

# Welcome to TimeCamp Help!

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## Attendance basics

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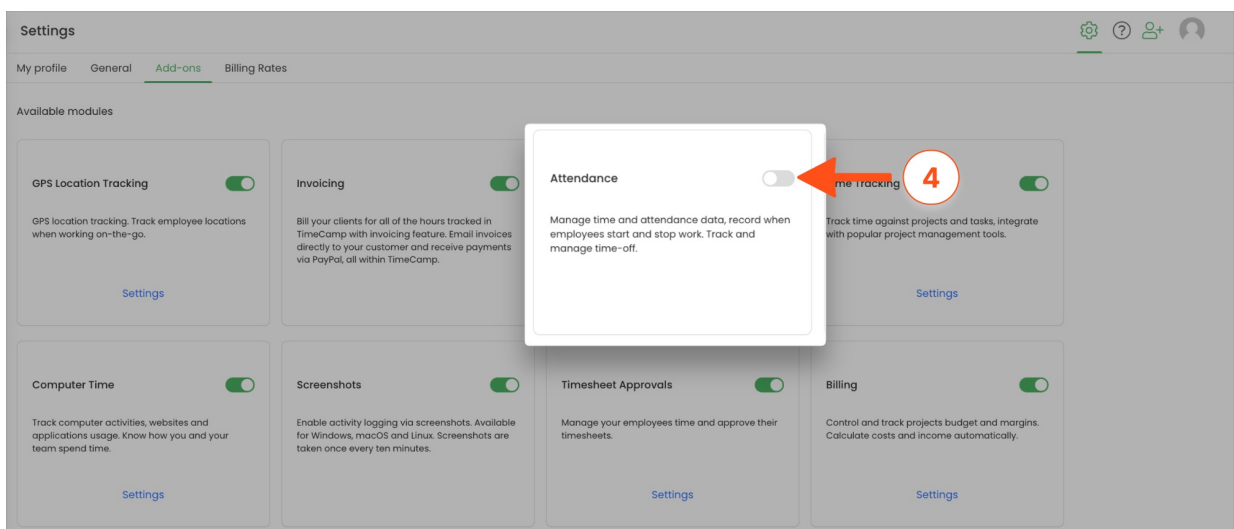
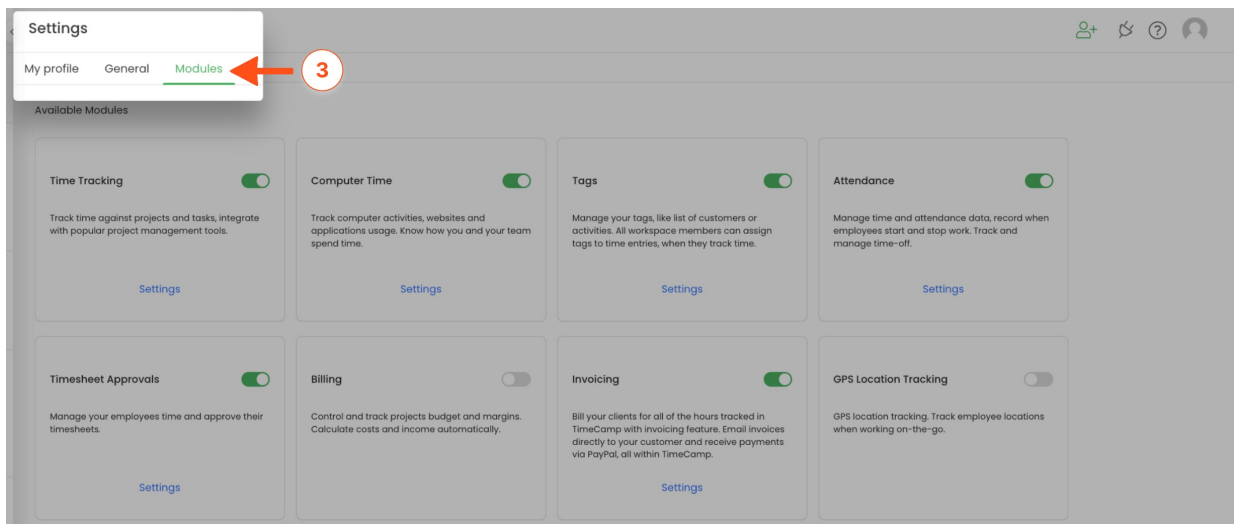
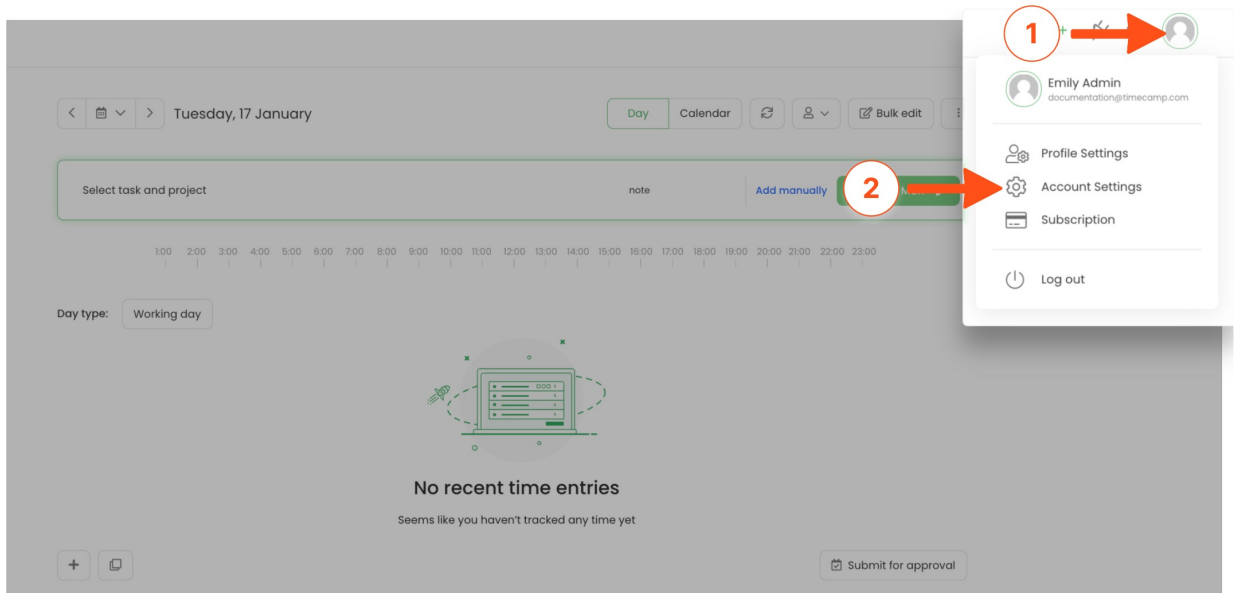
The [Attendance module](#) is a great option if you want to use TimeCamp to manage your account users' time and their days off. You can see the start and end of your working day, track efficiency, and [manage vacation hours](#), holidays, or sick leaves.

