Welcome to TimeCamp Help!

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Attendance basics

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- How to enable the Attendance feature?
- Attendance settings

The Attendance module is a great option if you want to use TimeCamp to manage your account users' time and their days off. You can see the start and end of your working day, track efficiency, and manage vacation hours, holidays, or sick leaves.

The Attendance feature is available only in Starter, Premium and Ultimate plans.

How to enable the Attendance feature?

Only the Administrator of the account can enable the Attendance module.

To enable the Attendance feature, click on your avatar in the upper-right corner and select the **Account Settings** option. Next, go to the **Modules** tab, find the **Attendance** module, and click on the **switch button** to enable Attendance. After the module is enabled click on its **Settings**.

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Available Modules				
Time Tracking	Computer Time	Tags	Attendance	
Track time against projects and tasks, integrate with popular project management tools.	Track computer activities, websites and applications usage. Know how you and your team spend time.	Manage your tags, like list of customers or activities. All workspace members can assign tags to time entries, when they track time.	Manage time and attendance data, record when employees start and stop work. Track and manage time-off.	
Settings	Settings	Settings	Settings	
Timesheet Approvals	Billing	Invoicing	GPS Location Tracking	
Manage your employees time and approve their timesheets.	Control and track projects budget and margins. Calculate costs and income automatically.	Bill your clients for all of the hours tracked in TimeCamp with invoicing feature. Email invoices directly to your customer and receive payments	GPS location tracking. Track employee locations when working on-the-go.	
Settings		via PayPal, all within TimeCamp.		
Settings My profile General Add-ons Billing Rates	S			\$\$
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GPS location tracking. Track employee locations when working on-the-go.	TimeCamp with invoicing feature. Email invoices directly to your customer and receive payments	Manage time and attendance data, record when employees start and stop work. Track and manage time-off.	Track time against projects and tasks, integrate with popular project management tools.	
Settings	via PayPal, all within TimeCamp.		Settings	
Computer Time	Screenshots	Timesheet Approvals	Billing	
Track computer activities, websites and applications usage. Know how you and your team spend time.	Enable activity logging via screenshots. Available for Windows, macOS and Linux. Screenshots are taken once every ten minutes.	Manage your employees time and approve their timesheets.	Control and track projects budget and margins. Calculate costs and income automatically.	
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Track computer activities, websites and applications usage. Know how you and your team spend time.	Enable activity logging via screenshots. Available for Windows, macOS and Linux. Screenshots are taken ance every ten minutes.	Manage your employees time and approve their timesheets.	Control and track projects budget and margins. Calculate costs and income automatically.	
Settings			Settings	

After the module is enabled you can find the Attendance section on the left side menu. If you decided not to use the Attendance module you can simply disable it in the Modules tab.

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3 Attendance				
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Attendance settings

To open the Attendance settings and set up your account click on the "gear" icon next to Attendance.

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Geofencing Billing Rates	Nov 28, Tue	2h 00m add	3h 00m	8h 00m	Os	8:00	11:00	Working day	
AM	Nov 29, Wed	30m add	30m	8h 00m	Os	11:30	12:00	Working day	
Attendance	Nov 30, Thu	12m add	3h 31m	8h 00m	Os	8:23	11:54	Working day	
Timesheet Approvals	Dec I, Fri			8h 00m	Os			Working day	
Clients	Dec 2, Sat				Os			Non-working day	
) Invoices	Dec 3, Sun				Os			Non-working day	
	7 days	2h 42m 7%	7h 01m 18%	40h 00m 100%	Os				
	Summary of 2023: Sick leave: 7 day	s Vacation leave: 6 days	Parental leave: 3 days						

The additional way to access settings is to click on your avatar in the upper-right corner and select the **Account Settings** option. You'll be redirected to the General tab where you can use the shortcut to get to the **Attendance settings**.

