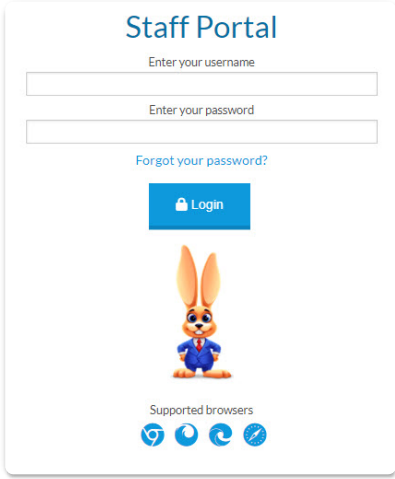
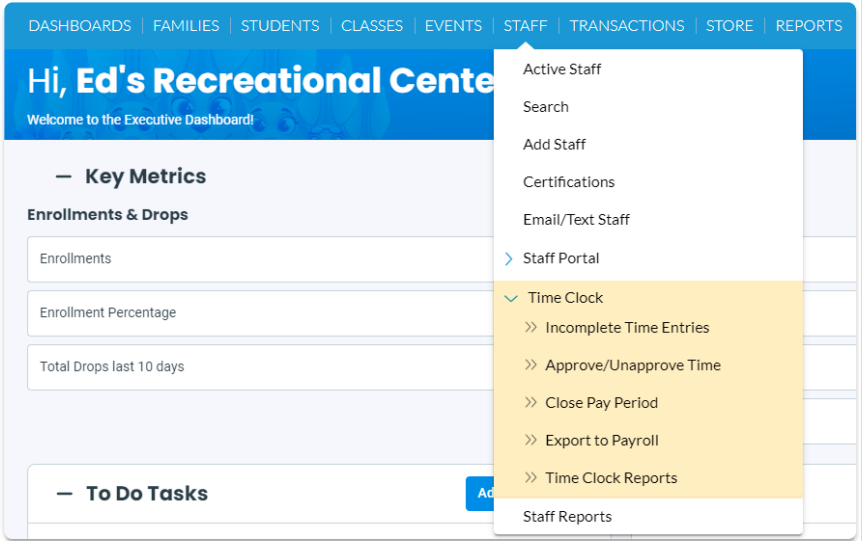


# The Time Clock - An Overview



Permissions control the ability of your Users to see certain data and take specific actions. Before moving forward review [Time Clock Administrator - Required User Permissions](#)

Jackrabbit's Time Clock feature is designed to assist your organization in managing employee hours and preparing for payroll processing. There is no additional fee for this feature.

<p><b>Record Time</b></p> <p>Staff enter and track their hours worked in the Time Clock through the <i>Staff Portal</i>.</p>	
<p><b>Administer Staff Hours</b></p> <p>A Jackrabbit User manages your Time Clock information, including resolving incomplete time entries, approving time, closing pay periods, exporting to payroll, and reporting.</p>	



Jackrabbit's Clock does not: calculate overtime wages with a multiplier (time and a half, double time, etc.), calculate any withholding, deductions or payroll taxes, or process payroll.

---

To enable the Time Clock feature, go to **Staff (menu) > Staff Portal > Portal Settings**. In the *Features* section, check the box next to **Time Clock** and click **Save Changes**. The remote access setting is covered in more detail in the [Time Clock Settings](#) section.

The Time Clock offers the following:

- Departments that act as “buckets” for staff hours.
- Multiple methods of time entry.
- Location and Department per time entry.
- Hour Type (regular, overtime, holiday, sick, vacation, PTO).
- Staff Pay Rates.
- Time entry approval, at either individual or department level.
- Optional “Time Buffer” that adds to scheduled class hours to identify overages between actual hours and scheduled class hours.
- Export total hour information to QuickBooks or Express Payroll.
- Estimate of Gross Wages.



Jackrabbit only accepts a 12-hour format when entering time into the time fields. You will be prompted to enter the next digit and am or pm. **Note: when entering a single-digit number, you must either enter a "0" before the number or enter a ":" after the number. Military time is not accepted!**

---