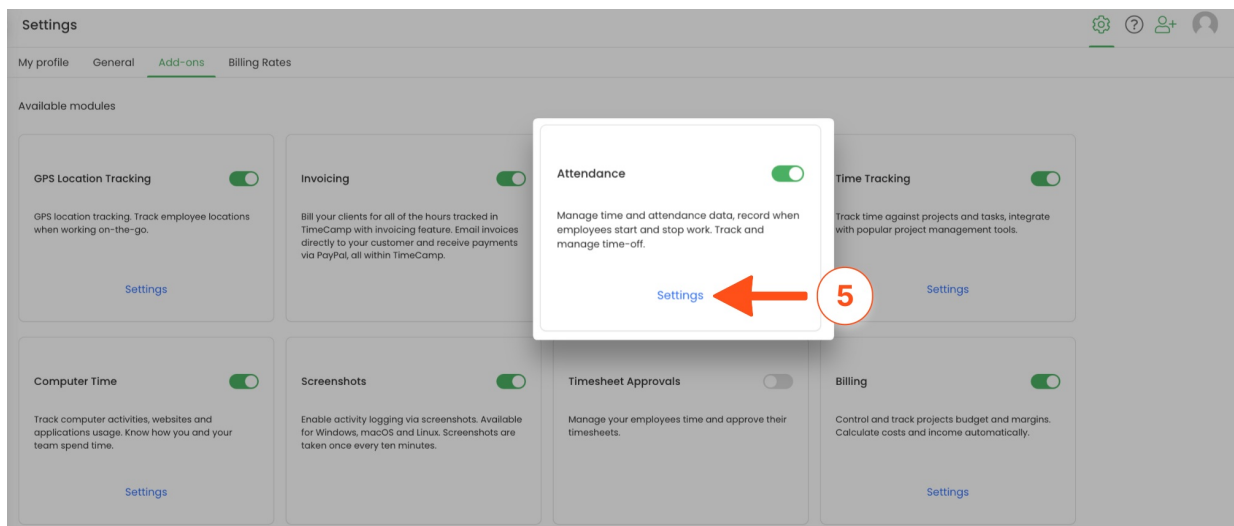
The Attendance feature is available only in Starter, Premium and Ultimate plans.

