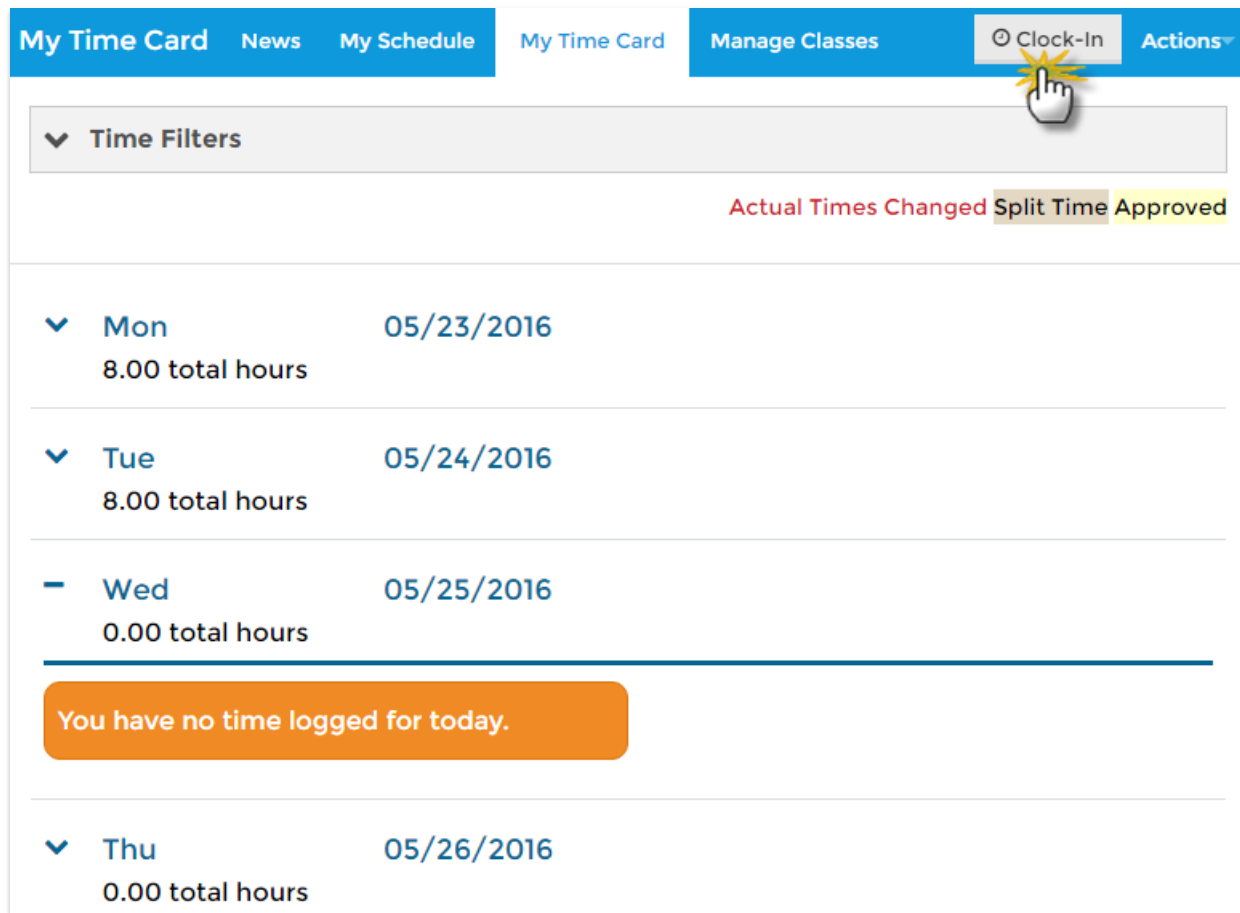


Staff Portal Time Entry - Clock In/Out Method

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

Staff who have a *Time Entry Method* of *Clock In/Out* will click the **Clock-In** button at the start of each work day, and the time will be recorded for them.



The screenshot shows the Staff Portal Time Entry interface. At the top, there is a navigation bar with tabs: "My Time Card", "News", "My Schedule", "My Time Card", "Manage Classes", "Clock-In", and "Actions". A hand cursor is pointing at the "Clock-In" button. Below the navigation bar, there is a "Time Filters" section with a dropdown arrow. To the right of the "Time Filters" section, there are three tabs: "Actual Times Changed", "Split Time", and "Approved". Below these tabs, there is a list of dates and times. The list shows the following entries:

Day	Date	Total Hours
Mon	05/23/2016	8.00 total hours
Tue	05/24/2016	8.00 total hours
Wed	05/25/2016	0.00 total hours
Thu	05/26/2016	0.00 total hours

Below the list, there is an orange button that says "You have no time logged for today."

At the end of the day, the staff person will click the **Clock-Out** button to clock out for the day. The time will be recorded for them.

My Time Card
News
My Schedule
My Time Card
Manage Classes
Clock-Out
Actions

Time Filters

Actual Times Changed
Split Time
Approved

Mon
05/23/2016
0.00 total hours

Tue
05/24/2016
0.00 total hours

Wed
Clocked In!
05/25/2016
0.00 total hours

Note

Location	Time In	Time Out	Hours	Department	Hour Type
JRHC	4:37 PM			D-TEACH	Regular

If the staff person is set to **Yes** for the **Can Split time between Departments?** setting on the *Portal Settings* tab of their *Staff* record a *Split* link appears after clock-out. This allows the staff person to split out their total hours for the time entry between as many departments or locations as necessary. The split hours must add to the total hours for the time entry before the system will allow the split to be saved.

Wed

05/25/2016

4.00

total hours

Note

Split

Location	Time In	Time Out	Hours	Department	Hour Type
JRHC	4:37 PM	8:37 PM	4.00	D-TEACH	Regular

Split Time

Total Time: 4.00

Time	Dept	Type
4.00		Regular
	ADMIN	Regular
	D-TEACH	Regular
	FRTDSK	Regular
	G-TEACH	Regular
		Regular
		Regular
		Regular

Submit

Cancel

Alert Message

When a staff person's time entry method is Clock In/Out (and you have the Attendance feature activated) they will be alerted if they have classes at that location on that day with incomplete portal attendance. They will be given an option to go to the class and complete attendance or continue with Clock-Out.

Wait!

You have classes that have ended today but don't have any attendance saved.

These classes are listed below. Click on the class name or Go to Manage Classes button to finish entering attendance.

Pro Tip: Use the 'Class Filters' in Manage Classes to filter and show only classes needing attendance taken!

Classes

Beg Parkour - Wed - 7pm

Continue with Clock Out

Go to Manage Classes