with overlapping pay periods for the same pay frequency. Example:</p> <ul style="list-style-type: none"> <li>Pay Date 1 - 08/01/2021 for Pay Period 07/18/2021 - 07/31/2021 for Pay Frequency 5 - Unprocessed</li> <li>Pay Date 2 - 08/15/2021 for Pay Period 07/25/2021 - 08/14/2021 for Pay Frequency 5 - Unprocessed</li> </ul> <p>When a WorkJournal work week with a start date 07/25/2021 is submitted for approval before Pay Date 1 has been processed, Pay Date 1 (08/01/2021) is displayed as the <b>Pay Date</b> on the Approve WorkJournals page. Once Pay Date 1 has been processed and the WorkJournal work week with a start date 07/25/2021 has not been approved, Pay Date 2 is displayed as the <b>Pay Date</b> on the Approve WorkJournals page.</p> <p><b>Scenario 2: NO PAY DATE</b> - An employee submits a WorkJournal work week late or a Supervisor or Alternate Approver forgets to approve their employee's WorkJournal work week before payroll is processed, in this case, the WorkJournal work week may not be tied to a pay date and the <b>Pay Date</b> may be blank on the Approve WorkJournals page.</p>
<b>Work Total</b>		

<b>Employee Name</b>	
<b>Travel Request Number</b>	The assigned travel number for the travel request is displayed.
<b>Date Requested</b>	The date the travel request was submitted is displayed.
<b>Request Total</b>	The total amount of the travel request is displayed.

☐ Click **Approve** to approve the request. If you are the final approver, 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 travel requests.
- If the request is not selected and no action is taken, the request remains in the list of pending travel requests.

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



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