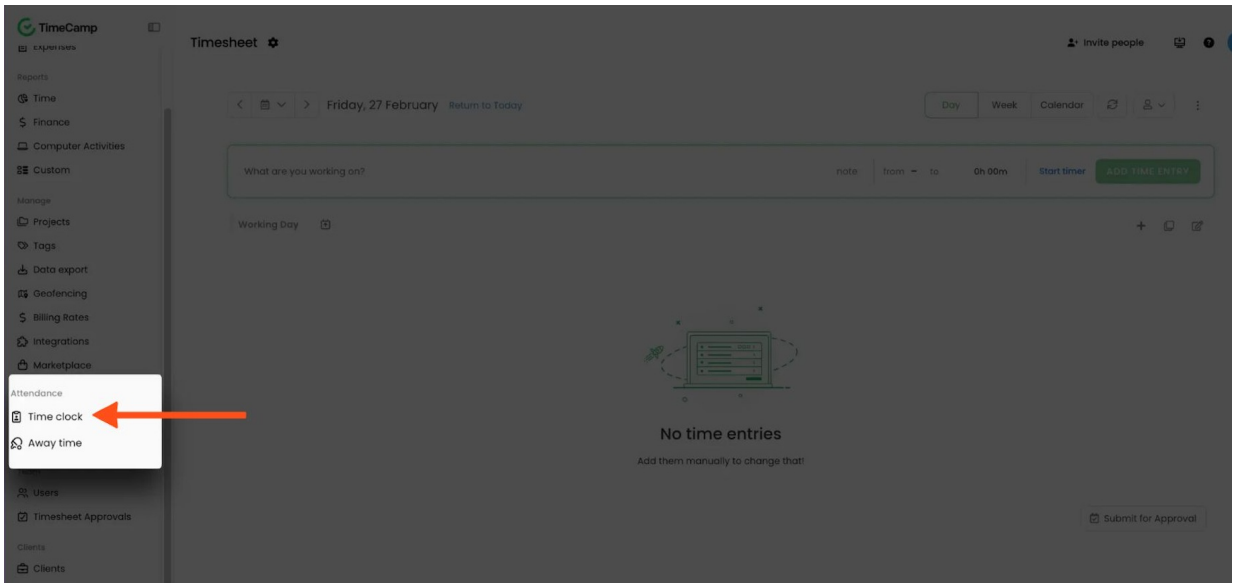
Welcome to TimeCamp Help!

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Time clock

In this article:

Depending on the type of data you selected in settings the Time clock will look different. Here you'll find information about all the differences, possible filter options, and examples of downloaded excel sheets.



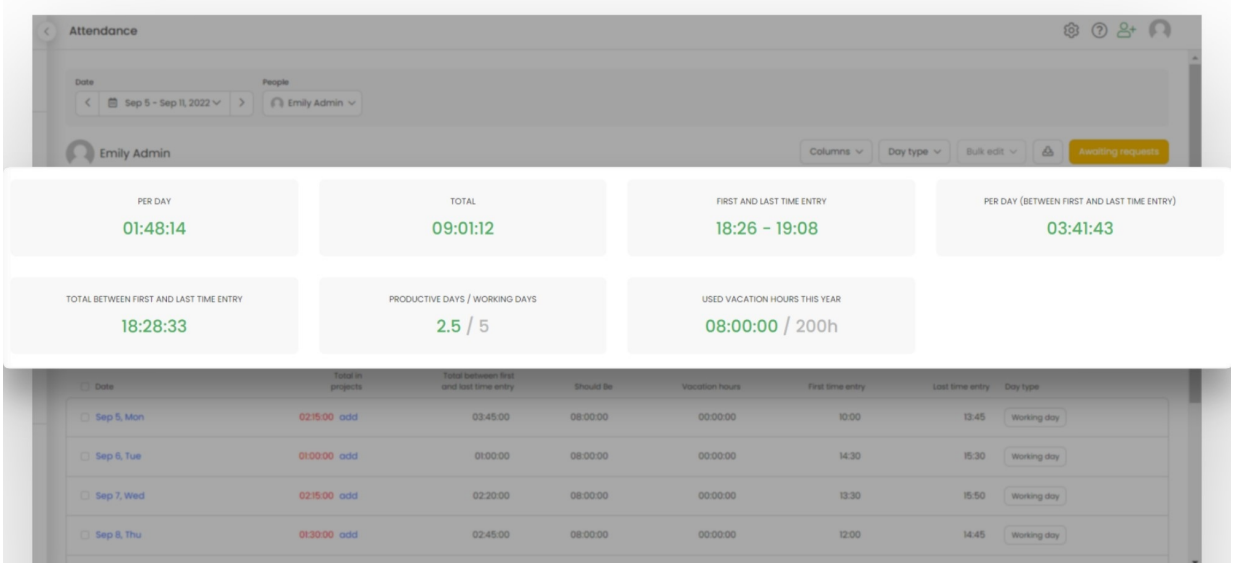
Administrators and Supervisors have access to all users' data from their team. Users can only check their own reports.

