

# 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 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.

Timesheet ⚙

👤 Invite people | 🗖 | 🔍 | 🔄

< 🗖 This week >

Day **Week** Calendar ↺ 🧑 People ▾ ⋮

	MO 16 JUN	TU 17 JUN	WE 18 JUN	TH 19 JUN	FR 20 JUN	SA 21 JUN	SU 22 JUN	
● Asana 🔍 No tag	\$ 1:00	0:30			1:15			2:45
● Holiday 🔍 No tag	\$		0:45			1:30		2:15
Select project and task								0:00
	1:00	0:30	0:45	0:00	1:15	1:30	0:00	5:00

Duplicate week

If you'd like to hide or keep only the Week view on your Timesheet please navigate to the [Time Tracking settings](#) and edit the **Timesheet view** options. Changes will be applied to all users on your account.

## 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.

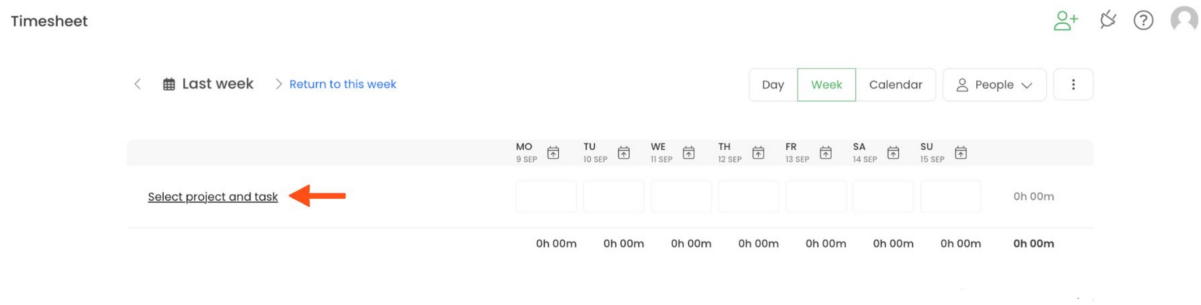
To fill in your time throughout the week, start by selecting a task. Click on **Select project and task** and choose one from the task picker.

Timesheet

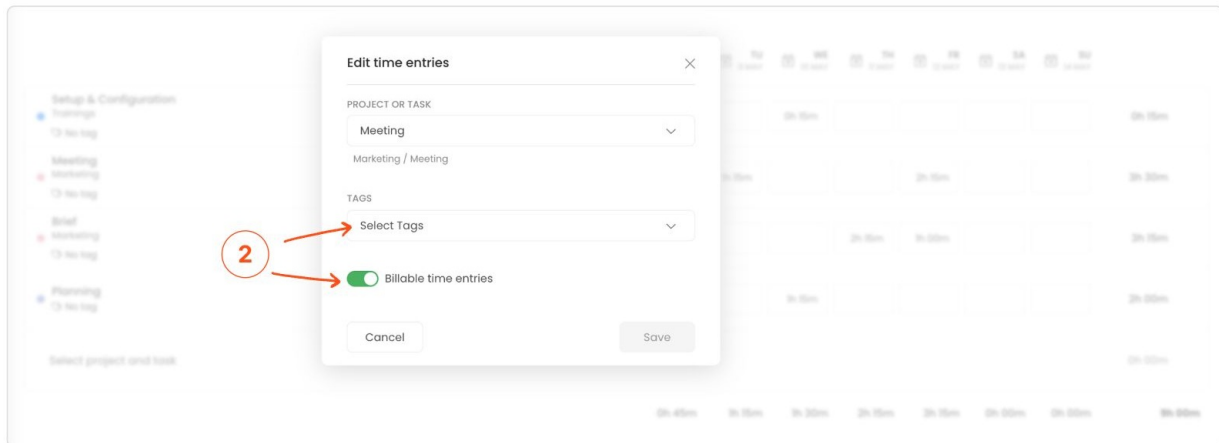
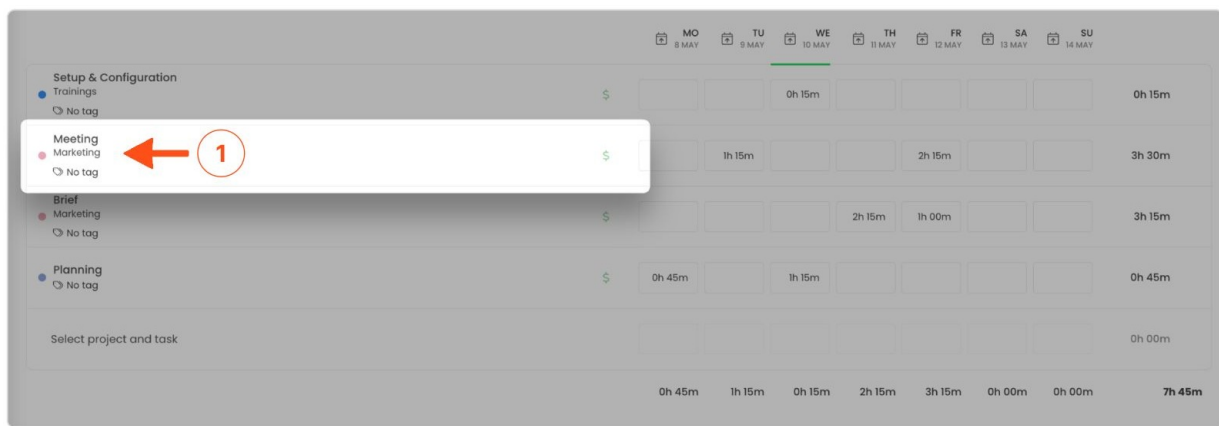
< 📅 Last week > [Return to this week](#)

