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88

Week timesheet

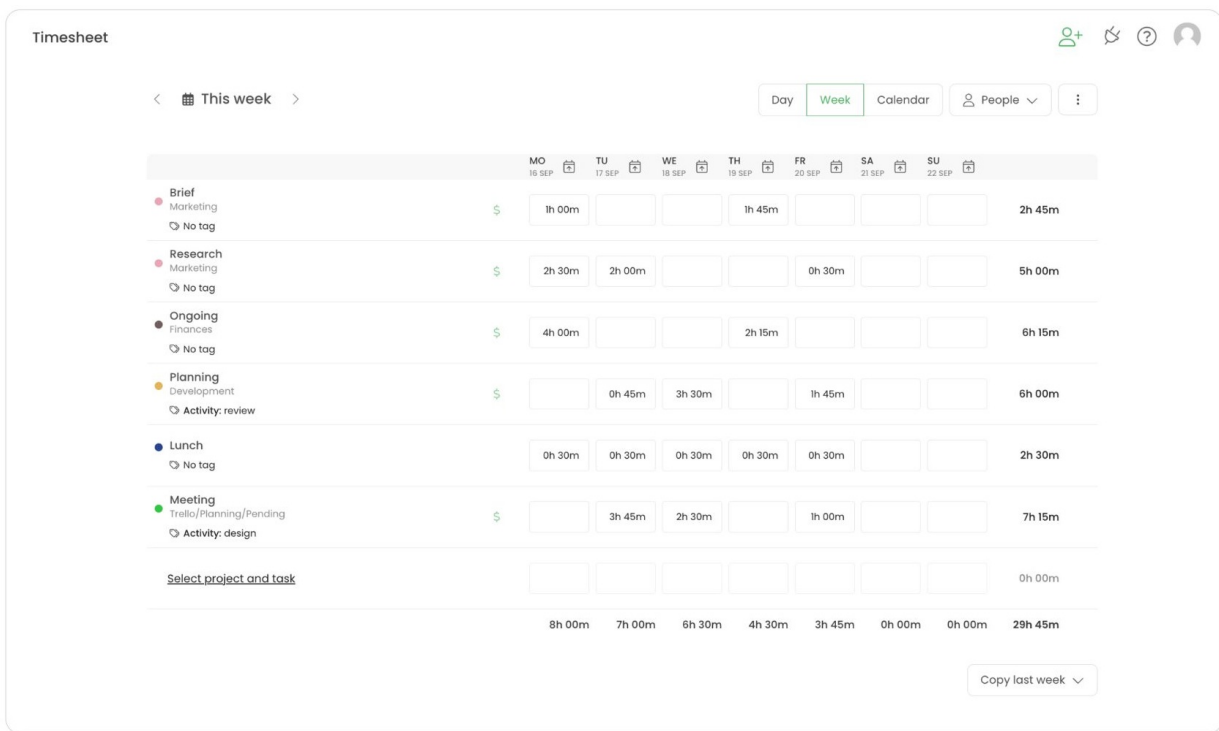
In this article:

- [Add task and time](#)
- [Timesheet options](#)

Timesheet is one of the main sections in TimeCamp where you can track time to your projects, create and edit time entries, and optionally add notes or tags for better categorizing. We prepared 3 types of timesheets: day, week, and calendar.

Timesheet is available for all subscription plans and all account roles.

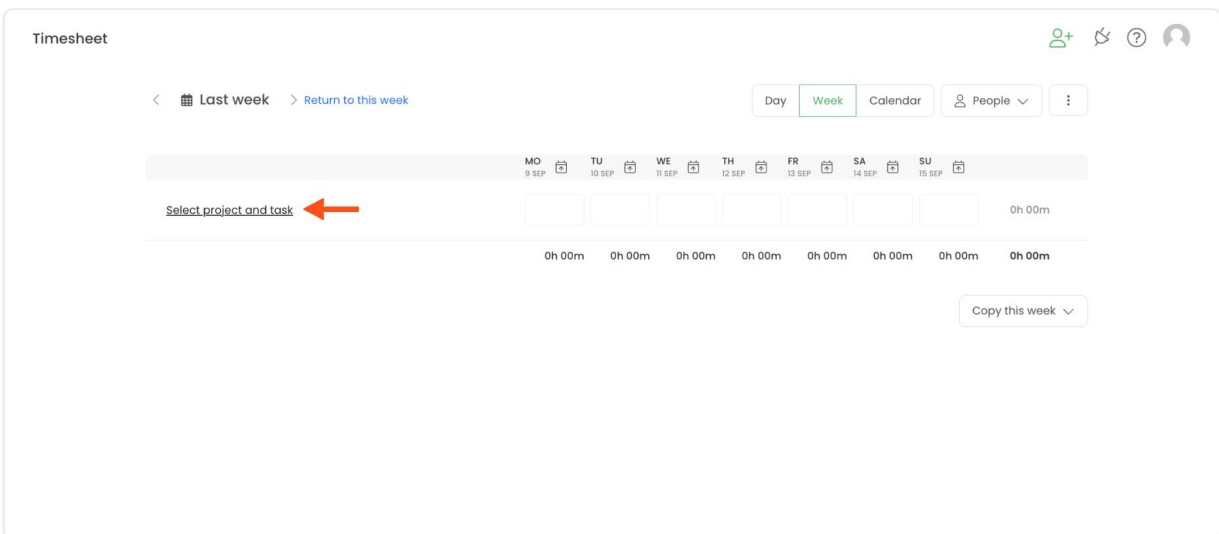
The Week timesheet is a textual version where you can quickly fill in the Timesheet with tasks and their duration time within the week. Week timesheet is a great solution for those who are not required to specify the exact start and end time of their working day and only counts the general duration time of each task they were working on.



