**Time Clock**

* Go to [**https://app.jackrabbitclass.com/jr3.0/TimeClock/Login?orgId=516429**](https://app.jackrabbitclass.com/jr3.0/TimeClock/Login?orgId=516429)
* Type in email & password
* Click on **My Time Card** tab
* It will be on the current week, insert total hours by day

1 hour = 1

1 hour 15 min = 1.25

1 hour 30 min = 1.5

1 hour 45 min = 1.75

* Be sure to **SAVE** before logging out or switching to a different week.
* If you need to complete time entries for previous weeks use the drop down box **Pay Period:** to choose the week you need.
* Always **Save** before leaving a page or your time will **NOT** be logged.
* Log out of the time clock.
* Does not have to be entered each day, just be sure all entries are made by the last day of the month