Report based on Timesheet hours

The top part of the report shows:

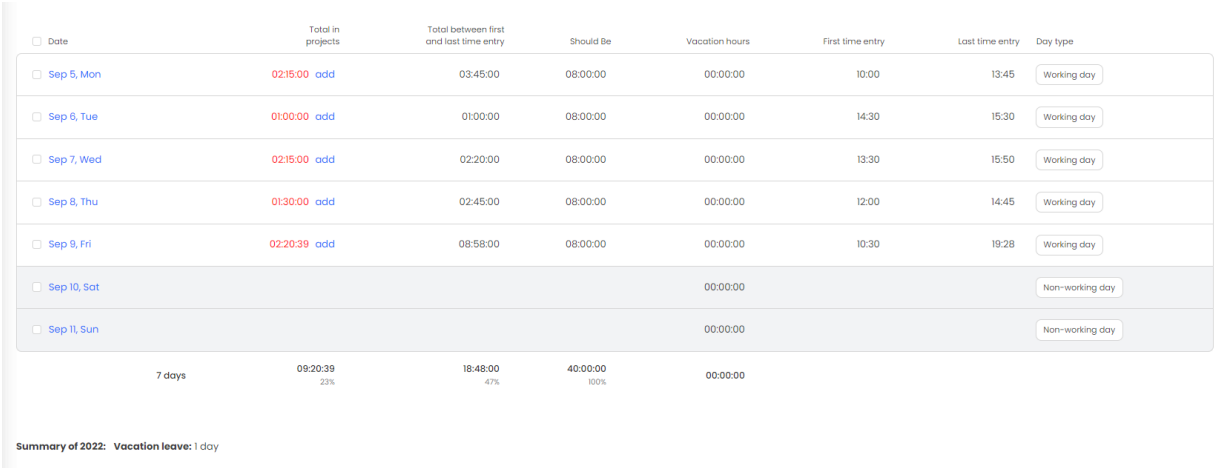
- **the average time** tracked on each date within the selected date range;
- **the total time** tracked within the selected date range;
- **the earliest start time of the first entry and the latest start time of the last entry** within the selected date range;

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

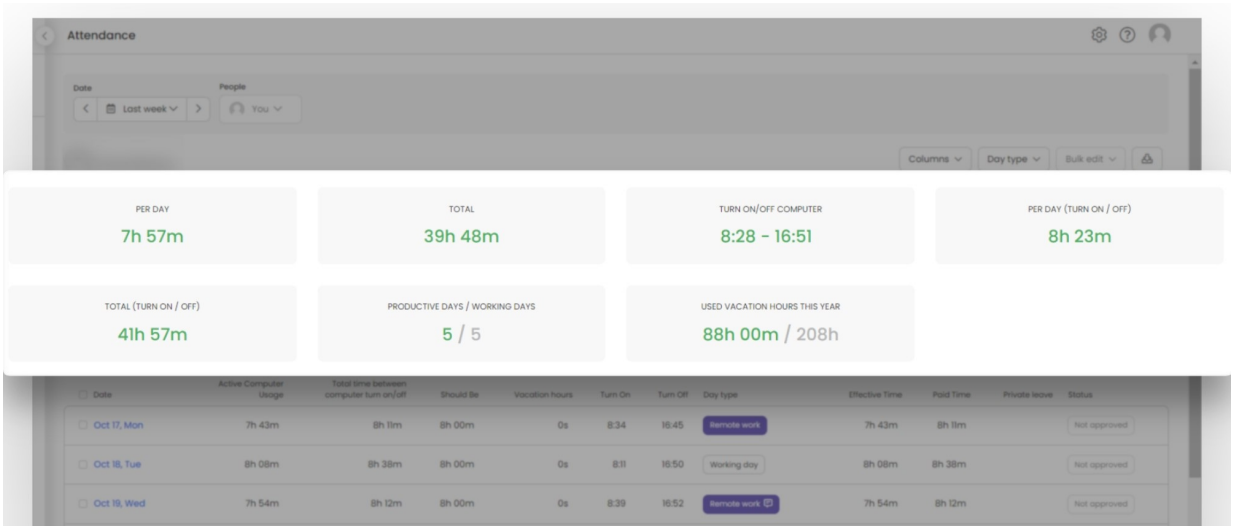
- each **date** within the selected date range;
- **total time in projects** per day ;
- **total time between first and last time entry** per day;
- **should be** time per day (default workday length);
- used **vacation hours** per day;
- the start time of the **first time entry** per day;
- the end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