Add task and time

The Start timer button is not available in a Week view. It is possible only to add time to tasks manually.

To fill in your time throughout the week, start by selecting a task. Click on **Select project and task** and choose one from the task picker.



After a task is selected you can optionally add tags and decide if time should be billable. Simply click on the "No tag" button or on the selected task to open its edit panel and next choose tags from the list and switch the

billable status.

Setup & Configuration

- Trainings \$ 0h 15m
- Meeting Marketing \$ 1h 15m 2h 15m 3h 30m
- No tag
- Brief Marketing \$ 2h 15m 1h 00m 3h 15m
- No tag
- Planning \$ 0h 45m 1h 15m 0h 45m
- No tag

Select project and task 0h 45m 1h 15m 0h 15m 2h 15m 3h 15m 0h 00m 0h 00m 7h 45m

Edit time entries

PROJECT OR TASK
Meeting

Marketing / Meeting

TAGS
Select Tags

Billable time entries

Cancel Save

If time for a task is billable, a "dollar" icon will be visible in the Billable column. If no icon appears in this column then time for this task is defined as unbillable.

Timesheet

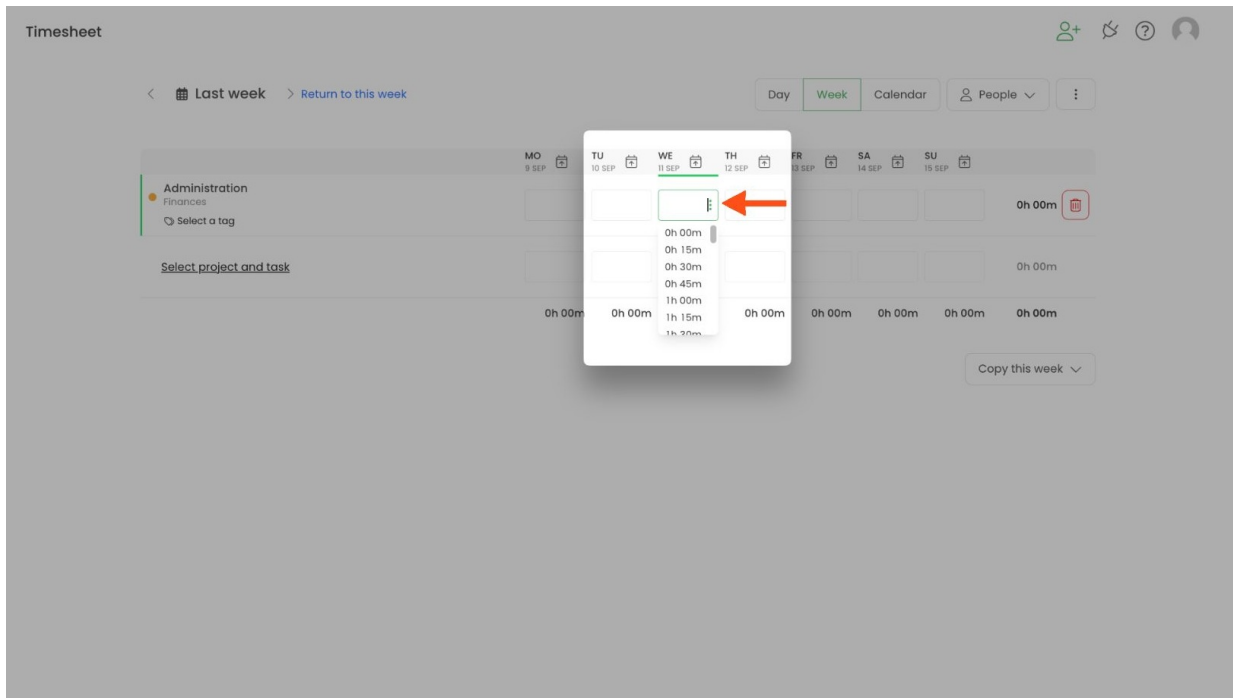
< This week >

Day Week Calendar People

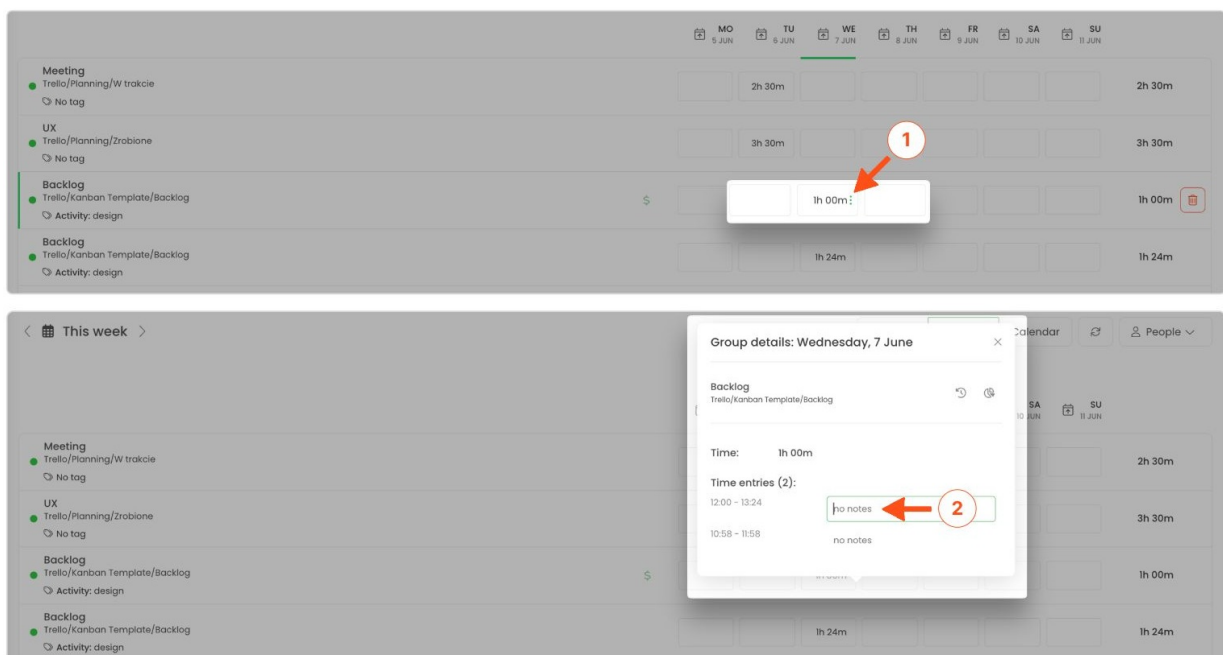
	MO 16 SEP	TU 17 SEP	WE 18 SEP	TH 19 SEP	FR 20 SEP	SA 21 SEP	SU 22 SEP	
