

## Record Time (On-Case)

Recording time on a case, that is not for the time spent in the courtroom for a hearing, is accessed as follows.

- “Data Entry” - “Record Time Add”
- “Data Entry” - “Record Time List”: then use the “Add Time” button
- “Data Entry” - “Notes”: then use the “Add Record Time” button
- “Quick Calendar” - “Activity” tab: then use the “Add Activity” button
- **Staff on Case:** If user already has a role on the case, then their name will default in the “Staff on Case”
- **Staff Not on Case:** staff names will display here if they are not already a role on the case. To record time, the user must select either a “Staff on Case” or a “Staff Not on Case”, not both.
- **Phase:** will default to the case’s previous record time Phase value.
- **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”.
- **Next Case OR Next Case #:** these fields allow the user to cycle through their open caseload to add one record time entry after another, without needing to go search for each individual case. If either of these fields are populated, then all Save buttons will save the current entry and then refresh the page displaying the Next Case.

| Data Entry ▾ Inquiry ▾ Administration ▾ Tasks ▾ Jcats Admin 1 |        |            |        |          |                          |             |
|---|--------|------------|--------|----------|--------------------------|-------------|
| Case Name   | Case # | Appt. Date | Status | Attorney | JCATS #                  | Record Time |
| Doe, Jane   | 456789 | 08/18/2020 | Open   | Attorney | <a href="#">60558989</a> |             |

Record Time

Staff On Case

Staff Not On Case

Description

Phase

Hours (use tenths for partial hrs)

IV-E Eligible

Mileage

Start Date

End Date

Note

B

I

U

Worked For

|                          |           |        |
|--------------------------|-----------|--------|
| <input type="checkbox"/> | Doe, Jane | 456789 |
| <input type="checkbox"/> | Doe, John | 456790 |

Next Case

OR Next Case #

Please know these two fields are not included within the Quick Calendar - Activity tab

Save/Go To Main Page

Save/Go To List [1]

Save/Add More [2]

Cancel

- Hours recorded here can be viewed on the following lists and reports:
  - MyJcats - My Daily Time section
  - Data Entry - Record Time List
  - Quick Calendar - Activity tab
  - Reports: Hours Worked by Case, Hours Worked by Date, Hours Worked Summary, and the printable version of the case