

Welcome to TimeCamp Help!

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Week timesheet

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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 Timesheet with tasks and their duration time within the week. Week timesheet is a great solution for those who don't require 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.

Timesheet																							
BETA Week view is a beta version. Help us make it better. Send feedback																							
< This week >										Day Week Calendar													
											MO 8 MAY		TU 9 MAY		WE 10 MAY		TH 11 MAY		FR 12 MAY		SA 13 MAY		SU 14 MAY
Setup & Configuration	• Trainings	\$			0h 15m				1h 45m											2h 00m			
	↳ No tag																						
Planning	•	\$	0h 45m			1h 15m														2h 00m			
	↳ No tag																						
Meeting	• Marketing				1h 15m				2h 15m											3h 30m			
	↳ No tag																						
Ongoing	• Finances	\$	3h 15m											6h 00m						9h 15m			
	↳ Priority: Low																						
Analysis	• Finances	\$			2h 45m				1h 30m							3h 00m				7h 15m			
	↳ No tag																						
Brief	• Marketing	\$						2h 15m	1h 00m											3h 15m			
	↳ Activity: design																						
Select project and task																				0h 00m			
										4h 00m	4h 00m	1h 30m	2h 15m	4h 45m	7h 45m	3h 00m				27h 15m			

Add task and time

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

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

Timesheet

Day **Week** Calendar

< This week >

SELECT PROJECT AND TASK

Select project and task

BILLABLE	MON 6 FEB	TUE 7 FEB	WED 8 FEB	THU 9 FEB	FRI 10 FEB	SAT 11 FEB	SUN 12 FEB	TOTAL
								0:00
Total	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

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
- Meeting
- Brief
- Planning
- Select project and task

	MO 8 MAY	TU 9 MAY	WE 10 MAY	TH 11 MAY	FR 12 MAY	SA 13 MAY	SU 14 MAY	
Trainings			0h 15m					0h 15m
Meeting			1h 15m		2h 15m			3h 30m
Brief				2h 15m	1h 00m			3h 15m
Planning	0h 45m		1h 15m					0h 45m
Select project and task								0h 00m
	0h 45m	1h 15m	0h 15m	2h 15m	3h 15m	0h 00m	0h 00m	7h 45m

Setup & Configuration

- Trainings
- Meeting
- Brief
- Planning
- 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