### How to enable the Attendance feature?

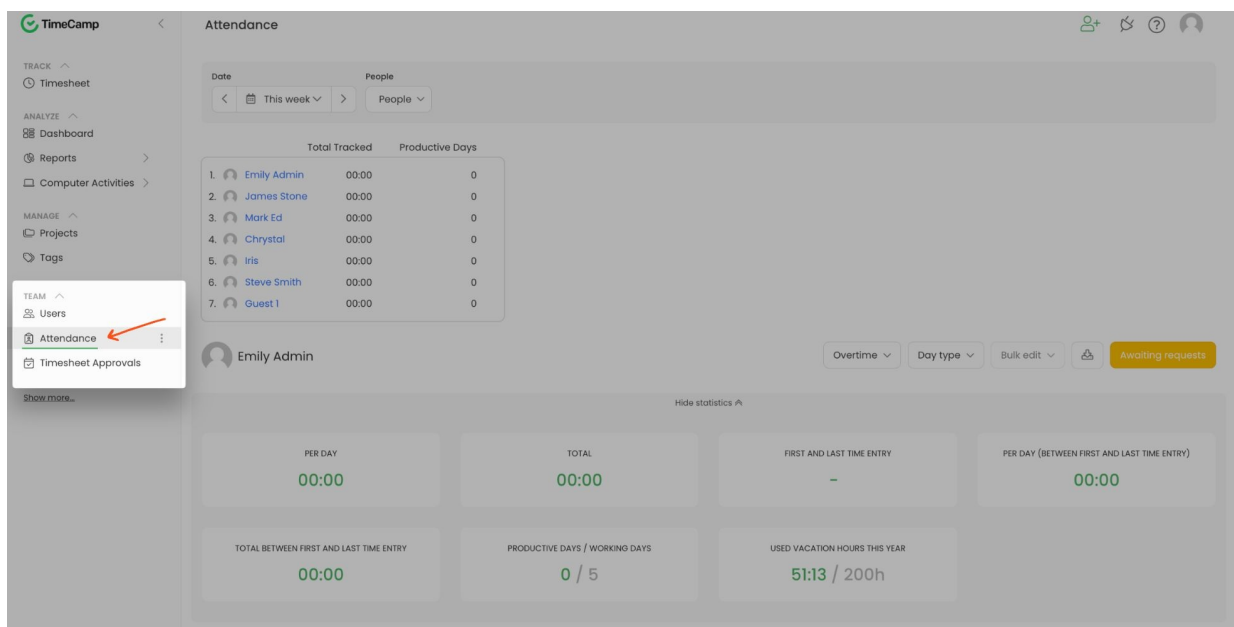
Only the Administrator of the account can enable the Attendance module.

