

Timesheets

Projects and timesheets

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Timesheets

Record hours worked against projects and tasks, with an activity type and billing rate.

Beginner · About 20 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

Included in the **Enterprise** plan. Contact us if you want to upgrade.

Overview

A **Timesheet** records the hours an employee worked, and on which project or task. It is the basis for billing clients by time and for knowing what a project really costs.

Prerequisites

Employees created, and **Activity Types** set up (search for it), such as *Consulting*, *Installation* or *Planning*, each with a **Billing Rate** and **Costing Rate** per hour.

Steps

1. Search for **Timesheet** and click **Add Timesheet**.
2. Choose the **Employee**.
3. In the **Time Sheets** table, add a row for each piece of work: **Activity Type**, **From Time**, **To Time** or **Hrs**, the **Project** and the **Task**.
4. Tick **Is Billable** where the client should pay for the time.
5. Check the **Total Billable Hours** and **Total Billable Amount** at the top.
6. Save and **Submit**. A manager may approve it first.

Practical example

A technician spends 6 hours installing shelving, 2 of which are travel and not billable. She logs 4 billable hours at KES 1,500 and 2 non-billable ones, all against the *Install* task.

Important notes

- Record time the same day if possible. Memory fades quickly.
- Timesheets do not replace payroll or attendance. They record **what** was worked on.
- Submitted timesheets cannot be changed. Cancel and recreate if wrong.

Common mistakes

- Logging all time as billable.
- Choosing the wrong project, which distorts project costs.

Next steps

Read Billing clients and tracking project costs.

Related documentation

- Projects and tasks
- Billing clients and tracking project costs
- Employees