

# Manage the Time Clock Step 2 - Approve/Unapprove Time

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In order to complete a pay period, it is necessary for all time to be approved. Time can be approved as soon as the time entry is created. If you have assigned *Managers* to *Departments*, you may decide to have the Managers approve time. They can choose to approve time in any frequency they prefer (daily, weekly, etc.), or they can wait and perform the approval process at the end of the pay period.



*If you pay instructors for time before or after class/day/time entry, be sure you set a Time Buffer. See the [Time Clock: Time Entry Settings](#) topic for details on setting a Time Buffer.*

1. Point to **Staff Portal** in the main menu, select **TimeClock** and click **Approve/Unapprove Time**.
2. If needed, filter your search by selecting **criteria** from the *Search Criteria* section.
3. Select a **Display Setting**.
4. Click **Preview Staff Hours**.
5. Click the **Note** icon if any contain the word Note, so you can read any messages left by staff.
6. Use the **Email** icon to email staff members any questions you may have.
7. **Make changes** to time if necessary.
8. Approve hours by clicking the **Approve** checkbox for each entry or use **Check All Rows** to globally approve time.
9. **Save Changes**

## Display Settings

*Display Settings* offers two choices.

## Staff Summary

This displays the total hours per staff person per department.

**Approve/Unapprove Time**

Return Save Changes Close Pay Period Help Send Idea

Pay Period: 04/26/2015 - 05/02/2015

Check All Rows Uncheck All Rows

View 1 - 3 of 3 Show All Print Export Refresh

Location	Name	Department	Manager	Total Hours	Approve
HELP	Alicia Harris	DAN	John Linton	3.75	<input type="checkbox"/>
HELP	Alicia Harris	GYM	John Linton	1.50	<input type="checkbox"/>
HELP	Lisa Shaw	SWIM	John Linton	3.00	<input type="checkbox"/>

Search a column by entering a word into any Search box.  
Sort a column by clicking the Column Header.

## Individual Time Entries

This displays the in / out times and actual number of hours worked for each time entry.

When the *Individual Time Record* option is selected, the *Show Actual vs. Scheduled Hours?* and the *Find Time Entries from prior pay periods?* fields become active. If *Show Actual vs. Scheduled Hours?* is set to Yes, the result will indicate both the *Actual Hours* and the hours a staff person was scheduled to work. If *Actual Hours* are higher than *Scheduled Hours*, this field will display red in the report, alerting you there may be an overage/problem with this time entry.

**Approve/Unapprove Time**

Return Save Changes Close Pay Period

Pay Period: 04/26/2015 - 05/02/2015

☒ Show Actual Hours vs Scheduled Hours

View 1 - 7 of 7 Show All Print Export Refresh

Note: When run for *Individual Time Entries* it is not possible to sort by the column headers or use the column search fields. This is only available in the *Staff Summary by Department* display option.

Legend: Split Time Over Scheduled Hours Actual Hours Changed

Check All Rows Uncheck All Rows

Location	Name	Department	Manager	Date	Day	In-Time	Out-Time	Actual Hours	Hour Type	Approve	Note	Email
HELP	<a href="#">Lisa Shaw</a>	SWIM	John Linton	4/26/2015	Sun	11:45am	12:30pm	0.75	Regular	<input type="checkbox"/>		
							Actual Hours: Scheduled Hours:	0.75 0.50				
HELP	<a href="#">Lisa Shaw</a>	SWIM	John Linton	4/27/2015	Mon	4:15pm	5:00pm	0.75	Regular	<input type="checkbox"/>		
							Actual Hours: Scheduled Hours:	0.75 0.75				
HELP	<a href="#">Alicia Harris</a>	DAN	John Linton	4/28/2015	Tue	9:45am	11:00am	1.25	Regular	<input type="checkbox"/>		
							Actual Hours: Scheduled Hours:	1.25 1.00				
HELP	<a href="#">Lisa Shaw</a>	SWIM	John Linton	4/28/2015	Tue	6:00pm	6:30pm	0.50	Regular	<input type="checkbox"/>		
							Actual Hours: Scheduled Hours:	0.50 0.50				

*Scheduled Time* is determined by adding the class duration for any class that an instructor is assigned. It is very important for Classes to be entered correctly in order for *Scheduled Time* to calculate correctly. The following must be entered for each class and is entered from the Class page.

- Status=Active
- Start Time & End Time (in format 4:00pm)
- Class Meets (a day must be checked)
- Class must have students enrolled.
- Class must have instructors listed under the Instructor tab.

**Tip:** Verify this information is correct for all classes by using *Classes > Edit All Classes*.

If *Find Time Entries from prior pay periods?* is set to Yes, any unapproved time entries in previous pay periods will also display.

## Edit Time from Approve Time

With the appropriate permissions, a User can edit staff *Actual Hours* while in *Approve Time*. This provides the user with the ability to make changes to the actual hours worked without having to edit the original in and out times and without going into the individual staff person's time clock tab.

To give this permission to a user ensure that **Edit Actual Hours in Approve Time** is checked in **Tools > Manage Users & Permissions** for this user.

The actual hours are editable allowing you to quickly make a change if needed.

*Note: This requires a specific User Permission.*

[View a Note](#)

If the Note icon has the word 'NOTE' in it, the staff person left a note for the person approving time.

Click the icon to view the Note.

To email the staff member directly about a time entry, click the envelope icon to the right of the entry.



Add your email message in the *Approve Time Card Email* box and click **Send**.

Approve Time Card Email

From: help@jackrabbithelp.com

To: lisashaw@email.com

Subject: Comment on time entry: 4/26/2015, Dept: SWIM, total hours: 0.75

Message:

Hi Lisa,  
I noticed that you didn't add time for class prep; please be sure to clock in 15 min prior to the class start time.  
Thank you!

Send

Cancel

After all time is approved for a pay period, you can close the pay period. See [Close Pay Periods](#).

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