Brief Marketing				1h 45m				2h 45m
No tag	\$							
Research Marketing	2h 30m	2h 00m			0h 30m			5h 00m
No tag	\$							
Ongoing Finances	4h 00m			2h 15m				6h 15m
No tag	\$							
Planning Development		0h 45m	3h 30m		1h 45m			6h 00m
Activity: review	\$							
Lunch	0h 30m	0h 30m	0h 30m	0h 30m	0h 30m			2h 30m
No tag	\$							
Meeting Trello/Planning/Pending		3h 45m	2h 30m		1h 00m			7h 15m
Activity: design	\$							
Select project and task								0h 00m
	8h 00m	7h 00m	6h 30m	4h 30m	3h 45m	0h 00m	0h 00m	29h 45m

Copy last week

After the task is assigned continue inputting the number of hours you work on this task on each day within the selected week. **Click on the field** under a particular day, manually **input time**, or choose a predefined value from the dropdown list.



Optionally you can add a note to a time entry. Click on the **"3 vertical dots"** button next to the inputted time value and type a note in the details window.



Repeat these steps for each task you'd like to add to your timesheet. When your Timesheet is filled in you'll

notice the Total column on the right-hand side of the table and the Total row at the bottom of the table.

The "Total" column on the right shows the total amount of hours tracked on each task within the selected week.

