

# The Time Clock - An Overview

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Permissions control the ability for your Users to see certain data and take specific actions. Before moving forward review [Time Clock Administrator - Required User Permissions](#)

Jackrabbit's Time Clock feature is designed to assist your organization in managing employee hours and preparing for payroll processing. It consists of these two elements:

## Record Time

Staff enter and track their hours worked in the Time Clock through the *Staff Portal*.

## Administer Staff Hours

A Jackrabbit User manages your Time Clock information including: resolving incomplete time entries, approving time, closing pay periods, exporting to payroll, and reporting.



**Jackrabbit's Clock does not: calculate overtime wages with a multiplier (time and a half, double time, etc.), calculate any withholding, deductions or payroll taxes, or process payroll.**

To enable the Time Clock feature go to **Staff Portal > Settings > Portal Settings**. In the *Features* section check the box next to **Time Clock** and **Save Changes**. The remote access setting is covered in more detail in the [Time Clock Settings](#) section.

The Time Clock offers the following:

- Departments that act as “buckets” for staff hours.
  - Multiple methods of time entry.
  - Location and Department per time entry.
  - Hour Type (regular, overtime, holiday, sick, vacation, PTO).
  - Staff Pay Rates.
  - Time entry approval, at either individual or department level.
  - Optional “Time Buffer” that adds to scheduled class hours to identify overages between actual hours and scheduled class hours.
  - Export total hour information to QuickBooks or Express Payroll.
  - Estimate of Gross Wages.
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