Welcome to TimeCamp Help!

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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.

	er request to erase of	data for time off (1)				
Count or	ny tracked time as a	a fully productive do	ny D			
Holidays (da	ites separated by c	ommas):				
2022-01-0 2022-11-01	1, 2022-01-06, 2022- , 2022-11-11, 2022-12-	-04-17, 2022-04-18, 2 -25, 2022-12-26	2022-05-01, 2022-0	5-03, 2022-06-05,	2022-06-16, 2022-0)8-15,
 Fill times Holiday task 	heets with holiday t	ask based on prede	fined holidays			
Cottork	. •					
ılt workday Mon	length: Tue	Wed	Thu	Fri	Sat	Sun
3:00:00	5:00:00	8:00:00	8:00:00	8:00:00	0:00:00	0:00:00
Vocation ho	urs: @					
Vacation ho	urs: ()					
Vacation ho 200 Vacation tas	urs: (f) ik: (f)					
Vacation ho 200 Vacation tas Set task	uns: (f) ik: (j)					

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.

< i Last week ∨							
Iris Iris					Columns V Day	type V Bulk edit V 🖄 Awaiti	
			Show st	atistics 🛛			
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 I, 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	47:20 days	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	e time in your Tim	esheet, than	your
company's weekly expected time	for working hours	. Some detail	S:
DATE	tor working hours	LOGGED	s: OVERTIME
DATE 2023-01-30 - 2023-02-05	EXPECTED 37h 00m	LOGGED 37h 20m	s: OVERTIME 20m

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:

s					Columns ~ Day type	✓ Bulk edit ✓	Awaiti
			Chow et	stictice M			
	Total in projects	Total between first and last time entry	Should Be	Vacation hours	First time entry	Last time entry	
9 1 30, N	09:00	09:00	08:00	00:00	8:48	17:48	day
i 31, Tu	06:20	06:45	05:00	00:00	10:45	17:30	day
l, We	10:00	10:00	08:00	00:00	7:48	17:48	day
2, Th	12:00	12:00	08:00	00:00	6:49	18:49	day
3, Fri	10:00	10:00	08:00	00:00	7:49	17:49	day
4, Sa				00:00			rking day
5, Su				00:00			rking day
7 days	47:20	47:45 129%	37:00 100%	00:00			

Report based on Computer time:

Date	People	pu ~									
n									Timesheet Ho	Day type 🗸	Bulk edit 🗸
	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	
Date	7h 10m	7h 12m	8h 00m	Os	11:57	19:10	Remote work 🗐	7h 10m	7h 12m	7h 07m	Status Not approved
🗍 Jan 31, Tue	7h 06m	8h 02m	8h 00m	Os	8:42	16:45	Remote work 🗐	7h 06m	7h 58m	7h 48m	Not approved
E Feb 1, Wed	7h 25m	8h 15m	8h 00m	Os	8:48	17:03	Remote work 🗐	7h 25m	8h 15m	7h 22m	Not approved
🗇 Feb 2, Thu	8h 11m	10h 52m	8h 00m	Os	9:11	20:04	Remote work 🗐	8h 11m	9h 10m	8h 03m	Not approved
🗌 Feb 3, Fri	7h 33m	8h 01m	8h 00m	Os	8:35	16:37	Remote work 🛡	7h 33m	8h 01m	8h 06m	Not approved
📄 Feb 4, Sat				Os			Non-working day		Os		Not approved
E Feb 5, Sun				Os			Non-working day		Os		Not approved
	37h 28m 94%	42h 24m	40h 00m 100%	Os				37h 28m 94% 🏹	40h 38m	38h 26m 95%	
Summary of 2023:	Remote work: 23 days	Vacation leave: 1 day									N

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.

Date <	People	.~						
Emily Admin						Columns A De	ay type 🗸	tulk edit v Awaiting requests
per day 06:55	5	3	total 34:39	Hide statistics A	FIRST ID	 Break time Entertainment f Offline time Internet 	time	YER DAY (BETWEEN FIRST AND LAST TIME ENTRY)
TOTAL BETWEEN FIRST AND	LAST TIME ENTRY	PRODUCTIVE I	DAYS / WORKING DAYS		40	Timesheet Hour Overtime	rs	
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 d	lay
Date Image: Constraint of the second seco	> People > Emily Admi	n ~				Overtime > Da	ny type 🗸 🛛 B	nulk edit V 🛆 Awaiting requests

			ŝ	how statistics 🕅				
Date	Total in projects	Total between first and last time entry	Should Be	Vacation hours	First time entry	Last time entry	Day type	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	
🔲 May 21, Sun				00:00			Non-working day	
7 days	34:39 94%	38:36 104%	37:00 100%	00:00				- 02:20 -6%
mmary of 2023: Sick leave	e: 6 days Vacation leave	4 days Parental leave:	2 days					

There are a few settings that can help to limit logging overtime hours. You can find them inTime 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.