The Staff Portal –
Logging Hours, Entering Attendance & Emailing Your Class

This applies to all teachers, assistants, subs, front desk private lesson teachers.

Logging Hours

- Click this staff portal link: https://app.jackrabbitclass.com/jr4.0/TimeClock/StaffLogin?orgId=543597
- Enter username and password. If you don't have/remember, email Emily Currid.

Enter Attendance

- Click Manage Activities; then enter attendance.
- Use the filter to find your class.
- You can click by student absent/present or check all present (at top of screen). You might have to click Save.

Email Your Class

- Click Manage Activities.
- Use the filter to find your class.
- Within your class, click Email. Follow prompts. (See Emily's email.)
- Everyone has permission to do this.

More Features in Staff Portal

- Check dashboard for staff news.
- My Schedule Tab - double check schedule for accuracy
- My Time Card Tab - Location should always be Studio. Enter total hours. Choose Teach, Assist, Sub or Front Desk under Department. Hour Type stays the same. **Click Save.**

Paychecks

- The first payment will be processed Monday August 31 for days 8/13-28. Emily will send an email every Monday with a spreadsheet for staff to verify their hours. You must log their hours under Studio location for them to appear on the Monday spreadsheet. Payments are processed every 2 weeks hereafter.
- Payments will be sent through Melio unless you reach out to her directly for a different payment method - Zelle, Venmo.