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Attendance report

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- [Report based on Timesheet\(https://www.timecamp.com/time-tracking/rapid-timesheet-approvals/\)](https://www.timecamp.com/time-tracking/rapid-timesheet-approvals/) hours
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Depending on the type of data you selected in [settings](#) the [Attendance report](#) will look different. Here you'll find information about all the differences, possible filter options, and examples of downloaded excel sheets.

The screenshot shows the TimeCamp Attendance report interface. The sidebar on the left includes sections for TRACK (Timesheet), ANALYZE (Dashboard, Reports, Computer Activities), MANAGE (Projects, Tags), and TEAM (Users, Attendance, Timesheet Approvals). The main content area is titled 'Attendance' and features a table with columns for Date, People, Total Tracked, and Productive Days. The table lists seven users: Emily Admin, James Stone, Mark Ed, Chrystal, Iris, Steve Smith, and Guest 1, all with 00:00 tracked time and 0 productive days. Below the table, there are filters for Date (This week) and People. A section for 'Emily Admin' shows various statistics: 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), and USED VACATION HOURS THIS YEAR (51:13 / 200h). The interface also includes buttons for Overtime, Day type, Bulk edit, and a status indicator 'Awaiting requests'.

Administrators and Supervisors have access to all users' data from their team. Users can only check their own reports.

Report based on [Timesheet](#) hours

The top part of the report shows:

- the **average time** tracked on each date within the selected date range;
- the **total time** tracked within the selected date range;
- the **earliest start time of the first entry and the latest start time of the last entry** within the selected date range;
- the **average time tracked between the first and last time entry** per day;
- the **total time between the first and last time entry** within the selected date range;
- number of **productive and working days**;
- number of **used vacation hours** this year;

The screenshot displays the 'Attendance' report interface. At the top, there are filters for 'Date' (Sep 5 - Sep 11, 2022) and 'People' (Emily Admin). Below the filters, a summary section contains seven cards with the following data:

- PER DAY: 01:48:14
- TOTAL: 09:01:12
- FIRST AND LAST TIME ENTRY: 18:26 - 19:08
- PER DAY (BETWEEN FIRST AND LAST TIME ENTRY): 03:41:43
- TOTAL BETWEEN FIRST AND LAST TIME ENTRY: 18:28:33
- PRODUCTIVE DAYS / WORKING DAYS: 2.5 / 5
- USED VACATION HOURS THIS YEAR: 08:00:00 / 200h

Below the summary cards is a table with the following columns: Date, Total in projects, Total between first and last time entry, Should Be, Vacation hours, First time entry, Last time entry, and Day type. The table contains data for four dates: Sep 5, Mon; Sep 6, Tue; Sep 7, Wed; and Sep 8, Thu.

Date	Total in projects	Total between first and last time entry	Should Be	Vacation hours	First time entry	Last time entry	Day type
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 add	01:00:00	08:00:00	00:00:00	14:30	15:30	Working day
Sep 7, Wed	02:15:00 add	02:20:00	08:00:00	00:00:00	13:30	15:50	Working day
Sep 8, Thu	01:30:00 add	02:45:00	08:00:00	00:00:00	12:00	14:45	Working day

The table on the bottom is the content you need. Here you'll see the following columns:

- each **date** within the selected date range;
- **total time in projects** per day ;
- **total time between first and last time entry** per day;
- **should be** time per day (default workday length);
- used **vacation hours** per day;
- the start time of the **first time entry** per day;
- the end time of the **last time entry** per day;
- **day type**;

<input type="checkbox"/> Date	Total in projects	Total between first and last time entry	Should Be	Vacation hours	First time entry	Last time entry	Day type
<input type="checkbox"/> Sep 5, Mon	02:15:00 add	03:45:00	08:00:00	00:00:00	10:00	13:45	<button>Working day</button>
<input type="checkbox"/> Sep 6, Tue	01:00:00 add	01:00:00	08:00:00	00:00:00	14:30	15:30	<button>Working day</button>
<input type="checkbox"/> Sep 7, Wed	02:15:00 add	02:20:00	08:00:00	00:00:00	13:30	15:50	<button>Working day</button>
<input type="checkbox"/> Sep 8, Thu	01:30:00 add	02:45:00	08:00:00	00:00:00	12:00	14:45	<button>Working day</button>
<input type="checkbox"/> Sep 9, Fri	02:20:39 add	08:58:00	08:00:00	00:00:00	10:30	19:28	<button>Working day</button>
<input type="checkbox"/> Sep 10, Sat				00:00:00			<button>Non-working day</button>
<input type="checkbox"/> Sep 11, Sun				00:00:00			<button>Non-working day</button>
7 days	09:20:39 23%	18:48:00 47%	40:00:00 100%	00:00:00			

