

Welcome to TimeCamp Help!

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Attendance basics

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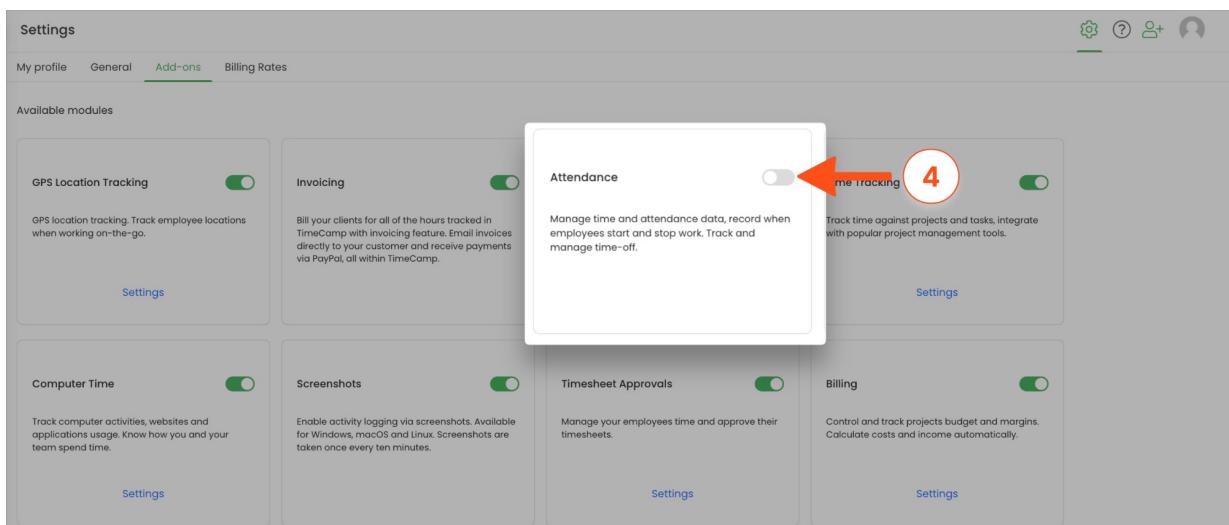
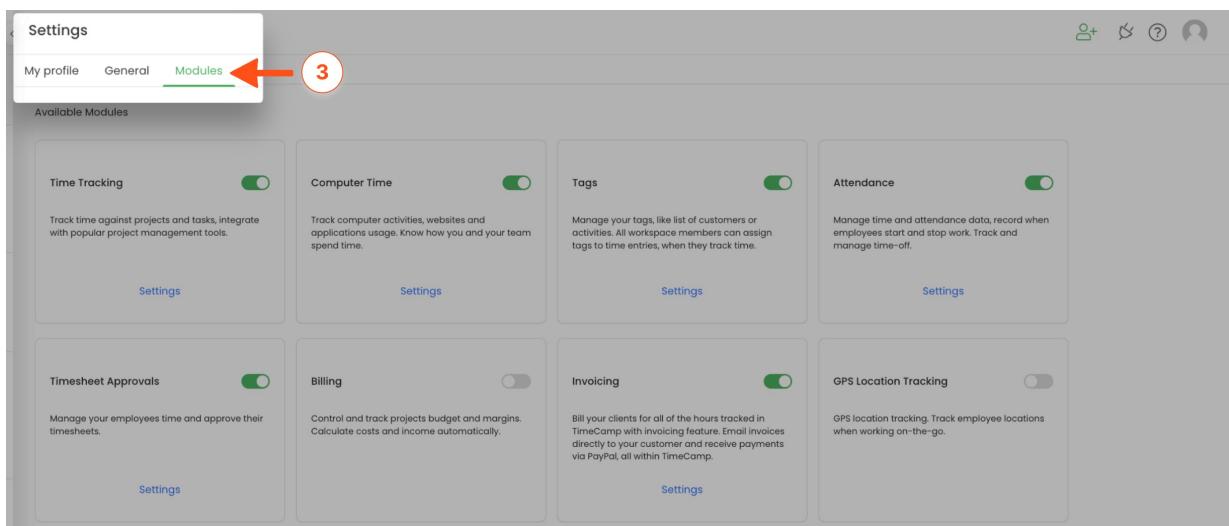
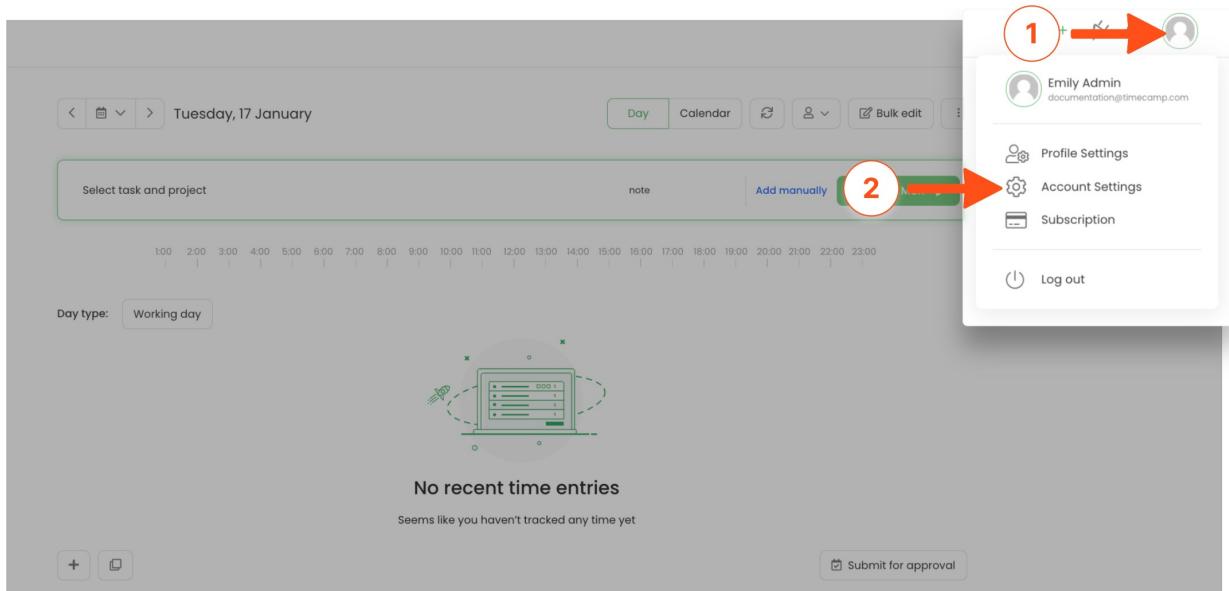
The [Attendance module](#) is a great option if you want to use TimeCamp to manage your account users' time and their days off. You can see the start and end of your working day, track efficiency, and [manage vacation hours](#), holidays, or sick leaves.