The screenshot shows a 'Timesheet' interface for 'This week' (September 16-22, 2023). The interface includes a task list on the left and a grid of hours for each day. A dropdown menu is open over the 'Total' column, displaying a list of time values: 2h 45m, 5h 00m, 6h 15m, 6h 00m, 2h 30m, 7h 15m, and 0h 00m. The 'Total' row at the bottom of the grid shows the total hours for each day: 8h 00m, 7h 00m, 6h 30m, 4h 30m, 3h 45m, 0h 00m, 0h 00m, and 29h 45m.

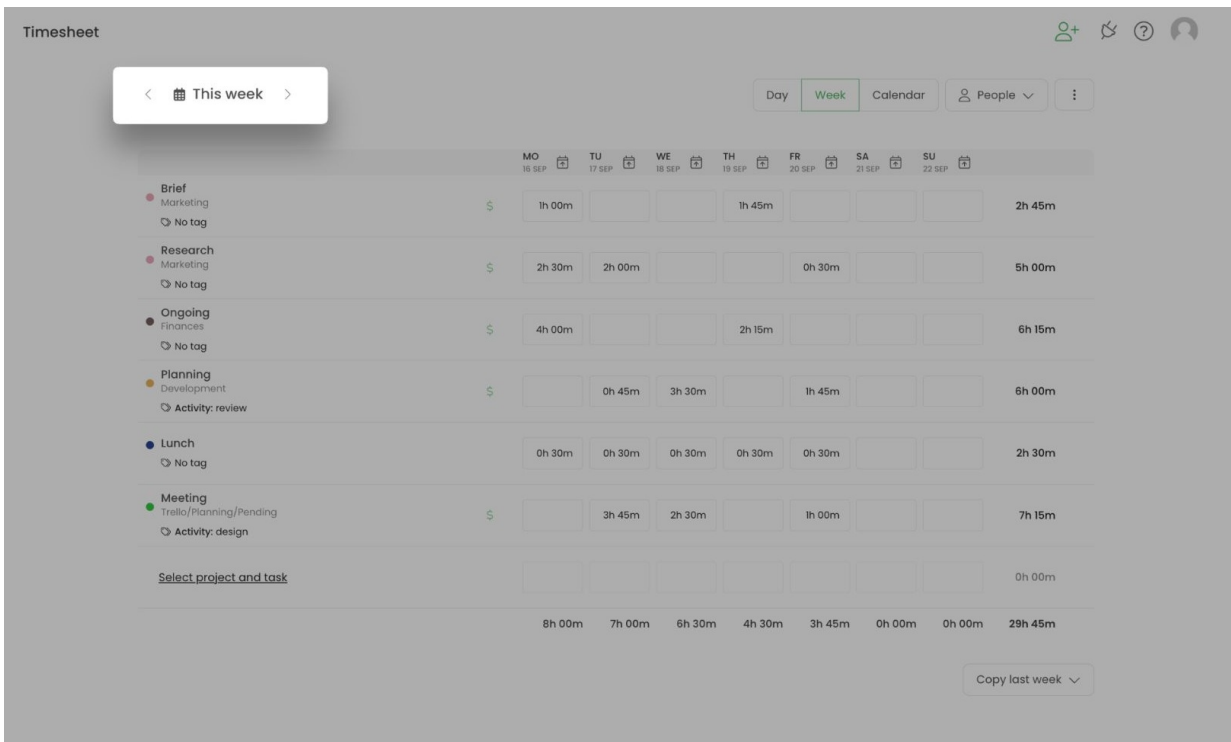
	MO 16 SEP	TU 17 SEP	WE 18 SEP	TH 19 SEP	FR 20 SEP	SA 21 SEP	SU 22 SEP	Total
Brief Marketing No tag	1h 00m			1h 45m				2h 45m
Research Marketing No tag	2h 30m	2h 00m			0h 30m			5h 00m
Ongoing Finances No tag	4h 00m			2h 15m				6h 15m
Planning Development Activity: review		0h 45m	3h 30m		1h 45m			6h 00m
Lunch No tag	0h 30m	0h 30m	0h 30m	0h 30m	0h 30m			2h 30m
Meeting Trello/Planning/Pending Activity: design		3h 45m	2h 30m		1h 00m			7h 15m
Select project and task								0h 00m
Total	8h 00m	7h 00m	6h 30m	4h 30m	3h 45m	0h 00m	0h 00m	29h 45m

The "Total" row at the bottom shows the total amount of hours tracked for each day within the selected week.

The screenshot shows the same 'Timesheet' interface as above. The 'Total' row at the bottom of the grid is highlighted, showing the total hours for each day: 8h 00m, 7h 00m, 6h 30m, 4h 30m, 3h 45m, 0h 00m, 0h 00m, and 29h 45m.

