

# Add a Time Entry from within the Database

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It's also possible to record a *Time Entry* while logged into your Jackrabbit database (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 displays the 'Staff: Stephanie Andrews' profile page. At the top, there are buttons for 'RETURN', 'SAVE CHANGES', and 'DELETE'. Below these are navigation tabs: 'Instructor Schedule (PDF)', 'Add Time Entry' (highlighted with a yellow box and a mouse cursor), 'Instructor Calendar', 'Weekly Schedule', and 'Email'. The main content area shows 'ALL STAFF CERTIFICATIONS' and 'Showing 1 of 1 Staff Certification' with an 'Export to Excel' button. A table below has columns for 'NAME', 'TYPE', and 'INCOMPLETE'. The 'Add Time Entry' modal window is open, titled 'Add Time Entry', and contains the following fields: 'Location: \* EDU' (dropdown), 'Time Entry Date: 8/31/2020' (calendar icon), 'Hour Type: Regular' (dropdown), 'In Time: 04:00pm' (text input), and 'Out Time: 06:00pm' (text input). At the bottom of the modal are buttons for 'Save', 'Save & Add Another', and 'Cancel'. A mouse cursor is pointing at 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.
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