

Manage the Time Clock Step 1 - Review Time Entries

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

If a Jackrabbit user has [appropriate permissions](#), all time entries are viewable, for each staff member, under their *Time Card* tab.

Time entries that have been approved are highlighted in yellow. Hours that have been split are highlighted in brown and when the hours are displayed in red, it indicates that the actual hours have been changed.

Staff: Shannon Mitchell

Time Period: Previous Pay Period From: mm/dd/yyyy To: mm/dd/yyyy Go

Legend: Approved Split Time Actual Hours Changed

Time Card for Shannon Mitchell

Location	Date	Day	Time In	Time Out	Hours	Department	Hour Type	Date Paid	Split	Icons
JRHC	5/18/2016	Wed	12:00pm	6:00pm	5.75	D-TEACH	Regular		Split	Icons
JRHC	5/17/2016	Tue	12:00pm	8:00pm	8.00	D-TEACH	Regular			Icons
JRHC	5/16/2016	Mon	10:00am	4:00pm	4.00	D-TEACH	Regular		Split	Icons
JRHC	5/16/2016	Mon			2.00	ADMIN	Regular			Icons
Total					19.75					

Time entries may also be viewed when [Approving Time](#) or using [Time Clock Reports](#).

Incomplete Time Entries

Any staff person that doesn't have an out time for the day is considered an *Incomplete Time Entry*. To find *Incomplete Time Entries*, go to **Staff Portal > Time Clock > Incomplete Time Entries**. It is important to go through these regularly to find staff with incomplete time entries.

You can either enter individual **Out Times** for each *Incomplete Time Entry*, or if all the *Incomplete Time Entries* checked out at the same time, enter the time in the **Set Out-Time** for all *Incomplete Time Entries* field. This is a global box, so all *Incomplete Time Entries* will be marked with this time. **Save Changes**.

Incomplete Time Entries

[Return](#)
[Save Changes](#)

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Set Out-Time for all Incomplete Time Entries: [Apply](#)

[Print](#)
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1 record(s)

Clock-In Date	Name	Location	In-Time	Out-Time
11/6/2013	Ty Weatherly		6:33 PM	<input type="text"/>

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Incomplete Time Entries are also displayed on the *Executive Dashboard* in the *Alerts* section. Clicking this link also opens the *Incomplete Time Entries Report*.

Alerts Settings ⌵	
0 Wait Lists for Classes with Openings	1 Scheduled Trials (Enroll Type= Trial)
0 Incomplete Time Entries	0 Birthdays (Active) next 10 days
0 2-3 Absences in last 14 days	0 Birthdays (Not Active) next 10 days
0 4+ Absences in last 30 days	1 2 Items at or below Re-Order Alert Qty