Day Week Calendar People ▾ ⋮

	MO 9 SEP	TU 10 SEP	WE 11 SEP	TH 12 SEP	FR 13 SEP	SA 14 SEP	SU 15 SEP	
Select project and task								0h 00m
	0h 00m	0h 00m	0h 00m	0h 00m	0h 00m	0h 00m	0h 00m	0h 00m



After a task is selected you can optionally add tags and decide if time should be billable/non-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.



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

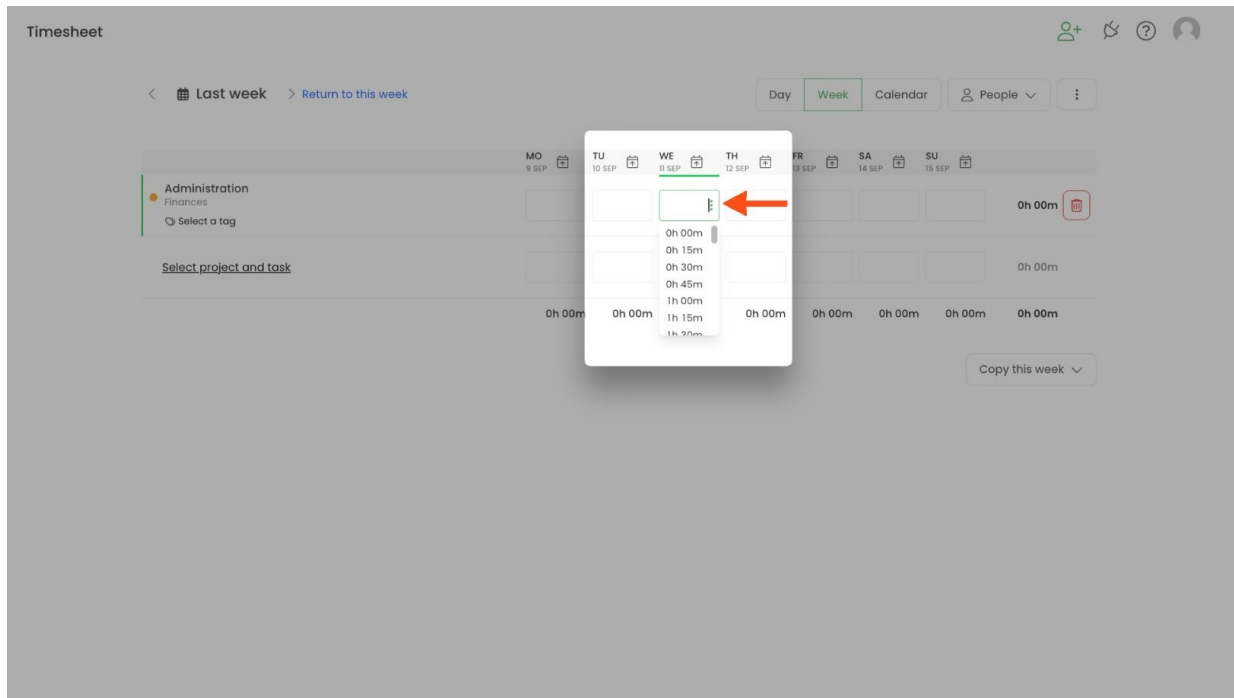
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 Day Week Calendar
👤 People ⋮

