

Welcome to TimeCamp Help!

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Google Calendar

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Google [Calendar](#) integration allows you to import your calendar events as time entries directly to your [timesheet](#).

From now on you can also export time entries created in Timesheet to your Google Calendar. Check the new feature [here](#).

Overview

Unlike any other TimeCamp integration, **this one does not require administrator privileges and can be enabled by any user on their own**.

The events from your calendar will be imported as time entries to your timesheet. The name of the event will be visible in the note. Additionally, a project titled “Calendar events” will be created in TimeCamp so it will help to generate a report based on events' time.

We provide an option to **select which calendar from your Google account should or should not be imported to TimeCamp**. You can select your private calendar, business calendar, holidays, etc. Also, you can define how many days from the past and how many days from the future should be imported.

If you create a new event in Google Calendar or modify the existing one **it will be automatically imported and updated in TimeCamp within 1 hour**. To immediately synchronize the integration and update newly added items use the “Force synchronization” option on TimeCamp web Timesheet. Sync will be executed within a few seconds.

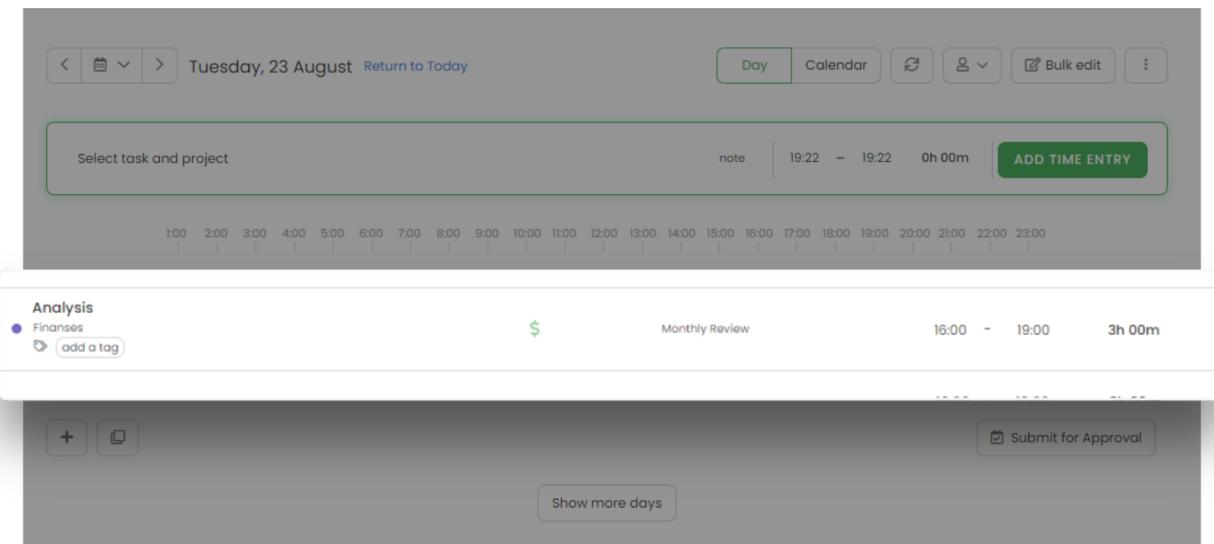
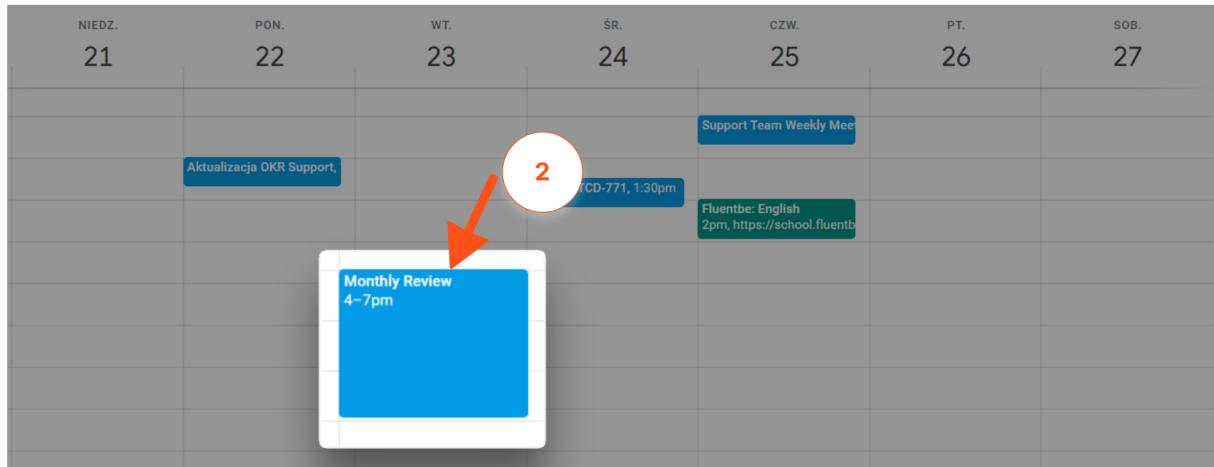
The screenshot shows the TimeCamp Timesheet interface. At the top, there is a navigation bar with icons for user management, notifications, and help. Below the navigation bar is a date selector showing 'Thursday, 16 February' and a calendar view with tabs for 'Day', 'Week', 'Calendar' (which is selected and highlighted with a red arrow), 'Bulk edit', and a more options menu. The main area is a time entry grid for the day, with a 'Select task and project' dropdown at the top left. A 'note' field and buttons for 'Add manually' and 'START TIMER' are also present. Below the grid, a section titled 'No recent time entries' displays a message: 'Seems like you haven't tracked any time yet'. There are buttons for '+', 'Submit for approval', and 'Show more days'.

