

Staff Clock-In / Out by an Administrator

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Manual Staff Clock-In / Out

Staff can be clocked in or out from your main database by a Jackrabbit User with access to the Staff menu.

1. Point to **Staff** and select **List All Staff**.
2. Click on the Staff member's name that needs to be Clocked-In / Out.
3. Click the **Clock-In** or **Clock-Out** button. *Note: Only the button that is available for use is able to be selected.*
4. Select the **Location**.
5. Enter the **Time**.
6. Click **Clock-In / Clock-Out**.

Add Entire Time Entry

Add an entire time entry for the current date or another date. This is helpful when a Staff member was in attendance but forgot to Clock-In and Out.

1. Point to **Staff** and select **List All Staff**.
 2. Click on the Staff member's name that needs a Time Entry added.
 3. Click the **Add Time Entry** button.
 4. Select the **Location**.
 5. Adjust the **Time Entry Date**, if needed.
 6. Enter **In Time** and **Out Time**.
 7. Click **Save** or **Save & Add Another**.
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