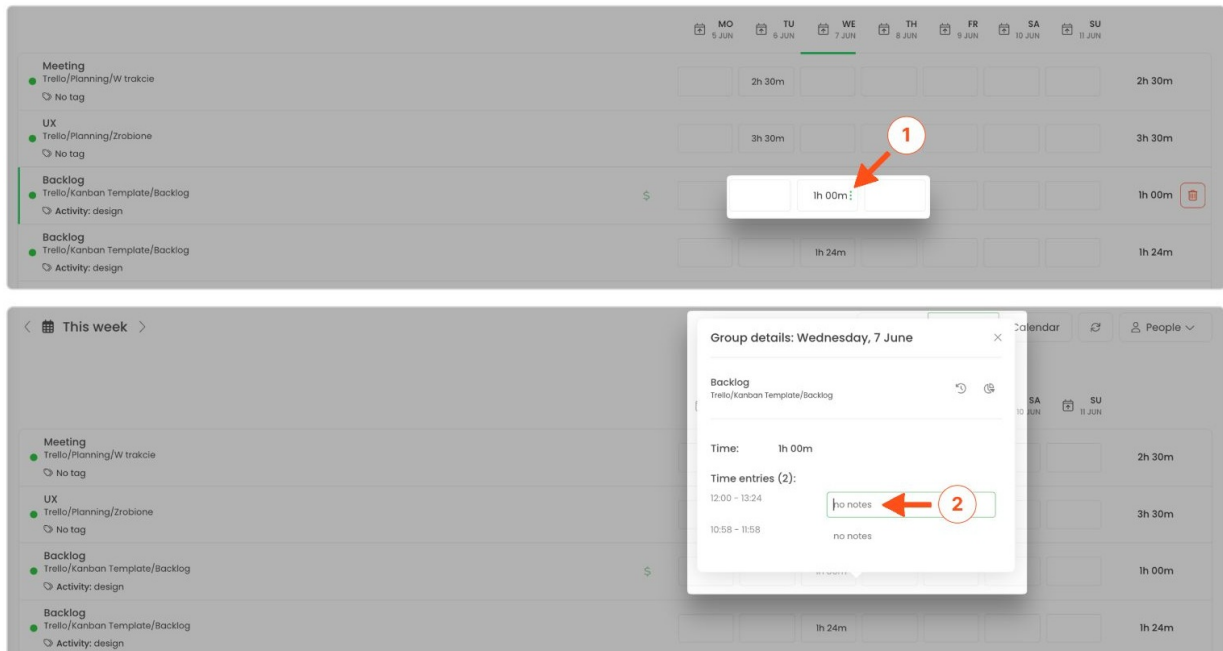
	MO 16 SEP	TU 17 SEP	WE 18 SEP	TH 19 SEP	FR 20 SEP	SA 21 SEP	SU 22 SEP	
<b>Brief</b> Marketing No tag	\$ 1h 00m			1h 45m				2h 45m
<b>Research</b> Marketing No tag	\$ 2h 30m	2h 00m			0h 30m			5h 00m
<b>Ongoing</b> Finances No tag	\$ 4h 00m			2h 15m				6h 15m
<b>Planning</b> Development Activity: review	\$	0h 45m	3h 30m		1h 45m			6h 00m
<b>Lunch</b> No tag	\$ 0h 30m	0h 30m	0h 30m	0h 30m	0h 30m			2h 30m
<b>Meeting</b> Trello/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

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.