If you delete an event from your Calendar it will be automatically removed from your TimeCamp account after the synchronization.

If you delete a time entry on Timesheet that was created from an imported calendar event, it is not possible to restore such entry.

We also prepared the scenario **to automate the process of assigning meetings to specific projects**. Simply use the meeting/event name as a keyword in the project. This way once we import this particular event it will get automatically assigned to the chosen project. You can find out how to assign keywords [here](#).

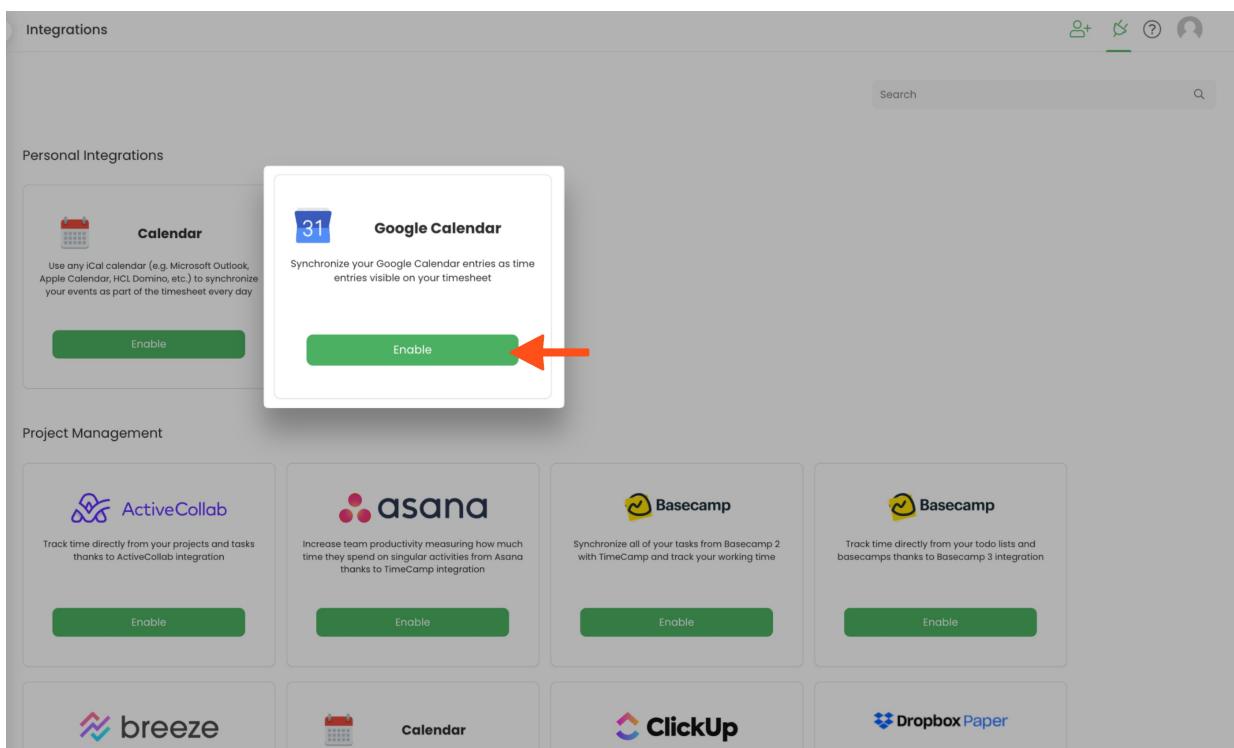
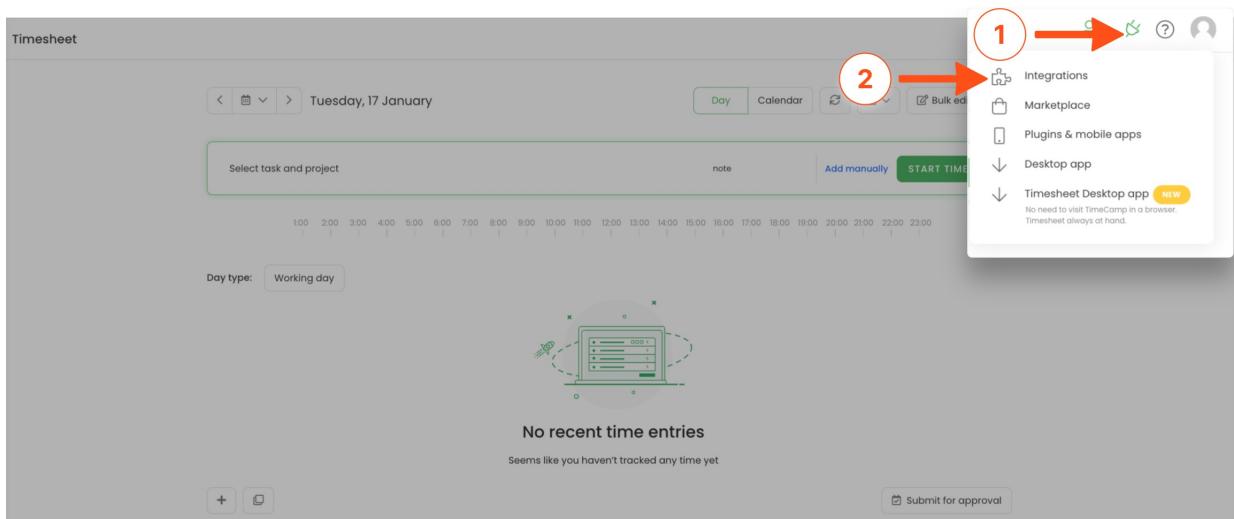
The screenshot shows the TimeCamp task creation dialog. On the left, a sidebar lists projects and tasks: 'Development' (Emily Admin, Christof, Steve Smith), 'Evernote' (Iris), 'First Notebook', 'Finances' (Emily Admin, Steve Smith), 'Administration', 'Analysis' (Budget: Bookkeeping, Compliance, Ongoing, Payroll), 'Google Calendar Events - Emily Admin' (Emily Admin), 'Insightly' (Emily Admin), 'Marketing' (Emily Admin, James Stone, Iris), and 'Miscellaneous'. The main area is the 'Edit task' dialog for a task named 'Analysis' under 'Finances'. It includes fields for 'Description' (Click to edit description...), 'Budget' (Estimated fee), a checkbox for 'Time from this task is billable by default', and a 'Tags' section. A red circle with the number '1' is drawn around the 'Keywords (rules)' field in the 'Tags' section. A red arrow points from the 'Keywords (rules)' field to the 'Keywords (rules)' field in the dialog. At the bottom right of the dialog are 'Save' and 'Cancel' buttons.



