Welcome to TimeCamp Help!

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Submit Timesheet

In this article:

- Submit a day
- Submit a week
- Edit submitted timesheet

Timesheets can be submitted by all users and can be approved by Administrators or Supervisors assigned to specific groups of users.

If the Timesheet is submitted or already approved it is not possible to edit its time. To view approved Timesheets navigate to the Timesheet Approvals module and click on its status.

Submit a day

To manually submit a day for approval navigate to your Timesheet and click on the **Submit for approval** button. Make sure that your timesheet has all the correct time entries!

In a Day view button is located in the bottom right corner under your time entries. Submit each day separately.

Timesheet					2+ & ? N
	 <		Day Week Calendar	Bulk edit	
	Select task and project		note 10:34 - 10:34 0:00:00	Start timer ADD TIME ENTRY	
	Day type: Working day				
	#2031 Analyze Redmine / Reports Sadd a tag	\$	note	07:43 - 11:30 3:47:00	
	CS Onboarding Trainings O add a tag	\$	note	12:00 - 12:50 0:50:00	
	• Testing © Activity: SEO	\$	note	17:24 - 17:41 0:16:57	
	+ 0	Show m	ore days	07:43 - 17:41 4:53:57	-

In a **Calendar view** button is located next to the selected day. Click on the specific day column and the submit button will appear next to its date in the top part of the column.

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6.000 3.000 4.200 Submit for Approxit 0000		< m > >	27 - 05 Mar, 2023 (15:42:18)	Return to This Week			Day	Week Calendar	8
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-0559 -0569 -0520 - 10.05 3.42.00 -05.00<			6:30:00	3:00:00	4:42:00	Submit for Approval	←		
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12:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 10									
13:00 13:00 - 14:00 Google Calendar Events - Emily Admin 100:00	11:00		Trainings				Google Calendar_		
Google Calendar Events - Emily Admin	12:00						Trello / Planning / W		
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14:00 Meeting					Fluentbe: English		-		

In a Week view button is located next to each date in the top part of a day column. Submit each day separately.

Timesheet										8+ Ø	? ∩
	6 - 12 Mar, 2023 > Return to this week		/	·		D	y Week	Calendar	2 Peop	le ~ :	
		MO 6 MAF	v ₹ 10 7 N	IAR 🗖	WE 8 MAR	TH 9 MAR	FR 10 MAR	SA 11 MAR	SU 12 MAR	1000	
	Backlog Trello/Kanban Template/Backlog No tag	\$	0h 06m							0h 06m	
	Design & Research Trello/Kanban Template/Design No tag		2h 00m							2h 00m	
	Reasearch Trello/Emily/Monthly review No tag		0h 25m							0h 25m	
	Backlog Trello/Kanban Template/Backlog 🛇 No tag		3h 15m							3h 15m	
	 [#1] Sample ticket: Meet the ticket Zendesk No tag 			2h 32m						2h 32m	
	[TEST-4] TT-59 Reports Jira/test 🛇 No tag				0h 45m					0h 45m	
	 Google Calendar Events - Emily Admin No tag 				0h 30m					0h 30m	

If you can't find "Submit for approval" button on your Timesheet, please contact your Administrator to check if the option **Should send timesheets for approval** is enabled in your profile settings.

Submit a week

To manually submit a week for approval navigate to your Timesheet and click on the **Submit for approval** button. Make sure that your timesheet has all the correct time entries!

In a **Day view** click on the "Submit for Approval" button on any day so the entire week will be submitted.

Timesheet						0+	\$?	A
	C C Thursday, 23 March Return to Today	Day Week Calendar	e e	~) (¢	Bulk edit :			
	Select task and project	note 10:34 - 10:34 0:00:00	Start time	r ADD	TIME ENTRY			
	Day type: Working day							
	#2031 Analyze Redmine / Reports O add a tag	\$ note	07:43 -	11:30	3:47:00			
	CS Onboarding Trainings C add a tag	\$ note	12:00 -	12:50	0:50:00			
	• Testing © Activity: SEO	\$ note	17:24 -	17:41	0:16:57			
	+ 0		07:43 -	2	4:53:57	-		
		Show more days						

In a Calendar view button is located in the top menu bar next to view navigation. It will submit the entire week.

