

# Lesson #2 - Staff Portal - Enter Time

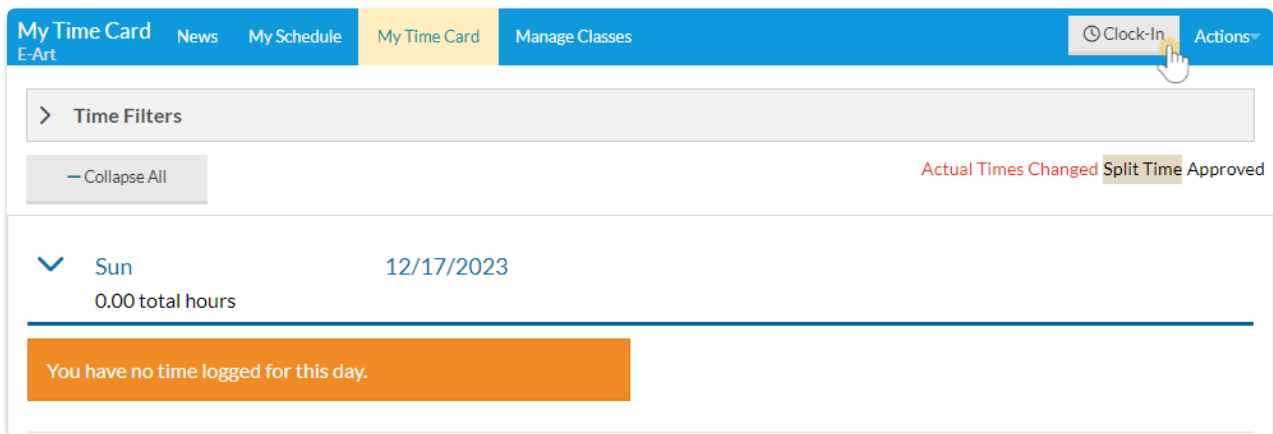
Check with your supervisor on which method of time entry you will be using and review the appropriate Time Entry article and the remainder of the lesson below.

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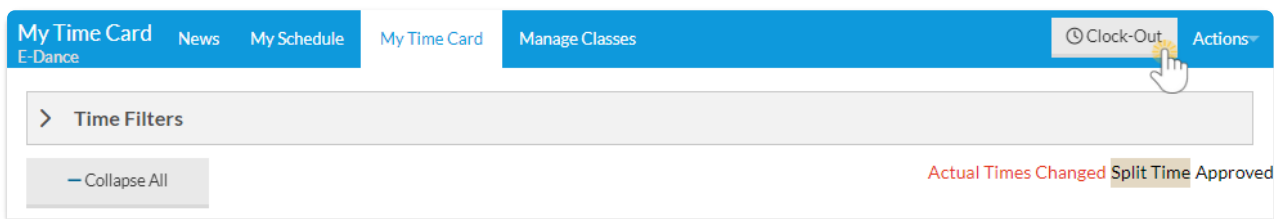
- Clock In/Out Method
- Manual In/Out Method
- Total Hours Method

## Staff Portal Time Entry - Clock In/Out Method

Staff with a time entry method of Clock In/Out will click the **Clock-In** button at the start of each workday, and their time will be recorded.



At the end of the day, the staff person will click the **Clock-Out** button to clock out. Their time will be recorded.



The Time Clock calculates the hours worked based on the Time In and Time Out.

Sun 12/17/2023  
 1.00 total hours

Location	Time In	Time Out	Hours	Department	Hour Type
E-Dance	1:00pm	2:00pm	1.00	Ballet	Regular

Note Split

If the staff person is set to Yes for the *Can split time between Departments* setting on the Portal Settings tab of their Staff record, a ÷Split option appears after they select the Clock-Out button.

The staff person can split their total hours for the time entry between as many departments or locations as necessary. The split hours must add up to the total hours for the time entry before the system will allow the split to be saved.

Sun 12/17/2023  
 1.00 total hours

Location	Time In	Time Out	Hours	Department	Hour Type
E-Dance	1:00pm	2:00pm	1.00	Ballet	Regular

Note Split

**Split Time** X

Total Time: 1.00

Time	Dept	Type
0.5	Ballet	Regular
0.25	Jazz	Regular
0.25	Tap	Regular
		Regular
		Regular
		Regular
		Regular
		Regular
		Regular

## Alert Message

When a staff person's time entry method is Clock In/Out (and you have the Attendance feature activated), they will be alerted if they have classes at that location on that day with incomplete portal attendance. They will have the option to go to the class and complete attendance or continue clocking

out.