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**.





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.



## 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 | Columns | Day type | Bulk edit | Awaiting requests

Show statistics

Date	Total in projects	Total between first and last time entry	Should be	Vacation hours	First time entry	Last time entry	Day type
Nov 27, Mon			8h 00m	0s			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
<b>7 days</b>	<b>2h 42m</b> 7%	<b>7h 01m</b> 18%	<b>40h 00m</b> 100%	<b>0s</b>			

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 | Day | Calendar | Bulk edit

Select task and project | note | Add manually

Day type: Working day

No recent time entries  
Seems like you haven't tracked any time yet

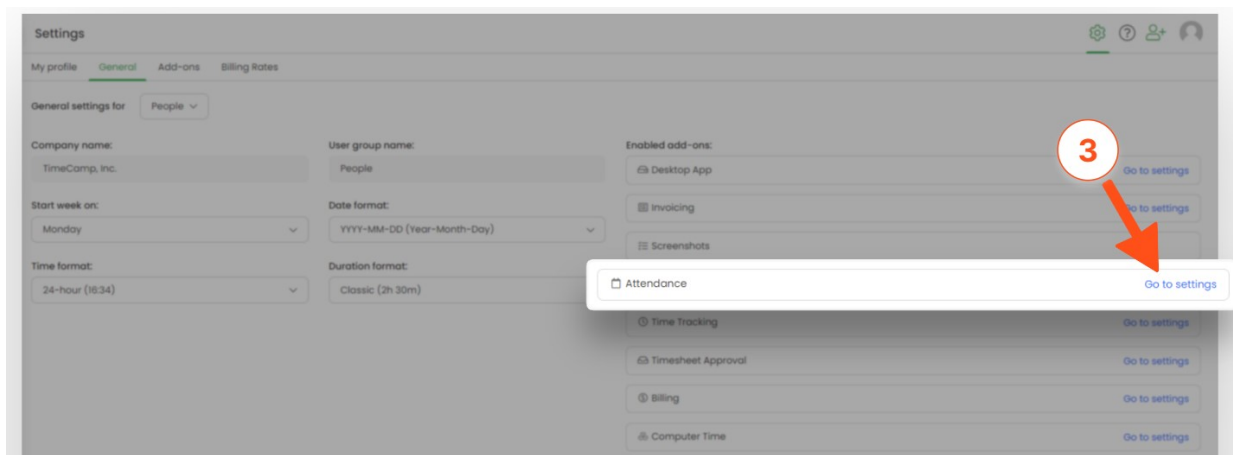
Submit for approval

1: User profile icon

2: Add manually button

Emily Admin  
documentation@timecamp.com

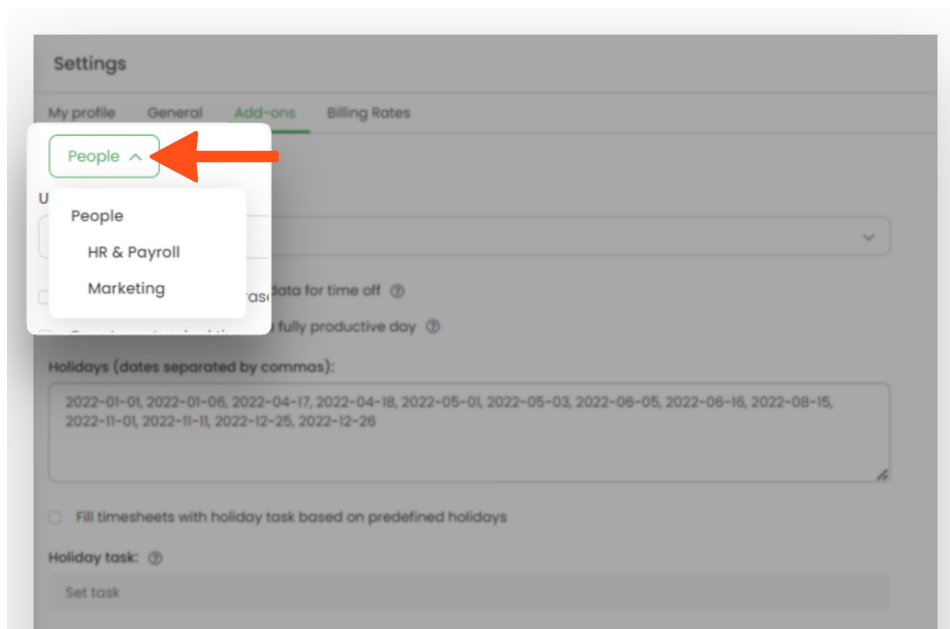
- Profile Settings
- Account Settings
- Subscription
- Log out



