

Manage 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](#)

One or more people in your organization should be selected to work with the Jackrabbit Time Clock.

Managing the Time Clock is a four-step process that should be completed in the following order:

1. [View time entries and resolve incomplete time entries](#)
2. [Approve or Unapprove time entries](#).
3. [Close the pay period](#) (all time must be approved before a pay period can be closed).
4. Export to [Excel](#) to work with the data or export it to [Express Payroll](#) for payroll processing.



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!**

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