	MO 16 SEP	TU 17 SEP	WE 18 SEP	TH 19 SEP	FR 20 SEP	SA 21 SEP	SU 22 SEP	Total
Brief Marketing No tag	1h 00m			1h 45m				2h 45m
Research Marketing No tag	2h 30m	2h 00m			0h 30m			5h 00m
Ongoing Finances No tag	4h 00m			2h 15m				6h 15m
Planning Development Activity: review		0h 45m	3h 30m		1h 45m			6h 00m
Lunch No tag	0h 30m	0h 30m	0h 30m	0h 30m	0h 30m			2h 30m
Meeting Trello/Planning/Pending Activity: design		3h 45m	2h 30m		1h 00m			7h 15m
Select project and task								0h 00m
Total	8h 00m	7h 00m	6h 30m	4h 30m	3h 45m	0h 00m	0h 00m	29h 45m

If you would like to fill in your Timesheet for the past or future weeks, use the **Date range** filter to select the week you'd like to edit.



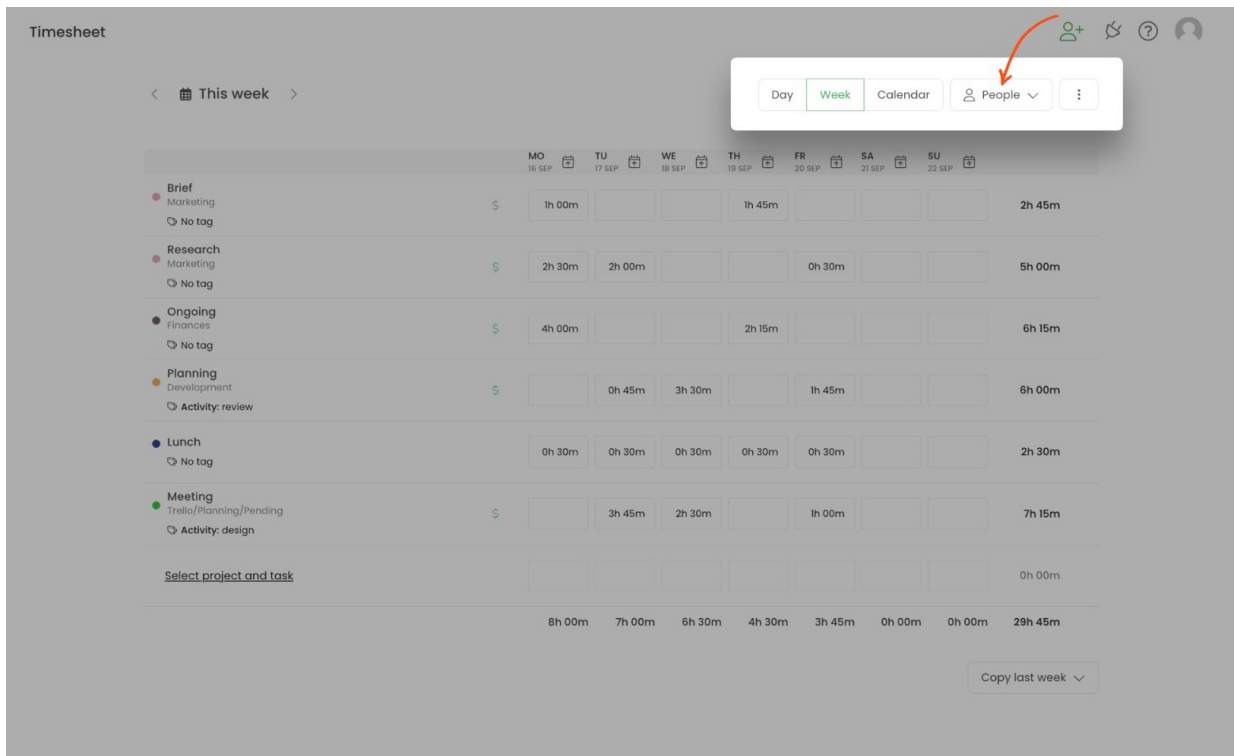
If you navigate to Day or Calendar view the inputted duration will be counted from "8:00 am" on each day. Time "8:00 am" is set as the default start of the working day and it can't be changed.

If you have entries with the same task that differ only by one detail, e.g. tags or billable status they will appear in different rows.

