



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



Table of Contents

Use the following fields to view the appropriate WorkJournal data:

| Field | Description |
|-----------------------------|---|
| Pay Frequency | Click ▼ to select the payroll frequency for which you want to add timesheet entries. If you only have one pay frequency, it is automatically populated. |
| Work Week Start Date | Type the starting date of the work week in the MM-DD-YYYY format for which you want to enter or view timesheet data or click 📅 to select the date. |

Once a **Pay Frequency** and **Work Week Start Date** are selected, the data on the page is automatically retrieved. If you manually enter the Work Week Start Date, you press TAB to retrieve the data on the page.

A grid with the work weekdays and dates is displayed. The **Status** of your WorkJournal work week is displayed at the top of the page.

The following is displayed for each day of the workweek:

- **Calendar Info** - Displays the workday calendar description (e.g., Workday, Weekend, etc.) for each day according to the assigned school calendar.
- **In/Out**
- **Total Time**
- **Leave Total**

Admin note: This total does not include any leave entered in the Payroll application. However, if the employee has leave entered in Payroll, those amounts will be included in the payroll calculations.

- **Daily Total** - Total Time + Leave Total for each work day.

At the bottom of the grid, the following **Weekly Totals** are displayed:

- **Time**
- **Leave**
- **Total Hours**



Back Cover