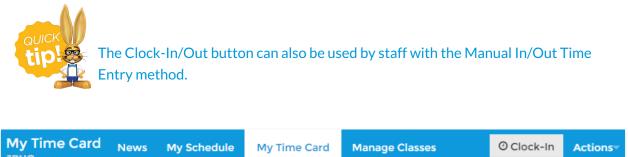
## Staff Portal Time Entry - Manual In/Out Method

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

Manual In/Out staff will enter their Time In and Time Out for each day. If a staff person worked for 2 different *departments or locations*, or if they took a lunch during their day shift, they should add a new line for the day by clicking the + button.



<ul> <li>Time Filters</li> </ul>			A	Times Changed		
✓ Save		Actual Times Changed Split Time Approv				
		Approved hours cannot be deleted and will not have a Delete icon.		F		
Mon		05/23/2016				
8.00 total ho	ours					
					Note	
Location	Time In	Time Out	Hours	Department	Hour Type	
JRHC -	9:00am	5:00pm	8.00	G-TEACH	Regular	
' Tue		05/24/2016	Ð			
8.00 total ho	ours					
			1		🕽 Note 🔟 Delete	
Location	Time In	Time Out	Hours	Department	Hour Type	
JRHC -	12:00pm	8:00pm	8.00	G-TEACH -	Regular -	
			- *		>	



Staff with the Manual In/Out time entry method have the ability to record time entries after the date worked. This is true even if the pay period has closed. Example: The pay

period runs from 5/1-5/14. Staff person Jen Beta forgets to enter her 5/13 time and the pay period has been closed. On 5/20 Jen remembers she forgot to enter this time. She can then add the time entry with the accurate date of 5/13. Any time entry which is outside of the current pay period can be found during the Close Pay Period process.