

Add a Note to a Time Entry

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Time entries made by a staff member in the *Staff Portal* > *My Time Card* (tab) have an option to add a note to a daily time entry. Notes created here can be viewed by a supervisor.

The screenshot shows the 'My Time Card' interface. At the top, there are navigation tabs: 'My Time Card' (selected), 'News', 'My Schedule', 'Manage Classes', and 'Actions'. Below the tabs is a 'Time Filters' section with a 'Save' button and a 'Collapse All' button. To the right of these buttons, there are status indicators: 'Actual Times Changed' (in red), 'Split Time' (in a grey box), and 'Approved'. The main area displays a list of time entries for three days: Sun (11/28/2021, 0.00 total hours), Mon (11/29/2021, 8.00 total hours), and Tue (11/30/2021, 6.00 total hours). Below the list is a form for editing the selected entry. The form has four dropdown menus: 'Location' (EDU), 'Hours' (6.00), 'Department' (ADMIN), and 'Hour Type' (Regular). To the right of the form are two icons: a blue document icon labeled 'Note' and a blue trash can icon labeled 'Delete'. A hand cursor is pointing at the 'Note' icon.

Click the **Note** icon to open a window where a note can be entered and saved.

The screenshot shows a 'Staff Time Entry Note' dialog box. At the top right is a close button (X). The dialog contains the following information: Staff: Carol Whitely, Date: 11/30/2021 (Tue), Hours: 6.00, Department: ADMIN, Manager Note: (empty), and Staff Note: I taught Camille's 7:00pm class and also did the Admin work from yesterday. At the bottom, there are three buttons: 'Save' (blue), 'Cancel' (grey), and 'Clear' (grey). A hand cursor is pointing at the 'Save' button.

If a note has been saved the icon changes from a blank page icon to a solid page icon in the Staff Portal. In your database, the note icon will display the word *Note* and appear to have



text on the page as an indication that a note exists for the time entry.



Management can view this note from the *Staff* record or on the *Approve/UnapproveTime* page and can add a *Management Note* which the staff person can view in their portal. Jackrabbit will stamp the Note with the name of the last person to update the note and the date of that update.
