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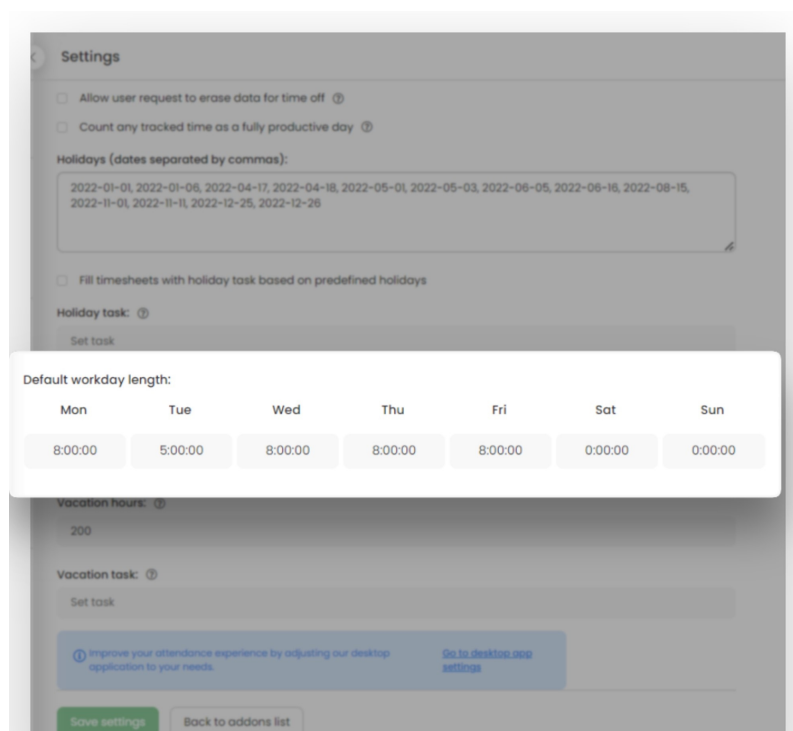# Overtime

With Time Camp you can not only track what tasks and activities your employees work on but also monitor if they log overtime hours and limit their tracking timeframes.

We've prepared a few settings that should help to define when time should be tracked and also inform users if they track more than they are supposed to.

> Only the Administrator of account has access to Account Settings.

The first thing you need to do is to define the **Default workday length** in Attendance settings.

It will fill in the column **Should be** in the Attendance report where you can monitor the summary of users' working hours and later compare their actual time in the downloaded Excel file.

Date		People	
‹	📅 Last week ∨	›	👤 Iris ∨

👤 Iris   Columns ∨ Day type ∨ Bulk edit ∨ 📤 Awaiting requests

Show statistics ⌄

Date	Total in projects	Total between first and last time entry	Should Be	Vacation hours	First time entry	Last time entry	Day type
☐ Jan 30, Mon	09:00	09:00	08:00	00:00	8:48	17:48	Working day
☐ Jan 31, Tue	06:20	06:45	05:00	00:00	10:45	17:30	Working day
☐ Feb 1, Wed	10:00	10:00	08:00	00:00	7:48	17:48	Working day
☐ Feb 2, Thu	12:00	12:00	08:00	00:00	6:49	18:49	Working day
☐ Feb 3, Fri	10:00	10:00	08:00	00:00	7:49	17:49	Working day
☐ Feb 4, Sat				00:00			Non-working day
☐ Feb 5, Sun				00:00			Non-working day
7 days	47:20 128%	47:45 129%	37:00 100%	00:00			

Summary of 2023: **Vacation leave:** 5 days **Absent:** 3 days **Parental leave:** 2 days

After you defined the **Default workday length** we recommend turning on the option **Send email to users who reached weekly limit** in Time tracking settings. The weekly limit is a sum of all workdays' length and as soon as users reach this limit they will receive an email notification.