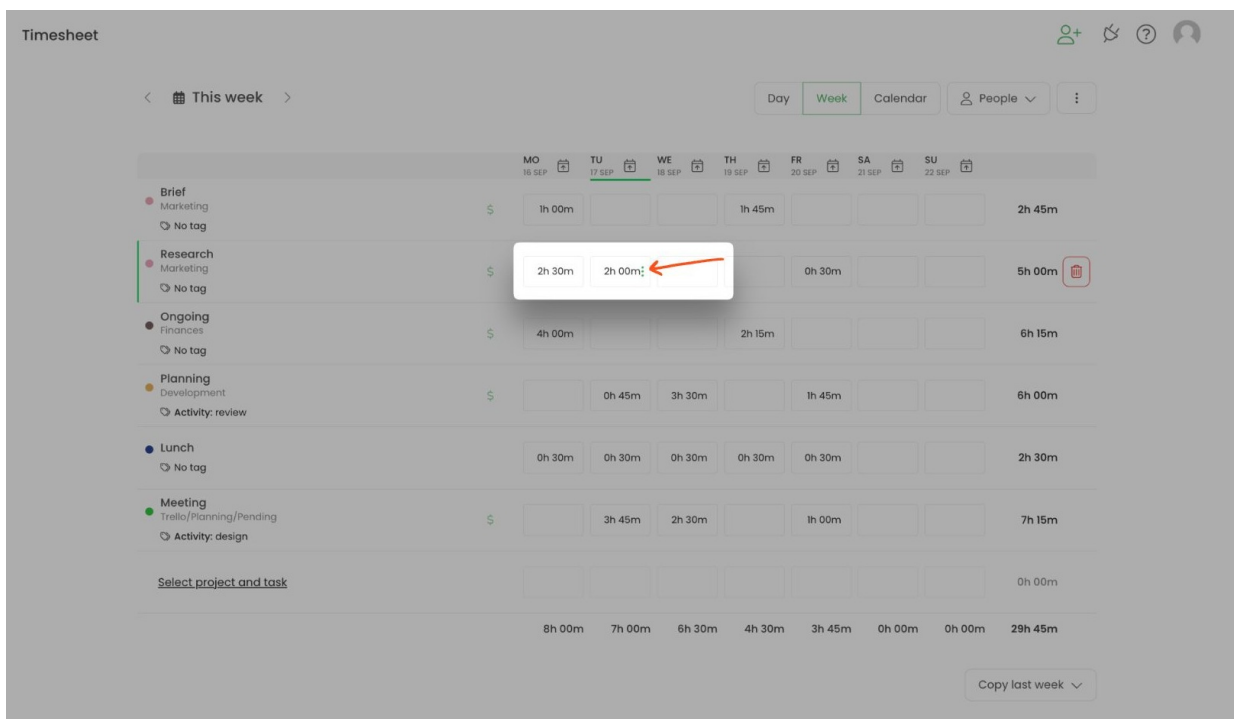
Timesheet options

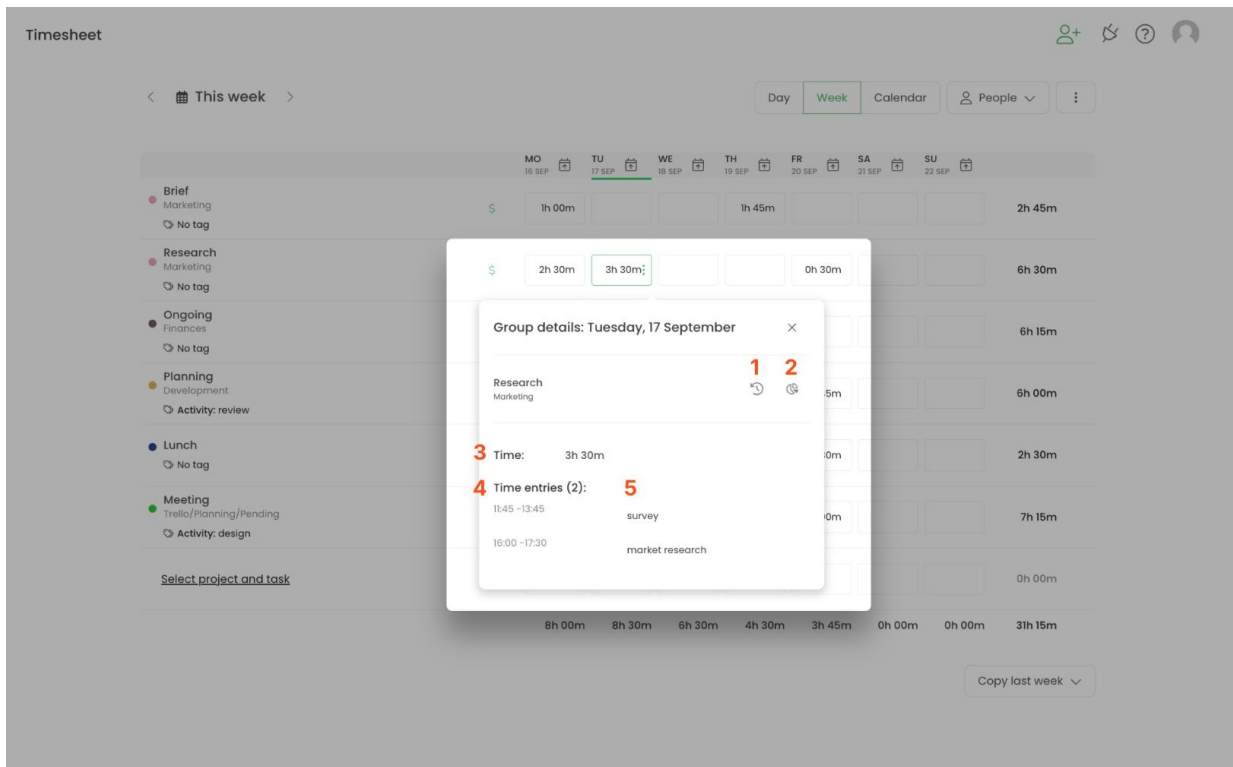
The Week timesheet contains a few additional functionalities that will help to check the details of time entries.