Enable integration

Step 1

To enable the Google Calendar integration, please navigate to the plugin icon and select the **Integrations** option. Next, find the **Google Calendar** integration on the list and click the **Enable** button.



Step 2

Next click on the green **Enable** button to connect your calendar.

Integrations

Google Calendar Integration

Use any Google Calendar calendar to synchronize your events as part of the timesheet every day.

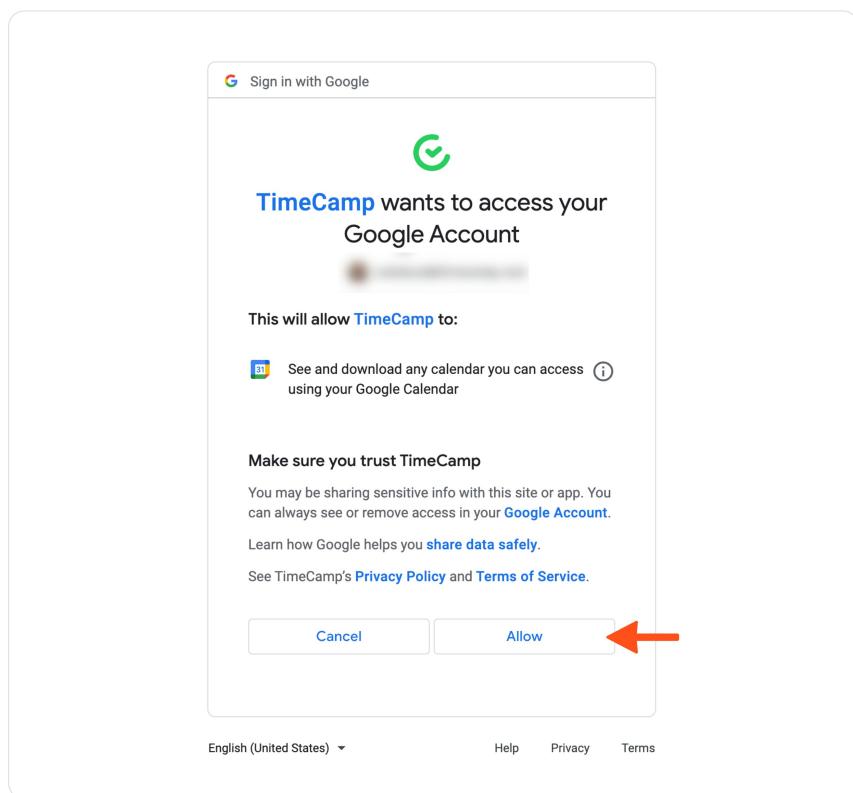
- ✓ Save time and make your timesheets more automatic
- ✓ Events will be imported twice a day for previous days
- ✓ Use keywords to automatically assign tasks for calendar events
- ✓ Once imported they are shown as time entries so you can easily assign them to specific projects and tasks in your timesheet
- ✓ For more information on how to enable the integration please visit our [Help Center](#)

Tasks synchronization is done automatically every hour.
You can force synchronization in timesheet anytime you want

[Enable](#) 

Step 3

You will be redirected to a new window in order to **choose the Google account** you'd like to synchronize with TimeCamp or log in if you are not logged into any account. After that, confirm granting access and press the **Allow** button.



