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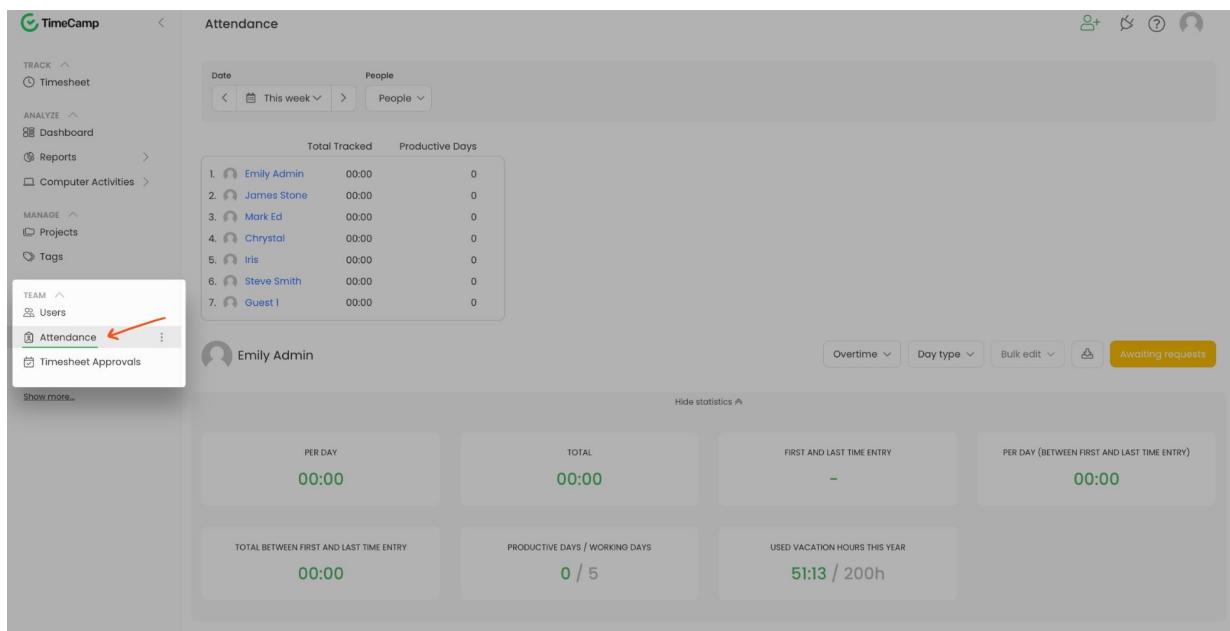
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Attendance report

In this article:

- Report based on Timesheet(<https://www.timecamp.com/time-tracking/rapid-timesheet-approvals/>) hours
- Report based on Computer time
- Filters and columns
- Download report

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.



User	Total Tracked	Productive Days
Emily Admin	00:00	0
James Stone	00:00	0
Mark Ed	00:00	0
Chrystal	00:00	0
Iris	00:00	0
Steve Smith	00:00	0
Guest 1	00:00	0

Attendance report summary:

- 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
- USED VACATION HOURS THIS YEAR: 51:13 / 200h

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 shows the 'Attendance' report interface. At the top, there are date and person filters. Below the filters, there are several summary statistics: PER DAY (01:48:14), TOTAL (09:01:12), FIRST AND LAST TIME ENTRY (18:26 - 19:08), and PER DAY (BETWEEN FIRST AND LAST TIME ENTRY) (03:41:43). Further down, there are three boxes: TOTAL BETWEEN FIRST AND LAST TIME ENTRY (18:28:33), PRODUCTIVE DAYS / WORKING DAYS (2.5 / 5), and USED VACATION HOURS THIS YEAR (08:00:00 / 200h). At the bottom, a detailed table lists time entries for four days: Sep 5, Mon, Sep 6, Tue, Sep 7, Wed, and Sep 8, Thu. The table columns include Date, Total in projects, Total between first and last time entry, Should Be, Vacation hours, First time entry, Last time entry, and Day type. Each row shows the time entry details for that specific day.