Report based on Computer time

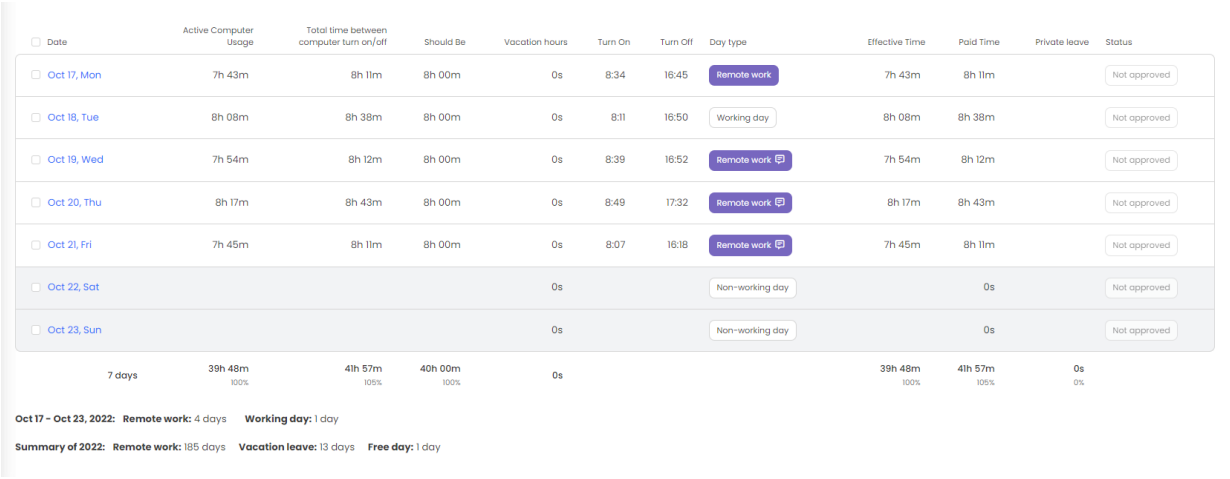
The top part of the report shows:

- **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;



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%	

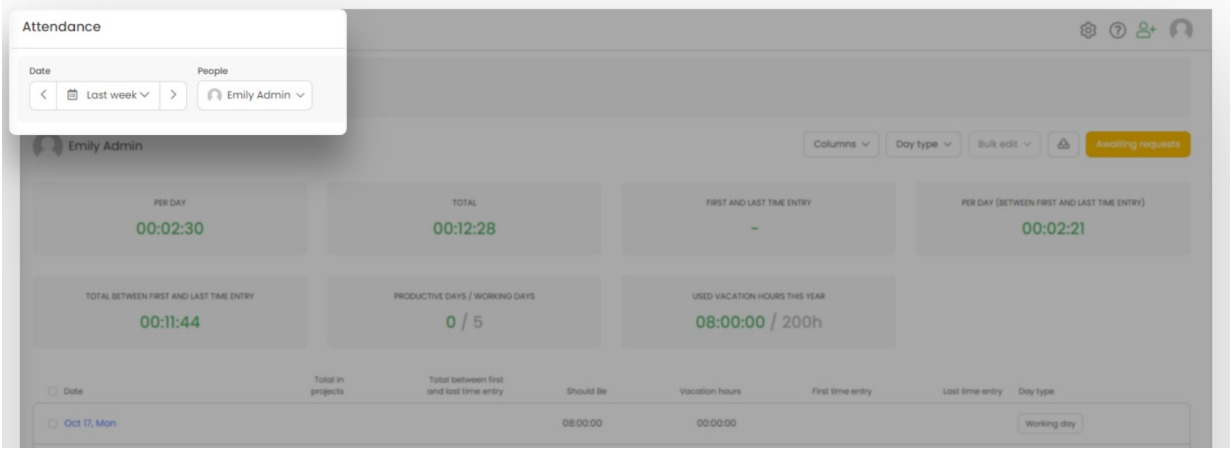
Oct 17 - Oct 23, 2022: **Remote work:** 4 days **Working day:** 1 day

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.