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.

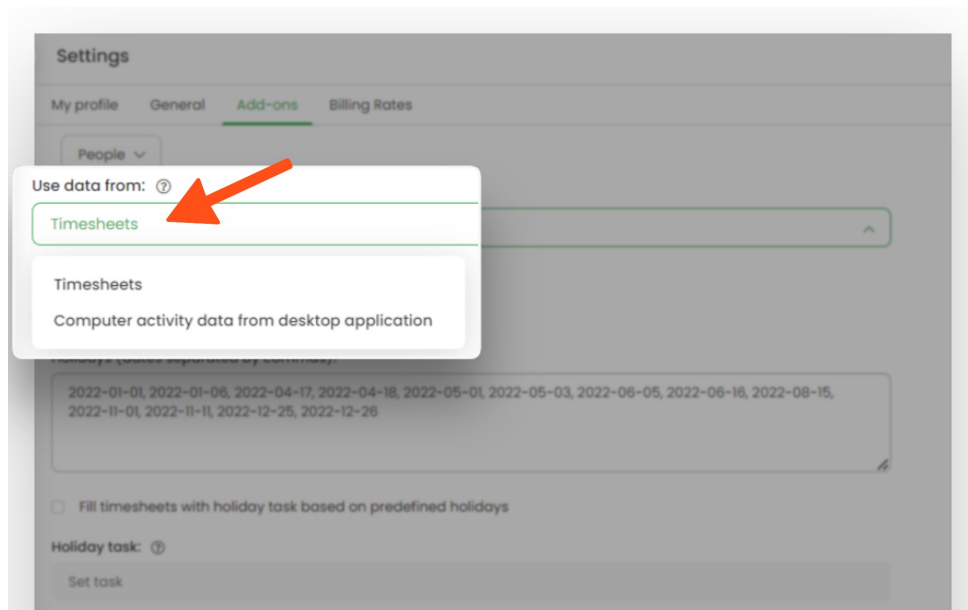
Please keep in mind that by default a subgroup inherits settings from its parent group.



- **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.

