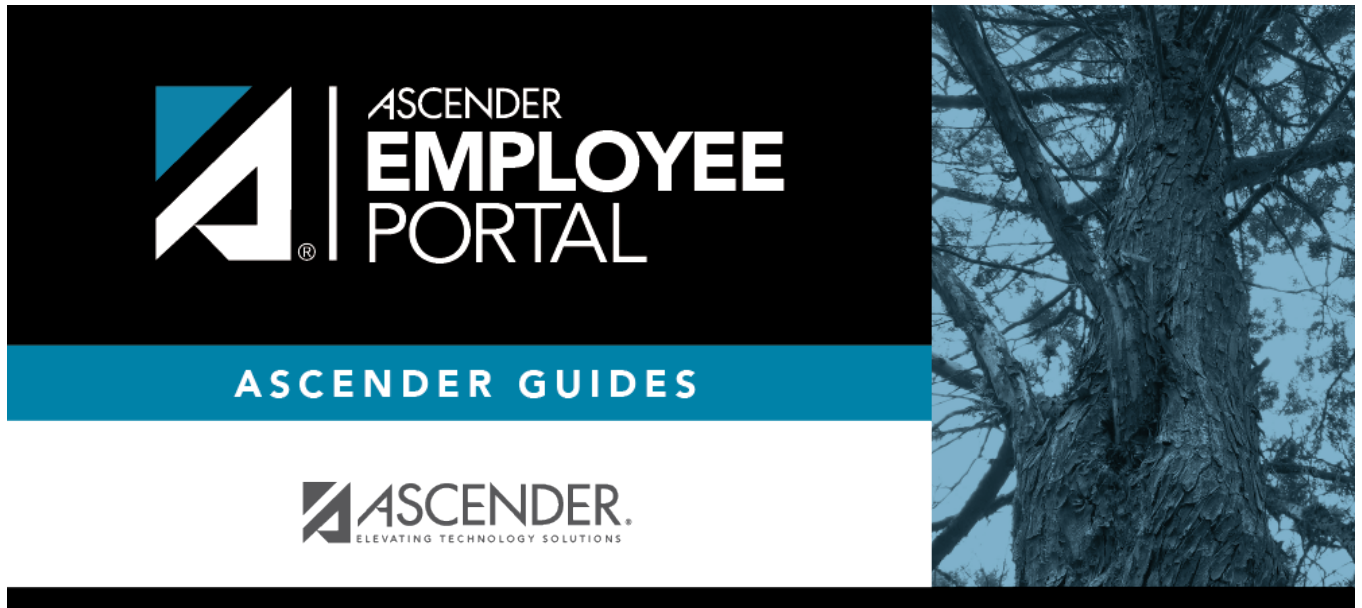




## **Approve WorkJournal (Aprobar WorkJournal)**



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# Approve WorkJournal

## EmployeePortal > Supervisor > Approve WorkJournal

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

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

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.<br><br>Click <b>Cancel</b> in the upper-right corner to close the request details and return to the Approve WorkJournal page. |
| <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.                                                                                                                                                                                                                                                                                                     |
| <b>Week Start</b> | The <b>Work Week Start Date</b> for the employee's WorkJournal request is displayed.                                                                                                                                                                                                                                                  |
| <b>Pay Date</b>   | The next unprocessed pay date for the <b>Work Week Start Date</b> and <b>Pay Frequency</b> within the pay period is displayed.<br><br><a href="#">Examples</a>                                                                                                                                                                        |
| <b>Work Total</b> | The employee's total WorkJournal work week hours (minus leave hours) is displayed.                                                                                                                                                                                                                                                    |

☐ Click **Approve** to approve the request. After you approve the request, 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.

**Admin Note:** The payroll department will use the Utilities > Import WorkJournal Requests page in the ASCENDER Payroll application to import the approved WorkJournal request(s) from

EmployeePortal and create a pay transmittal to be processed by payroll.

# Aprobar WorkJournal

## **EmployeePortal > Supervisor > Aprobar WorkJournal**

Esta página se usa para aprobar o devolver las solicitudes de WorkJournal de los empleados.

