



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	
Detail	Click  to view the WorkJournal request details. The WorkJournal request details are display only and cannot be edited.	
Pay Freq	The pay frequency for which the employee's WorkJournal request was submitted is displayed.	
Employee	The employee's name is displayed (Last Name, First Name).	
Week Start	The Work Week Start Date for the employee's WorkJournal request is displayed.	
Pay Date	<p>The next unprocessed pay date for the Work Week Start Date and Pay Frequency within the pay period is displayed.</p> <p>Examples</p>	<p>Scenario 1: MULTI PAY DATE - Finance set up future pay dates with overlapping pay periods for the same pay frequency.</p> <p>Example:</p> <ul style="list-style-type: none"> Pay Date 1 - 08/01/2021 for Pay Period 07/18/2021 - 07/31/2021 for Pay Frequency 5 - Unprocessed Pay Date 2 - 08/15/2021 for Pay Period 07/25/2021 - 08/14/2021 for Pay Frequency 5 - Unprocessed <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 Pay Date on the Approve WorkJournals page.</p> <p>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 Pay Date on the Approve WorkJournals page.</p> <p>Scenario 2: NO PAY DATE - 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 Pay Date may be blank on the Approve WorkJournals page.</p>
Work Total		

Employee Name	
Travel Request Number	The assigned travel number for the travel request is displayed.
Date Requested	The date the travel request was submitted is displayed.
Request Total	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.



Back Cover