

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](#).

Staff: Dianne H Harris

← RETURN **SAVE CHANGES** DELETE

Instructor Schedule (PDF) Add Time Entry Instructor Calendar Weekly Schedule Email

Summary Classes Compensation **Time Card** Portal Settings Feedback Skills Certifications Availability Misc Picture Notes (2) 2 R

Time Period Current Pay Period From mm/dd/yyyy To mm/dd/yyyy Go

Legend: Approved Split Time Actual Hours Changed

Time Card

View 1 - 6 of 6

Location	Date	Day	Time In	Time Out	Hours	Department	Hour Type	Date Paid			
EDU	4/15/2021	Thu	09:00am	05:00pm	8.00	D-TEACH	Regular		Split		
EDU	4/14/2021	Wed	7:00pm	9:00pm	2.00	D-TEACH	Overtime				
EDU	4/13/2021	Tue	08:00am	04:00pm	2.00	ADMIN	Personal/PTO		Split		
EDU	4/13/2021	Tue			6.00		Regular				
CCD	4/12/2021	Mon	9:00am	5:00pm	8.00	D-TEACH	Regular				
CCD	4/11/2021	Sun	9:00am	5:00pm	8.00	D-TEACH	Regular				
Total					34.00						

Select a Pay Period or enter a date range.

Email staff about a time entry.

Click to open a saved note.

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

← RETURN **SAVE CHANGES**

Set Out-Time for all Incomplete Time Entries: **Apply**

Print **Refresh** 0 record(s)

Clock-In Date	Name	Location	In-Time	Out-Time
04/02/2021	Ty Weatherly		6:33 PM	<input type="text"/>

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

Alerts

Settings

0

[Wait Lists for Classes with Openings](#)

0

[Incomplete Time Entries](#)

0

[2-3 Absences in last 14 days](#)

0

[4+ Absences in last 30 days](#)

1

[Scheduled Trials \(Enroll Type= Trial\)](#)

0

[Birthdays \(Active\) next 10 days](#)

0

[Birthdays \(Not Active\) next 10 days](#)

2

[Items at or below Re-Order Alert Qty](#)

Frequently Asked Questions

Expand/Collapse All