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
<b>Brief</b> Marketing No tag	\$ 1h 00m			1h 45m			
<b>Research</b> Marketing No tag	\$ 2h 30m	2h 00m			0h 30m		
<b>Ongoing</b> Finances No tag	\$ 4h 00m			2h 15m			
<b>Planning</b> Development Activity: review	\$	0h 45m	3h 30m		1h 45m		
<b>Lunch</b> No tag	0h 30m	0h 30m	0h 30m	0h 30m	0h 30m		
<b>Meeting</b> Trello/Planning/Pending Activity: design	\$	3h 45m	2h 30m		1h 00m		
<a href="#">Select project and task</a>							
	8h 00m	7h 00m	6h 30m	4h 30m	3h 45m	0h 00m	0h 00m
							29h 45m

Copy last week

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

Timesheet

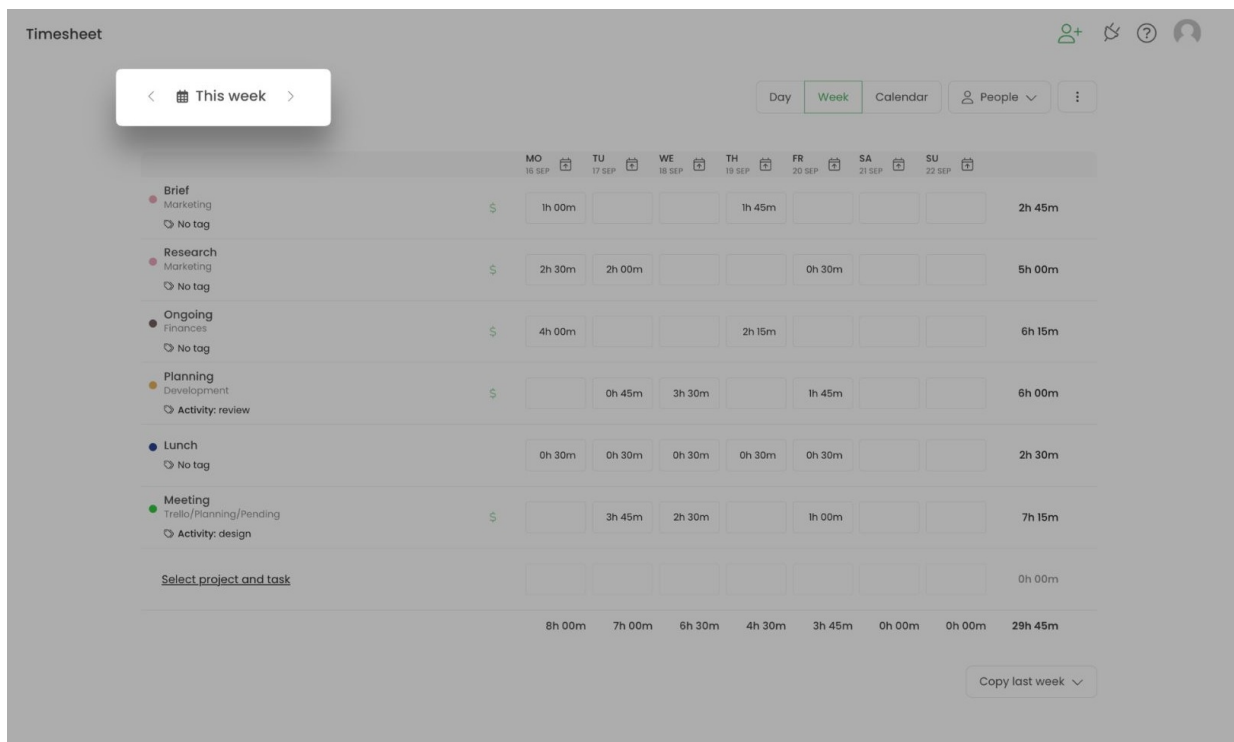
< This week >

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
<b>Brief</b> Marketing No tag	\$ 1h 00m			1h 45m			2h 45m
<b>Research</b> Marketing No tag	\$ 2h 30m	2h 00m			0h 30m		5h 00m
<b>Ongoing</b> Finances No tag	\$ 4h 00m			2h 15m			6h 15m
<b>Planning</b> Development Activity: review	\$	0h 45m	3h 30m		1h 45m		6h 00m
<b>Lunch</b> No tag	0h 30m	0h 30m	0h 30m	0h 30m	0h 30m		2h 30m
<b>Meeting</b> Trello/Planning/Pending Activity: design	\$	3h 45m	2h 30m		1h 00m		7h 15m
<a href="#">Select project and task</a>							0h 00m
	8h 00m	7h 00m	6h 30m	4h 30m	3h 45m	0h 00m	0h 00m
							29h 45m

Copy last week

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.