Summary of 2022: Vacation leave: 1 day

Report based on Computer time

The top part of the report shows:

- the **average effective computer time** tracked per day within the selected date range;
- the **total effective computer time** tracked within the selected date range;
- the **average turn on/off computer time** within the selected date range;
- the **average paid time** per day within the selected date range;
- the **total paid time** within the selected date range;
- number of **productive and working days**;
- number of **used vacation hours** this year;

Attendance

Date

People

< Last week >

You >

Columns

Day type

Bulk edit

PER DAY

7h 57m

TOTAL

39h 48m

TURN ON/OFF COMPUTER

8:28 - 16:51

PER DAY (TURN ON / OFF)

8h 23m

TOTAL (TURN ON / OFF)

41h 57m

PRODUCTIVE DAYS / WORKING DAYS

5 / 5

USED VACATION HOURS THIS YEAR

88h 00m / 208h

<input type="checkbox"/> Date	Active Computer Usage	Total time between computer turn on/off	Should Be	Vacation hours	Turn On	Turn Off	Day type	Effective Time	Paid Time	Private leave	Status
<input type="checkbox"/> Oct 17, Mon	7h 43m	8h 11m	8h 00m	0s	8:34	16:45	Remote work	7h 43m	8h 11m		Not approved
<input type="checkbox"/> Oct 18, Tue	8h 08m	8h 38m	8h 00m	0s	8:11	16:50	Working day	8h 08m	8h 38m		Not approved
<input type="checkbox"/> Oct 19, Wed	7h 54m	8h 12m	8h 00m	0s	8:39	16:52	Remote work	7h 54m	8h 12m		Not approved

The table on the bottom is the content you need. Here you'll see the following columns:

- each **date** within the selected date range;
- **active computer usage** per day ;
- **total time between computer turn on/off** per day;

- **should be** time per day (default workday length);
- used **vacation hours** per day;
- the time of **computer turn on** per day;
- the time of **computer turn off** per day;
- **day type**;
- **effective time** per day;
- **paid time** per day;
- used **private time** per day;

<input type="checkbox"/> Date	Active Computer Usage	Total time between computer turn on/off	Should Be	Vacation hours	Turn On	Turn Off	Day type	Effective Time	Paid Time	Private leave	Status
<input type="checkbox"/> Oct 17, Mon	7h 43m	8h 11m	8h 00m	0s	8:34	16:45	Remote work	7h 43m	8h 11m		Not approved
<input type="checkbox"/> Oct 18, Tue	8h 08m	8h 38m	8h 00m	0s	8:11	16:50	Working day	8h 08m	8h 38m		Not approved
<input type="checkbox"/> Oct 19, Wed	7h 54m	8h 12m	8h 00m	0s	8:39	16:52	Remote work	7h 54m	8h 12m		Not approved
<input type="checkbox"/> Oct 20, Thu	8h 17m	8h 43m	8h 00m	0s	8:49	17:32	Remote work	8h 17m	8h 43m		Not approved
<input type="checkbox"/> Oct 21, Fri	7h 45m	8h 11m	8h 00m	0s	8:07	16:18	Remote work	7h 45m	8h 11m		Not approved
<input type="checkbox"/> Oct 22, Sat				0s			Non-working day		0s		Not approved
<input type="checkbox"/> Oct 23, Sun				0s			Non-working day		0s		Not approved
7 days	39h 48m 100%	41h 57m 105%	40h 00m 100%	0s				39h 48m 100%	41h 57m 105%	0s 0%	

Oct 17 - Oct 23, 2022: Remote work: 4 days Working day: 1 day

Summary of 2022: Remote work: 185 days Vacation leave: 13 days Free day: 1 day

You can also add the column **Timesheet hours** to compare time tracked on projects and tasks.

Filters and columns

Each Attendance report allows using the **Date range** and **People filter**.

Attendance

Date

<

📅

Last week

>

People

👤

Emily Admin

Emily Admin

Columns

Day type

Bulk edit

🔗

Awaiting requests

PER DAY

00:02:30

TOTAL

00:12:28

FIRST AND LAST TIME ENTRY

-

PER DAY (BETWEEN FIRST AND LAST TIME ENTRY)

