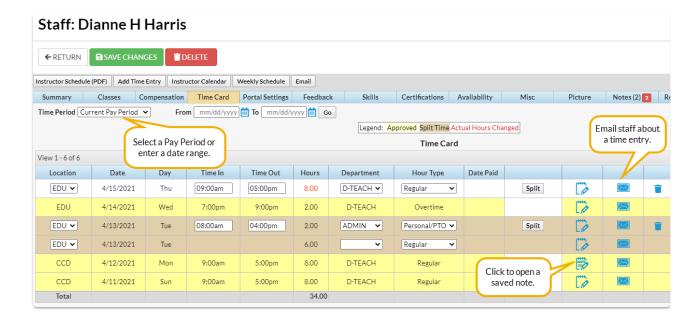# Manage the Time Clock Step 1 - Review Time Entries

If a Jackrabbit User has **appropriate permissions**, all time entries are viewable, for each staff member, under their *Time Card* tab.

Time entries that have been approved are highlighted in yellow. Hours that have been split are highlighted in brown and when the hours are displayed in red, it indicates that the actual hours have been changed.
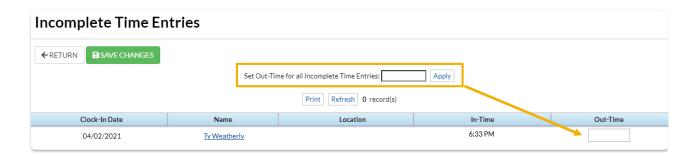
Time entries may also be viewed when **Approving Time** or using **Time Clock Reports**.
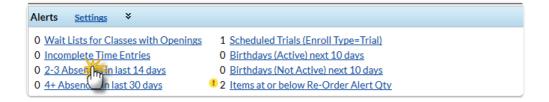

Incomplete Time Entries

Any staff person that doesn't have an out time for the day is considered an *Incomplete Time Entry*. To find *Incomplete Time Entries*, go to **Staff** (menu) > **Time Clock** > **Incomplete Time Entries**. It is important to go through these regularly to find staff with incomplete time entries.

You can either enter individual **Out Times** for each *Incomplete Time Entry*, or if all the *Incomplete Time Entries* checked out at the same time, enter the time in the **Set Out-Time** for all *Incomplete Time Entries* field. This is a global box, so all *Incomplete Time Entries* will be marked with this time. **Save Changes**.

Incomplete Time Entries are also displayed on the *Executive Dashboard* in the *Alerts* section. Clicking this link also opens the *Incomplete Time Entries* Report.

⊙ Frequently Asked Questions

Expand/Collapse All