

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 **Tools > Manage 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.

