



## **Approve WorkJournal (Aprobar WorkJournal)**



# Table of Contents

**Approve WorkJournals ..... 1**



# Approve WorkJournals

## EmployeePortal > Supervisor > Approve WorkJournals

This page is used to approve or disapprove employee WorkJournal requests.

If an submits a WorkJournal request, an email message is automatically sent to the email address listed on your demographic record prompting you to take action on the request. Therefore, it is important that all approvers in the approval path have an email address listed on their demographic record in Personnel.

If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

### Approve or disapprove a WorkJournal request:

Under **Leave Requests Pending Action**, a list of leave requests pending action is displayed with the following details:

<b>Employee</b>	The employee number and name are displayed.
<b>Start and End Date</b>	The start and end date range for the leave request is displayed in the MMDDYYYY format.
<b>Start and End Time</b>	The start and end time range for the leave request is displayed in the HH MM format.
<b>Leave Type</b>	The leave type requested is displayed.
<b>Absence Reason</b>	The absence reason for the leave request is displayed.
<b>Leave Requested</b>	The total amount of requested leave and unit type (i.e., hours or days) is displayed.
<b>Comment Log</b>	Any employee comments that were added to the leave request are displayed.

☐ Under **Supervisor Action**, select the appropriate action (**Approve**, **Disapprove**, or **No Action**).

☐ The Comment Log text box is enabled if **Approve** or **Disapprove** is selected. Type any comments related to the leave request.

- If you approve the leave request, a comment is not required.
- If you disapprove the leave request, a comment is required. This comment is included in the email message that is sent to the employee notifying them of the action taken.

☐ Click **Save**. If you are the final approver, an email message is sent to the employee notifying them of the action (approved/disapproved) taken on the request.

- If the request is approved or disapproved, the request is no longer displayed in the list of pending leave requests.

- If no action is taken, the request remains on the list of pending leave requests.

**Admin Note:** The payroll department will use the Utilities > Import Online Leave Requests page in the ASCENDER Payroll application to import the leave request(s) from EmployeePortal and create a leave transmittal to be processed by payroll. After a leave transmittal has been created in Payroll, the employee can no longer edit or delete the leave request.



## Back Cover