

Staff Portal Time Entry - Total Hours Method

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Total Hours staff will enter their hours worked (rather than time in/out). If a staff person worked for 2 different *departments or locations* they should add a new line for the day by clicking the **+** button.

My Time Card News My Schedule My Time Card Manage Classes Actions

JRHC

When there is more than one location in your database, the location for which the Portal was launched will display.

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

Wed 05/25/2016
6.00 total hours

| Location | Hours | Department | Hour Type | Note | Delete |
|----------|-------|------------|-----------|------|--------|
| JRHC | 4 | G-TEACH | Regular | | |
| Main | 2 | ADMIN | Regular | | |

Click to select a different location.

+



Staff with the Total Hours 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.