



Timesheets

The Overview - Timesheets section displays all the time logs across all the projects in a portal. By default, users will view their own time logs. However, this can be changed using filters. The date selector allows users to select various dates to view time logs.

- Timesheets can be viewed chronologically by using the Group By Date option & or by users with the Group By User option.
- Timesheets can also be viewed as a [List](#), [Grid](#), or on a [Calendar](#).



Use cases

Construction: When a worker is billed based on the number of hours spent on a task, the project manager needs to know the hours a worker has spent on a task. Timesheet helps with exactly that.

Marketing: When a freelancer is hired to develop a flyer for a product and is paid depending on the number of hours worked on the flyer, time logging is necessary. With Timesheet, the employer can view the logged hours and match the salary for the employee.

Software/ IT: Sometimes you may wonder how long it has taken to fix an issue in the product. With the help of the timer in Zoho Projects, you can know the exact time taken to resolve.

Date Selector

Users can select dates to view time logs with the date selector. Time logs can be viewed by day, week, month, any custom date range, or the entire project span.

PR-139 Donnelly Apartments Construction [View](#) | ...

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Group By Date ▾

Approval Status: Is Approved × Pending × Clear

Day Week **Month** Range Project Span

2024

Jan Feb Mar Apr

May Jun **Jul** Aug

Sep Oct Nov Dec

Current Month [OK](#) [Cancel](#)

ID	Log Title	Time Log	Approval Status	User	Billing Type
	10/06/2024				
	Add Time Log				
<input type="checkbox"/>	DC-T1124	Document verifications	Approved	Monica Hemswo	Billable
<input type="checkbox"/>	DC-T1104	Paint job both interior and ...	Approved	Chris Thompson	Billable
	12/03/2024				
	Add Time Log				
<input type="checkbox"/>	DC-T10	Review and finalize site plan	Pending	Monica Hemswo	Billable
	29/02/2024				
	Add Time Log				
<input type="checkbox"/>	DC-T24	Foundation certification	Pending	Shirin Shekhar	Billable
	18/02/2024				
	Add Time Log				

Billable 32563:06 h Non Billable 402:12 h Total 32965:18 h

Total Count: 585 | 25 Records Per Page | 1-25

Add Daily Time Log

1. Navigate to **Overview > Timesheets** on the left navigation panel.
2. Click on the **Add Time Log** button.
3. Select a project.
4. Select either a task or an issue.
 - Click **Enter Other Log Entries** for a general time log.
5. Select the date and a user.
6. Enter the number of hours in the Daily Log field.
 - Users can also click on Set Start & End Time link to enter time.
7. Select a Billing Type.

8. Enter Notes in required and click **Add** to save the time log entry.

The screenshot displays the 'New Time Log' form in the Zoho Timesheets application. On the left, a navigation sidebar shows the 'Timesheets' section expanded. The main area shows a table of time logs grouped by date. The 'New Time Log' form is open, featuring a warning about time log restrictions (8:00 hrs/day and 40:00 hrs/week). The form includes a 'Project' dropdown menu with 'Donelley site construction' selected, a 'Tasks/Issues' dropdown menu with 'Furniture and wood polishing' selected, and a 'Timesheet Information' section. This section contains a 'Date' field with '12/08/2023', a 'User' dropdown menu with 'Monica Hemsworth' selected, and a 'Daily Log' field with '8' entered. There is also a 'Billing Type' dropdown menu with 'Billable' selected. A 'Notes' field is present but empty. At the bottom of the form, there are 'Add' and 'Cancel' buttons.

Add Weekly Time Log

Users can also log time weekly.

1. Navigate to **Overview > Timesheets** on the left navigation panel.
2. Click on the drop-down right next to Add Time Log button.
3. Click **Weekly Time Log**.
4. Select the project, user, and task/issue.
Click + icon to enter a general time log.
Click **Add Row** to enter additional time logs.
5. Enter the log hours.
Click the  icon that appears as you enter the weekly log, if you want to enter the daily log instead.
6. Click **Save** to add time logs or **Save and Add New** to enter logs for another week.

Other Actions

1. Click **⋮** in the upper-right corner to view more actions.
2. The following actions are available:
 - Export Timesheet - Export the timesheet to and XLS or CSV file. Users can select project status, date range, file format, and the columns to be exported.

- Export to PDF - The time logs displayed on the screen are exported to a PDF file.

Export Timesheet Show export history

Project Status: Active

Export with file information

From*: 10/01/2023 To*: 10/31/2023

Format: csv

Select Columns

Available

- Consultation Fee per Hour
- Related Milestone
- Upload picture of completed site work
- Description
- Start Date

Selected

- Date
- Task/Issue Name *
- Task/Issue ID
- Project Name
- Project ID
- Daily Log

Export Cancel

More Reads

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