# Welcome to TimeCamp Help!

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# 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.

Select task and project		note 12:04 - 12:04 0:	00:00 Start timer ADD	TIME ENTRY
100 200 300 400 500 600 70	0 8:00 9:00 10:00 11:00 	12:00 13:00 14:00 15:00 16:00 17:00 18 		
type: Working day				
type: Working day Project Design respray / tooks C odd a tog	ş	note	10:31 - 10:59	0:28:10
type: Working day Project Design Integrety / Totals Co add a tag Google Calendar Events - Emily Admin Co add a tag	\$	note survey pre-chot	10:31 - 10:59 11:00 - 12:00	0.28:10

2	22 MON	Working day X 3 TUE
	2:13:10	Submit for approval 0.30:31
0:00		
8:00		
9:00		
0:00		

### 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**.

	Total in	Total between first	Should Be	Vocation has as	First time entry	Last lines where . For large
Sep 5, Mon	02:15:00 add	03:45:00	08:00:00	00:00:00	10:00	13:45 Working day
Sep 6, Tue	01:00:00 odd	01:00:00	08:00:00	00:00:00	14:30	15:30 Working day
Sep 7, Wed	02:15:00 odd	02:20:00	08:00:00	00:00:00	13:30	15:50 Working day
🗆 Sep 8, Thu	01:30:00 odd	02:45:00	08:00:00	00:00:00	12:00	14:45 Working day
🔿 Sep 9, Fri	02:20:39 odd	08:58:00	08:00:00	00:00:00	10:30	19:28 Working day
Sep 10, Sot				00:00:00		Non-working day

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.

09	:20:39		
Day type - Se	p 5 ,2022		×
	Working	g day	~
Optional note			
Working time she	ould be:		× 8:00:00
Used vacation h	ours:		→ 0:00:00
		_	Save

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.

Attendance			2+ ý () <b>(</b>
Date         People           <         Image: This week          >         Image: This week          >		_	1
Emily Admin		Columns ~	Day type V Bulk edit V Awaiting requests
	Hic	te statistics A	
perday 00:00:00	107AL 00:00:00	FIRST AND LAST TIME ENTRY	PER DAY (BETWEEN REST AND LAST TIME ENTRY)
TOTAL BETWEEN FRIST AND LAST TIME ENTRY 00:00:00	productive days / working days $0 / 5$	used vacation hours they year 00:00:00 / 200h	
✓ Date Projects	Total between first and last time entry Should Be	Vacation hours First time entry	Last time entry Day type
🗹 Jan 16, Mon	08:00:00	00:00:00	Working day
🖗 Jan 17, Tue	05:00:00	00:00:00	Working day
🗹 Jan 18, Wed	08:00:00	00:00:00	Working day
🛩 Jan 19, Thu	08:00:00	00:00:00	Working day

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.

Your browser does not support HTML5 video.

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.

Attendance			\$ 0 × 0
Date         People           <         Image: Construction of the second s			
C Emily Admin		Columns 🗸 🛛	Day type >         Builk edit >         Awaiting requests
PR GAY 00:02:30	107AL 00:12:28	FIRST AND LAST TIME ENTRY	per day (between first and last take entry) 00:02:21
total between fibst and last time entry 00:11:44	PRODUCTIVE DAYS / WORKING DAYS 0 / 5	USED VACATION HOURS THIS YEAR 08:00:00 / 200h	

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

Things To Approv	e Or Reject	尊 ⑦ 음+ 🖪
People 원 People >	Request type Bulk Actions All requests v Accept all Reject all	
From	Description	Action
Iris	Attendance time: 08:00:00 ① Date: 2022-09-01 Type: Remote work Note:	Approve Reject
Chrystal	Allow user to change the category to "Developer Tools" for the activity "app.knowledgeowl.com"	Approve Reject

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