

## Lesson #2 - Staff Portal - Enter Time

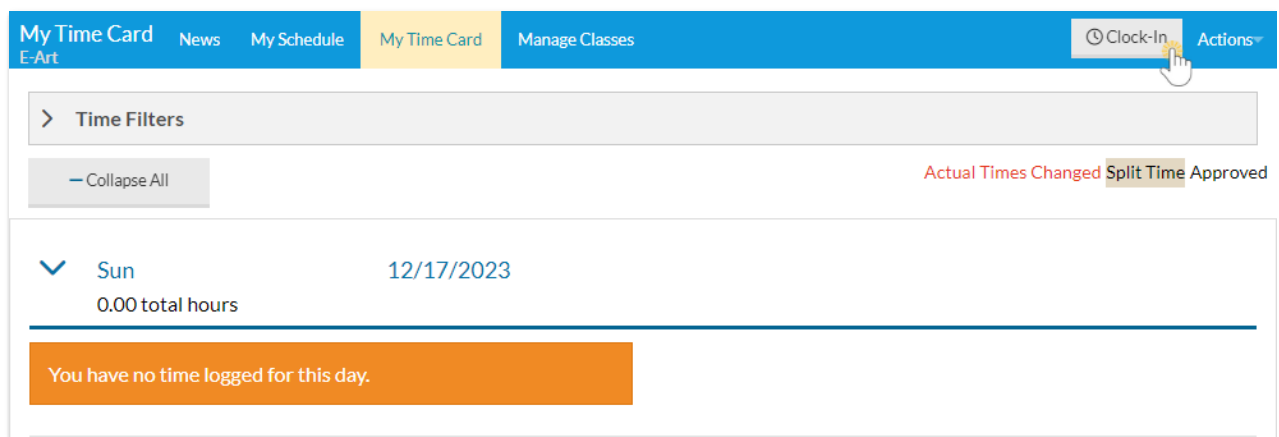
Check with your supervisor on which method of time entry you will be using and review the appropriate Time Entry article and the remainder of the lesson below.

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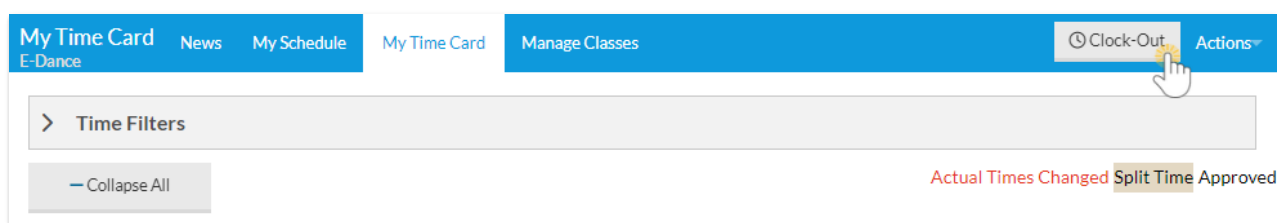
- Clock In/Out Method
- Manual In/Out Method
- Total Hours Method

### 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 the time will be recorded for them.



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



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** link appears after clock-out. This allows the staff person to split out 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**

Total Time: 1.00

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

Submit Cancel

## 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 with Clock 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

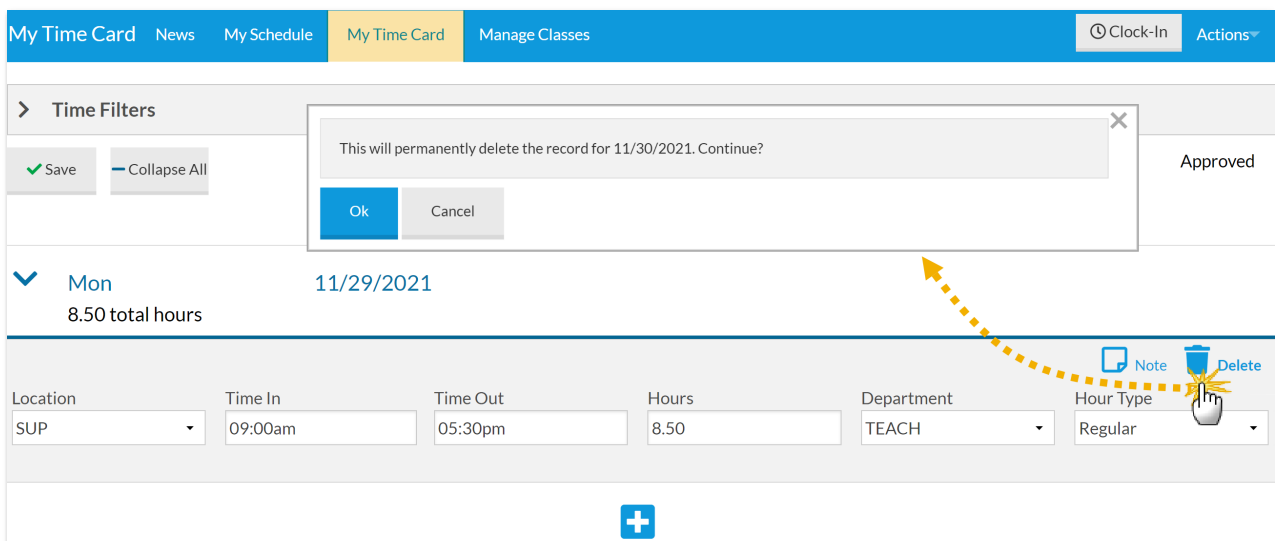
## Staff Portal Time Entry - Manual In/Out Method



*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.



My Time Card News My Schedule **My Time Card** Manage Classes  

> Time Filters

 Save  Collapse All


This will permanently delete the record for 11/30/2021. Continue?



Ok Cancel

Approved

✓ Mon 11/29/2021 8.50 total hours

Location	Time In	Time Out	Hours	Department	Hour Type
SUP	09:00am	05:30pm	8.50	TEACH	Regular



 Note  Delete



**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.

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

EDU

> Time Filters

For multiple locations, the location for which the Staff Portal was launched will display here.

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 8.00 total hours

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

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 shows the 'My Time Card' interface. At the top, there's a navigation bar with tabs: 'My Time Card' (selected), 'News', 'My Schedule', and 'Manage Classes'. On the right of the bar are 'Clock-In' and 'Actions' buttons. Below the navigation bar, there's a 'Time Filters' section with a 'Save' button and a 'Collapse All' link. 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 area shows a time entry for 'Mon 11/29/2021' with '8.50 total hours'. Below this, there's a table with columns: Location, Time In, Time Out, Hours, Department, and Hour Type. The entry shows 'SUP' for Location, '09:00am' for Time In, '05:30pm' for Time Out, '8.50' for Hours, 'TEACH' for Department, and 'Regular' for Hour Type. To the right of the table, there are 'Note' and 'Delete' icons. A dashed yellow arrow points from the 'Delete' icon to the confirmation dialog box. At the bottom of the table, there's a blue '+' button.

## 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

> 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

EDU
6.00
ADMIN
Regular

Note
Delete

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 database, 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

[Return to Coaches / Instructors and Staff Menu to continue to next lesson](#)

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