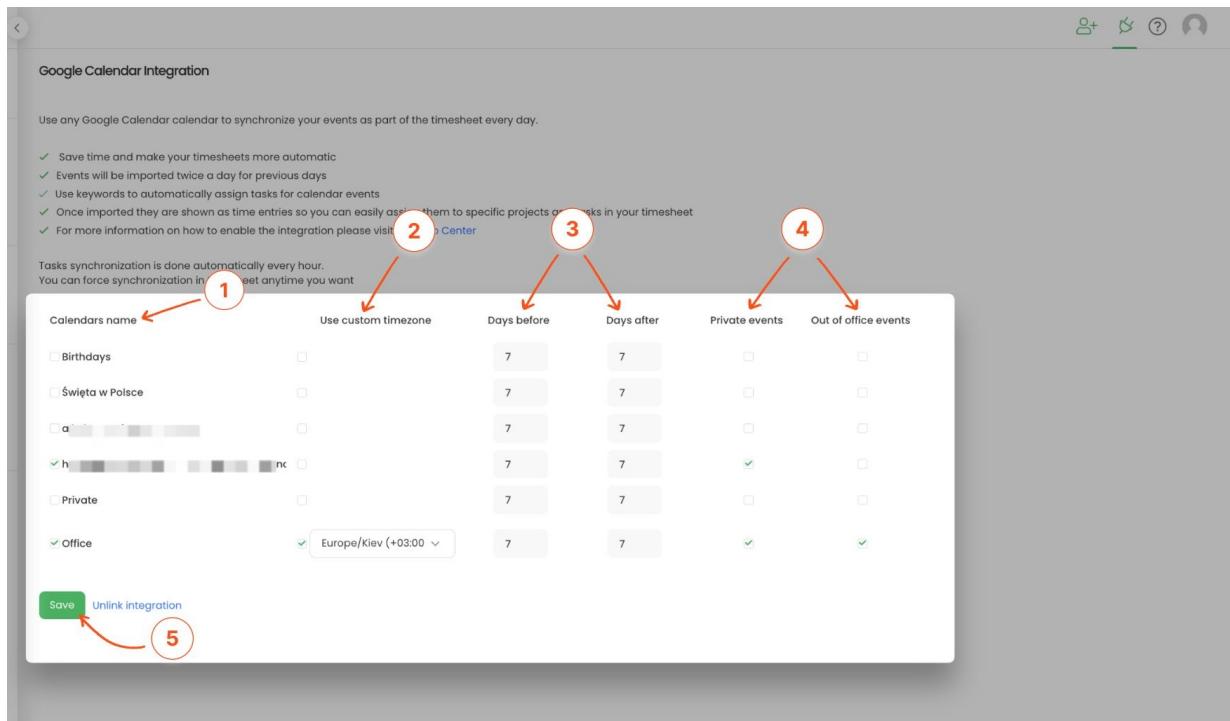
Step 4

After the integration is enabled you can **select a calendar** or a few calendars that are connected to your Google account and choose the number of days from the past and to the future that you'd like to import to your timesheet on an ongoing basis.

In addition, you can **import all your private and out-of-office events**. Just mark the checkboxes next to selected calendars.

Optionally, you can select a **custom timezone** for each calendar you integrated. Calendar events will be imported to your Timesheet and will be presented according to the timezone you set up. If no timezone is defined in settings, it will be automatically adjusted to the original timezone of events.

Next, **Save** the changes and your integration is ready.



The events from your calendar will be shown on your timesheet at the time you have selected in your calendar. The name of the event will be visible in the note.

Managing Calendars of other users

Only the Administrator of the account has access to the calendars of other users.

