

Staff Portal Time Entry - Manual In/Out Method

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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.



The Clock-In/Out button can also be used by staff with the Manual In/Out Time Entry method.

My Time Card JRHC **News** **My Schedule** **My Time Card** **Manage Classes** **Clock-In** **Actions**

Time Filters

Save

Actual Times Changed **Split Time** **Approved**

Mon 05/23/2016
8.00 total hours

Location	Time In	Time Out	Hours	Department	Hour Type	Note
JRHC	9:00am	5:00pm	8.00	G-TEACH	Regular	

+

Tue 05/24/2016
8.00 total hours

Location	Time In	Time Out	Hours	Department	Hour Type	Note	Delete
JRHC	12:00pm	8:00pm	8.00	G-TEACH	Regular		

+

This will permanently delete the record for 5/24/2016. Continue?

Ok **Cancel**



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.
