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

Last Modified on 11/03/2020 12:30 am EST

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 aTime Buffer. See the Time Clock: Time Entry Settings topic for details on setting a Time Buffer.

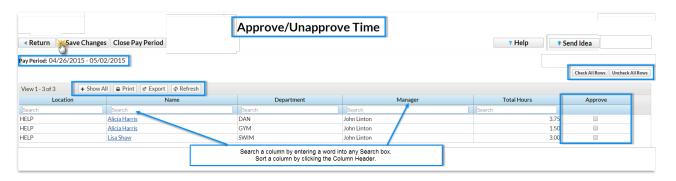
- 1. Point to **Staff Portal** in the main menu, select Time**Clock** and click **Approve/Unapprove Time**.
- 2. If needed, filter your search by selecting criteria from the Search Criteria section.
- 3. Select a Display Setting.
- 4. Click Preview Staff Hours.
- 5. Click the **Note** icon if any contain 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.



#### **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.



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.

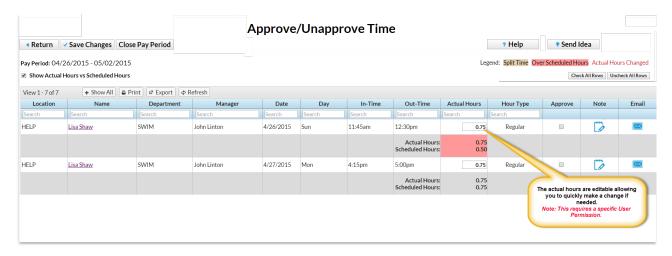
Tip: Verify this information is correct for all classes by using Classes > Edit All Classes.

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.

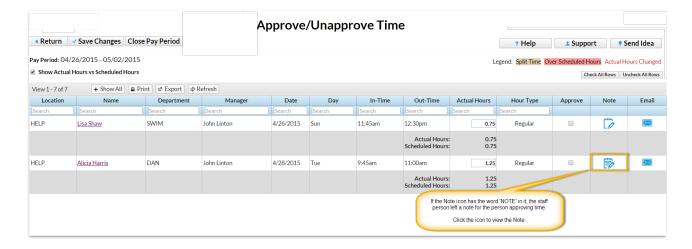
To give this permission to a user ensure that Edit Actual Hours in Approve Time is checked in Tools > Manage Users & Permissions for this user.



Tip: The clock recognizes minutes are a portion of an hour and computes them accordingly. Example: Zippy clocked in at 3:46 pm and clocked out at 4:04 pm. He worked 8 minutes; so Jackrabbit calculates the partial hour as 8 minutes / 60 minutes and displays the result as .13. (8/60 = .13).

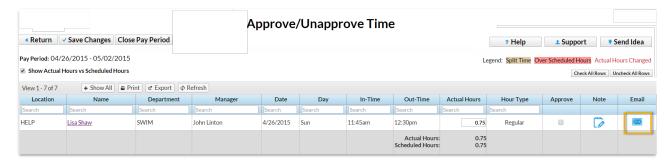
### View a Note

If a note has been added to a *Time Entry* by a staff member, the Note icon will display with the word "NOTE" in it. Click the icon to view the note.

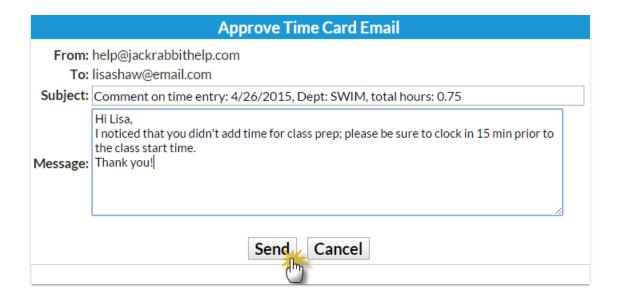


#### Send an Email

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.



After all time is approved for a pay period, you can close the pay period. Se**€lose Pay Periods.**