

# 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 with the following elements:

- Navigation tabs: My Time Card (selected), News, My Schedule, Manage Classes, Actions.
- Time Filters section with 'Save' and 'Collapse All' buttons.
- Summary text: 'Actual Times Changed Split Time Approved'.
- Time entry list:
  - Sun 11/28/2021: 0.00 total hours
  - Mon 11/29/2021: 8.00 total hours
  - Tue 11/30/2021: 6.00 total hours (selected)
- Form fields for the selected entry: Location (EDU), Hours (6.00), Department (ADMIN), Hour Type (Regular).
- Action icons: Note (highlighted with a hand cursor), Delete.

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

The 'Staff Time Entry Note' dialog box contains the following information:

- Staff:** Carol Whitely
- Date:** 11/30/2021 (Tue)
- Hours:** 6.00
- Department:** ADMIN
- Manager Note:** (empty)
- Staff Note:** I taught Camille's 7:00pm class and also did the Admin work from yesterday.
- Buttons: Save (highlighted with a hand cursor), 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/UnapproveTime* 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.

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