

Manage the Time Clock Step 1 - Review Time Entries

If a Jackrabbit User has **appropriate permissions**, all time entries are viewable, for each staff member, under their Time Card tab.

Time entries that have been approved are highlighted in yellow. Hours that have been split are highlighted in brown and when the hours are displayed in red, it indicates that the actual hours have been changed.

Time entries may also be viewed when **Approving Time** or using **Time Clock Reports**.

Staff: Dianne H Harris

← RETURN **SAVE CHANGES** **DELETE**

Instructor Schedule (PDF) Add Time Entry Instructor Calendar Weekly Schedule Email

Summary Classes Compensation **Time Card** Portal Settings Feedback Skills Certifications Availability Misc Picture Notes (2) Re

Time Period: Current Pay Period From: mm/dd/yyyy To: mm/dd/yyyy Go

Legend: Approved Split Time Actual Hours Changed

Time Card

View 1 - 6 of 6

Location	Date	Day	Time In	Time Out	Hours	Department	Hour Type	Date Paid	Split	Notes	Actions
EDU	4/15/2021	Thu	09:00am	05:00pm	8.00	D-TEACH	Regular		Split		✎ ✉ 🗑
EDU	4/14/2021	Wed	7:00pm	9:00pm	2.00	D-TEACH	Overtime				✎ ✉ 🗑
EDU	4/13/2021	Tue	08:00am	04:00pm	2.00	ADMIN	Personal/PTO		Split		✎ ✉ 🗑
EDU	4/13/2021	Tue			6.00		Regular				✎ ✉ 🗑
CCD	4/12/2021	Mon	9:00am	5:00pm	8.00	D-TEACH	Regular				✎ ✉ 🗑
CCD	4/11/2021	Sun	9:00am	5:00pm	8.00	D-TEACH	Regular				✎ ✉ 🗑
Total					34.00						

Annotations:

- Select a Pay Period or enter a date range.
- Email staff about a time entry.
- Click to open a saved note.

Incomplete Time Entries

Any staff person that doesn't have an out time for the day is considered an Incomplete Time Entry. To find Incomplete Time Entries, go to the **Staff** menu > **Time Clock** > **Incomplete Time Entries**. It is important to go through these regularly to find staff with Incomplete time entries.

You can either enter individual Out Times for each Incomplete Time Entry, or if all the Incomplete Time Entries are checked out at the same time, enter the time in the Set Out-Time for all Incomplete Time Entries field. This is a global box, so all Incomplete Time Entries will be marked with this time. **Save Changes**.

Incomplete Time Entries

← RETURN SAVE CHANGES

Set Out-Time for all Incomplete Time Entries: Apply

Print Refresh 0 record(s)

Clock-In Date	Name	Location	In-Time	Out-Time
04/02/2021	Ty Weatherly		6:33 PM	<input type="text"/>

Incomplete Time Entries are also displayed on the Executive Dashboard in the Alerts widget. Click the alert to open the Incomplete Time Entries Report.

— Alerts View Informative 27 ⋮

3 Critical Alerts | 5 No Alerts

- 3 Active Staff Certifications Overdue >
- 2 Items at or below Re-Order Alert Qty >
- 1 Active Staff Certifications Due (30 days) >
- 0 Classes Past End Date To Archive >
- 0 Classes with Incomplete Staff Portal Attendance (yesterday) >
- 0 Incomplete Time Entries >
- 0 Waitlists for Classes with Openings >
- 0 Yardstik Process Alert(s) >

[View All](#) [Reset](#)

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[Expand/Collapse All](#)