Add a Time Entry from Within Jackrabbit

It's also possible to record a *Time Entry* while logged into Jackrabbit (without launching the Staff Portal). In order to do this, the user must have a Jackrabbit User ID (not just a Staff Portal Login ID) and have appropriate permissions for that *User ID*.

- 1. Go to the Staff (menu) > Active Staff.
- 2. Click the staff member's name.
- 3. Click the Add Time Entry button.
 - If the staff member has a *Manual In/Out* or a *Clock In/Out* time entry method, the *Add Time Entry* window displays with an In Time and Out Time field.
 - If the staff member has the *Total Hours* time entry method, the *Add Time Entry* window will offer a *Total Time* field.

Staff: Stephanie Andrews			
← RETURN ■ SA	WE CHANGES	DELETE	
Instructor Schedule (PDF)	Add Time Entry	Instructor Calendar	Weekly Schedule Email
Summary Clas	ses Imompen	sation Time	Add Time Entry abil
ALL STAFF CERTIFI		Plea	ase enter the Staff time entry below:
Showing 1 of 1 Staff Certification			Location: * EDU V Time Entry Date: 8/31/2020 ::: Hour Type: Regular V In Time: 04:00pm Out Time: 06:00pm
Drag a column header and drop it here to group I			Save Save & Add Another Cancel
NAME	: TYF	PE	
: CPR Trainin	g RFC	DUIRED	INCOMPLETE

4. After entering time, be sure to click**Save**. If prompted, click**OK**. The entered time will be recorded on the staff member's *Time Card* tab.