### Wait!

Some classes are missing today's attendance.

Click on the class below or the **Go to Manage Classes** button to complete attendance.

*Tip: Use **Class Filters** in **Manage Classes** and set **Attendance Status** to **Not Complete**.*

#### Classes

- Tumbling L3 - Wed 6pm

[Continue with Clock Out](#) [Go to Manage Classes](#)

## Staff Portal Time Entry - Manual In/Out Method

*Manual In/Out* staff will enter their *Time In* and *Time Out* for each day. If a staff person worked for 2 different *departments or locations*, or if they took a lunch break during their day shift, they should add a new line for the day by clicking the + button.

Approved hours cannot be deleted and will not have a Delete icon displayed.



The Clock-In/Out button can also be used by staff with the Manual In/Out Time Entry method.

The screenshot shows the 'My Time Card' interface. At the top, there are navigation tabs: 'My Time Card', 'News', 'My Schedule', 'My Time Card' (selected), and 'Manage Classes'. On the right, there are 'Clock-In' and 'Actions' buttons. Below the navigation is a 'Time Filters' section with 'Save' and 'Collapse All' buttons. A modal dialog box is open, asking 'This will permanently delete the record for 11/30/2021. Continue?' with 'Ok' and 'Cancel' buttons. The main content area shows a time entry for 'Mon 11/29/2021' with '8.50 total hours'. Below this is a table with columns: Location (SUP), Time In (09:00am), Time Out (05:30pm), Hours (8.50), Department (TEACH), and Hour Type (Regular). A dashed orange arrow points from the 'Delete' icon in the 'Hour Type' column to the modal dialog. A '+' button is visible at the bottom of the table.



**Staff with the Manual In/Out time entry method have the ability to record time entries after the date**

**worked.** This is true even if the pay period has closed. Example: The pay period runs from 5/1-5/14. Staff person Jen Beta forgets to enter her 5/13 time and the pay period has been closed. On 5/20 Jen remembers she forgot to enter this time. She can then add the time entry with the accurate date of 5/13. Any time entry which is outside of the current pay period can be found during the Close Pay Period process.

## Staff Portal Time Entry - Total Hours Method

Total Hours staff will enter their hours worked (rather than time in/out). If a staff person worked for 2 different departments or locations they should add a new line for the day by clicking the + button.

The screenshot shows the 'My Time Card' interface for 'EDU'. It displays a summary for three days: Sun (11/28/2021, 0.00 total hours), Mon (11/29/2021, 8.00 total hours), and Tue (11/30/2021, 8.00 total hours). Below the summary is a table for time entries:

Location	Hours	Department	Hour Type	Note	Delete
EDU	6.00	ADMIN	Regular		
SUP	2.00	ADMIN	Regular		

A callout box points to the 'Time Filters' section, stating: 'For multiple locations, the location for which the Staff Portal was launched will display here.' Another callout box points to the '+' button below the table, stating: 'Click to select a different location.'



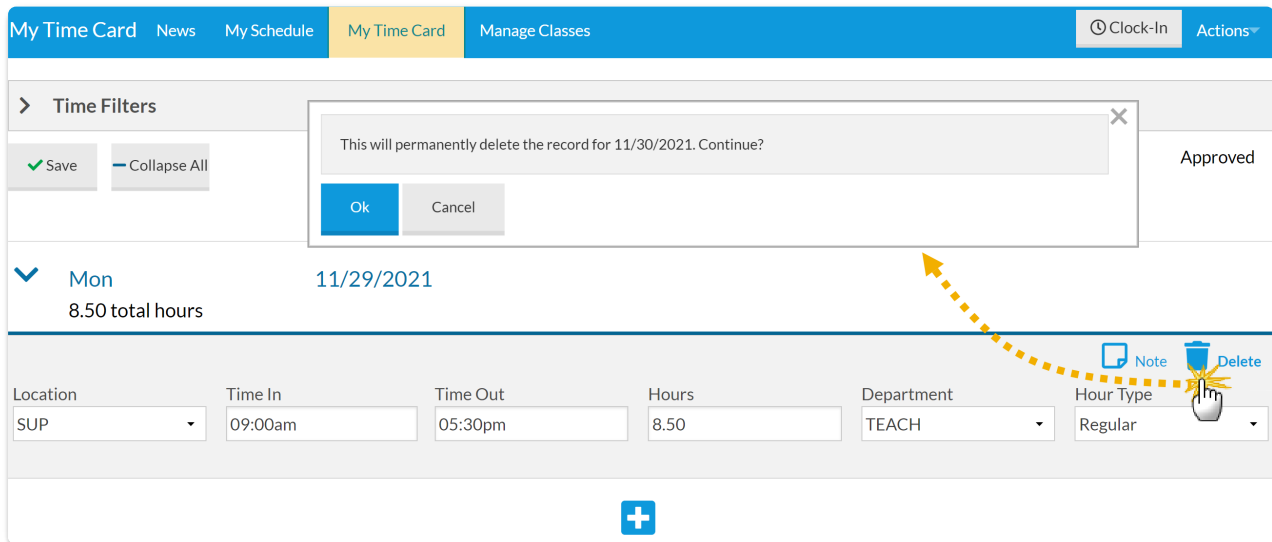
**Staff with the Total Hours Method have the ability to record time entries after the date worked.** This is true even if the pay period has closed. Example: The pay period runs from 5/1-5/14. Staff person Jen Beta forgets to enter her 5/13 time and the pay period has been closed. On 5/20 Jen remembers she forgot to enter this time. She can then add the time entry with the accurate date of 5/13. Any time entry which is outside of the current pay period can be found during the Close Pay Period process.