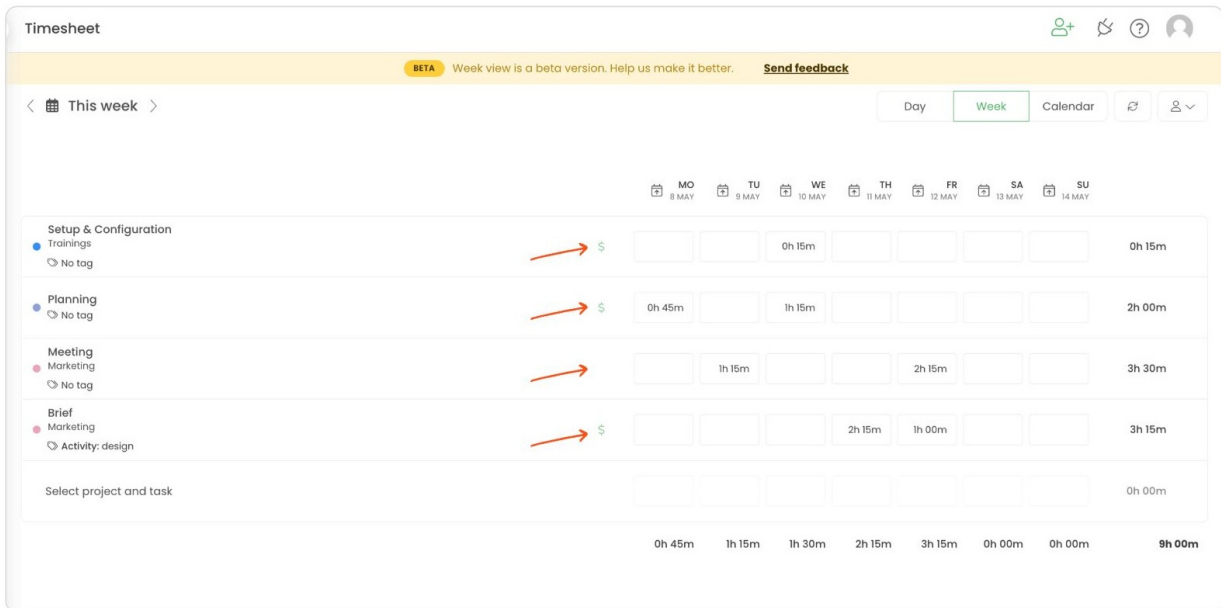
TAGS

Select Tags

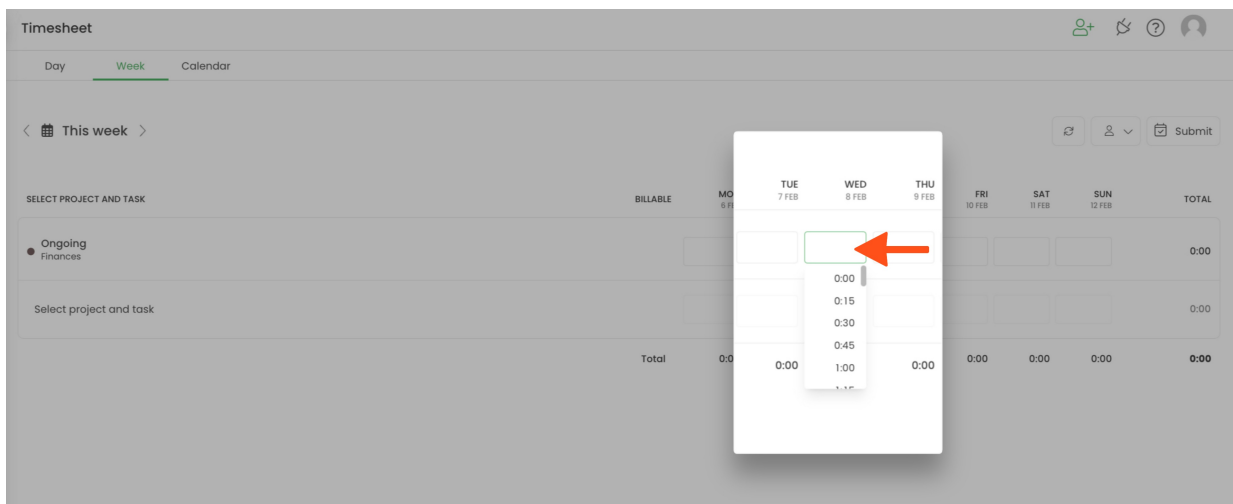
Billable time entries

Cancel Save

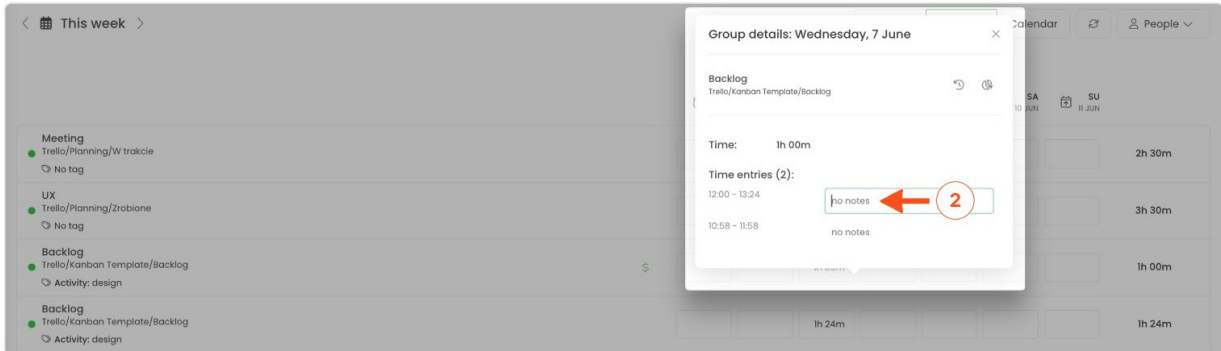
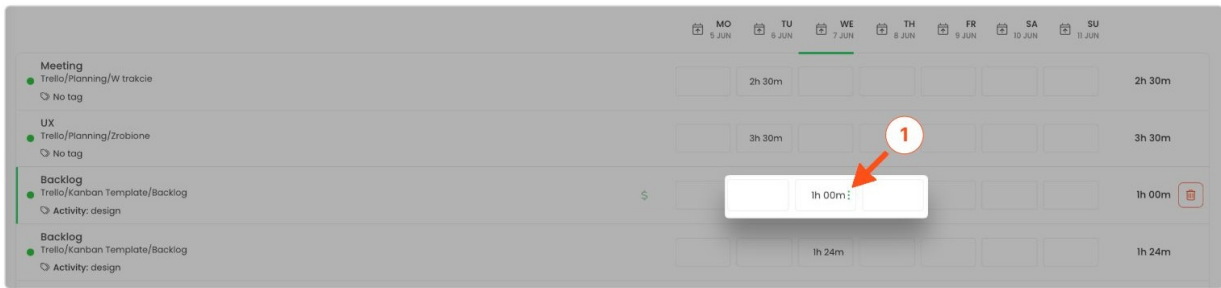
If time for a task is billable, a "dollar" icon will be visible in the Billable column. If no icon appears in this column then time for this task is defined as unbillable.