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**;

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
Sep 9, Fri	02:20:39 add	08:58:00	08:00:00	00:00:00	10:30	19:28	Working day
Sep 10, Sat				00:00:00			Non-working day
Sep 11, Sun				00:00:00			Non-working day
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										
PER DAY	TOTAL	TURN ON/OFF COMPUTER	PER DAY (TURN ON / OFF)								
7h 57m	39h 48m	8:28 - 16:51	8h 23m								
TOTAL (TURN ON / OFF)	PRODUCTIVE DAYS / WORKING DAYS	USED VACATION HOURS THIS YEAR									
41h 57m	5 / 5	88h 00m / 208h									
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
Sep 17, Mon	7h 43m	8h 1m	8h 00m	0s	8:34	16:45	Remote work	7h 43m	8h 1m		Not approved
Sep 18, Tue	8h 08m	8h 38m	8h 00m	0s	8:11	16:50	Working day	8h 08m	8h 38m		Not approved
Sep 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;

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
Oct 17, Mon	7h 43m	8h 11m	8h 00m	0s	8:34	16:45	Remote work	7h 43m	8h 11m		Not approved
Oct 18, Tue	8h 08m	8h 38m	8h 00m	0s	8:11	16:50	Working day	8h 08m	8h 38m		Not approved
Oct 19, Wed	7h 54m	8h 12m	8h 00m	0s	8:39	16:52	Remote work	7h 54m	8h 12m		Not approved
Oct 20, Thu	8h 17m	8h 43m	8h 00m	0s	8:49	17:32	Remote work	8h 17m	8h 43m		Not approved
Oct 21, Fri	7h 45m	8h 11m	8h 00m	0s	8:07	16:18	Remote work	7h 45m	8h 11m		Not approved
Oct 22, Sat				0s			Non-working day		0s		Not approved
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

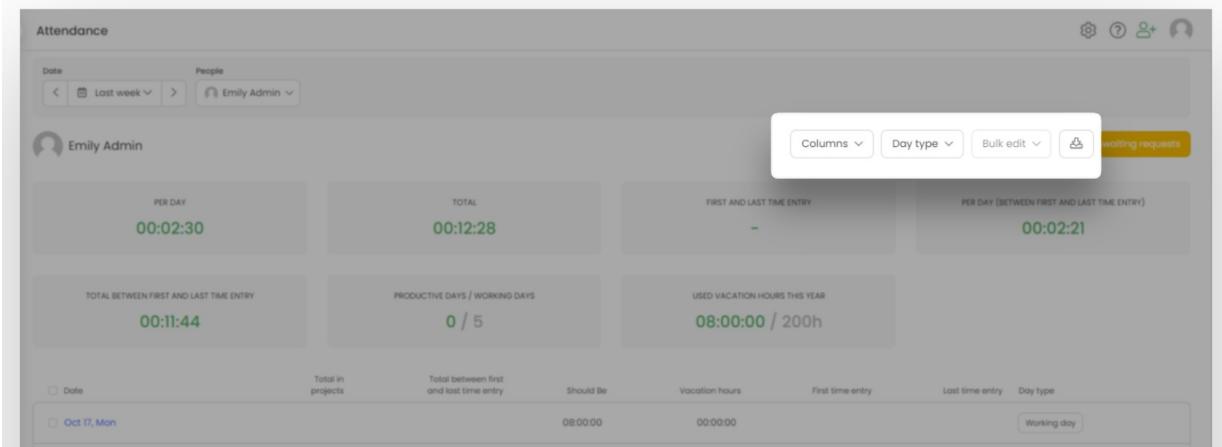
Each Attendance report allows using the **Date range** and **People** filter.

Attendance		Report					
Date	People	PER DAY		TOTAL		FIRST AND LAST TIME ENTRY	PER DAY (BETWEEN FIRST AND LAST TIME ENTRY)
Last week	Emily Admin	00:02:30		00:12:28		-	00:02:21
Emily Admin							
PER DAY		TOTAL		FIRST AND LAST TIME ENTRY		PER DAY (BETWEEN FIRST AND LAST TIME ENTRY)	
00:02:30		00:12:28		-		00:02:21	
TOTAL BETWEEN FIRST AND LAST TIME ENTRY		PRODUCTIVE DAYS / WORKING DAYS		USED VACATION HOURS THIS YEAR			
00:11:44		0 / 5		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.



