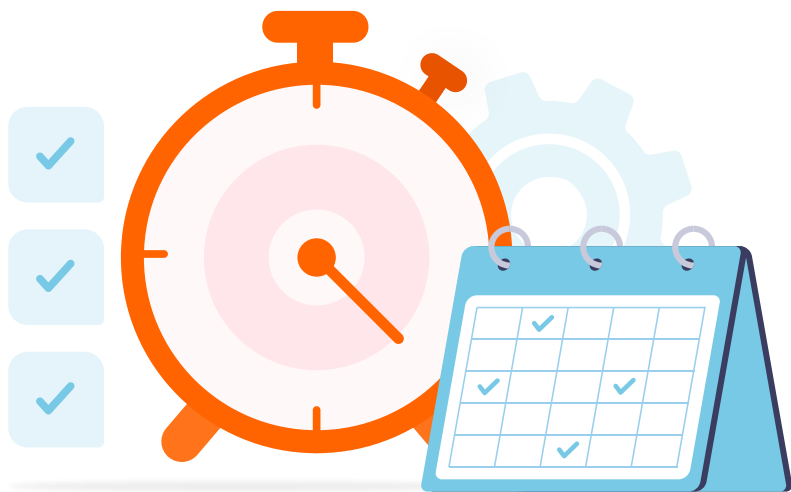


Effective **Time Tracking** using Zoho Projects





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.



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.

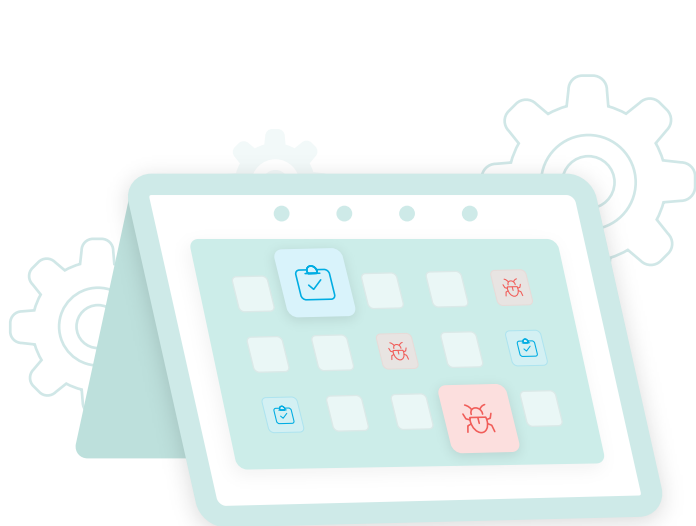
Timesheets are rich data records encompassing multiple insights. You can evaluate employee performance, plan upcoming tasks, interpret employee workload, optimize employee allocation, and keep tabs on the project budget.

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.

- List
- Grid
- Calendar

Timesheets

Group By Date > My Timesheet > 01/08/2024 to 31/08/2024 > List Add Time Log

| ID | Log Title | Project | Daily Log Hours | Approval Status | Billing Typ |
|------------|--|------------------------------|-----------------------|-----------------|-------------|
| 12/08/2024 | | | 08:00 08:00 00:00 | | |
| DS1-T183 | Installing Projectors | Donelley site construction | 03:00 | Approved | Billable |
| DS1-T185 | Install light fittings | Donelley site construction | 03:00 | Pending | Billable |
| DC-T1133 | Client Discussion | Donnelly Apartments Construc | 02:00 | Pending | Billable |
| 05/08/2024 | | | 08:00 08:00 00:00 | | |
| WD7-T13 | Choose Themes | Website Development 2 | 03:00 | Approved | Billable |
| WD7-T23 | Basic layout creation - View | Website Development 2 | 03:00 | Approved | Billable |
| WD7-T20 | Choose fonts | Website Development 2 | 01:00 | Rejected | Billable |
| WD7-T19 | Overall look and feel | Website Development 2 | 01:00 | Approved | Billable |

Billable 24:00 h Non Billable 00:00 h Total 24:00 h | Total Cost \$ 5,340.00

Total Count: 7 | 1-7

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.