On the top part, the Administrator of the account has access to the **People picker**, which allows to choose a user from their team and view their Timesheet. Time Tracking Administrator also can edit other users' timesheets.



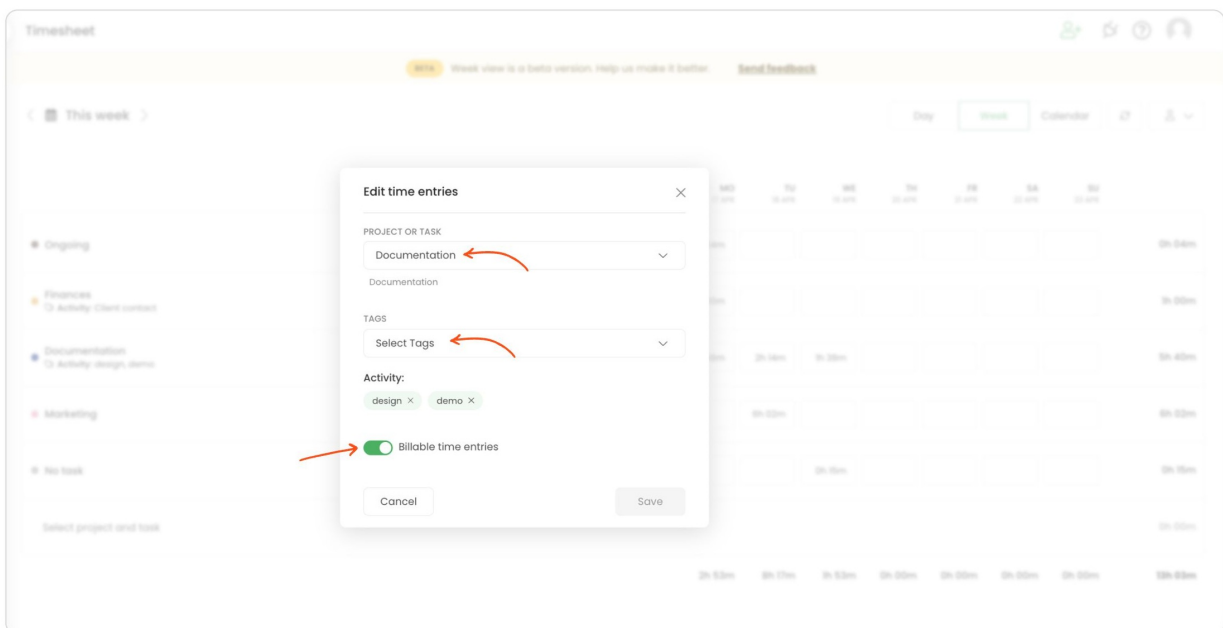
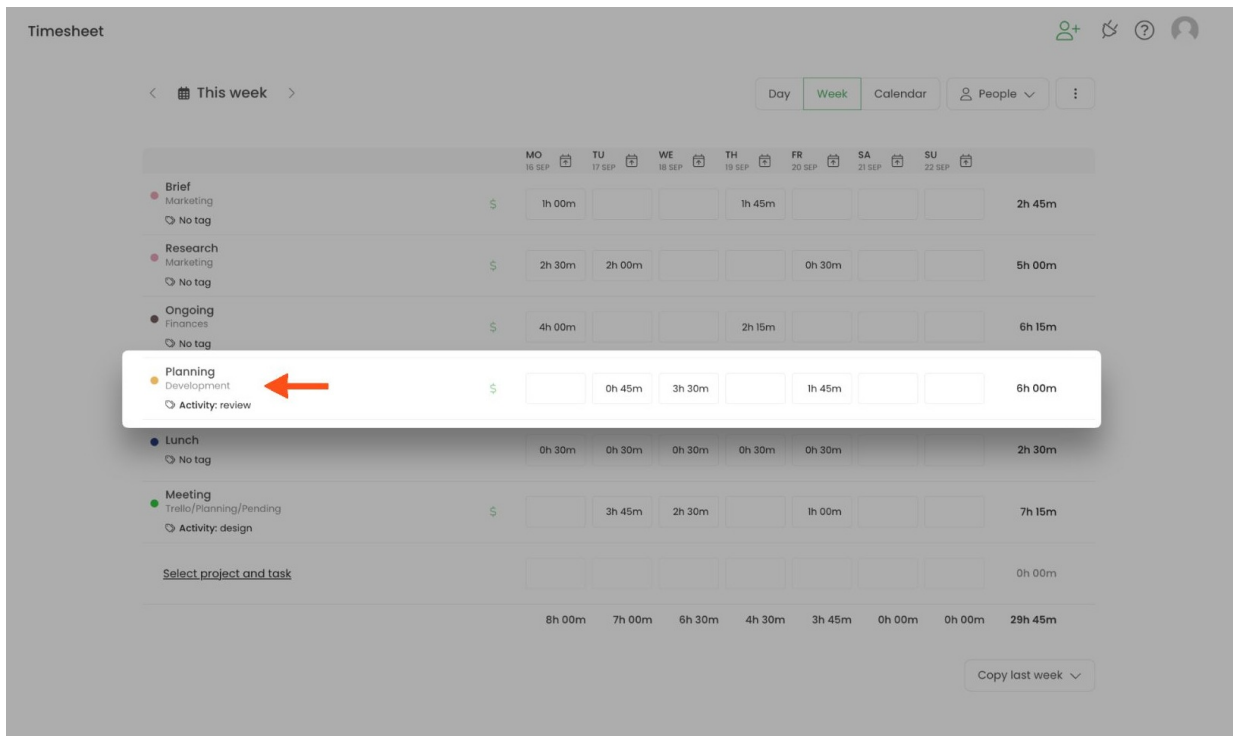
If you hover your mouse on a particular field and click on a "3 vertical dots" button a few additional options will appear:





