

Time Clock Administrator - Required User Permissions

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The manager/administrator of your **Time Clock** will need several User permissions in order to be able to perform such tasks as approving time entries or editing staff compensation.

Go to the **Gear** (icon) > **Settings** > **Users & Permissions** > **User IDs** (click on a UserID) > **User Permissions** (left) to set the permissions.

Note: After changing the permissions, you'll need to logout and log back in for the permissions to take effect.

These are the permissions related to Time Clock Administration:

Category	User Permissions
Staff	<input checked="" type="checkbox"/> List Staff
	<input checked="" type="checkbox"/> Compensation tab
	<input checked="" type="checkbox"/> Time Card and Portal Settings tab
	<input checked="" type="checkbox"/> Pay Rate Report
	<input checked="" type="checkbox"/> Add Time Entry
Staff Portal	<input checked="" type="checkbox"/> Guided Staff Portal Setup, Edit All Portal Logins, and Edit All Staff Settings
	<input checked="" type="checkbox"/> Staff Portal Settings
	<input checked="" type="checkbox"/> Approve/Unapprove Time
	<input checked="" type="checkbox"/> Edit Actual Hours in Approve Time
	<input checked="" type="checkbox"/> Close Pay Period and Export to Payroll
	<input checked="" type="checkbox"/> Edit Department and Staff News
	<input checked="" type="checkbox"/> Launch Staff Portal
	<input checked="" type="checkbox"/> Manage Incomplete Time Entries
	<input checked="" type="checkbox"/> Access to All Time Clock Departments
	<input checked="" type="checkbox"/> Time Report and Staff Portal LoginID Report
	<input checked="" type="checkbox"/> Staff Time Audit Report
<input checked="" type="checkbox"/> Staff Here Now Report	



See [Permissions for Jackrabbit Users](#) for more information.