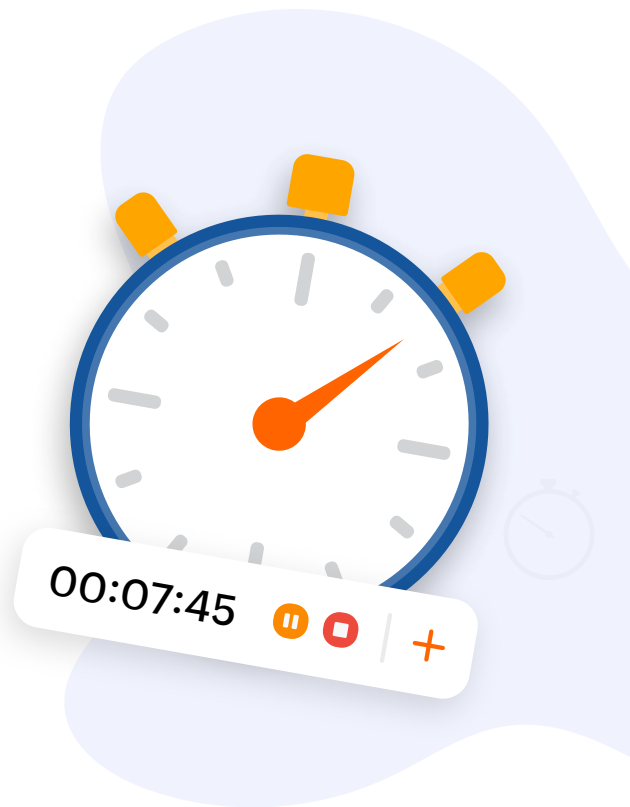
The screenshot shows the Zoho Projects interface for a task titled "Improve quality to cut down the tickets" (Task ID: ISI-T84). A timer is active, showing 00:00:24. The "Log Hours" tab is selected, displaying a table of time log entries for the date 12/08/2024. The table includes columns for User, Daily Log Hours, Date, Billing Type, and Approval Status. The entries are as follows:

| User | Daily Log Hours | Date | Billing Type | Approval Status |
|----------------|-----------------|------------|--------------|-----------------|
| Tom Lee | 04:00 | 12/08/2024 | Billable | Approved |
| Don McCreesh | 08:00 | 12/08/2024 | Billable | Approved |
| Chris Thompson | 04:00 | 12/08/2024 | Billable | Approved |
| Helen Collins | 07:00 | 12/08/2024 | Billable | Approved |

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.



| Task | Time Log | Control Icons |
|---|----------|---------------|
| Improve quality to cut down th... IT Support Project | 01:30:24 | Pause, Stop |
| Selection Panel Zylker Construction | 00:10:11 | Pause, Stop |
| Final Walkthrough Zylker Construction | 01:10:24 | Pause, Stop |
| Final Layout Creation Zylker Construction | 00:11:24 | Pause, Stop |

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.

| USER NAME | PLANNED (W) | ACTUAL (T) | DIFFERENCE (W - T) | PLANNED COST ⓘ | ACTUAL COST ⓘ | BUDGET BALANCE ⓘ |
|----------------------------|---------------|--------------|----------------------|----------------|---------------|------------------|
| > Eduardo Vargas | 561:00 | 10:00 | +551:00 | - | \$ 800.00 | \$ -800.00 |
| > Einhard Klein | 2640:00 | 81:00 | +2559:00 | - | \$ 4,740.00 | \$ -4,740.00 |
| > Faiyazudeen I | 1264:00 | 1:00 | +1263:00 | - | \$ 40.00 | \$ -40.00 |
| > Jasmine Frank | 464:00 | 5:00 | +459:00 | - | - | ↔ |
| > John Marsh | 1313:00 | 5694:50 | -4381:50 | - | \$ 1,755.00 | \$ -1,755.00 |
| > Lin Lin Brenn | 560:00 | 39:00 | +521:00 | \$ 1,20,300.00 | \$ 2,798.20 | \$ 1,17,501.80 |
| > Monica P | 10632:00 | 281:20 | +10350:40 | \$ 24,720.00 | - | \$ 24,720.00 |
| > Navamani Samuel Samuel S | 924:00 | - | +924:00 | - | - | ↔ |
| > Naveen Kumar | 768:00 | - | +768:00 | - | - | ↔ |
| > Sherin Regi Sam | 1080:00 | 0:18 | +1079:42 | - | - | ↔ |
| | 4520:00 | - | +4520:00 | | | |

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.

