

# Add a Note to a Time Entry

Last Modified on 11/03/2020 12:29 am EST

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.

My Time Card

News

My Schedule

My Time Card

Manage Classes

Actions

▼ Time Filters

✓ Save

Actual Times Changed

Split Time

Approved

▼ Mon

05/23/2016

8.00 total hours

— Tue

05/24/2016

8.00 total hours

Location

Hours

Department

Hour Type

Note

Delete

JRHC

8.00

G-TEACH

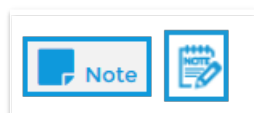
Regular

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

**Staff Time Entry Note**

<b>Staff:</b>	Stephanie Andrews	<b>Date:</b>	5/24/2016 (Tue)
<b>Hours:</b>	8.00		
<b>Department:</b>	G-TEACH		
<b>Manager</b>			
<b>Note:</b>			
<b>Staff Note</b>	<div style="border: 1px solid #ccc; padding: 10px; min-height: 100px;"> I taught Camille's 7:00pm class so I did not do any Admin work today. </div>		
<div style="background-color: #ccc; border-radius: 15px; padding: 5px 15px; display: inline-block;">Clear</div>			
<div style="display: flex; justify-content: center; gap: 20px;"> <div style="background-color: #0070C0; color: white; padding: 10px 20px; border-radius: 5px;">Save</div> <div style="background-color: #ccc; padding: 10px 20px; border-radius: 5px;">Cancel</div> </div>			
<b>Last Updated By:</b>	<div style="text-align: center;"> </div>		
<b>Last Updated:</b>			

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.



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.