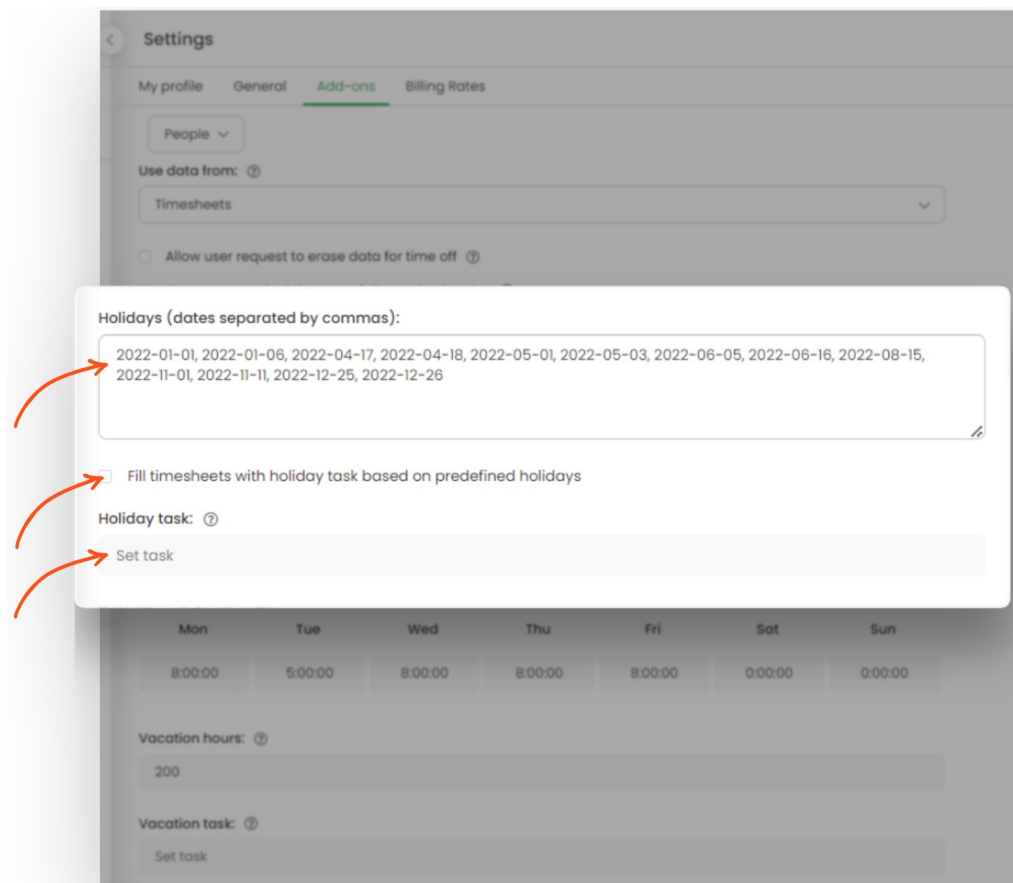
Selecting **Computer activity** will display data based on time tracked by the desktop application, such as computer usage, the total time between computer turns on/off, break time, paid time, and more.



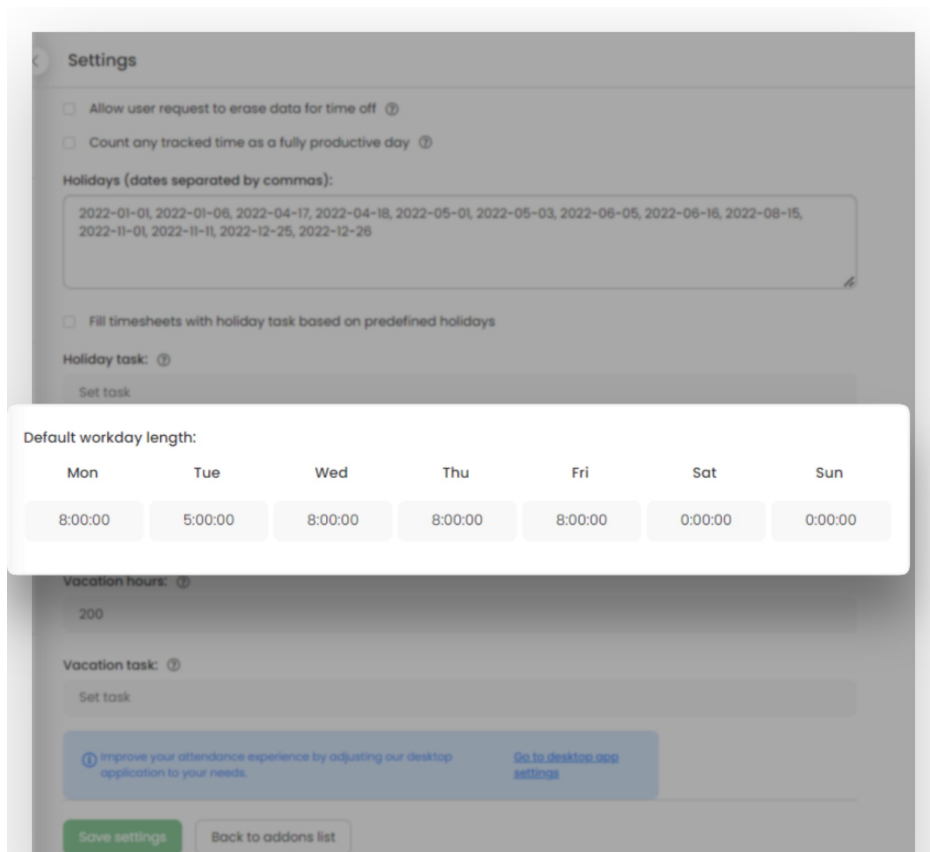
You can export the attendance report in XLS format and share it with others.

