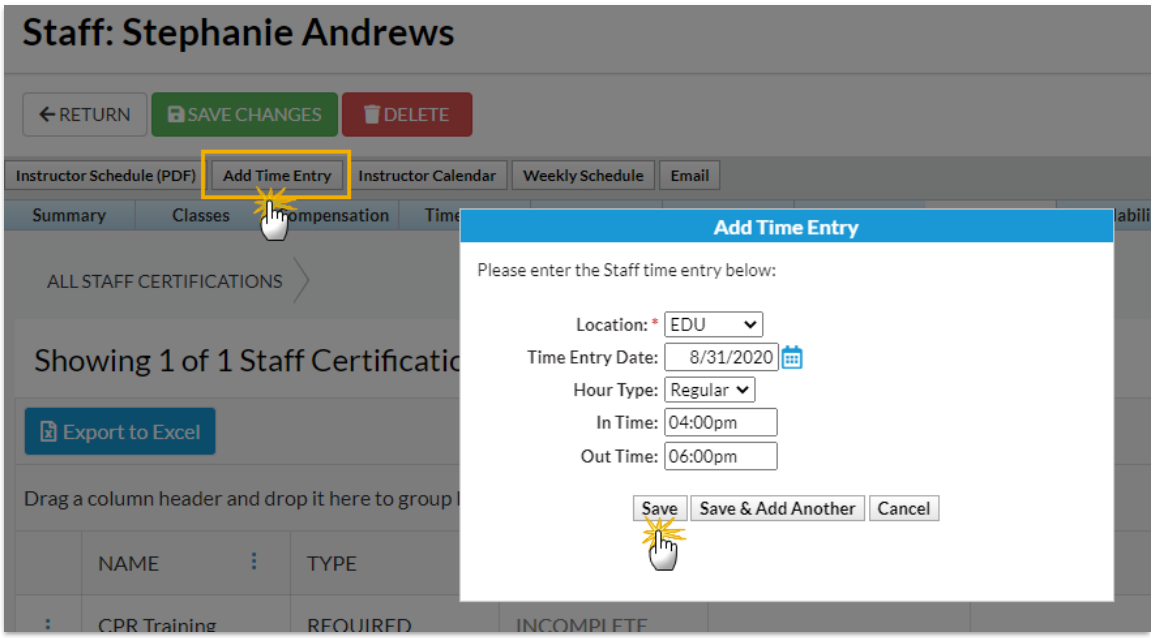
Add a Time Entry from within Jackrabbit

Last Modified on 07/26/2023 10:40 am EDT

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.



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.