Marketing Manager ✎ User Profile ⓘ

Module Permissions

| | VIEW | ADD | EDIT | DELETE | MORE |
|-------------|-------------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|-----------------------|
| Phase | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | None ▾ | None ▾ | - |
| Task List | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | more |
| Task | All ▾ | <input checked="" type="checkbox"/> | Both A O ▾ | Both A O ▾ | 2 more 🔑 |
| Issues | None ▾ | <input type="checkbox"/> | None ▾ | None ▾ | more |
| Timesheet | All ▾ | Owned ▾ | Owned ▾ | Owned ▾ | 1 more |
| Feed Status | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Owned ▾ | Owned ▾ | |

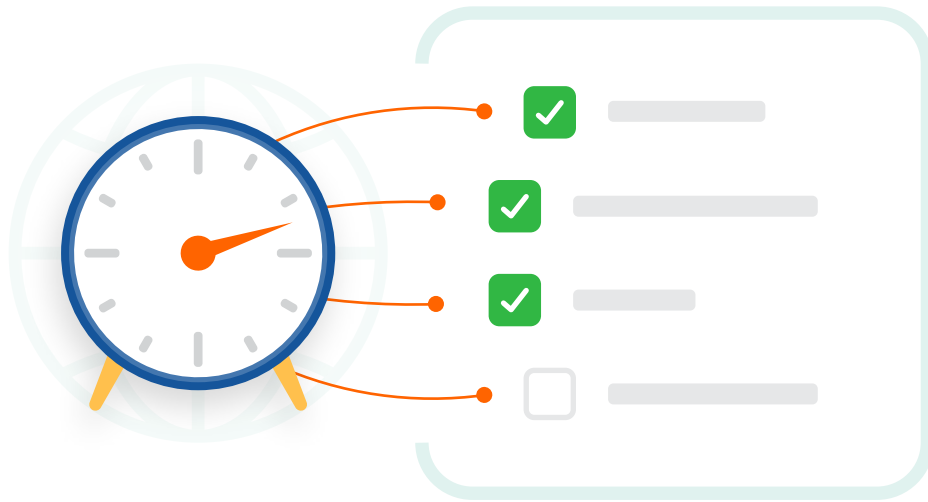
Comment Permissions

| | EDIT | DELETE |
|------------------|---------------------|---------------------|
| Phase Comment | Added ▾ | Added ▾ |
| Tasklist Comment | Added ▾ | Added ▾ |
| Task Comment | Added ▾ | Added ▾ |
| Issues Comment | None 🔒 | None 🔒 |

👤 Owned 👤 Added

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.

A screenshot of the Zoho Projects Setup page. The page has a header with a gear icon and the word "Setup". Below the header is a search bar and a navigation menu with categories like "PERSONAL PREFERENCES" and "PORTAL CONFIGURATION". The main content area is divided into three tabs: "Task Settings", "Timesheet Settings", and "Timesheet Approval". The "Timesheet Approval" tab is active and shows two main settings. The first is "Timesheet Approval" with a sub-setting "Log entries requires approval" which is turned on (indicated by an orange toggle switch). Below this is "Approvers can Approve" with four radio button options: "All log entries" (selected), "Log entries of direct reports only", "Log entries of all subordinates", and "Log entries associated to you as approver". The second main setting is "Automatic Timesheet Approval" with a sub-setting "Log entries added by the approver will be approved automatically" which is also turned on (indicated by an orange toggle switch). The user's name "Zia" is visible at the bottom left of the page.

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.