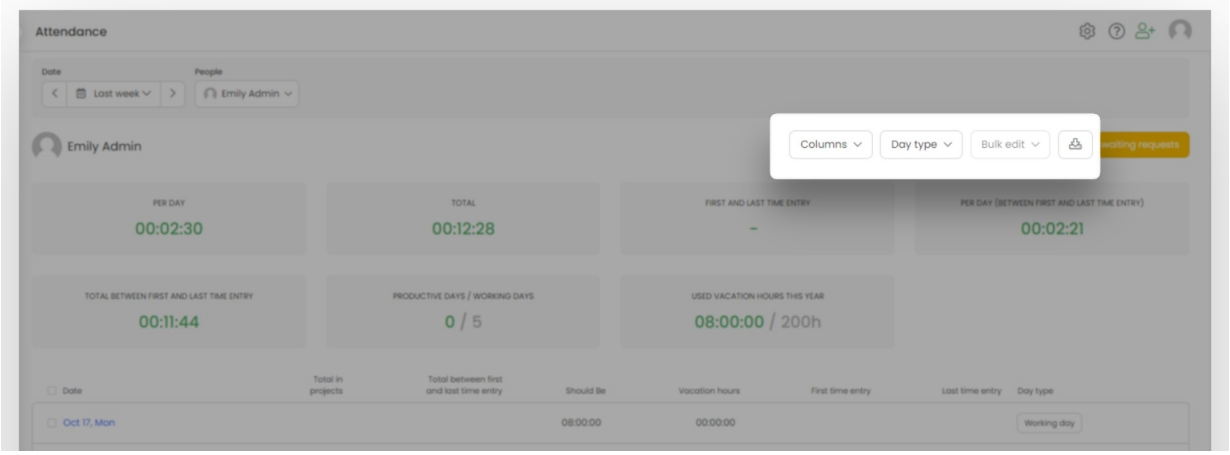
Filters and columns

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



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

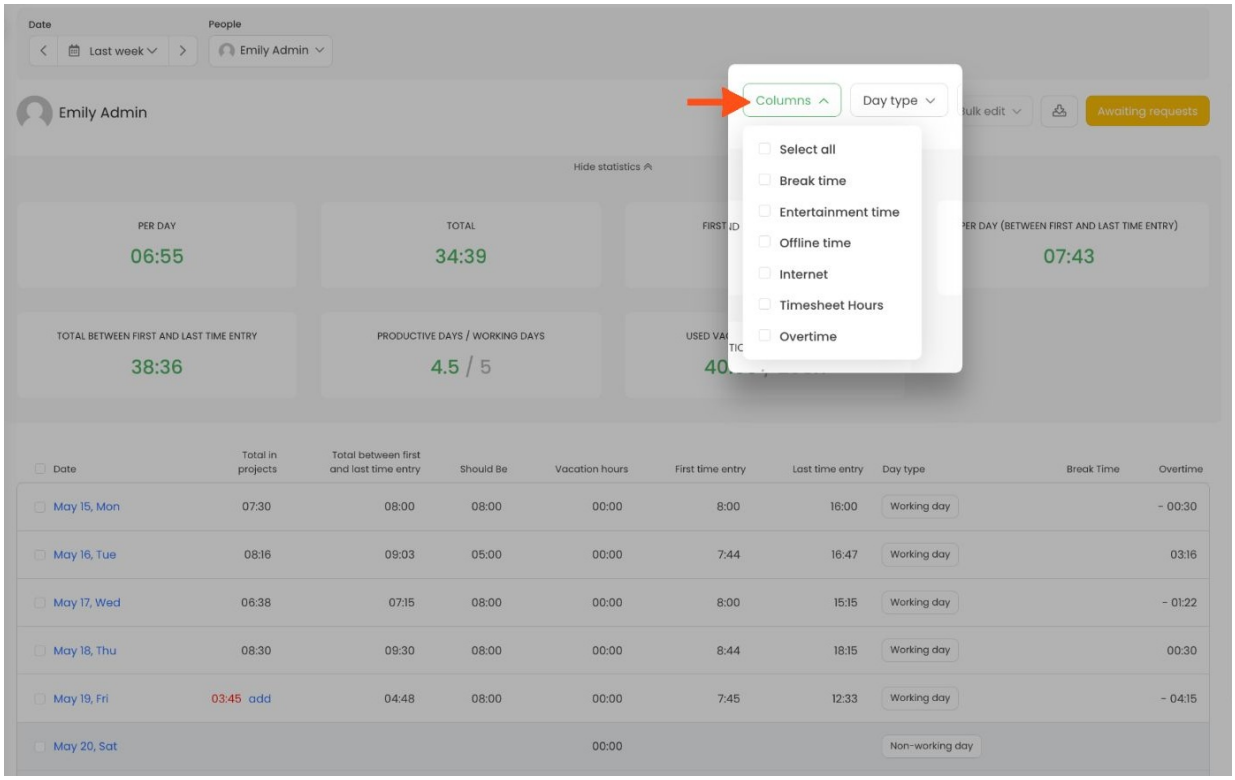
The report also contains the option to add additional **Columns**, filter the report by **Day type**, use the **Bulk edit** option to edit day type, and **Download report** as an Excel file.