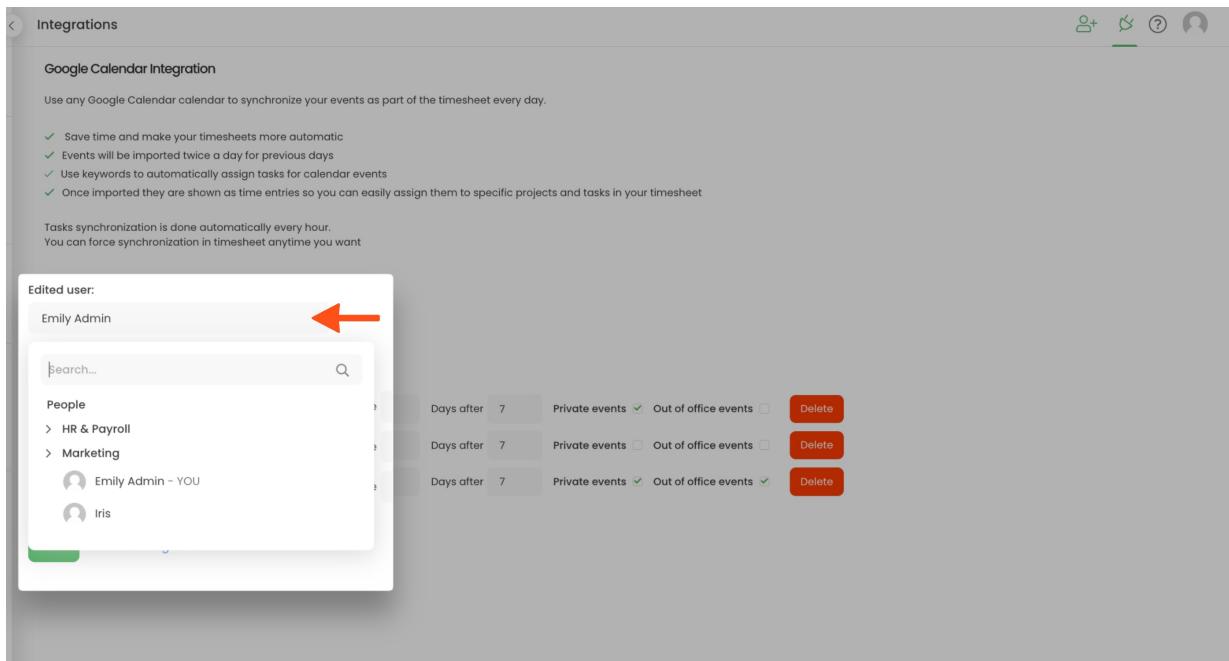
Google Calendar appears in two sections in the Integrations tab: **Personal integrations** and **Active integrations**.

The screenshot shows the 'Integrations' page in the TimeCamp application. At the top, there is a search bar. Below it, the 'Personal Integrations' section is displayed, featuring a 'Calendar' integration card. The 'Calendar' card includes a 'Google Calendar' sub-card with a '31' icon, a description of synchronizing Google Calendar entries, and a 'Settings' button. Below this, the 'Active Integrations' section shows four cards: 'Evernote' (with a note about importing notebooks), 'Google Calendar' (with a note about managing integrations), 'monday.com' (with a note about tracking time directly from pulses and boards), and 'quickbooks' (with a note about managing finances and invoicing). Each active integration card has a 'Settings' button.

Settings for Google Calendar as a personal integration will redirect to the view of your own connected calendar.

Settings for Google Calendar as an account active integration will allow you to view and remove the calendars of other users. Here the Account Administrator can simply select a user from the list, check what calendar is connected, and delete it. After applying any changes, please click on the Save button.

The screenshot shows the 'Google Calendar Integration' settings page. At the top, there are user and help icons. The main section is titled 'Google Calendar Integration' and contains a note about synchronizing events. Below this is a list of checked options: 'Save time and make your timesheets more automatic', 'Events will be imported twice a day for previous days', 'Use keywords to automatically assign tasks for calendar events', and 'Once imported they are shown as time entries so you can easily assign them to specific projects and tasks in your timesheet'. A note below states that tasks synchronization is done automatically every hour and can be forced. There is a checkbox for 'Disallow users to add personal integration' and a dropdown for 'Edited user' set to 'Emily Admin'. The 'Calendars' section lists three entries: a blurred calendar with days before 7, days after 7, private events checked, and out of office events unchecked; another blurred calendar with similar settings; and an 'Office' calendar with days before 7, days after 7, private events checked, and out of office events checked. Each entry has a 'Delete' button. At the bottom are 'Save' and 'Unlink all integrations' buttons.