Time	sheet						2+ \$ @ A
	< 🗎 × > 27 - 05 M	ar, 2023 (15:42:18) Return to Thi	s Week		Day Week	Calendar 🛛 🖄 Submit fo	or Approval
	27 мол	28 TUE] WED	2 тно	3 FRI	4 sat	5 sun
		6:30:00	3:00:00	4:42:00	1:30:18		
00:00 - 06:59							
07:00				Meeting			
08:00		Brief Marketing		Marketing			
09:00		_					
10:00							
11:00		Setup & Configuration Trainings		_	Google Calendar Eve		
12:00					Meeting Trello / Planning / W trakcie		
13:00				Google Calendar Eve			

In a **Week view** button is located in the bottom right corner under time entries table. It will submit the entire week.

BETA Week view is a beta version. Hel	o us make i	t better.	Send feedb	ack					
<					D	ay N	Week	Calendar	& ~
		MON 20 MAR	TUE 21 MAR	WED 22 MAR	THU 23 MAR	FRI 24 MAR	SA 25 MAI		
[#17] July week 1st Azure DevOps / anna235test / Audit test / (tasks with no parent)		2:30:22							2:30:22
Present to client Teamwork / Audit / My List			0:01:46						0:01:46
Research Teamwork / Audit / My List			2:00:00						2:00:00
Invitation: Kiosk @ Fri 24 Mar 2023 12				0:46:23					0:46:23
#2031 Analyze Redmine / Reports					3:47:00				3:47:00
CS Onboarding Trainings					0:50:00				0:50:00
Testing O Activity: SEO					0:16:57				0:16:57
Select project and task									0:00:00
		2:30:22	2:01:46	0:46:23	4:53:57	0:00:00	0:00:00	0:00:00	10:12:28
						-	-	🗟 Submit v	veek for approval

If you can't find "Submit for approval" button on your Timesheet, please contact your Administrator to check if option **Should send timesheets for approval** is enabled in your profile settings.

Edit submitted timesheet

If you would like to add or change anything in your timesheet before it gets approved or rejected, you can reopen it. To do that, click on the yellow **Pending Approval - Reopen button**, it is located in the same place as "Submit for Approval" button. Now you can input changes to your timesheet.

Timesheet				× ?
	Hendrick Monday, 20 March Return to Today	Day	Week Calendar & Bulk edit	
	Day type: Working day			
		Pending Approval - <u>Reopen</u>		
			08:00 - 16:00 6:49:00	
		Show more days		

After reopening the timesheet, remember to submit it for approval again!

Optionally the approver can also reopen the timesheet within the Approvals view. Navigate to the Timesheet Approvals module on the left side menu and **click on the arrow** next to the timesheet status. Select **Reopen** from the menu.

Iy approvals metrame People	Status				Team
	Status				
	✓ All statuses	~			
Person 1	Period	Total time	Status	Last action	Approver
(IR) Iris	Mar 16, 2023	6:49:00	Pending Approval	Approve	EA Emily Admin
(IR) Iris	Mar 17, 2023	0:00:00	Waiting for submission	Reject	
(IR) Iris	Mar 18, 2023	0:00:00	Waiting for submission	~	
(IR) Iris	Mar 19, 2023	0:00:00	Waiting for submission	~	

If timesheet is already approved, only the approver is able to reopen it.

Important! Submitted and approved timesheets can't be edited. If you would like to change your time entries, please reopen the timesheet first.

Please keep in mind, that the option to edit or delete time is available only on Timesheet. The Timesheet Approvals view doesn't contain such feature.