Welcome to TimeCamp Help!

Day type

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The day type option allows users to define whether it is a working or non-working day, add sick leave, vacations, and holidays, set the remote work, business trips, etc. It may help to improve the company's payroll system.

Users can send requests to change their day type. Supervisors and Administrators will have the additional option to approve or reject requests for people they manage.

The default type of day

If Administrator defined the default workday length in settings, then days with defined hours will be set as **working days**, and days without defined hours will be automatically set as **non-working days** in the Attendance report (e.g. Saturday and Sunday).

The same way it works with holidays. If Administrator predefined the Holidays dates in settings, then those days will be automatically marked as **Holiday** type in the Attendance report.

After defining the holiday dates it may take up to 24 hours to update the Attendance report.

An additional functionality we provide is **a small button on the Timesheet that informs about the day type**. If you click on the day type button it will redirect you to the Attendance report and will allow changing the day type.
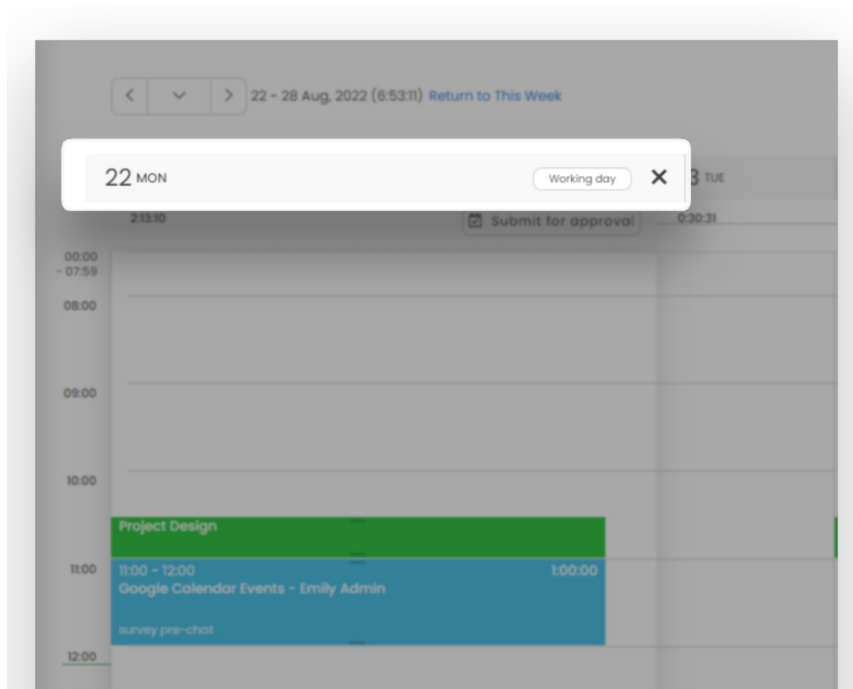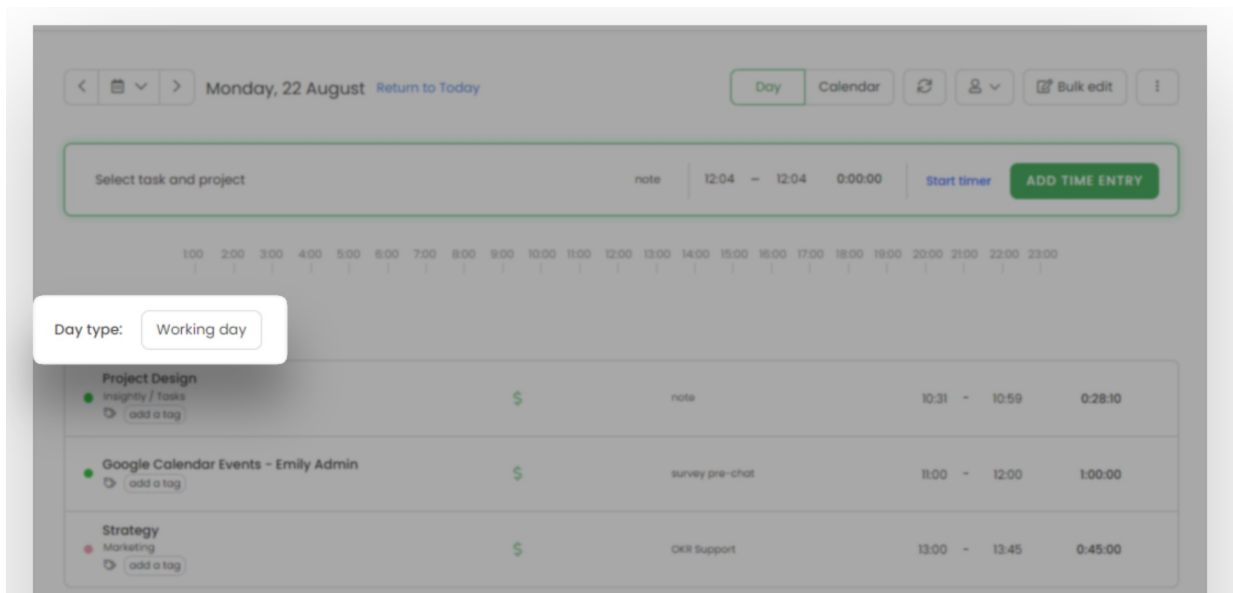
How to change the day type?