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 and 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.

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

Timesheet

Day Week Calendar

< This week > [Share] [User] [Submit]

SELECT PROJECT AND TASK	BILLABLE	MON 6 FEB	TUE 7 FEB	WED 8 FEB	THU 9 FEB	FRI 10 FEB	SAT 11 FEB	SUN 12 FEB	TOTAL
Ongoing Finances		0:30		2:00		1:45			4:15
Meeting Marketing		0:30			0:25		1:40		2:35
Setup & Configuration Trainings		0:55		2:30					3:25
Select project and task									0:00
Total		1:55	0:00	4:30	0:25	1:45	0:00	1:40	10:15

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

Timesheet

Day **Week** Calendar

< This week >

SELECT PROJECT AND TASK

	BILLABLE	MON 6 FEB	TUE 7 FEB	WED 8 FEB	THU 9 FEB	FRI 10 FEB	SAT 11 FEB	SUN 12 FEB	TOTAL
Ongoing Finances		0:30		2:00		1:45			4:15
Meeting Marketing		0:30			0:25			1:40	2:35
Setup & Configuration Trainings		0:55		2:30					3:25
Select project and task									0:00
Total		1:55	0:00	4:30	0:25	1:45	0:00	1:40	10:15

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

Timesheet

Day **Week** Calendar

< This week >

SELECT PROJECT AND TASK

	BILLABLE	MON 6 FEB	TUE 7 FEB	WED 8 FEB	THU 9 FEB	FRI 10 FEB	SAT 11 FEB	SUN 12 FEB	TOTAL
Private project Todoist	\$	5:00							5:00
Strategy Marketing	\$	2:30							2:30
Planning Development	\$		1:15						1:15
Ongoing Finances	\$		2:00						2:00
Social media Marketing	\$		4:00						4:00
Select project and task									0:00
Total		7:30	7:15	0:00	0:00	0:00	0:00	0:00	14:45

If you navigate to Day or Calendar view the inputted duration will be counted from 8 am on each day. Time 8 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 thing, e.g. tags or billable status they will appear in different rows.