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**.



Settings

My profile General Add-ons Billing Rates

Available modules

GPS Location Tracking	<input checked="" type="checkbox"/>	Invocing	<input checked="" type="checkbox"/>
GPS location tracking. Track employee locations when working on-the-go.		Bill your clients for all of the hours tracked in TimeCamp with invoicing feature. Email invoices directly to your customer and receive payments via PayPal, all within TimeCamp.	
Settings			
Computer Time	<input checked="" type="checkbox"/>	Screenshots	<input checked="" type="checkbox"/>
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.	
Settings			
Attendance	<input checked="" type="checkbox"/>	Time Tracking	<input checked="" type="checkbox"/>
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			
Timesheet Approvals	<input type="checkbox"/>	Billing	<input checked="" type="checkbox"/>
Manage your employees time and approve their timesheets.		Control and track projects budget and margins. Calculate costs and income automatically.	
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.

TimeCamp

TRACK ▾

- Timesheet

ANALYZE ▾

- Dashboard

REPORTS ▾

- Reports
- Computer Activities

MANAGE ▾

- Projects
- Tags

TEAM ▾

- Users
- Attendance**
- Timesheet Approvals

Show more...

Attendance

Date People

This week People

	Total Tracked	Productive Days
1. Emily Admin	00:00	0
2. James Stone	00:00	0
3. Mark Ed	00:00	0
4. Chrystal	00:00	0
5. Iris	00:00	0
6. Steve Smith	00:00	0
7. Guest 1	00:00	0

Emily Admin

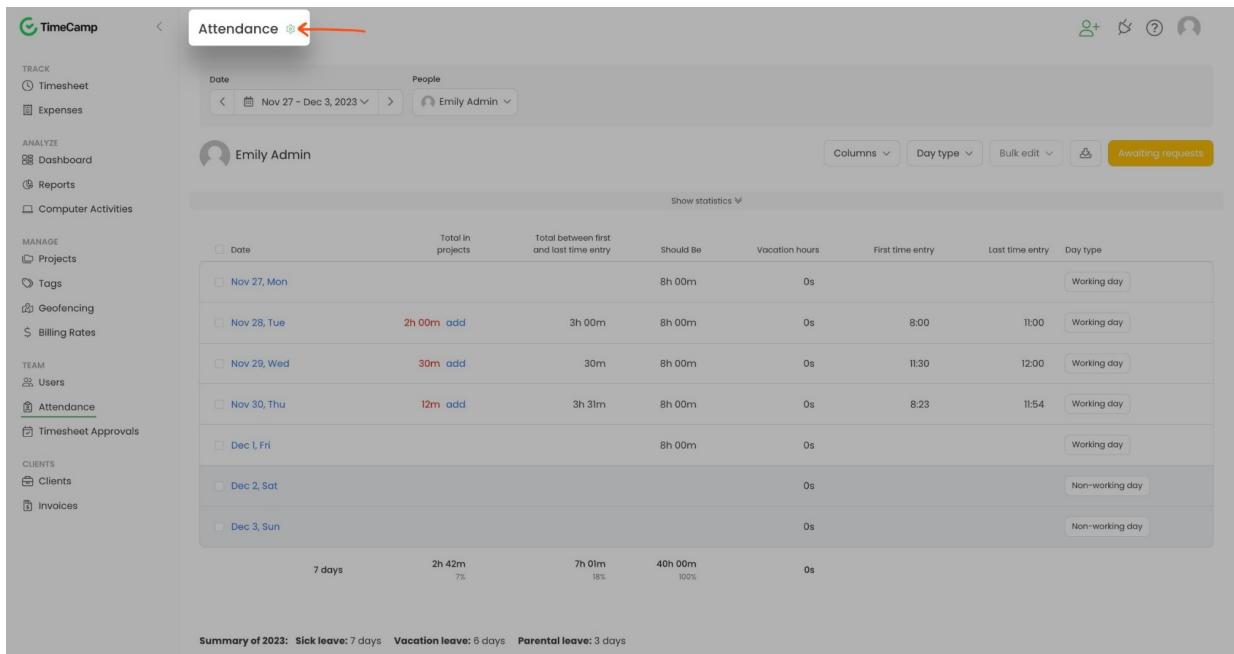
Overtime ▾ Day type ▾ Bulk edit ▾ Awaiting requests

PER DAY 00:00 TOTAL 00:00 FIRST AND LAST TIME ENTRY - PER DAY (BETWEEN FIRST AND LAST TIME ENTRY) 00:00

TOTAL BETWEEN FIRST AND LAST TIME ENTRY 00:00 PRODUCTIVE DAYS / WORKING DAYS 0 / 5 USED VACATION HOURS THIS YEAR 51:13 / 200h

Attendance settings

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



Attendance

Date: Nov 27 - Dec 3, 2023 | People: Emily Admin

Emily Admin

Nov 27, Mon: 8h 00m, Should Be: 8h 00m, Vacation hours: 0s, First time entry: 8:00, Last time entry: 11:00, Day type: Working day

