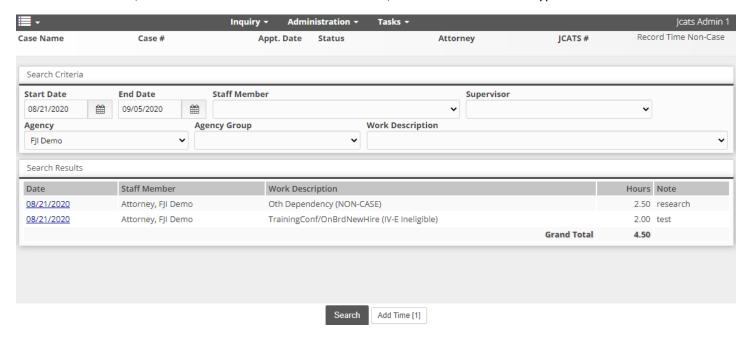## Record Time (Non-Case)

Time not related to a specific case is entered using the "Record Time Non-Case" page, which is within the "Tasks" menu. It includes a Search page and an Add/Edit page.
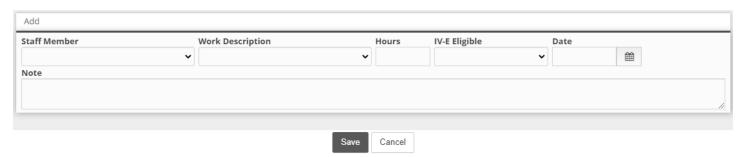
Search page:

- **Start Date and End Date:** default to the previous seven days, but can be changed
- **Staff Member:** dropdown is defaulted to the user's name, but supervisors and administrators can change the value or set it to blank, so they can view the entries as needed.
- **Supervisor**: when a value is selected, then it will display all the staff members supervised by that supervisor
- Additional filters are included for **Agency, Agency Group, and Work Description**.
- To add time, use the "**Add Time**" button. To **edit time**, click the record's Date hyperlink.

☰ ▾			Inquiry ▾	Administration ▾	Tasks ▾			Jcats Admin 1
Case Name		**Case #**	**Appt. Date**	**Status**		**Attorney**	**JCATS #**	Record Time Non-Case

Search Criteria

Start Date	End Date	Staff Member		Supervisor	
08/21/2020 📅	09/05/2020 📅		▾		▾
Agency		**Agency Group**		**Work Description**	
FJI Demo ▾		▾			▾

Search Results

Date	Staff Member	Work Description	Hours	Note
08/21/2020	Attorney, FJI Demo	Oth Dependency (NON-CASE)	2.50	research
08/21/2020	Attorney, FJI Demo	TrainingConf/OnBrdNewHire (IV-E Ineligible)	2.00	test
		Grand Total	**4.50**	

[Search] [Add Time [1]]

Add/Edit page:

- **Staff Member:** defaults to the current user, but can be changed by supervisors and administrators, in case they need to record non-case time for a staff member that is no longer a user.
- **IV-**E Eligible: defaults to "Yes" if Work Description is "always eligible", and likewise defaults to "No" if "always ineligible". Otherwise, the users is required to select either "Yes" or "No".

Add

Staff Member	Work Description	Hours	IV-E Eligible	Date
▾	▾		▾	📅

Note

[Save] [Cancel]

- Non-Case hours can also be viewed on the MyJcats - My Daily Time section, and via the Hours Worked by Date and Hours Worked Summary reports