

# Staff Portal Time Entry - Manual In/Out Method

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Manual In/Out staff will enter their *Time In* and *Time Out* for each day. If a staff person worked for 2 different *departments or locations*, or if they took a lunch break during their day shift, they should add a new line for the day by clicking the + button.

Approved hours cannot be deleted and will not have a Delete icon displayed.



The Clock-In/Out button can also be used by staff with the Manual In/Out Time Entry method.

Location	Time In	Time Out	Hours	Department	Hour Type	
SUP	09:00am	05:30pm	8.50	TEACH	Regular	Delete



**Staff with the Manual In/Out time entry method have the ability to record time entries after the date worked. This is true even if the pay period has closed. Example: The pay period runs from 5/1-5/14. Staff person Jen Beta forgets to enter her 5/13 time and the pay period has been closed. On 5/20 Jen remembers she forgot to enter this time. She can then add the**

*time entry with the accurate date of 5/13. Any time entry which is outside of the current pay period can be found during the Close Pay Period process.*

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