Nov 28, Tue: 2h 00m add, 3h 00m, 8h 00m, 0s, 8:00, 11:00, Working day

Nov 29, Wed: 30m add, 30m, 8h 00m, 0s, 11:30, 12:00, Working day

Nov 30, Thu: 12m add, 3h 31m, 8h 00m, 0s, 8:23, 11:54, Working day

Dec 1, Fri: 8h 00m, 0s, Working day

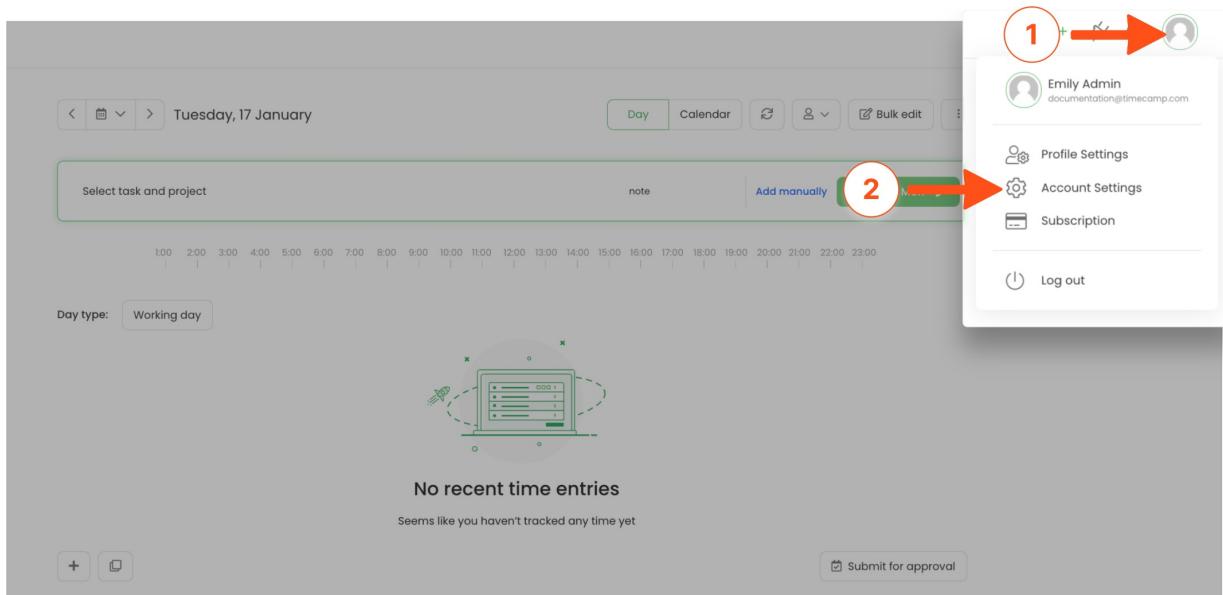
Dec 2, Sat: 0s, Non-working day

Dec 3, Sun: 0s, Non-working day

7 days: 2h 42m (7%), 7h 01m (18%), 40h 00m (100%), 0s

Summary of 2023: Sick leave: 7 days, 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**.



Tuesday, 17 January

Select task and project

Day type: Working day

Day, Calendar, Bulk edit

1

2

Emily Admin documentation@timecamp.com

Profile Settings

Account Settings (highlighted)