The screenshot shows the 'Attendance' report for 'Emily Admin' over the 'Last week' period. Key metrics displayed include:

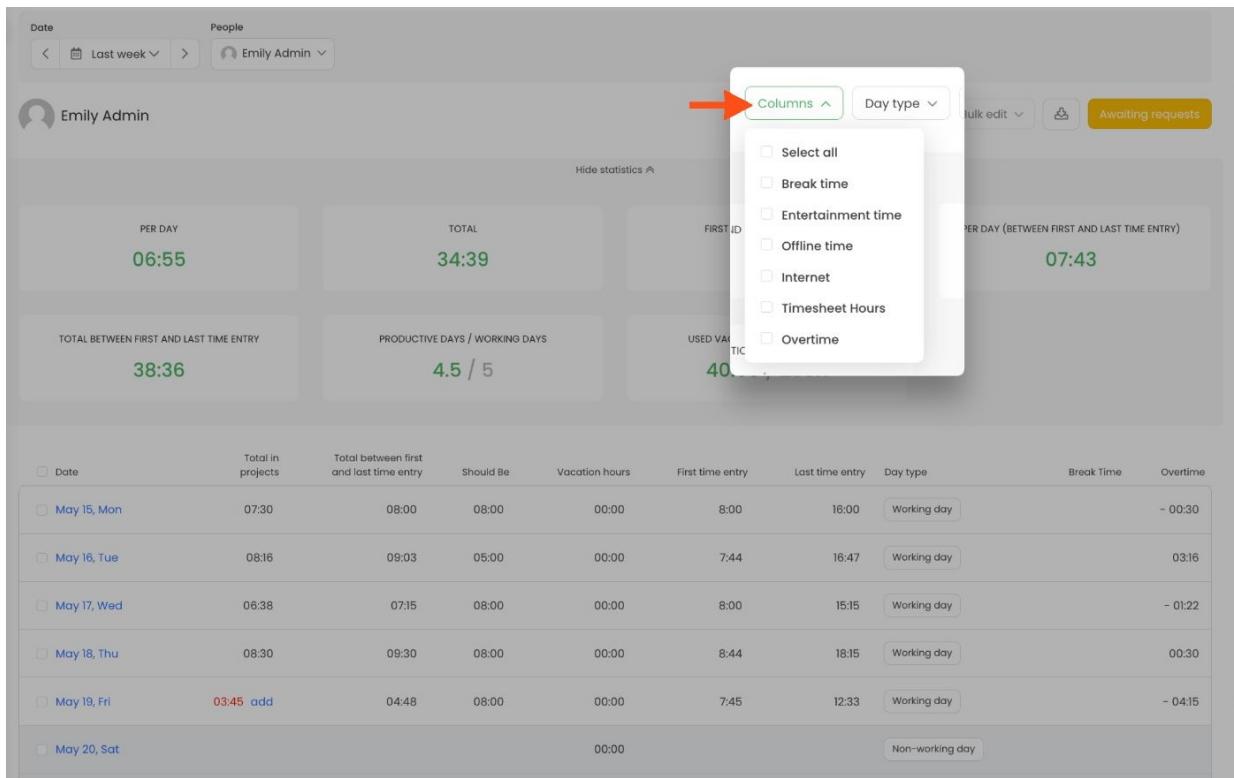
- PER DAY: 00:02:30
- TOTAL: 00:12:28
- FIRST AND LAST TIME ENTRY: -
- PER DAY (BETWEEN FIRST AND LAST TIME ENTRY): 00:02:21
- TOTAL BETWEEN FIRST AND LAST TIME ENTRY: 00:11:44
- PRODUCTIVE DAYS / WORKING DAYS: 0 / 5
- USED VACATION HOURS THIS YEAR: 08:00:00 / 200h

At the bottom, there is a table with 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 'Day type' column is highlighted in yellow, indicating it is the target for the 'Bulk edit' feature.

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:

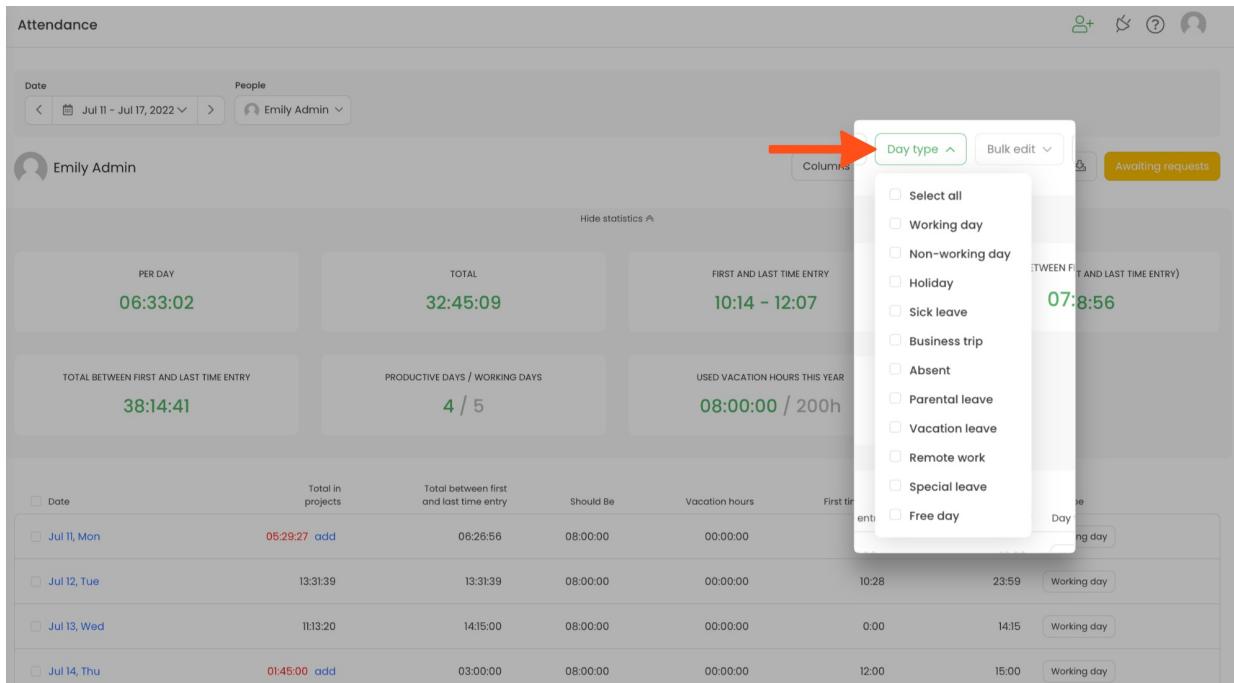
- **Break time** - the amount of registered away time that was not assigned to any activity;
- **Entertainment time** - time spent on distractive activities;
- **Offline time** - the amount of manually added away time with assigned activity;
- **Internet** - time spent on websites;
- **Timesheet hours** - 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 Attendance report for a user named 'Emily Admin'. The interface includes a date range selector (Last week), a people filter (Emily Admin), and a summary table with metrics like PER DAY (06:55), TOTAL (34:39), and FIRST AND LAST TIME ENTRY (07:43). A context menu is open over the 'Day type' button, listing options: Select all, Break time, Entertainment time, Offline time, Internet, Timesheet Hours, and Overtime. An orange arrow points to the 'Day type' button.

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	09:03	05:00	00:00	7:44	16:47	Working day		03:16
May 17, Wed	06:38	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 Attendance report for a user named 'Emily Admin' for the date range Jul 11 - Jul 17, 2022. The interface includes a date range selector (Jul 11 - Jul 17, 2022), a people filter (Emily Admin), and a summary table with metrics like PER DAY (06:33:02), TOTAL (32:45:09), and FIRST AND LAST TIME ENTRY (10:14 - 12:07). A context menu is open over the 'Day type' button, listing options: Select all, Working day, Non-working day, Holiday, Sick leave, Business trip, Absent, Parental leave, Vacation leave, Remote work, Special leave, and Free day. An orange arrow points to the 'Day type' button.

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.

The screenshot shows the Attendance online interface. At the top, there are date and people filters. Below the filters is a summary section with four boxes: 'PER DAY' (06:33:02), 'TOTAL' (32:45:09), 'FIRST AND LAST TIME ENTRY' (10:14 - 12:07), and 'PER DAY (BETWEEN FIRST AND LAST TIME ENTRY)' (07:38:56). Further down are boxes for 'TOTAL BETWEEN FIRST AND LAST TIME ENTRY' (38:14:41), 'PRODUCTIVE DAYS / WORKING DAYS' (4 / 5), and 'USED VACATION HOURS THIS YEAR' (08:00:00 / 200h). At the bottom is a table of tracked entries with columns for 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, and Extra hours after work.

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;

This screenshot shows the 'Employees' sheet in the XLS report. It contains a table of tracked entries for six employees: Emily Admin, Iris, James Stone, Mark Ed, Chrystal, and Steve Smith. The table includes columns for 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, and Extra hours after work.

This screenshot shows the 'Emily Admin - decimal' sheet in the XLS report. It contains a summary table for Emily Admin and a detailed table of tracked entries for her. The summary table includes columns for Per day (tracked), Total (tracked), Avg first entry, Avg last entry, Per day (between entries), Total (between entries), Working days, and Note. The detailed table includes columns for Date, Total tracked, First/last entry diff, Should be, Vacation Time, First entry, Last entry, Day type, and Note.