

# Add a Time Entry from Within Jackrabbit

It's also possible to record a *Time Entry* while logged into Jackrabbit (without launching the Staff Portal). In order to do this, the user must have a Jackrabbit User ID (not just a Staff Portal Login ID) and have appropriate permissions for that *User ID*.

1. Go to the **Staff** (menu) > **Active Staff**.
2. Click the staff member's **name**.
3. Click the **Add Time Entry** button.
  - If the staff member has a *Manual In/Out* or a *Clock In/Out* time entry method, the *Add Time Entry* window displays with an *In Time* and *Out Time* field.
  - If the staff member has the *Total Hours* time entry method, the *Add Time Entry* window will offer a *Total Time* field.

The screenshot shows the Jackrabbit interface for staff member Stephanie Andrews. The 'Add Time Entry' button is highlighted with a yellow box and a mouse cursor. A modal window titled 'Add Time Entry' is open, displaying the following fields:

- Location: \* EDU (dropdown)
- Time Entry Date: 8/31/2020 (calendar icon)
- Hour Type: Regular (dropdown)
- In Time: 04:00pm (text input)
- Out Time: 06:00pm (text input)

At the bottom of the modal are three buttons: 'Save', 'Save & Add Another', and 'Cancel'. A mouse cursor is clicking the 'Save' button.

4. After entering time, be sure to click **Save**. If prompted, click **OK**. The entered time will be recorded on the staff member's *Time Card* tab.