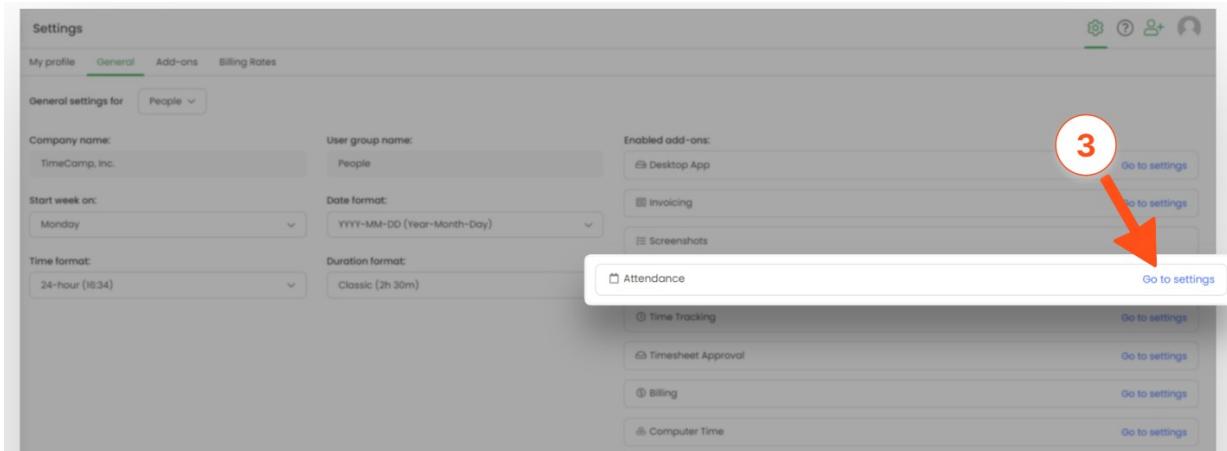
Subscription

Log out

No recent time entries

Seems like you haven't tracked any time yet

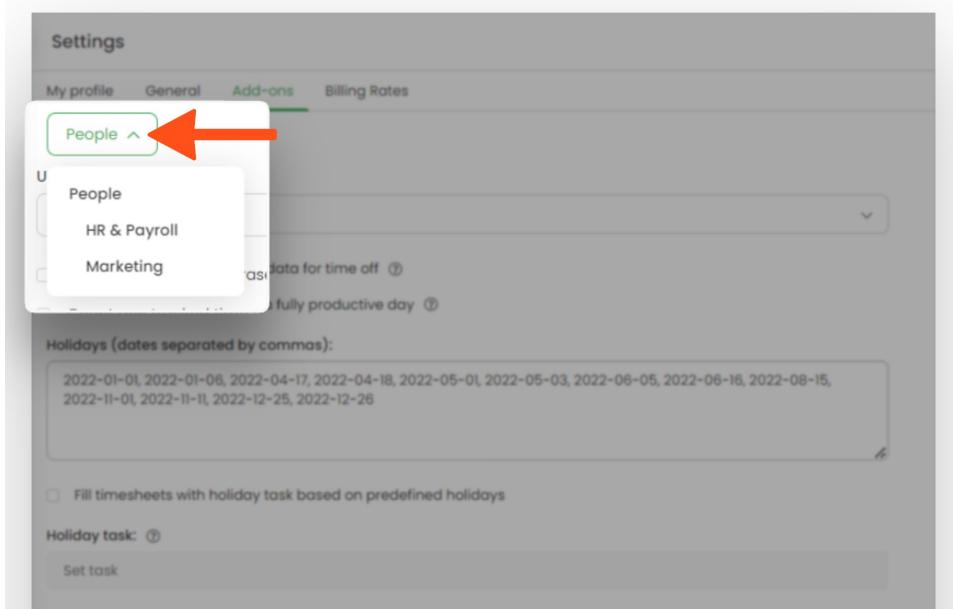
Submit for approval



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.

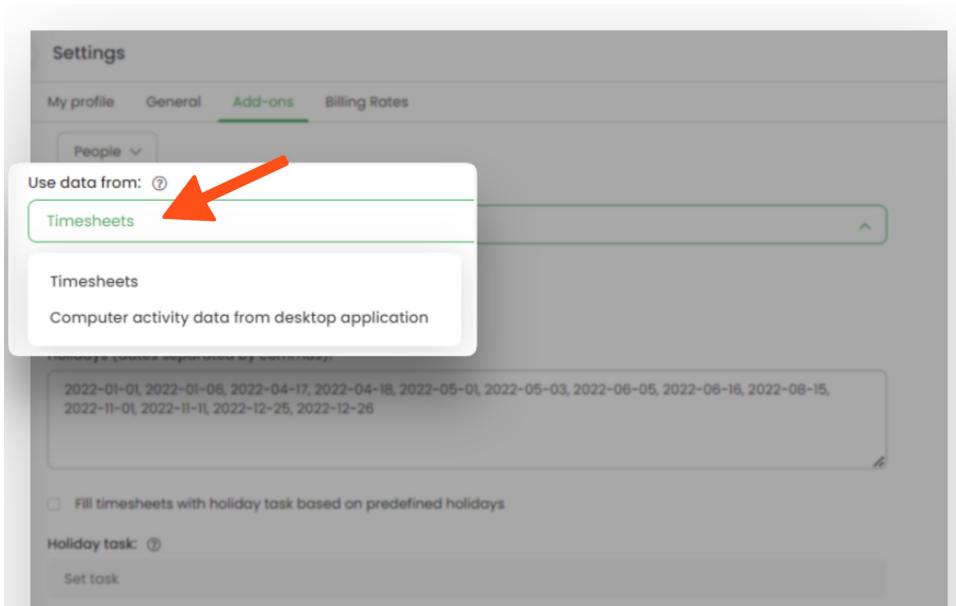
Please keep in mind that by default a subgroup inherits settings from its parent group.



- **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.

