

# Enter hours for a past date in the Staff Portal

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Last Modified on 12/23/2025 3:00 pm EST

## Issue/Question

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If my staff did not enter their hours in the portal for a specific day, how can they bring up that date to do so?

## Resolution

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If the Staff Members' Time Entry Method is set to Manual or Total hours, they can adjust hours for previous dates:

1. Log in to the Jackrabbit Staff Portal and go to the **My Time Card** tab.
  2. Open the **Time Filters** using the arrow.
  3. Select a **Pay Period** or enter a specific date range and select **Go**.
  5. Click the arrow to expand the date in question and make your changes.
  6. Choose **Save**.
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