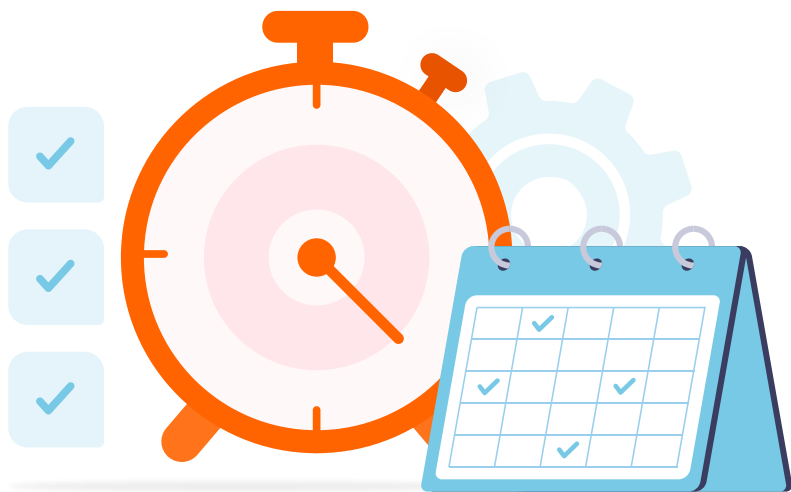# Effective
Time Tracking using
Zoho Projects

Overview

Timesheets are digital time tracking solutions used to record the time spent by employees on project tasks. It provides detailed logs on the number of hours an employee spends on specific tasks, issues, or other work items of a project each day. This helps organizations forecast the project's roadmap and also predict the budget with the right metrics.

Timesheet Workflow

Each timesheet goes through a generic three-step process.

| Submit	Review	Analyze
Regardless of your employee work style—a diligent worker bee working on one task at a time or a busy bee juggling multiple tasks—timesheets provide a method to log and submit the number of hours spent on each task.	Timesheets can be approved by the reporting manager, project coordinator, or any specific approver according to the project's requirement. Approvers must evaluate the task and also consider the budget before approving timesheets.	Timesheets are rich data records encompassing multiple insights. You can evaluate employee performance, plan upcoming tasks, interpret employee workload, optimize employee allocation, and keep tabs on the project budget.

Zoho Projects supports a built-in timesheet that allows organizations to track and manage time logs in one go. Zoho Projects' suite of features allows you to submit, review, and interpret timesheet findings alongside other project management modules and also integrate timesheets with invoice or payroll management software.

Let's take a comprehensive look at timesheet management in Zoho Projects.

Timesheets in Zoho Projects

feature a detailed layout where users can log time for tasks, issues, or other general work assigned to them. It documents details like time period, billing type, approval status, notes, and log cost.
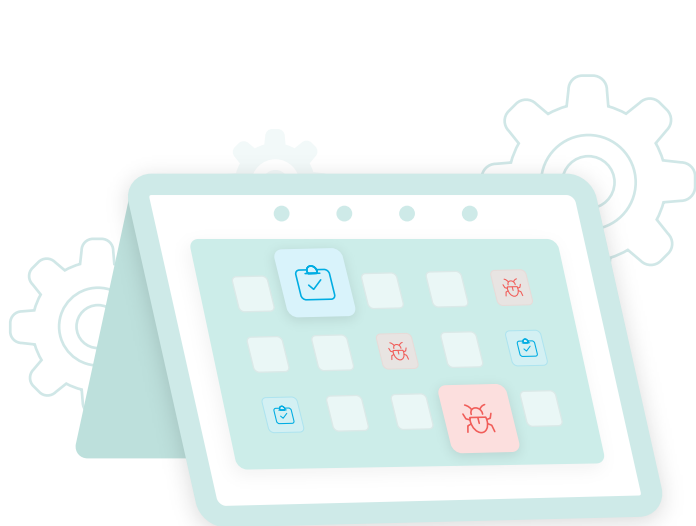
Additionally, you can also customize this layout to add more fields that help organizations gain detailed insights on the timesheets recorded. You can add daily or weekly time logs, view the logs as a list, grid, or in a calendar, and also filter it to view the required logs.

Manual and Automatic time tracking

Organizations handle several projects at a time, and their requirements are unique. While a few projects require manual methods to track time, some prefer automated timers that can be turned on and off, when the work occurs.

In addition to the **Timesheet** module, the **Log Hours** tab in tasks are used to record timesheets manually in Zoho Projects. To add an entry, select the task and navigate to the **Log Hours** tab, choose the user name, and enter the daily log.

Automated time tracking is supported using timers in Zoho Projects. A little timer icon is displayed on the task's details page. When a user starts working on the task, they can click to start the timer. It can also be paused when they take a break from the task and restarted later. When they stop the timer, the record gets added to the timesheet.

Global and Floating Timers

Global Timers in Zoho Projects allow users to track the current running timers of all their tasks from a single window. You can add timers to both tasks and issues from here.