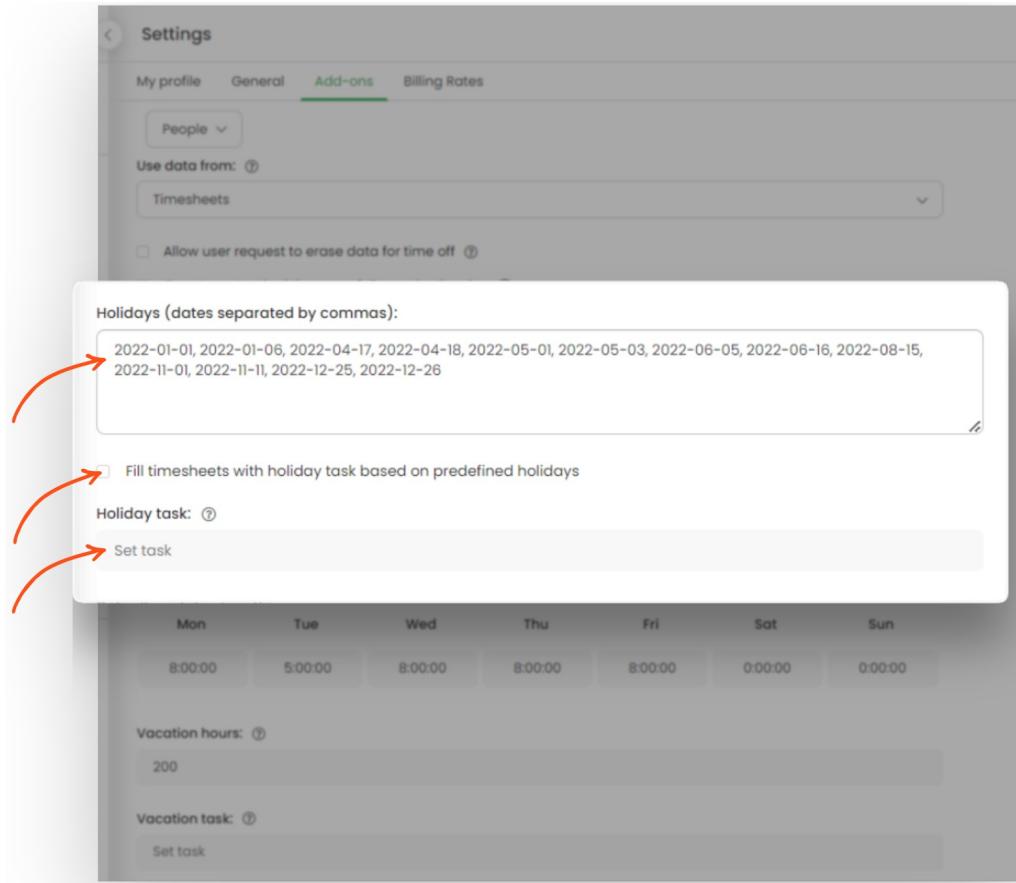
Selecting **Computer activity** will display data based on time tracked by the desktop application, such as computer usage, the total time between computer turns on/off, break time, paid time, and more.



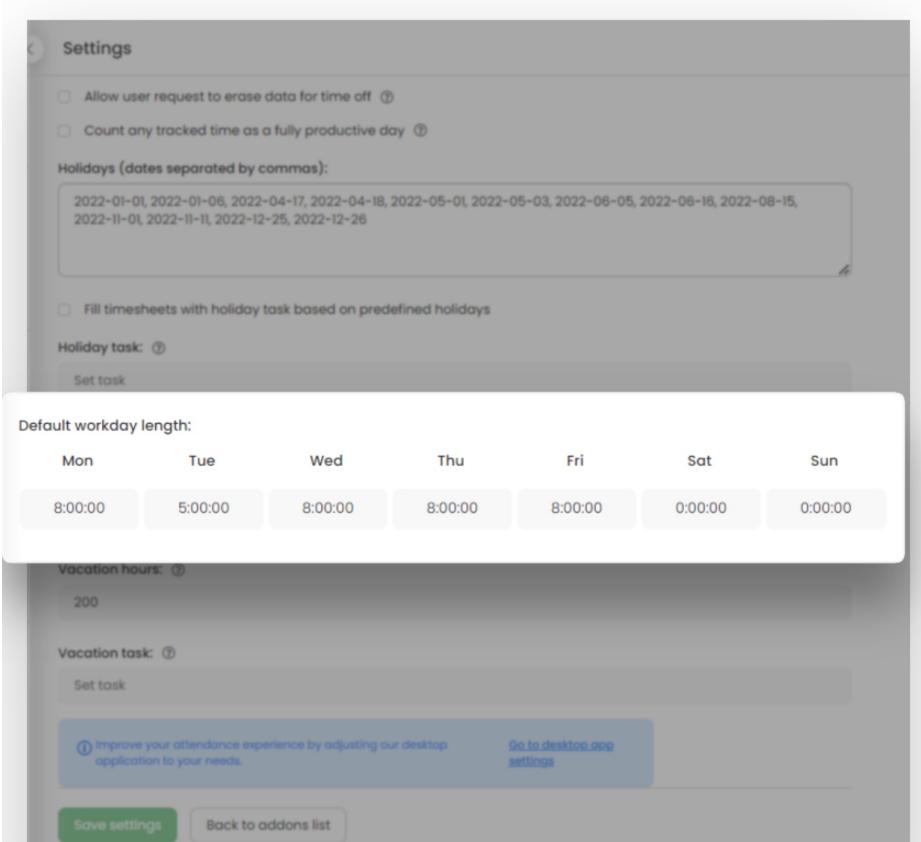
You can export the attendance report in XLS format and share it with others.

