User Permissions for the Time Clock

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There are several User Permissions related to the **Time Clock**. These permissions allow a User to perform tasks such as approving time entries or editing staff compensation.

User Permissions play a crucial role in protecting your data by controlling who can access, modify, or perform specific actions in your system. Review **Protect Your Account - User Permission Guidelines** for more information.

To adjust a User's permissions go to the **Gear** icon > **Settings** > **Users & Permissions** > **User IDs** (click on a User ID) > **User Permissions** (left menu). *Note: Users who are logged in when their permissions are changed will have to log out and back in for the changes to take effect.*

Permissions Related to the Time Clock

Category	User Permission	Enables access to
Staff	List Staff	View/edit limited information in the *Staff* record (*Summary* tab, *Classes* tab, *Picture* tab, *Resources* tab.)
	Compensation tab	View/edit the fields on the *Compensation* tab in a *Staff* record.
	Time Card and Portal Settings tab	View/edit the fields on the *Time Card* tab in a *Staff* record. View/edit the fields on the *Portal Settings* tab in a *Staff* record.
	Pay Rate Report	View the Pay Rate report.
	Add Time Entry	Add a time entry for a staff person using the *Add Time Entry* button in their *Staff* record.
	Guided Staff Portal Setup, Edit All Portal Logins, and Edit All Staff Settings	Edit logins and settings for several staff at once using the *Guided Staff Portal Setup* (*Gear* icon > *Set Up*). Edit logins for several staff at once using *Edit All Portal Logins* (*Staff* menu > *Staff Portal*). Edit portal settings for several staff at once using *Edit All Staff Settings* (*Staff* menu > *Staff Portal*).
	Staff Portal Settings	View/edit *Portal Settings* (*Staff* menu > *Staff Portal*).
	Approve/Unapprove Time	View/edit *Approve/Unapprove Time* (*Staff* menu > *Time Clock*).

Staff Portal	Edit Actual Hours in Approve Time	Edit the total time under the *Actual Hours* column when approving time.
	Close Pay Period and Export to Payroll	Close out a Pay Period (*Staff* menu > *Time Clock*). Export staff hours to payroll (*Staff* menu > *Time Clock*).
	Edit Department and Staff News	View/edit *Department News* (*Staff* menu > *Staff Portal*). View/edit *Staff News* (*Staff* menu > *Staff Portal*).
	Launch Staff Portal	*Launch the Staff Portal* (*Staff* menu > *Staff Portal*).
	Manage Incomplete Time Entries	Work with time entries that are not complete (time in but no time out) using *Incomplete Time Entries* (*Staff* menu > *Time Clock*).
	Access to All Time Clock Departments	View/edit time entries for all Departments.
	Time Report and Staff Portal LoginID Report	View the Time report (*Staff* menu > *Staff Reports*) to see hours by Location and Department. View the Staff Portal Login ID report (*Staff* menu > *Staff Reports*) to see a listing of staff with their Staff Portal information.
	Staff Time Audit Report	View the Staff Time Audit Report (*Staff* menu > *Staff Reports*) for a record of activity in the Time Clock.
	Staff Here Now Report	View Staff Here Now (*Staff* menu > *Staff Reports*) to see all staff with a Time In but not a Time Out for the current day.

See **Permissions for Jackrabbit Users** for more information.