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< 🗎 V > Tuesday, 17 January	Day C	alendar & & <	🖉 Bulk edit 🔡	0	Emily Admin documentation@timecamp.com
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Settings			③ ② 음·
My profile General Add-ons Billing Rates			_
General settings for People 🗸			
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TimeCamp, Inc.	People	Ei Desktop App	Go to settings
Start week on:	Date format:	III Invoicing	to to settings
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		@ Computer Time	Go to settings

Let's go through all of the available options.

• Select a group - specify the group for which you are making changes to the attendance module settings. All approved settings and dates will apply to the selected group, and each group can have different settings.

Please keep in mind that by default a subgroup inherits settings from its parent group.

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People		
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Marketing	ast lata for time off (1)	
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• Use data from - you can choose between Timesheets and Computer activity data from the desktop application.

Selecting Timesheets will display data based on time tracked to projects, such as total time worked, time of first and last entry (and time between first and last), vacation hours used, day type, and more.

Selecting Computer activity will display data based on time tracked by the desktop application, such as computer usage, the total time between computer turns on/off, break time, paid time, and more.

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imesheets				^)
Timesheets				
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Computer activity o	ata from desk	top application		
2022-01-01, 2022-01	-06, 2022-04-17,	, 2022-04-18, 2022-0	-01, 2022-05-03, 2022-06-05, 202	22-06-16, 2022-08-15,
annals faares selva	-06, 2022-04-17,	, 2022-04-18, 2022-0	5-01, 2022-05-03, 2022-06-05, 202	22-06-16, 2022-08-15,
2022-01-01, 2022-01	-06, 2022-04-17,	, 2022-04-18, 2022-0	5-01, 2022-05-03, 2022-06-05, 202	22-06-16, 2022-08-15,
2022-01-01, 2022-01- 2022-11-01, 2022-11-1	-06, 2022-04-17, 1, 2022-12-25, 20	, 2022-04-18, 2022-0		22-06-16, 2022-08-15, Æ

You can export the attendance report in XLS format and share it with others.

• Holidays - add dates in the YY-MM-DD format, as are examples shown on the screenshot below, to automatically set them as Holidays in the Attendance report.

Optionally you can **set a special task for your holidays**. This way each timesheet for the day added to the holidays will be filled with this task. To do that create a project in the Projects tab and select it from the projects picker afterward.

My profile Ge	neral Add-on	Billing Rater	5			
People ~		_				
Use data from: (D					
Timesheets						
 Allow user re- 	quest to erase da	ta for time off 🛞				
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oliday task: ⑦ Set task Mon 8:00:00	th holiday task to Tue 5:00:00	based on predet	Thu			

• **Default workday length** - set the number of hours for each workday. It will be beneficial when making sure you don't spend too much or not enough time at work. The default workday length will be visible in the Attendance report in the **Should be** column. If the time spent on work is lower than the default one, it will be red in the report.

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Count a	ny tracked time as a	a fully productive do	ny ①			
iolidays (da	ates separated by c	ommas):				
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Set task						

To inform users when their weekly limit is reached and they started to log overtime hours turn on the option **Send email to users who reached weekly limit** in Time tracking settings.

• Vacation - you can decide on the number of vacation hours for users from the group you are editing. Your coworkers can send requests for a vacation on a specific day and you will be able to see and accept or reject them in the Attendance tab (the yellow Awaiting requests button). Optionally you can set a special task for your vacations.

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If you want to create an exception for certain users, you need to go to their profile settings and assign personal vacation hours amount to them, which would override the global setting. To do that go to the **Users tab on** the left side menu, click on the name of the desired user and navigate to the **Vacation hours** setting. Now you can set a different number of vacation hours for this specific person.

< Settings
Contrack to de projects, tasks U
Can manage and see all invoices, rates, projects (Time Tracking Administrator)
Can create new projects
Can manage and see all invoices, rates
C Should send timesheets for approval
Can add offline time
Vacation hours: ⑦
0
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Live chat window:
Show live chat widget with customer support representative on every page on bottom right corner
Email notifications:
☑ Weekly computer-time team summary
Alert when someone change my time entry
Alert when I have time entries without a task
Remind me to submit my timehseet for approval