

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) 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			
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							

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 **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* 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* section. Clicking this link also opens the *Incomplete Time Entries Report*.

Alerts Settings 	
0 Wait Lists for Classes with Openings	1 Scheduled Trials (Enroll Type=Trial)
0 Incomplete Time Entries	0 Birthdays (Active) next 10 days
0 2-3 Absences in last 14 days	0 Birthdays (Not Active) next 10 days
0 4+ Absences in last 30 days	2 Items at or below Re-Order Alert Qty

Frequently Asked Questions

[Expand/Collapse All](#)

Q. *How do I remove time entries with zero hours?*

A. From the staff member's record, on the *Time Card* tab, use the *Time Period* or *From/To* dates to locate the time entries you wish to edit. Click the Garbage Can icon next to the time entry you want to delete.

Q. *How do I delete a time entry?*

A. From the staff member's *Time Clock* tab, click the **Garbage Can** icon next to the time entry you want to delete. The Garbage Can icon will only appear next to unapproved time entries. If the time entry you want to delete has been previously approved, you will need to unapprove the time entry before you are able to delete it. See [Manage the Time Clock Step 2 - Approve/Unapprove Time](#) for more information.

Q. *How is time computed in the Time Clock when a staff member works a partial hour?*

A. The clock recognizes minutes as a portion of an hour and computes them accordingly. Example: Sarah clocked in at 3:46 pm and clocked out at 4:04 pm. She worked 18 minutes; so Jackrabbit calculates the partial hour as 18 minutes / 60 minutes and displays the result as .30 (18 / 60 = .30).

Q. *If I pay a flat fee for events instead of an hourly rate, how should this be entered?*

A. When staff members are paid a flat amount, their time needs to be entered as the quantity of work, not the hours actually worked. *For example*, Jen is paid \$100 per birthday party and Jen worked for "1" party last weekend. Jen would record a time entry as "1 hour", instead of the actual hours worked. 1 hour in this case accounts for "1" event at the flat rate of pay (even if Jen worked 2 pm to 5 pm, she should enter 1 hour as the total time worked).

If you look at Estimated Gross Wages, create a Department for the flat amount type of work (example "Parties"). In our example, Jen would have a Department Rate of \$100 for the Parties

department.