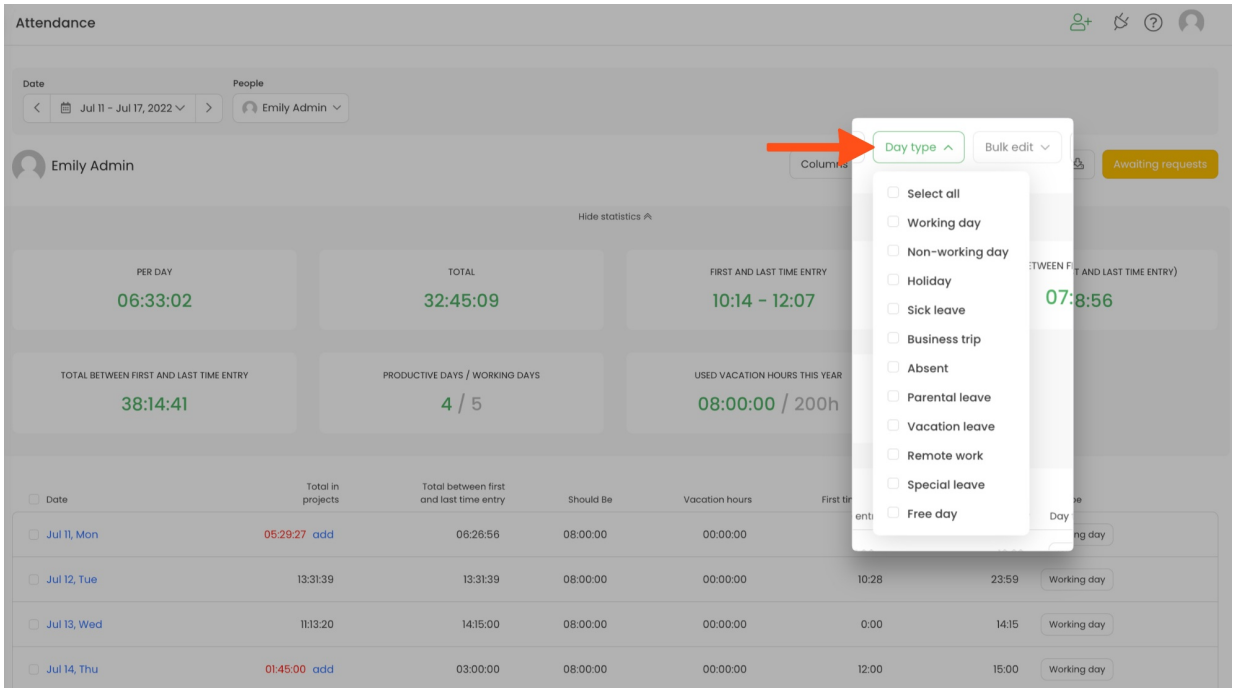
Here you can learn more about **Day types** and **Bulk edit** option.

