

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

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