If you would like to change the type of certain days, e.g. request sick leave, parental leave, vacations, etc. simply **click on the Day Type button** next to a certain date and **fill in your request**.

You can choose between **11 different day types** - working day, remote work, non-working day, holiday, parental leave, sick leave, business trip, absence, vacation leave, special leave, or free day.

> We don't provide an option to edit names of day types or to add your own custom types. If there is such a need please fill in the Contact Form and describe your request.


After choosing the day you can **define the number of hours that should have been worked** during that day and click on the **Save** button.

The request will be sent and the Supervisor or Administrator who manages this user will have to approve or reject the requests.

For Supervisors and Administrators, changes will be applied immediately without requests.

Bulk edit

The Bulk edit option in the Attendance report allows changing the type of several days at once. This option may be helpful if you'd like to report a Vacation leave and instead of changing each day separately simply set a vacation leave to the entire week.
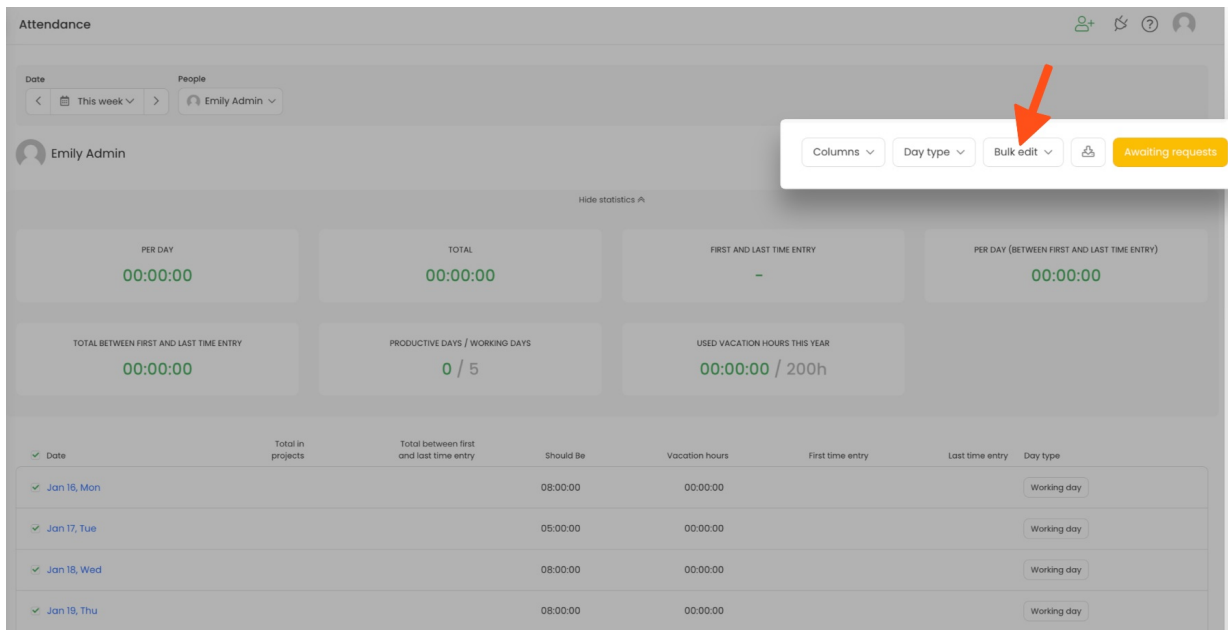
To do that first you need to filter the Attendance report using the Date range filter. Next, **mark the checkboxes** next to the days you'd like to edit. After that click on the **Bulk edit** button and choose the **Edit** option.