00:02:21

TOTAL BETWEEN FIRST AND LAST TIME ENTRY

00:11:44

PRODUCTIVE DAYS / WORKING DAYS

0 / 5

USED VACATION HOURS THIS YEAR

08:00:00 / 200h

☐ Date

Total in projects

Total between first and last time entry

Should Be

Vacation hours

First time entry

Last time entry

Day type

☐ Oct 17, Mon

08:00:00

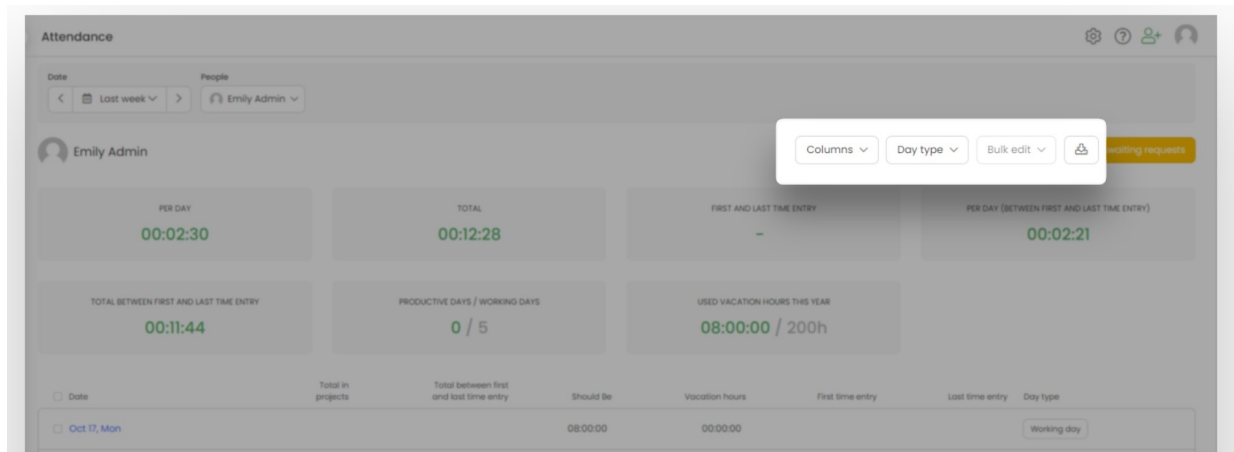
00:00:00

Working day

Administrators and Supervisors will be able to view the report for users they manage. Users will be able to

view only their own time.

The report also contains the option to add additional **Columns**, filter the report by **Day type**, use the **Bulk edit** option to edit day type, and **Download report** as an Excel file.



[Here](#) you can learn more about **Day types** and **Bulk edit** option.

By clicking on the Columns option a drop-down menu will appear where you can select all or add only specific columns to your report. We prepared such additional columns:

- **Break time** - the amount of registered away time that was not assigned to any activity;
- **Entertainment time** - time spent on distractive activities;
- **Offline time** - the amount of manually added away time with assigned activity;
- **Internet** - time spent on websites;
- **Timesheet hours** - the summary of time tracked on projects and tasks;
- **Overtime** - the difference between the "Default workday length" and the "Effective working time";

The screenshot shows the 'Columns' dropdown menu with the following options:

- ☐ Select all
- ☐ Break time
- ☐ Entertainment time
- ☐ Offline time
- ☐ Internet
- ☐ Timesheet Hours
- ☐ Overtime

The background interface shows the 'Attendance' report for 'Emily Admin' with filters for 'Date' (Last week) and 'People' (Emily Admin). The report displays summary statistics and a table of attendance data for the week of May 15 to May 20, 2022.

Date	Total in projects	Total between first and last time entry	Should Be	Vacation hours	First time entry	Last time entry	Day type	Break Time	Overtime
May 15, Mon	07:30	08:00	08:00	00:00	8:00	16:00	Working day	- 00:30	
May 16, Tue	08:16	08:03	05:00	00:00	7:44	16:47	Working day		03:16
May 17, Wed	08:38	07:15	08:00	00:00	8:00	15:15	Working day		- 01:22
May 18, Thu	08:30	09:30	08:00	00:00	8:44	18:15	Working day		00:30
May 19, Fri	03:45 add	04:48	08:00	00:00	7:45	12:33	Working day		- 04:15
May 20, Sat				00:00			Non-working day		

By clicking on the **Day type** option you can choose which days you wish to see in the report. You can select all of them or mark only certain ones.

The screenshot shows the 'Day type' dropdown menu with the following options:

- ☐ Select all
- ☐ Working day
- ☐ Non-working day
- ☐ Holiday
- ☐ Sick leave
- ☐ Business trip
- ☐ Absent
- ☐ Parental leave
- ☐ Vacation leave
- ☐ Remote work
- ☐ Special leave
- ☐ Free day

The background interface shows the 'Attendance' report for 'Emily Admin' with filters for 'Date' (Jul 11 - Jul 17, 2022) and 'People' (Emily Admin). The report displays summary statistics and a table of attendance data for the week of July 11 to July 14, 2022.