1. Opens time entry history. [Learn more](#)
2. Shows the report to all-time tracked on this task. [Learn more](#)
3. Shows total time added to task on that day;
4. Shows the number of time entries within the selected day and its timeframes;
5. Shows if a note is added;

You can also **change the assigned task, add tags or modify the billable status of your entries at any time**. To edit the row click on the currently assigned task to open an editor panel and next choose a different task from your list. Optionally, you can add or remove tags and change the billable status of entries assigned to this task. After applying changes don't forget to click on the **Save** button.



A newly added option is to copy the entire week of entries. Here's how it works:

- If you open a **current week** you'll find a **"Copy last week"** button in the bottom right corner. Click on this button and choose the **"Only tasks"** option. The entire list of tasks will be copied from the previous week so next you can just fill in the hours;
- If you open a **previous or future week** you'll find a **"Copy this week"** button in the bottom right corner. Click on this button and choose the **"Only tasks"** option. The entire list of tasks will be **copied to the current week** so next you can just click on the **"Return to this week"** option and fill in the hours;



You can only copy tasks into the current week. There is no option to copy tasks into any other week.

Copying time entries with "Tasks and time" option will be added shortly.


To delete a particular time simply click on its' field and erase the inputted number of hours or set it to 0h 00m.

To delete the entire task with all its inputted time hover your mouse on a specific row and click on the red "trash" icon.

Timesheet

< This week >

Day Week Calendar People

	MO 16 SEP	TU 17 SEP	WE 18 SEP	TH 19 SEP	FR 20 SEP	SA 21 SEP	SU 22 SEP	
Brief Marketing No tag	1h 00m			1h 45m				2h 45m
Research Marketing No tag	2h 30m	2h 00m			0h 30m			5h 00m 
Ongoing Finances No tag	4h 00m			2h 15m				6h 15m
Planning Development Activity: review		0h 45m	3h 30m		1h 45m			6h 00m
Lunch No tag	0h 30m	0h 30m	0h 30m	0h 30m	0h 30m			2h 30m
Meeting Traffic/Planning/Pending Activity: design		3h 45m	2h 30m		1h 00m			7h 15m
Select project and task								0h 00m
	8h 00m	7h 00m	6h 30m	4h 30m	3h 45m	0h 00m	0h 00m	29h 45m

Copy last week

If you'd like to hide the Week view from your Timesheet please navigate to the [Time Tracking settings](#) and remove the checkbox next to the **Week Timesheet view**. This way the Week view will be hidden for all users on your account.