Manage the Time Clock - An Overview

One or more persons in your organization should be selected to work with the Jackrabbit Time Clock.

Managing the Time Clock is a four step process which should be completed in the following order:

1. **View time entries and resolve incomplete time entries**
2. **Approve or Unapprove time entries**.
3. **Close the pay period** (all time must be approved before a pay period can be closed).
4. Export the data for payroll processing with **Express Payroll**, **QuickBooks**, or **Excel**.

> Permissions control the ability for your Users to see certain data and take specific actions. Before moving forward review **Time Clock Administrator - Required User Permissions**