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";

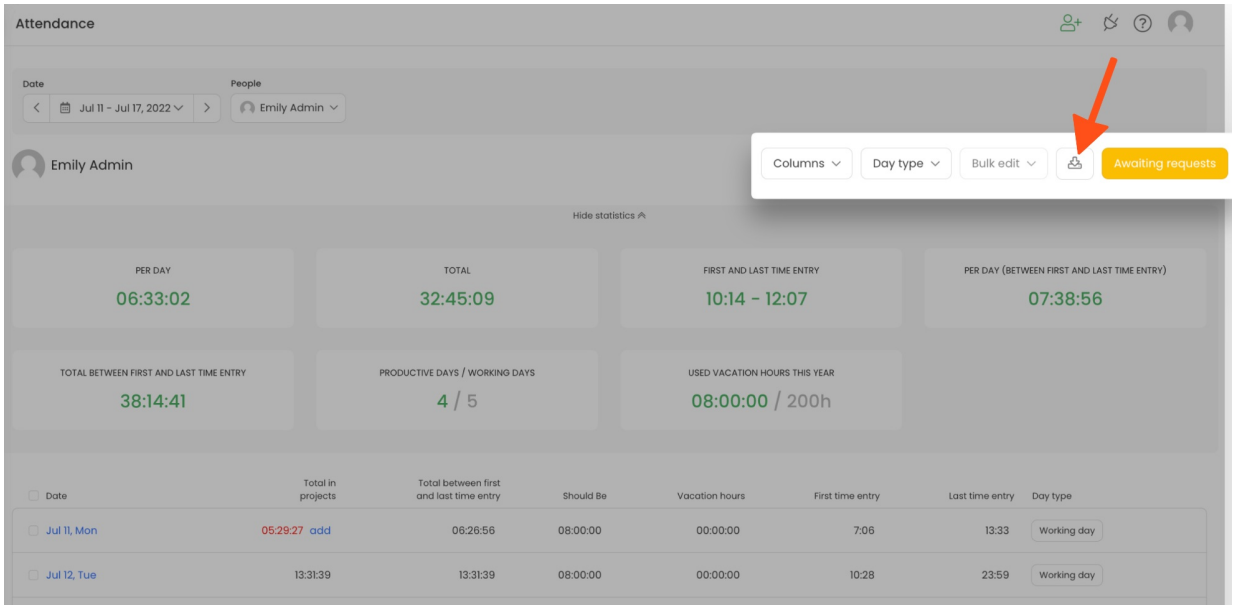


By clicking on the **Day type** option you can choose which days you wish to see in the report. You can select all of them or mark only certain ones.



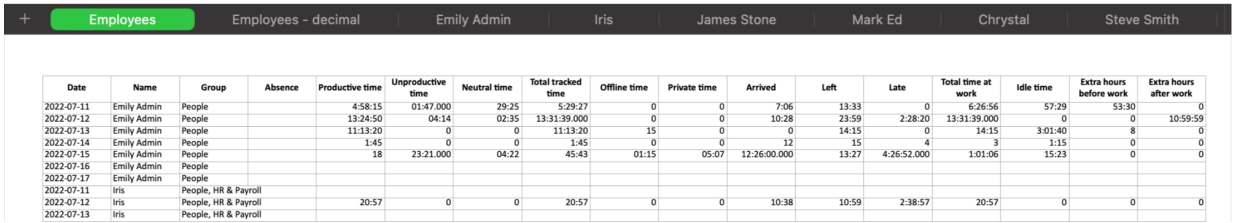
Download report

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

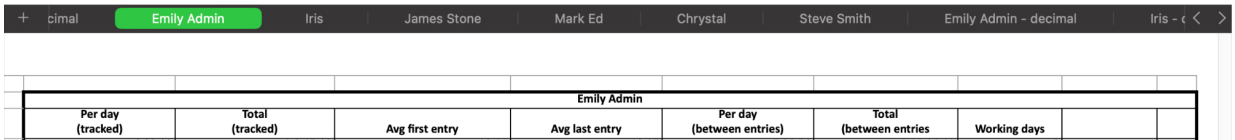


The XLS report will contain a few sheets:

- 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;



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														
2022-07-12	Iris	People, HR & Payroll		20:57	0	0	20:57	0	0	10:38	10:59	2:38:57	20:57	0	0	0
2022-07-13	Iris	People, HR & Payroll														



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	Note
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%						