Edited user:

Emily Admin

Google Calendar Integration

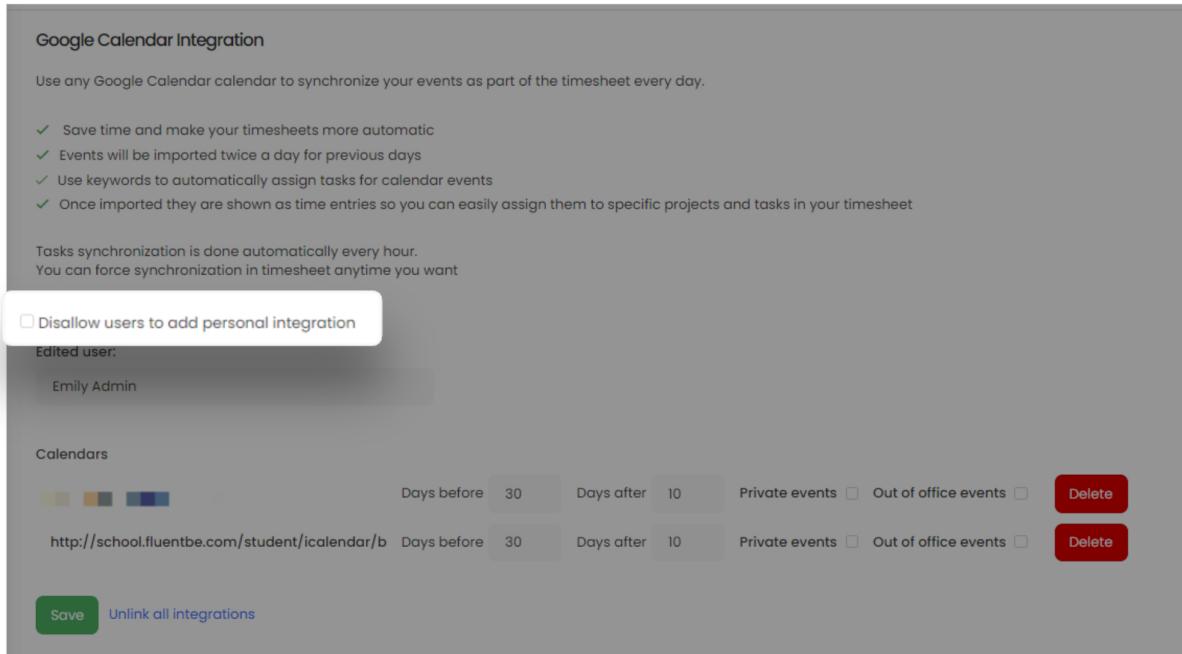
Use any Google Calendar calendar to synchronize your events as part of the timesheet every day.

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Days after	7	Private events	✓	Out of office events	□	Delete
Days after	7	Private events	□	Out of office events	□	Delete
Days after	7	Private events	✓	Out of office events	✓	Delete

Optionally the Account Administrator can disable the ability to add calendars by other users. This setting will block the option of creating personal Google Calendar integrations.