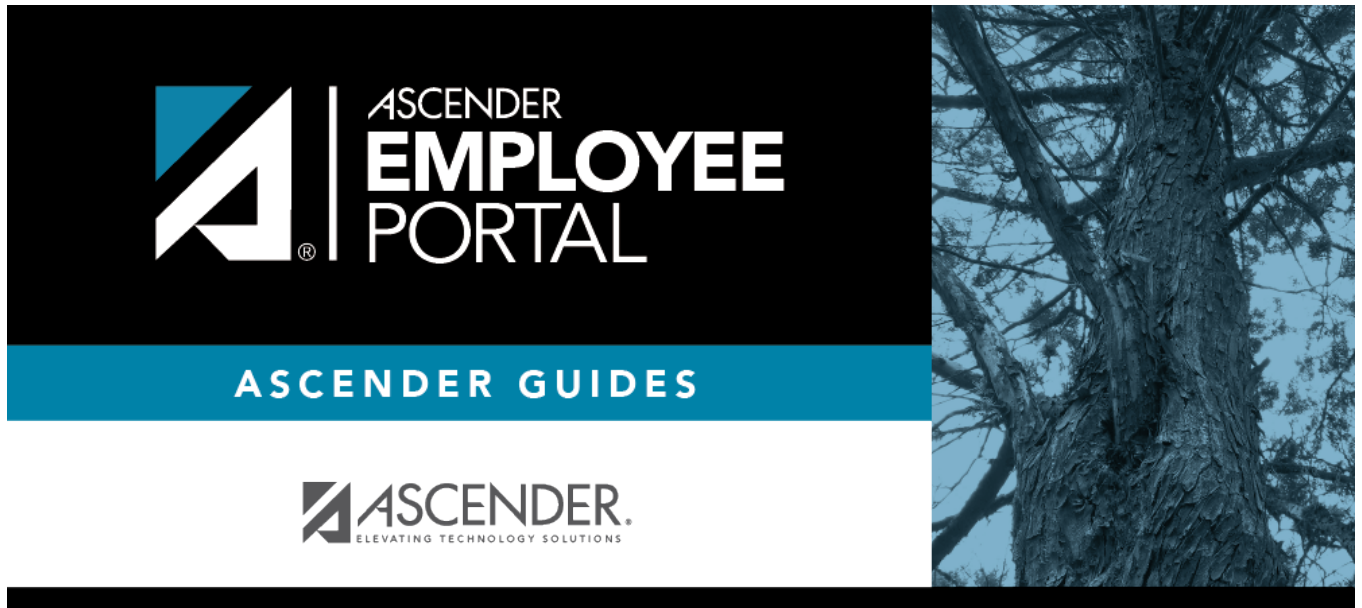
Si esta página no está habilitada, consulte a su administrador de EmployeePortal, ya que la agencia educativa local puede haber decidido no permitir el acceso.

Cuando accede a la página Aprobar WorkJournal, se muestra una lista de solicitudes de WorkJournal que esperan acción por su parte, de haberlas.

☐ Seleccione las solicitudes que quiere aprobar o devolver. Puede seleccionar solicitudes individuales (casillas) o seleccionar la casilla superior Seleccionar todas para seleccionar todas las solicitudes (casillas).

Se muestra la siguiente información de cada solicitud de WorkJournal.

| Campo                   | Descripción                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Detalles</b>         | Haga clic  para ver los detalles de la solicitud de WorkJournal. Los detalles de WorkJournal son solamente para visualizar y no pueden modificarse.<br><br>Haga clic en Cancelar en la esquina superior derecha para cerrar los detalles de la solicitud y regresar a la página Aprobar WorkJournal. |
| <b>Frec. de pago</b>    | Se muestra la frecuencia de pago para la cual se envió la solicitud de WorkJournal del empleado.                                                                                                                                                                                                                                                                                        |
| <b>Empleado</b>         | Se muestra el nombre del empleado.                                                                                                                                                                                                                                                                                                                                                      |
| <b>Inicio de semana</b> | Se muestra la Fecha de inicio de semana de trabajo de la solicitud de WorkJournal del empleado.                                                                                                                                                                                                                                                                                         |
| <b>Fecha de pago</b>    | Se muestra la próxima fecha de pago sin procesar para la Fecha de inicio de semana de trabajo y la Frecuencia de pago dentro del período de pago.                                                                                                                                                                                                                                       |
| <b>Total de trabajo</b> | Se muestra el total de horas de semana de trabajo de WorkJournal del empleado.                                                                                                                                                                                                                                                                                                          |



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