## Delete a Time Entry

To delete an entry, a staff member should use the **Trash Can** icon next to the entry.

### Important Notes:

- Time entries that have been approved cannot be deleted.
- Staff members with the Clock In/Out time entry method cannot delete time and will not see the Trash Can icon.



The screenshot displays the 'My Time Card' interface. At the top, there are navigation tabs: 'My Time Card', 'News', 'My Schedule', 'My Time Card' (selected), and 'Manage Classes'. On the right, there are buttons for 'Clock-In' and 'Actions'. Below the navigation is a 'Time Filters' section with 'Save' and 'Collapse All' buttons. A confirmation dialog box is open, asking 'This will permanently delete the record for 11/30/2021. Continue?' with 'Ok' and 'Cancel' buttons. The main content area shows a time entry for 'Mon 11/29/2021' with '8.50 total hours'. Below this, there are input fields for 'Location' (SUP), 'Time In' (09:00am), 'Time Out' (05:30pm), 'Hours' (8.50), 'Department' (TEACH), and 'Hour Type' (Regular). A 'Note' icon and a 'Delete' icon (trash can) are visible next to the 'Hour Type' field. A dashed orange arrow points from the 'Delete' icon to the confirmation dialog. A blue plus sign is at the bottom center.

## Add a Note to a Time Entry

Time entries made by a staff member in the *Staff Portal* > *My Time Card* (tab) have an option to add a note to a daily time entry. Notes created here can be viewed by a supervisor.

My Time Card News My Schedule My Time Card Manage Classes Actions

EDU

> Time Filters

Save Collapse All Actual Times Changed Split Time Approved

> Sun 11/28/2021  
0.00 total hours

> Mon 11/29/2021  
8.00 total hours

✓ Tue 11/30/2021  
6.00 total hours

Location Hours Department Hour Type Note Delete

EDU 6.00 ADMIN Regular

Click the **Note** icon to open a window where a note can be entered and saved.

Staff Time Entry Note X

Staff: Carol Whitely Date: 11/30/2021 (Tue) Hours: 6.00

Department: ADMIN

Manager Note:

Staff Note

I taught Camille's 7:00pm class and also did the Admin work from yesterday.

Save Cancel Clear



If a note has been saved the icon changes from a blank page icon to a solid page icon in the Staff Portal. In your system, the note icon will display the word *Note* and appear to have text on the page as an indication that a note exists for the time entry.



Management can view this note from the *Staff* record or on the *Approve/Unapprove Time* page and can add a *Management Note* which the staff person can view in their portal. Jackrabbit will stamp the Note with the name of the last person to update the note and the date of that update.

## QUIZ - Lesson #2 - Staff Portal - Enter Your Time

When you have worked through all of the articles outlined in the lesson, select the *Take the Quiz* button to be taken to the *Lesson #2 Quiz* for your time entry method (select only one quiz) where you can test your understanding of the concepts in this lesson. You will be asked to enter an email address for quiz results to be sent. The quiz includes *Review* questions.

### Quiz #2 - Staff Portal-Enter Time

Each staff person enters their time using only one method. Please check with your supervisor and select the quiz for your time entry method below.

[Clock In/Out Method](#)

[Manual In/Out Method](#)

[Total Hours Method](#)

TAKE THE QUIZ

TAKE THE QUIZ

TAKE THE QUIZ

Quiz	Number of Questions	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
Clock In/Out	6	6	5	4	4
Manual In/Out	7	7	6	5	4
Total Hours	7	7	6	5	4

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