- **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.



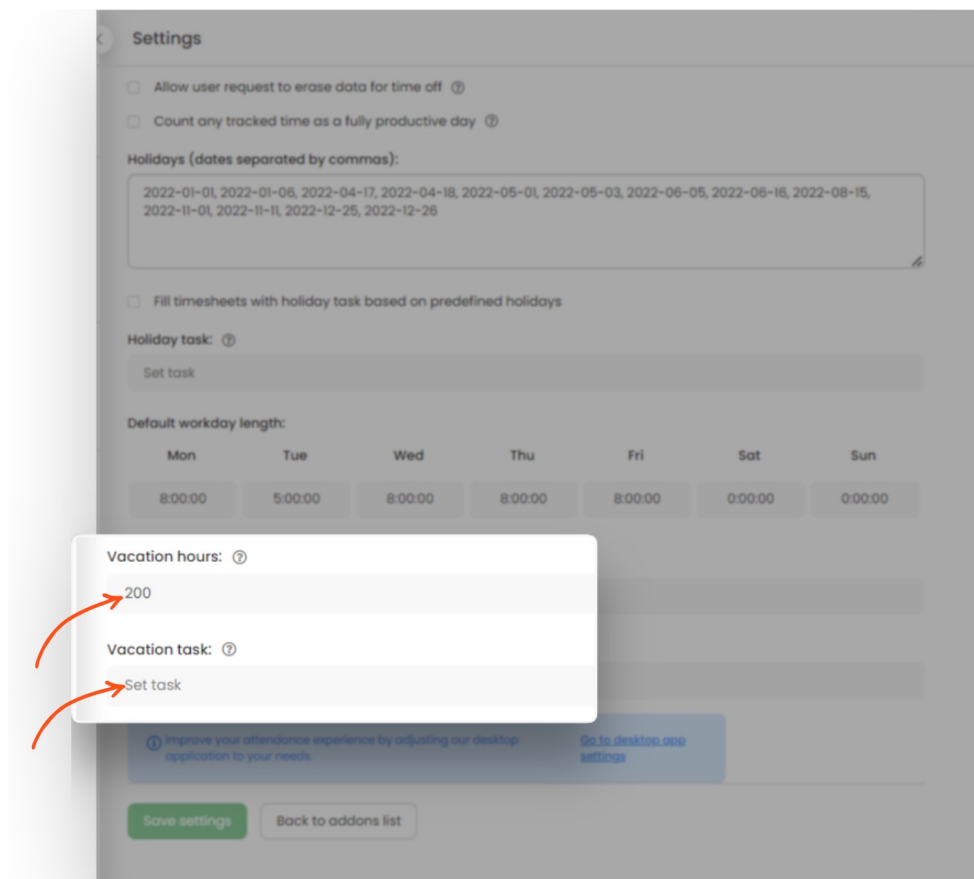
- **Default workday length** - set the number of hours for each workday. It will be beneficial when making sure you don't spend too much or not enough time at work. The default workday length will be visible in the Attendance report in the **Should be** column. If the time spent on work is lower than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