Floating Timers allow you to monitor the time log from any screen in Zoho Projects, allowing constant visibility of the timer, even as the user navigates between different modules.

00:07:45

My Running Timer(s) ⌄   Floating Timer   ✕
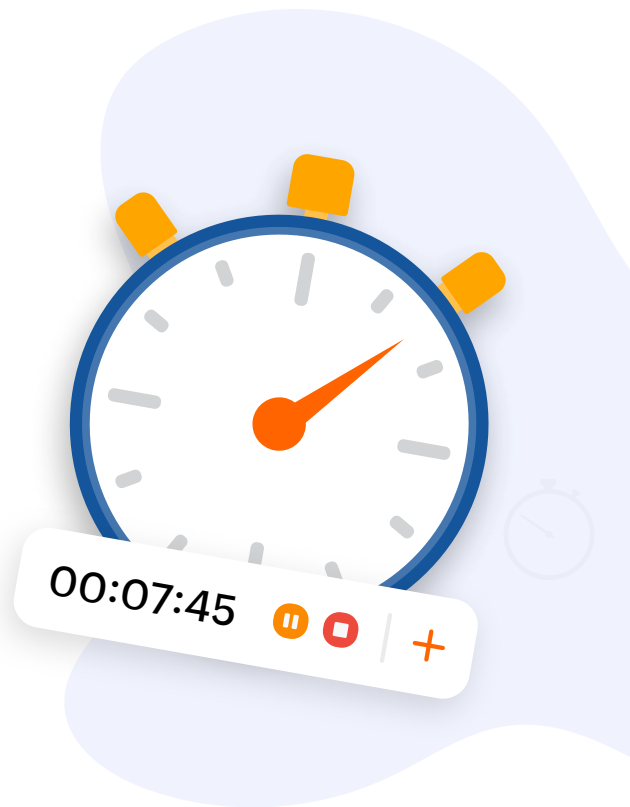
Search your tasks/issues to start ti... | All Matches ⌄

☑ Improve quality to cut down th...
IT Support Project   01:30:24 ⏸ ⏹

☑ Selection Panel
Zylker Construction   00:10:11 ⏸ ⏹

☑ Final Walkthrough
Zylker Construction   01:10:24 ⏸ ⏹

☑ Final Layout Creation
Zylker Construction   00:11:24 ⏸ ⏹

Zoho Projects

Set Work Hours

The weight of each task in a project varies depending on the effort, collaboration, processing time, and the like. Factoring in all these conditions, you can plan the work hour each task will require when creating the task. This will be displayed on the task's details page.

When the assignee finishes the task, they log the actual log hours taken to complete the task. The difference between planned and actual hours is calculated and recorded on the task list page. This helps identify gaps and analyze time-taking processes in the project.

Timesheet approval

The project owner will be the default approver for the timesheets. However, users with the 'Approve Timesheet' permission in Profiles will also be able to perform approval actions.

Additionally, you can set restrictions for approvers in **Portal Configurations**. Approvers can be configured to approve all log entries, approve log entries of direct reports only, approve entries of all subordinates, or approve log entries associated to them.

If you are an approver, you will have the option to either approve the time log or reject it. If an entry is rejected, the approver has to provide the reason for rejection.
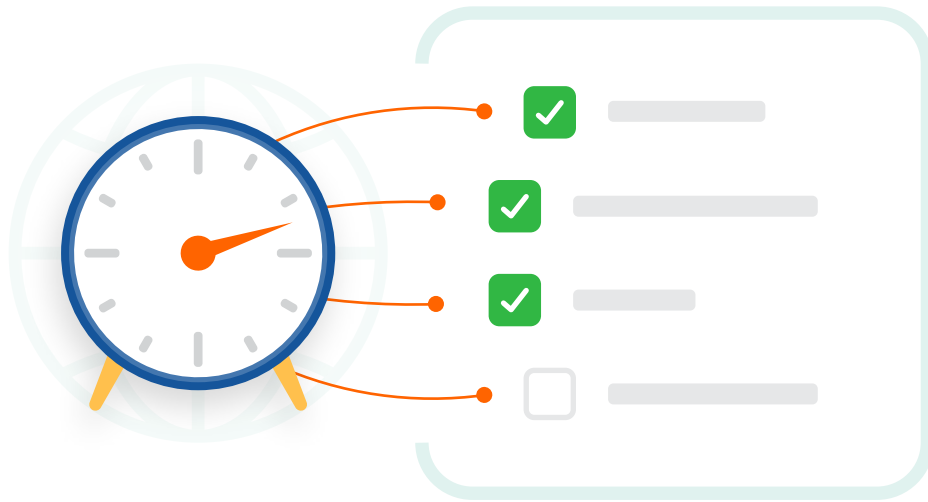
Automatic timesheet approval

Without awaiting manual approvals, timesheets can also be configured to be approved automatically when they are logged.

