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

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