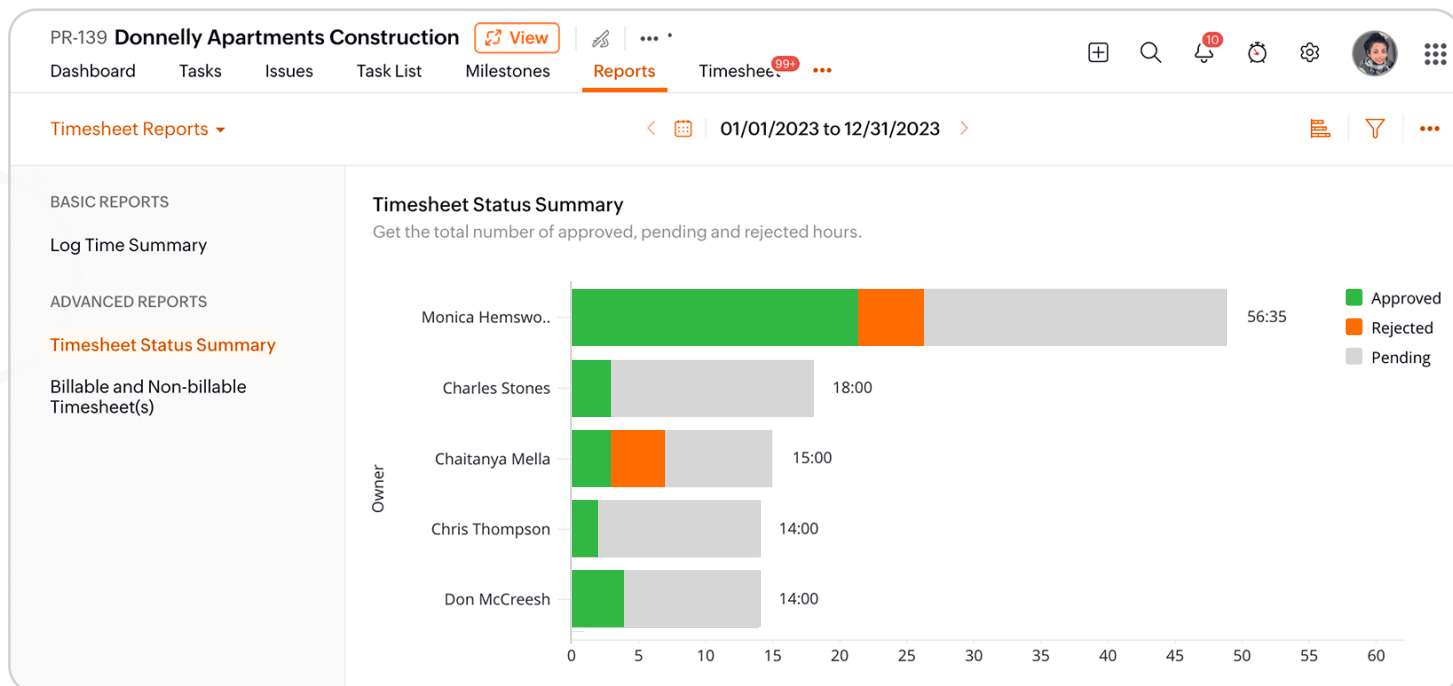
The screenshot displays the 'Setup' page in Zoho Projects, specifically the 'Timesheet Settings' tab. The page is divided into several sections: 'PERSONAL PREFERENCES', 'PORTAL CONFIGURATION', 'PROJECT CONFIGURATION', 'CUSTOMIZATION', 'PROJECT AUTOMATION', 'TASK AUTOMATION', and 'ISSUE TRACKER'. The 'Task & Timesheet' section is highlighted in orange. The 'Timesheet Settings' tab is active, showing various configuration options. A callout box highlights the 'Log Hour Limit' and 'Time Log Reminder' settings.

| Section | Setting | Value |
|----------------|---------------------------|--|
| Log Hour Limit | Log Hour Limit | 8:00 hrs |
| | Daily Log Hour Limit | 8:00 hrs |
| | Weekly Log Hour Limit | 40:00 hrs |
| | Time Log Reminder | 8:00 hrs/day |
| | If Log Hour is Less Than. | 8:00 hrs/day |
| | Daily Reminder | 15 mins Before end of business ho... <input type="checkbox"/> Notify running timers. |
| | Weekly Reminder | 15 mins Before end of business w... <input type="checkbox"/> Notify running timers. |
| | Exclude reminder for | Portal Owner |
| | Log Hour Limit | <input checked="" type="checkbox"/> |
| | Time Log Reminder | <input checked="" type="checkbox"/> |

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.

The screenshot shows the Zoho Projects homepage for user Monica Hemsworth. The 'My Timesheet' widget is highlighted with a dashed orange border. It displays a bar chart for the last seven days (Mon-Fri) showing billable (blue) and non-billable (orange) hours. Summary statistics at the bottom of the widget are:

| Category | Hours |
|--------------|-----------|
| Billable | 36:00 hrs |
| Non Billable | 00:00 hrs |
| Total | 36:00 hrs |

A larger, detailed view of the widget is shown below, with a blue border. It displays the same bar chart but with a different set of summary statistics:

| Category | Hours |
|--------------|-----------|
| Billable | 36:00 hrs |
| Non Billable | 04:00 hrs |
| Total | 40:00 hrs |

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!



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Help Documents

<https://help.zoho.com/portal/en/kb/projects>

Help Videos

<https://www.zoho.com/projects/projects-videos.html>

Webinar

<https://www.zoho.com/projects/webinar.html>

Projects Community

<https://help.zoho.com/portal/en/community/zoho-projects>

