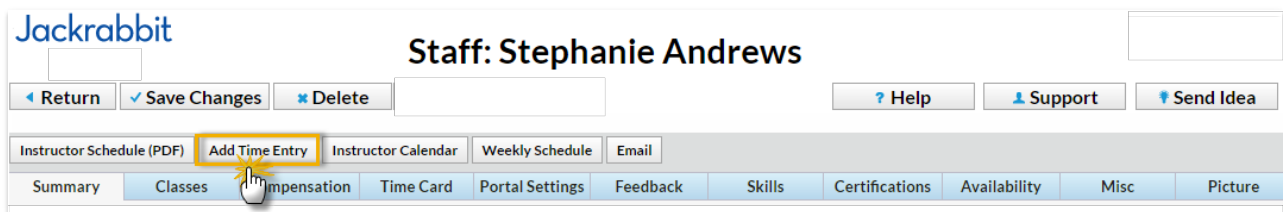


# Add a Time Entry from Within the Database

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It's also possible to record a *Time Entry* while logged into your Jackrabbit database (without launching the Staff Portal). In order to do this, the user must have a Jackrabbit User ID (not just a Staff Portal Login ID) and have appropriate permissions for that *User ID*.

1. Login into your Jackrabbit database.
2. Point to **Staff** in the menu bar, then click **List Active Staff**.
3. Click the staff member's **name**.
4. Click the **Add Time Entry** button.



If the staff member has a *Manual In/Out* or a *Clock In/Out* time entry method, the *Add Time Entry* window displays with an In Time and Out Time field.


A screenshot of the 'Add Time Entry' window. The title bar is blue with the text 'Add Time Entry'. Below the title bar, it says 'Please enter the Staff time entry below:'. The form contains the following fields: 'Location:' with a dropdown menu showing 'JRHC'; 'Time Entry Date:' with a text box showing '5/24/2016' and a calendar icon; 'Department:' with a dropdown menu showing 'G-TEACH'; 'Hour Type:' with a dropdown menu showing 'Regular'; 'In Time:' with a text box showing '04:00pm'; and 'Out Time:' with a text box showing '06:00pm'. At the bottom right are 'Save' and 'Cancel' buttons. A mouse cursor is clicking the 'Save' button.

If the staff member has the *Total Hours* time entry method, the *Add Time Entry* window will offer a *Total Time* field.

Add Time Entry

Please enter the Staff time entry below:

Location: JRHC ▾

Time Entry Date: 5/25/2016 

Department: G-TEACH ▾

Hour Type: Regular ▾

Total Time: 2

Save

Cancel

After entering time, be sure to click **Save**. If prompted, click **OK**. The entered time will be recorded on the staff member's *Time Card* tab.

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