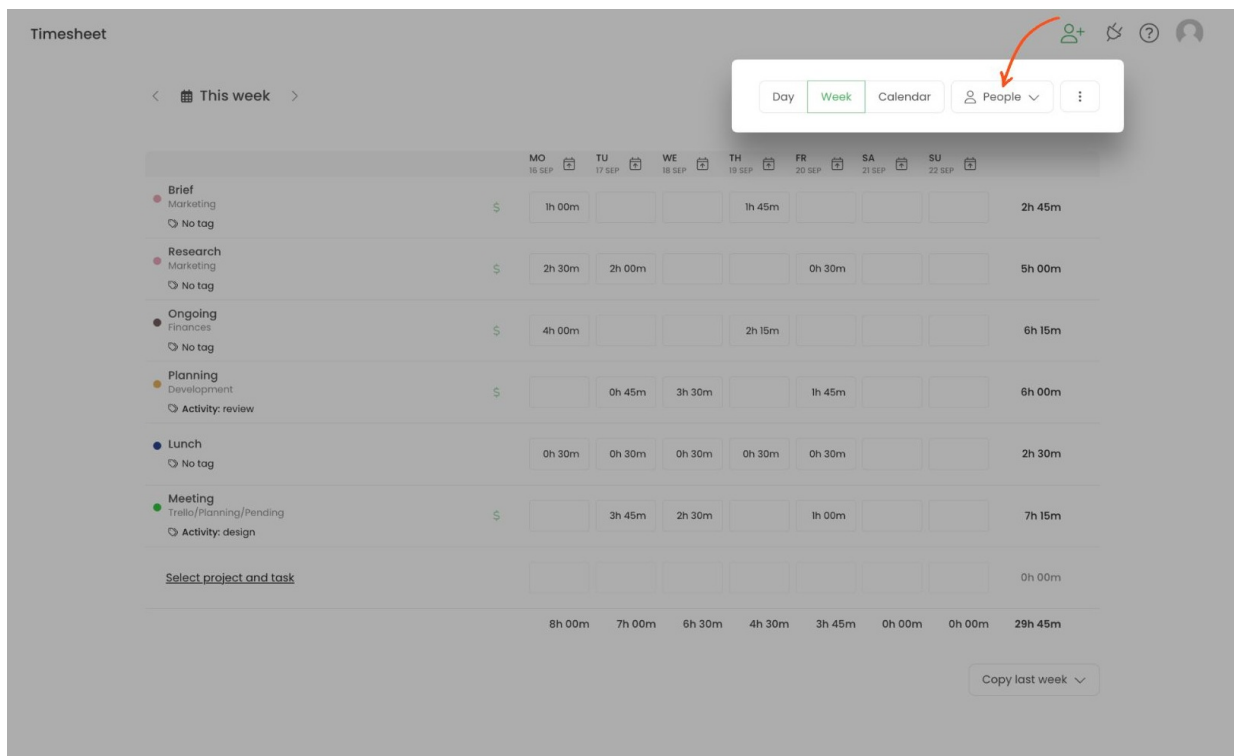
If you navigate to Day or Calendar view the inputted duration will be counted from "8:00 am" on each day. Time "8:00 am" is set as the default start of the working day and it can't be changed.

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.