> TimeCamp
>
> Hey Iris,
>
> A little reminder - you logged more time in your Timesheet, than your company's weekly expected time for working hours. Some details:
>
> | DATE | EXPECTED | LOGGED | OVERTIME |
> |---|---|---|---|
> | 2023-01-30 - 2023-02-05 | 37h 00m | 37h 20m | 20m |
>
> Monitor how much time you spend on work to keep your life in balance.
>
> Cheers,
> The TimeCamp Team

> This notification refers only to time tracked on tasks and projects. It doesn't take into account the computer time.

Based on the **Default workday length** the Attendance report will present the percentage of overtime within the period you selected in the date range filter.

Report based on Timesheet hours:

	Total in projects	Total between first and last time entry	Should Be	Vacation hours	First time entry	Last time entry	
Jan 30, M	09:00	09:00	08:00	00:00	8:48	17:48	day
Jan 31, Tu	06:20	06:45	05:00	00:00	10:45	17:30	day
Feb 1, We	10:00	10:00	08:00	00:00	7:48	17:48	day
Feb 2, Th	12:00	12:00	08:00	00:00	6:49	18:49	day
Feb 3, Fri	10:00	10:00	08:00	00:00	7:49	17:49	day
Feb 4, Sa				00:00			rking day
Feb 5, Su				00:00			rking day
7 days	47:20 128%	47:45 129%	37:00 100%	00:00			

Summary of 2023: **Vacation leave:** 5 days   **Absent:** 3 days   **Parental leave:** 2 days

Report based on Computer time:

	Active Computer Usage	Total time between computer turn on/off	Should Be	Vacation hours	Turn On	Turn Off	Day type	Effective Time	Paid Time	Timesheet Hours	ave	Status
Jan 30, Mo	7h 10m	7h 12m	8h 00m	0s	11:57	19:10	Remote work	7h 10m	7h 12m	7h 07m		Not approved
Jan 31, Tue	7h 06m	8h 02m	8h 00m	0s	8:42	16:45	Remote work	7h 06m	7h 58m	7h 48m		Not approved
Feb 1, Wed	7h 25m	8h 15m	8h 00m	0s	8:48	17:03	Remote work	7h 25m	8h 15m	7h 22m		Not approved
Feb 2, Thu	8h 11m	10h 52m	8h 00m	0s	9:11	20:04	Remote work	8h 11m	9h 10m	8h 03m		Not approved
Feb 3, Fri	7h 33m	8h 01m	8h 00m	0s	8:35	16:37	Remote work	7h 33m	8h 01m	8h 06m		Not approved
Feb 4, Sat				0s			Non-working day		0s			Not approved
Feb 5, Sun				0s			Non-working day		0s			Not approved
	37h 28m 94%	42h 24m 106%	40h 00m 100%	0s				37h 28m 94%	40h 38m 102%	38h 26m 96%		

Summary of 2023: **Remote work:** 23 days   **Vacation leave:** 1 day

In addition, you can add an **Overtime column** to your report so it will calculate the difference between the "Default workday length" and the "Active Computer Usage" or "Total in projects" depending on the type of data you use.

There are a few settings that can help to limit logging overtime hours. You can find them in Time Tracking settings (projects time) and Computer time settings (activities time):

- **Automatically stop tracking time after the browser has been closed for** - refers to time tracked on projects and tasks. Users need to manually stop the timer after they finish their work. Sometimes they only close the browser and forget about running timer which later leads to editing timesheets the next day. This setting will automatically stop the timer if browser is closed for a certain time.

- **Track time in specific hours** - refers to computer time tracked by desktop app. You can define working timeframes when the desktop app should track computer time and activities. The application will not register any data before or after the defined hours.
- **Stop tracking time, when daily hours limit is reached** - refers to computer time tracked by desktop app. Instead of setting rigid working timeframes, you can define the total number of hours users can track each day. For example, if you set the limit of 8 hours on Monday and the user started work at 8am the desktop app will stop tracking computer time and activities after 4pm.