- **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.

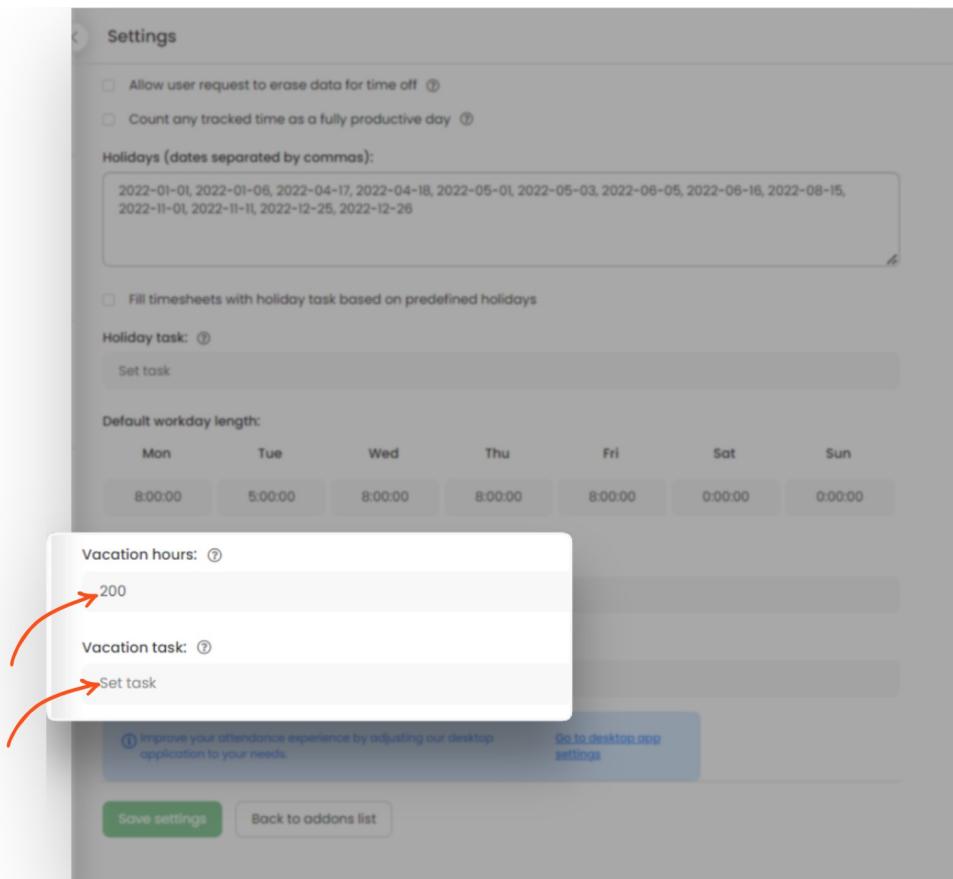


- **Default workday length** - set the number of hours for each workday. It will be beneficial when making sure you don't spend too much or not enough time at work. The default workday length will be visible in the Attendance report in the **Should be** column. If the time spent on work is lower than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



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**.



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.