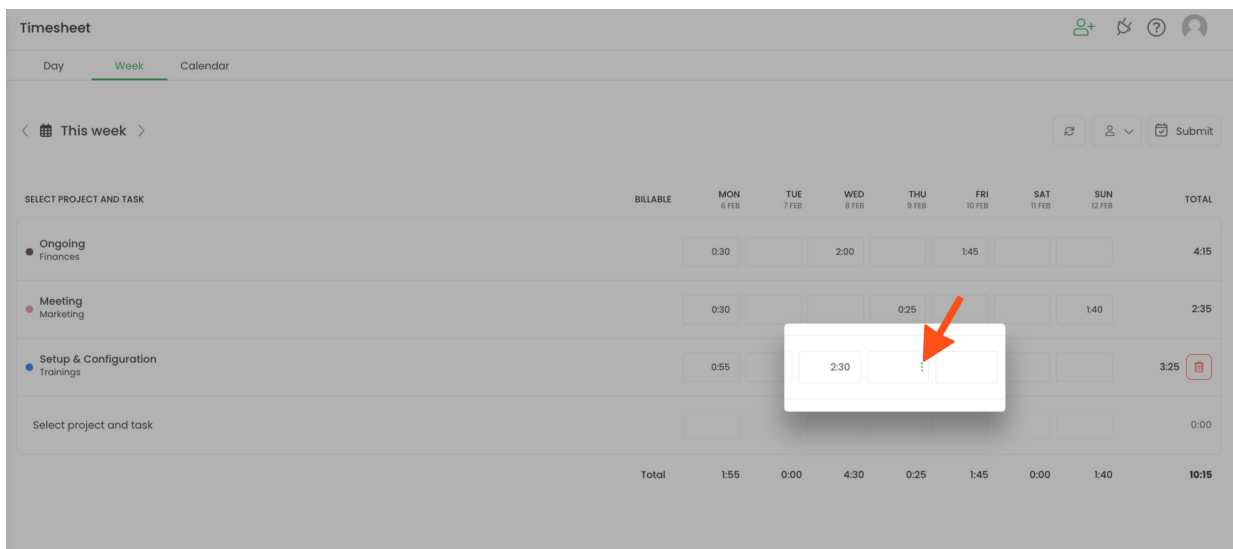
Timesheet options

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

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



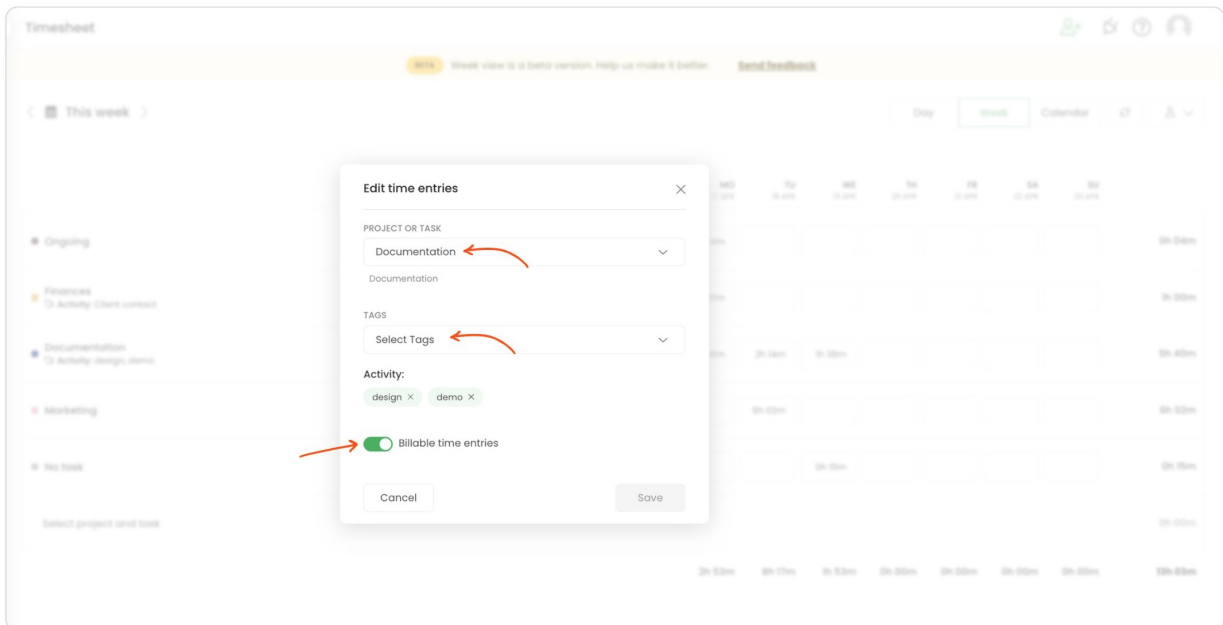
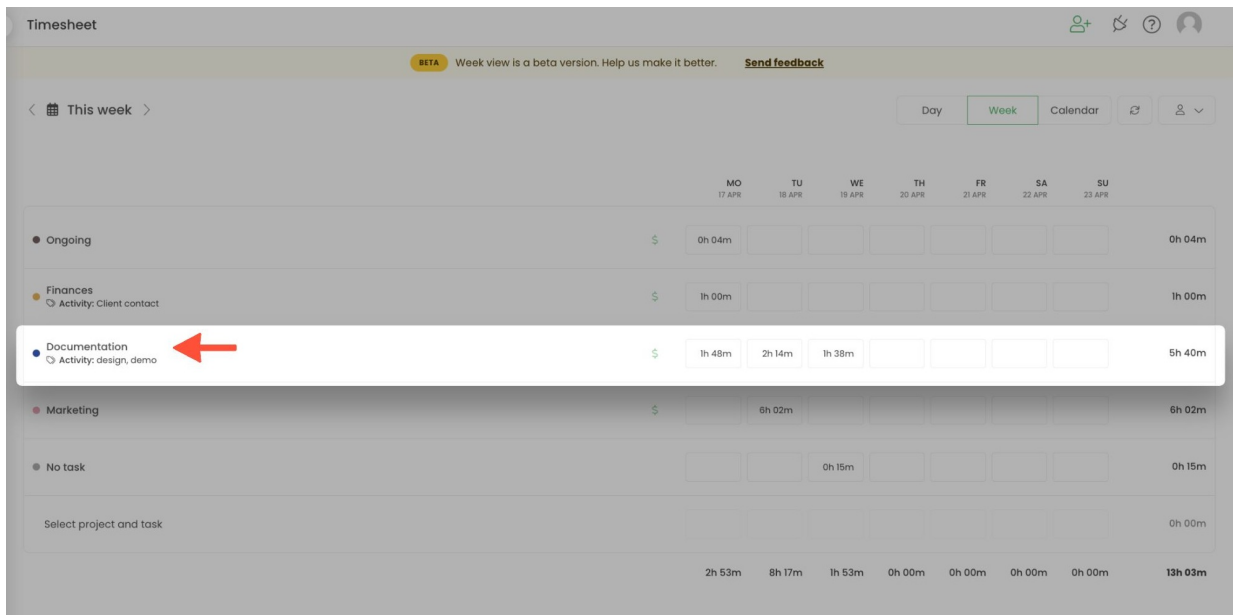
If you hover your mouse on a particular field and click on a "3 vertical dots" button a few additional options will appear:



The screenshot shows a 'Timesheet' application interface. At the top, there are navigation options for 'Day', 'Week' (selected), and 'Calendar'. A beta notice states: 'Weekly view is a beta version. We will soon add support for tags, approvals and billable entries. Help us make it better. Send feedback'. Below this is a 'Submit for Approval' button. The main area is a table with columns for 'BILLABLE', days of the week (MON 20 FEB to SUN 26 FEB), and 'TOTAL'. The table lists various tasks such as 'Ongoing Finances', 'Social media Marketing', 'Strategy Marketing', 'Budget Finances / Analysis', 'Setup & Configuration Trainings', 'CS Onboarding Trainings', and 'Documentation Trainings'. A modal window titled 'Group details: Tuesday, 21 February' is overlaid on the table, showing details for the 'Setup & Configuration Trainings' task. The modal includes a 'Time' field with a value of '0:06:00', a 'Time entries (2):' section with two entries: '17:33 - 17:35 issue report' and '17:36 - 17:40 review'. The modal also features a search bar, a close button, and a trash icon.

1. Shows if task is billable. Handy if you want to invoice tracked time later.
2. Opens time entry history. [Learn more](#)
3. Shows the report to all-time tracked on this task. [Learn more](#)
4. Shows 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;

This screenshot shows a calendar interface in 'Week' view for 'This week'. The days are labeled from Monday (19 JUN) to Sunday (25 JUN). Each day has a time slot of '0h 00m'. A red arrow points to a 'Copy last week' button in the bottom right corner.

This screenshot shows a calendar interface in 'Week' view for '5 - 11 Jun, 2023'. The days are labeled from Monday (5 JUN) to Sunday (11 JUN). The time slots are: Monday (2h 30m), Tuesday (3h 30m), Wednesday (1h 00m), Thursday (1h 24m), Friday (0h 00m), Saturday (0h 00m), and Sunday (8h 24m). A red arrow points to a 'Copy this week' button in the bottom right corner.

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 raw and click on the red "trash" icon.

Timesheet

Day **Week** Calendar

< This week > Submit

SELECT PROJECT AND TASK	BILLABLE	MON 6 FEB	TUE 7 FEB	WED 8 FEB	THU 9 FEB	FRI 10 FEB	SAT 11 FEB	SUN 12 FEB	TOTAL
Ongoing Finances		0:30		2:00		1:45			4:15
Meeting Marketing		0:30			0:25			1:40	2:35
Setup & Configuration Trainings		0:55		2:30					3:25
Select project and task									0:00
	Total	1:55	0:00	4:30	0:25	1:45	0:00	1:40	10:15

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.