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Disallow users to add personal integration

Edited user:

Emily Admin

Calendars

Days before	30	Days after	10	Private events	□	Out of office events	□	Delete
Days before	30	Days after	10	Private events	□	Out of office events	□	Delete

<http://school.fluentbe.com/student/calendar/b>

[Save](#) [Unlink all integrations](#)

Disable integration

Step 1

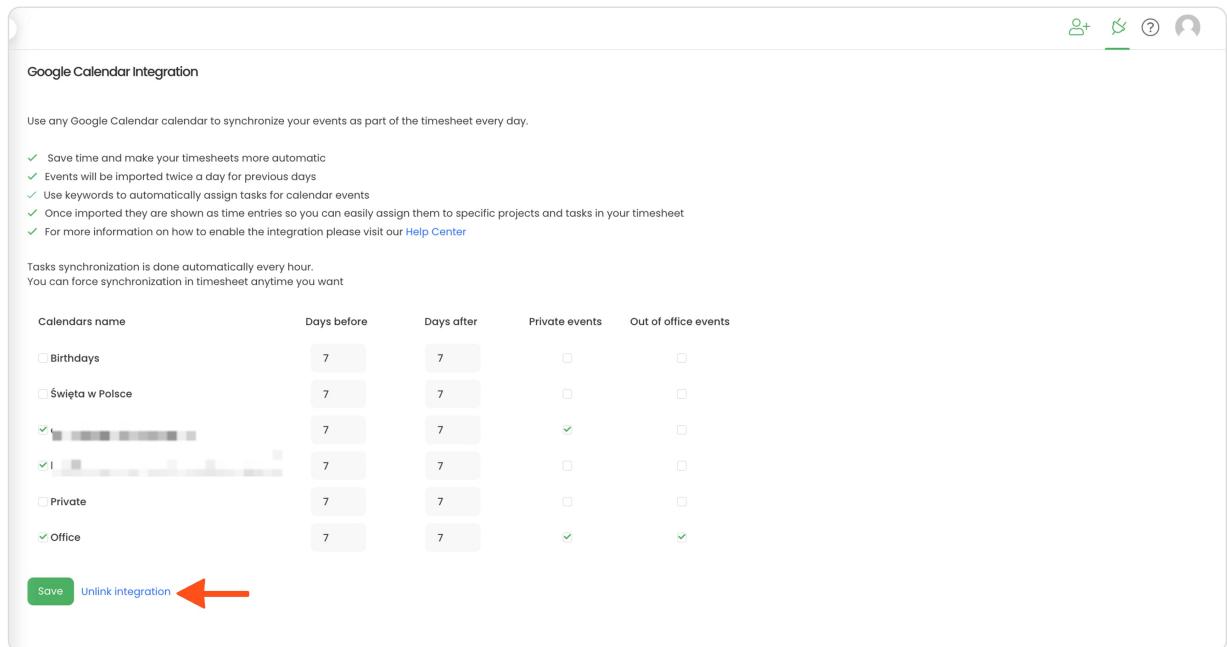
If for some reason you would like to reenable or unlink the integration please navigate to the plugin icon and select the **Integrations** option. Next, find the **Google Calendar** integration on the list of personal integrations

and click on its **Settings**.

The screenshot shows the Timesheet app interface. At the top right, there is a menu with a gear icon (1) and a 'Bulk edit' button (2). A dropdown menu is open, showing options like 'Integrations', 'Marketplace', 'Plugins & mobile apps', 'Desktop app', and 'Timesheet Desktop app'. The 'Integrations' option is highlighted. Below the menu, the main screen shows a timesheet for Tuesday, 17 January. It has a header with date selection, a table for entering time entries, and a message 'No recent time entries'. At the bottom right, there is a 'Submit for approval' button. The 'Integrations' screen shows 'Personal Integrations' with a 'Calendar' section for Google Calendar. A 'Settings' button is highlighted with a red arrow. Below this, the 'Active Integrations' section shows a 'Google Calendar' entry with a 'Settings' button.

Step 2

Next, to unlink the integration simply click on the **Unlink integration** button.



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Calendars name	Days before	Days after	Private events	Out of office events
<input type="checkbox"/> Birthdays	7	7	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Święta w Polsce	7	7	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> [REDACTED]	7	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> [REDACTED]	7	7	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Private	7	7	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Office	7	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Save](#) [Unlink integration](#) 

To re-enable the integration first, unlink it, and next click on the **Enable integration** button and repeat all the steps of setting the integration. The list of your calendar events imported to TimeCamp will be updated immediately.