Date	Total in projects	Total between first and last time entry	Should Be	Vacation hours	First time entry	Last time entry	Day type	Break Time	Overtime
Jul 11, Mon	05:29:27 add	06:26:56	08:00:00	00:00:00					
Jul 12, Tue	13:31:39	13:31:39	08:00:00	00:00:00	10:28	23:59	Working day		
Jul 13, Wed	11:13:20	14:15:00	08:00:00	00:00:00	0:00	14:15	Working day		
Jul 14, Thu	01:45:00 add	03:00:00	08:00:00	00:00:00	12:00	15:00	Working day		

Download report

We prepared an option to download the Attendance report into an **Excel file**. Adjust filters and when your report is created simply click on the **"download"** icon.

Attendance

Date
Jul 11 - Jul 17, 2022
People
Emily Admin

Columns
Day type
Bulk edit
Awaiting requests

Emily Admin

Hide statistics

PER DAY
06:33:02

TOTAL
32:45:09

FIRST AND LAST TIME ENTRY
10:14 - 12:07

PER DAY (BETWEEN FIRST AND LAST TIME ENTRY)
07:38:56

TOTAL BETWEEN FIRST AND LAST TIME ENTRY
38:14:41

PRODUCTIVE DAYS / WORKING DAYS
4 / 5

USED VACATION HOURS THIS YEAR
08:00:00 / 200h

Date	Total in projects	Total between first and last time entry	Should be	Vacation hours	First time entry	Last time entry	Day type
Jul 11, Mon	05:29:27 add	06:26:56	08:00:00	00:00:00	7:06	13:33	Working day
Jul 12, Tue	13:31:39	13:31:39	08:00:00	00:00:00	10:28	23:59	Working day

The XLS report will contain a few sheets:

- The detailed information about productive and distractive time, breaks, private time, when user started and finished work, extra hours before and after work depending on the working hours' settings;
- The decimal version;
- Separate sheets for each employee you selected in the People filter;
- The exact table as in the attendance online version;

+	Employees	Employees - decimal	Emily Admin	Iris	James Stone	Mark Ed	Chrystal	Steve Smith
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Date	Name	Group	Absence	Productive time	Unproductive time	Neutral time	Total tracked time	Offline time	Private time	Arrived	Left	Late	Total time at work	Idle time	Extra hours before work	Extra hours after work
2022-07-11	Emily Admin	People		4:58:15	01:47:000	29:25	5:29:27	0	0	7:06	13:33	0	6:26:56	57:29	53:30	0
2022-07-12	Emily Admin	People		13:24:50	04:14	02:35	13:31:39.000	0	0	10:28	23:59	2:28:20	13:31:39.000	0	0	10:59:59
2022-07-13	Emily Admin	People		11:13:20	0	0	11:13:20	15	0	0	14:15	0	14:15	3:01:40	8	0
2022-07-14	Emily Admin	People		1:45	0	0	1:45	0	0	12	15	4	3	1:15	0	0
2022-07-15	Emily Admin	People		18	23:21.000	04:22	45:43	01:15	05:07	12:26:00.000	13:27	4:26:52.000	1:01:06	15:23	0	0
2022-07-16	Emily Admin	People														
2022-07-17	Emily Admin	People														
2022-07-11	Iris	People, HR & Payroll		20:57	0	0	20:57	0	0	10:38	10:59	2:38:57	20:57	0	0	0
2022-07-12	Iris	People, HR & Payroll														
2022-07-13	Iris	People, HR & Payroll														

+	cimal	Emily Admin	Iris	James Stone	Mark Ed	Chrystal	Steve Smith	Emily Admin - decimal	Iris - <	>
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Emily Admin							
Per day (tracked)	Total (tracked)	Avg first entry	Avg last entry	Per day (between entries)	Total (between entries)	Working days	
6:33:02	1:8:45:09	10:14	12:07	7:38:56	1:14:14:41	5	
Date	Total tracked	First/last entry diff	Should be	Vacation Time	First entry	Last entry	Day type
2022-07-11	5:29:27	6:26:56	8		07:06	13:33	Working day
2022-07-12	13:31:39.000	13:31:39.000	8		10:28	23:59	Working day
2022-07-13	11:13:20	14:15	8		00:00	14:15	Working day
2022-07-14	1:45	3	8		12:00	15:00	Working day
2022-07-15	45:43	1:01:06	8		12:26	13:27	Working day
2022-07-16							Weekend
2022-07-17							Weekend
7 days	1:8:45:09	1:14:14:41	1:16	0			
	82%	96%					