A new window will appear where you can change the day type, fill in the number of working and used hours per day and leave a note.

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The request will be sent and the Supervisor or Administrator who manages this user will have to approve or reject the requests.

> For Supervisors and Administrators, changes will be applied immediately without sending requests.
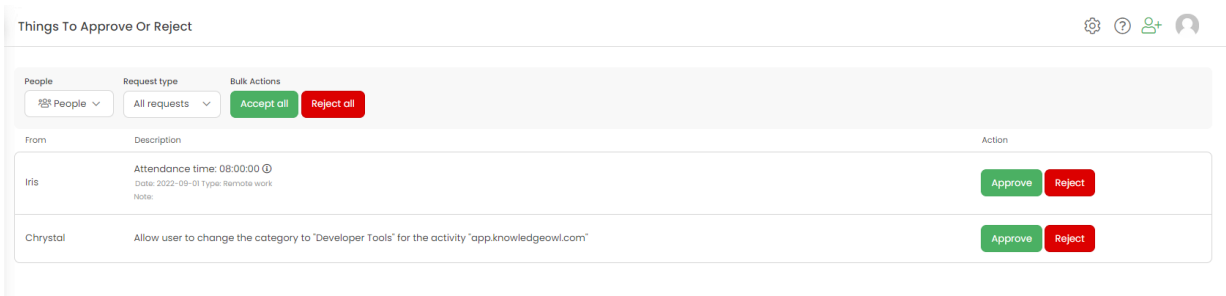
Awaiting requests

Administrators and Supervisors will have the additional option in the attendance report - **Awaiting requests** button.
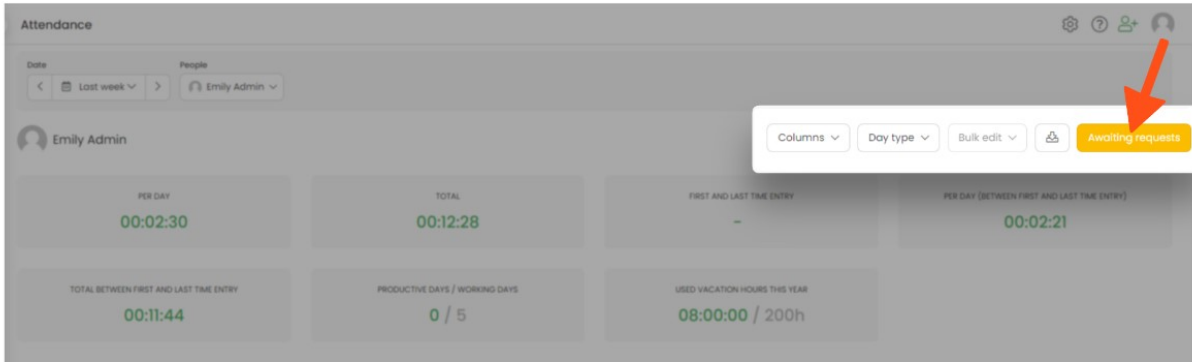
This tab allows using the **People filter**, selecting only a certain **request type**, and **accepting or rejecting all requests** at once.

The requests list is divided into a few columns:

- **name** of the user who sent the request
- **description** of a request
- **action** button - approve or reject

The awaiting requests list allows approving the change of a day type as well as approving the change of activity category.