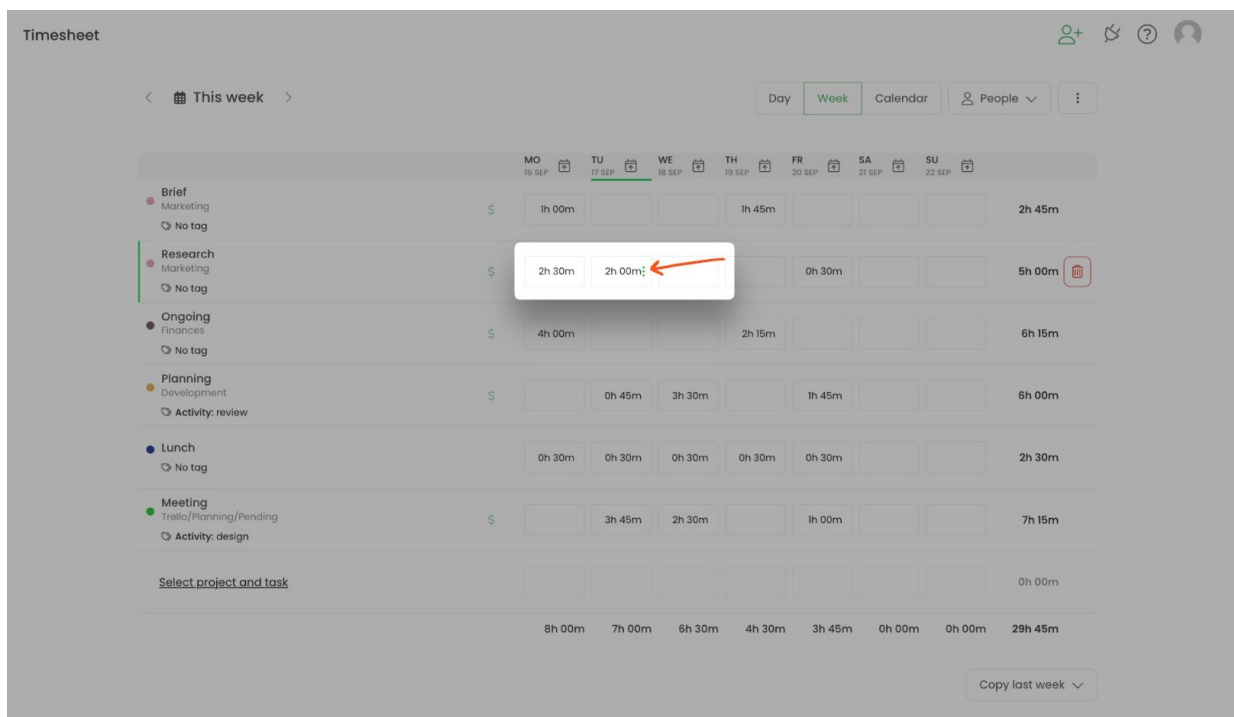
## Timesheet options

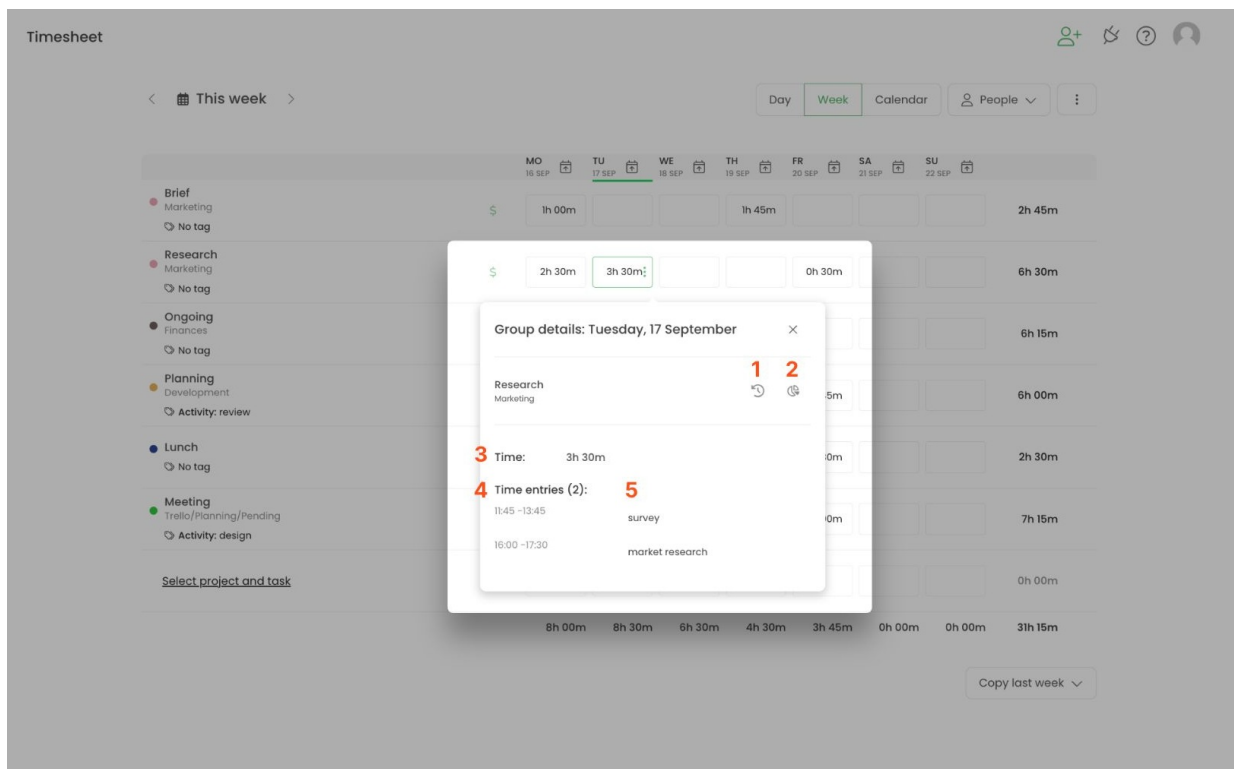
The Week timesheet contains a few additional functionalities that will help to check the details of time entries.

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:

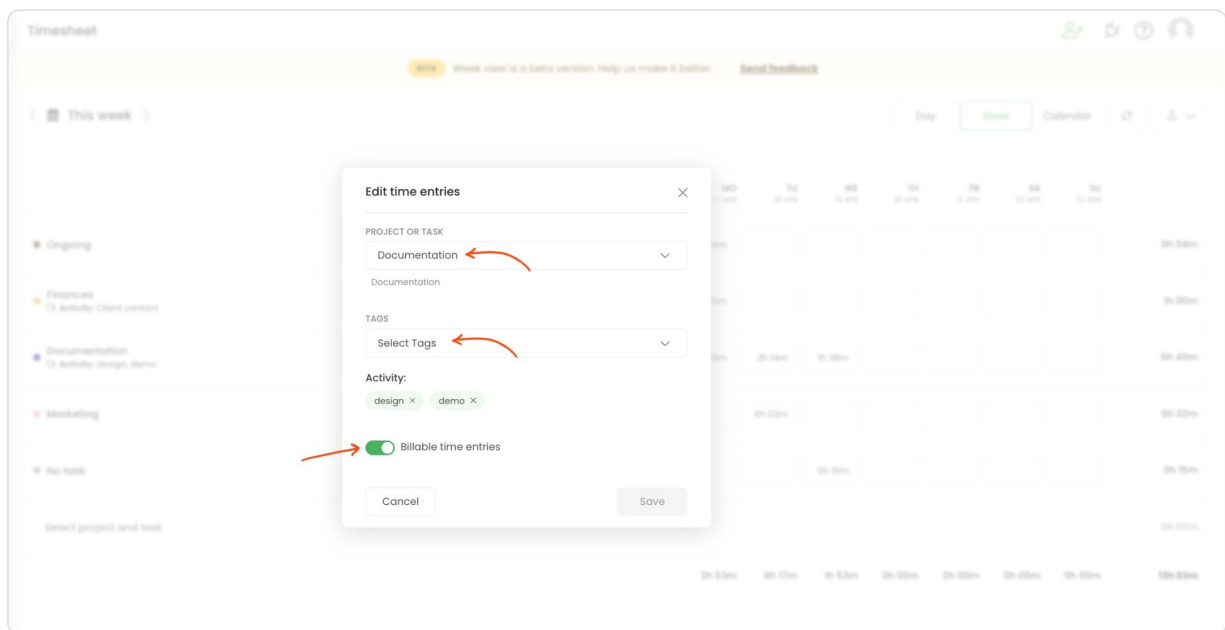
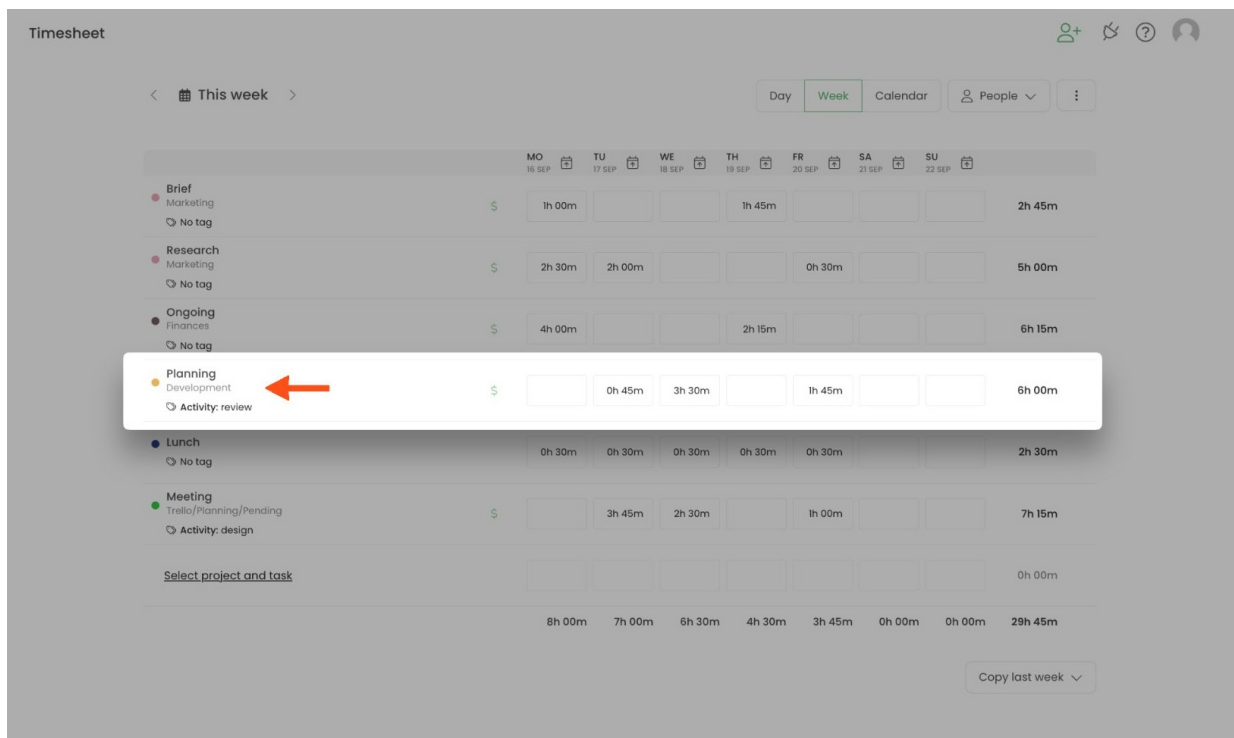




1. Opens time entry history. [Learn more](#)
2. Shows the report to all-time tracked on this task. [Learn more](#)
3. Shows total time added to task on that day;
4. Shows the number of time entries within the selected day and its timeframes;
5. Shows if a note is added;

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.





## Copy timesheet

There are two ways to copy week timesheet. Here's how it works:

- You can find a **"Duplicate week"** button in the bottom right corner. Click on this button and choose the **"Only tasks"** or **"Tasks and time"** option. The entire timesheet will be copied from the previous week so next you can fill in or edit the hours;

&lt; This week &gt;

Day Week Calendar ↺ People ▾ ⋮

	MO 16 JUN	TU 17 JUN	WE 18 JUN	TH 19 JUN	FR 20 JUN	SA 21 JUN	SU 22 JUN	
Asana No tag	\$ 1:00	0:30			1:15			2:45
Holiday No tag	\$		0:45			1:30		2:15
Select project and task								0:00
	1:00	0:30	0:45	0:00	1:15	1:30	0:00	5:00

 Duplicate week


## Delete time

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

< 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 Trello/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 ▾