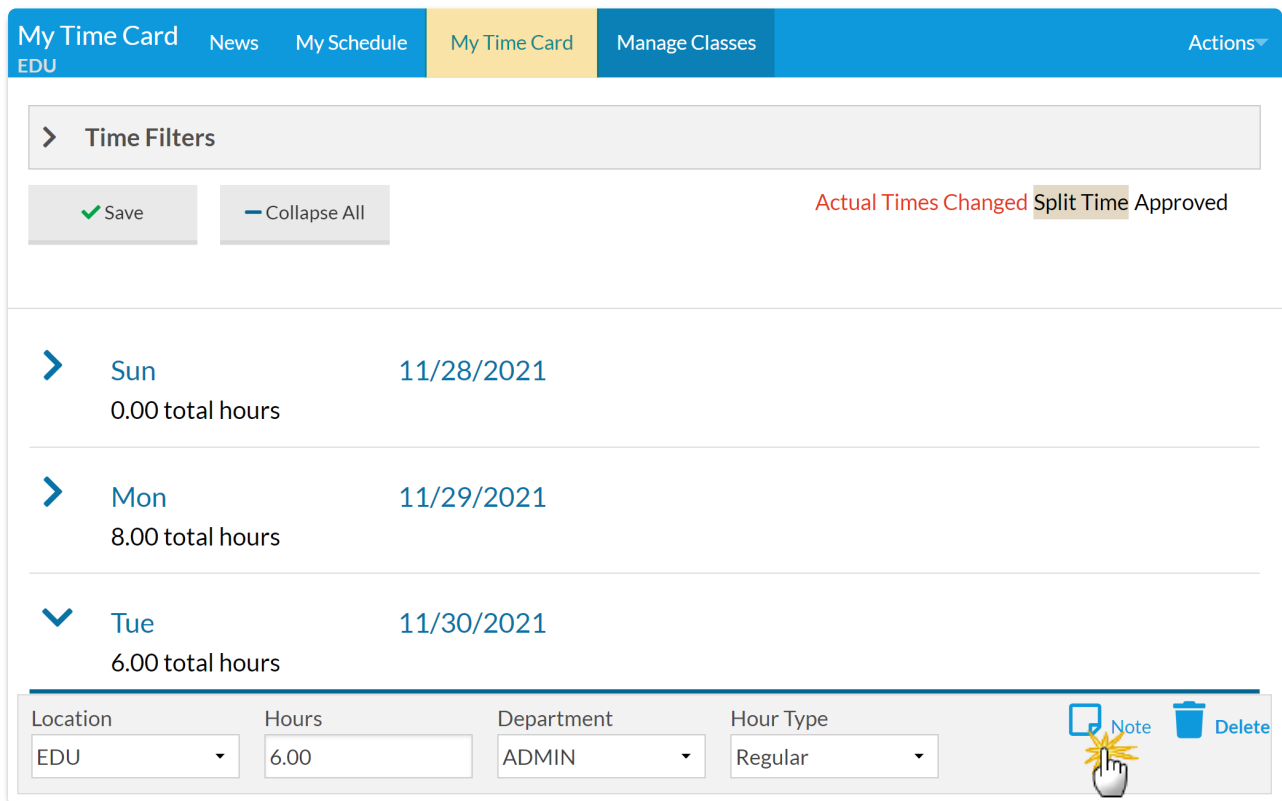


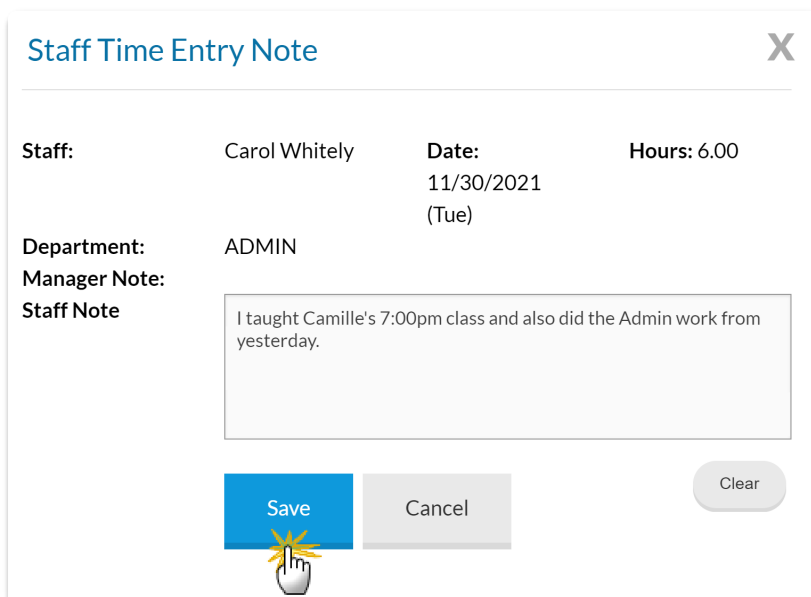
Add a Note to a Time Entry

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.



The screenshot shows the 'My Time Card' interface. At the top, there are tabs for 'My Time Card', 'Manage Classes', and 'Actions'. Below the tabs, there are 'Time Filters' and buttons for 'Save' and 'Collapse All'. A status bar indicates 'Actual Times Changed', 'Split Time', and 'Approved'. The main area lists days: Sun (11/28/2021, 0.00 total hours), Mon (11/29/2021, 8.00 total hours), and Tue (11/30/2021, 6.00 total hours). At the bottom, there are dropdown menus for 'Location' (EDU), 'Hours' (6.00), 'Department' (ADMIN), and 'Hour Type' (Regular). To the right of these menus are 'Note' and 'Delete' icons, with a hand cursor pointing to the 'Note' icon.

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



The screenshot shows a dialog box titled 'Staff Time Entry Note'. It contains the following information: Staff: Carol Whitely, Date: 11/30/2021 (Tue), Hours: 6.00, Department: ADMIN. There is a 'Manager Note' field and a 'Staff Note' field. The 'Staff Note' field contains the text: 'I taught Camille's 7:00pm class and also did the Admin work from yesterday.' At the bottom, there are 'Save', 'Cancel', and 'Clear' buttons, with a hand cursor pointing to the 'Save' button.



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.
