Add a Note to a Time Entry

Time entries made by a staff member in the*Staff Portal > My Time Card* (tab) have an option to add a note to a daily time entry. Notes created here can be viewed by a supervisor.

Click the **Note** icon to open a window where a note can be entered and saved.

Staff Time Entry Note

Staff:	Stephanie Andrews	**Date:** 5/24/2016 (Tue)	**Hours:** 8.00
Department:	G-TEACH		

Manager Note:

Staff Note

I taught Camille's 7:00pm class so I did not do any Admin work today.

Clear

Save   Cancel

Last Updated By:

Last Updated:

If a note has been saved the icon changes from a blank page icon to a solid page icon in the Staff Portal. In your database the note icon will display the word Note and appear to have text on the page as an indication that a note exists for the time entry.
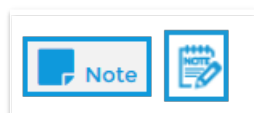
QUICK tip! **Management can view this note from the** *Staff* **record or on the** *Approve/Unapprove Time* **page and can add a** *Management Note* **which the staff person can view in their portal. Jackrabbit will stamp the Note with the name of the last person to update the note and the date of that update.**