Time log restrictions and reminders

Time log restrictions are used to set limits to the daily and weekly log hours. Once this is set, users will not be able to record time logs higher than the set limits. For example, if you follow an 8-hour work schedule, you can restrict the daily time log entry to 7 hours and the weekly time log entry to 35 hours. Users can also be restricted from logging timesheets on weekends and holidays.

Recording time logs is mandatory in some organizations where these records are submitted to clients for billing and invoice purposes. In such cases, employees are advised to record timesheets punctually. To ensure all the employees fill in their timesheets, you can send out reminders daily, weekly, or specifically when the log hours are less than a specific limit.

Timesheet reports

Zoho Projects hosts numerous default reports to analyze data from the recorded timesheets. Timesheets reports are available on a global level to track all projects in the organization, and on a project level to plot graphs based on specific project timesheet data.
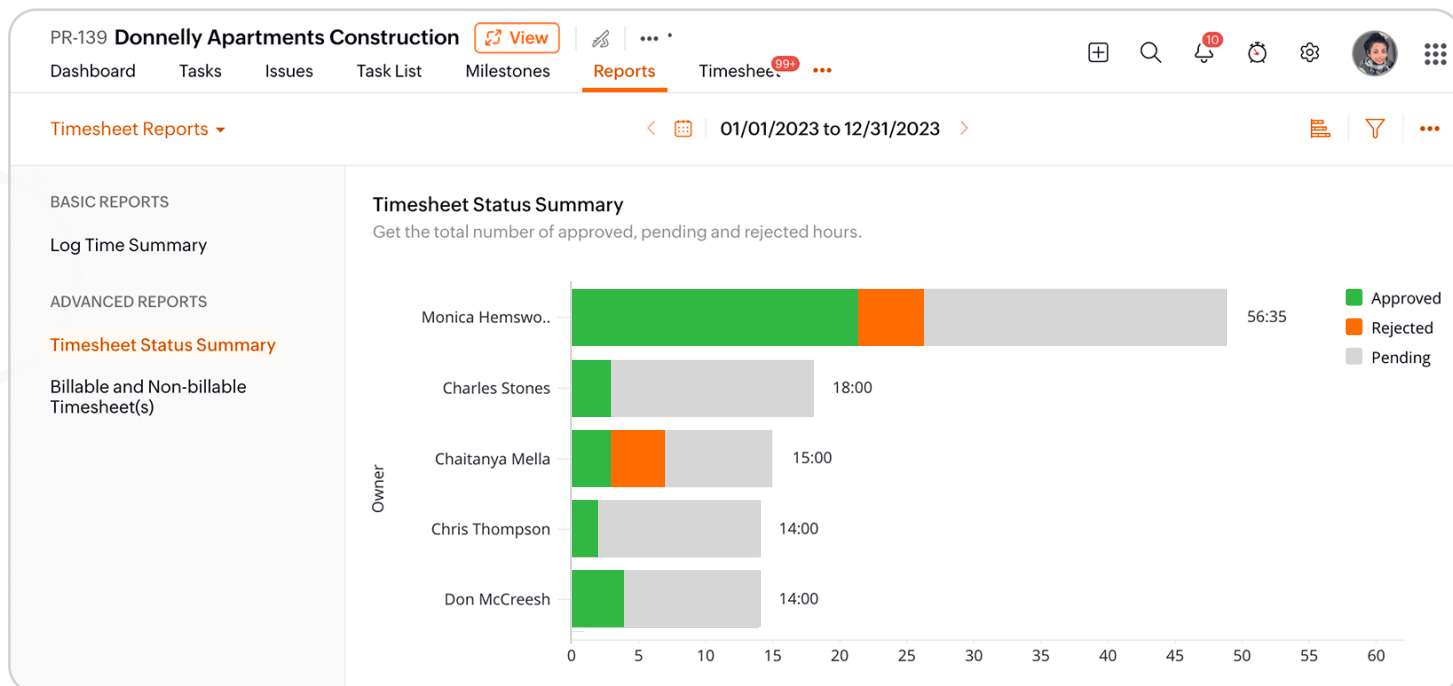
My Timesheet widget

The My Timesheet widget on the homepage plots a graph for the time logs recorded in the last seven days. It displays the total billable and non-billable hours.

Integrate with billing applications

The final desired outcome of logging timesheets is to create invoices for clients or process payroll for the employees. Integrating Zoho Projects with billing software like Zoho Books or Invoice bills the timesheets directly as invoices. Apart from timesheets, this integration also helps you plan the project budget and record expenses incurred for the project.

Summing up

A good project management software lets everyone in the organization plan and organize their timeline to analyze their workload on various tasks. While tracking time may sound tedious, with the right tool, it is effortless.

Zoho Projects hosts numerous features that help you track timesheets in your organization with precise specifications. The real-time insights driven from those timesheets help organizations appraise projects and optimize workflows. The built-in reports and integrations make it much easier to transform data into actionable knowledge. Try Zoho Projects' timesheets today!

Zoho Projects

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