Manage the Time Clock Step 1 - Review Time Entries

Last Modified on 04/23/2024 2:24 pm EDT

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.

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

Expand/Collapse All

Frequently Asked Questions

Q. *How do I remove time entries with zero hours?*

A. From the staff member's record, on the *Time Card* tab, use the *Time Period* or *From/To* dates to locate the time entries you wish to edit. Click the Garbage Can icon next to the time entry you want to delete.

Q. *How do I delete a time entry?*

A. From the staff member's *Time Clock* tab, click the **Garbage Can** icon next to the time entry you want to delete. The Garbage Can icon will only appear next to unapproved time entries. If the time entry you want to delete has been previously approved, you will need to unapprove the time entry before you are able to delete it. See **Manage the Time Clock Step 2 - Approve/Unapprove Time** for more information.

Q. *How is time computed in the Time Clock when a staff member works a partial hour?*

A. The clock recognizes minutes as a portion of an hour and computes them accordingly. Example: Sarah clocked in at 3:46 pm and clocked out at 4:04 pm. She worked 18 minutes; so Jackrabbit calculates the partial hour as 18 minutes / 60 minutes and displays the result as .30 (18 / 60 = .30).

Q. *If I pay a flat fee for events instead of an hourly rate, how should this be entered?*

A. When staff members are paid a flat amount, their time needs to be entered as the quantity of work, not the hours actually worked. *For example,* Jen is paid $100 per birthday party and Jen worked for "1" party last weekend. Jen would record a time entry as "1 hour", instead of the actual hours worked. 1 hour in this case accounts for "1" event at the flat rate of pay (even if Jen worked 2 pm to 5 pm, she should enter 1 hour as the total time worked).

If you look at Estimated Gross Wages, create a Department for the flat amount type of work (example "Parties"). In our example, Jen would have a Department Rate of $100 for the Parties department.