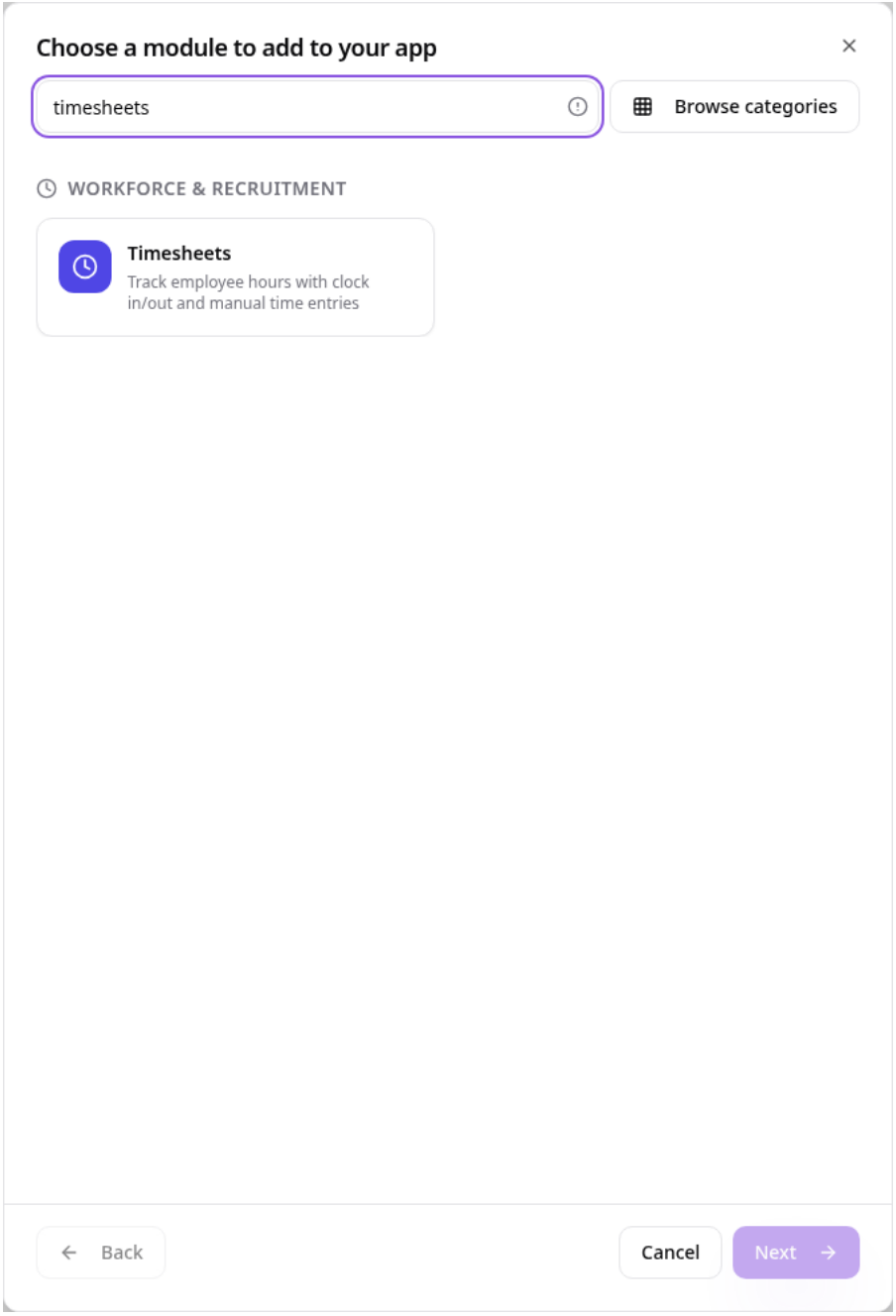
Track staff hours with Timesheets

1. Choose Timesheets

In Pages, tap Add Page or Function, search “timesheets” and tap Timesheets.



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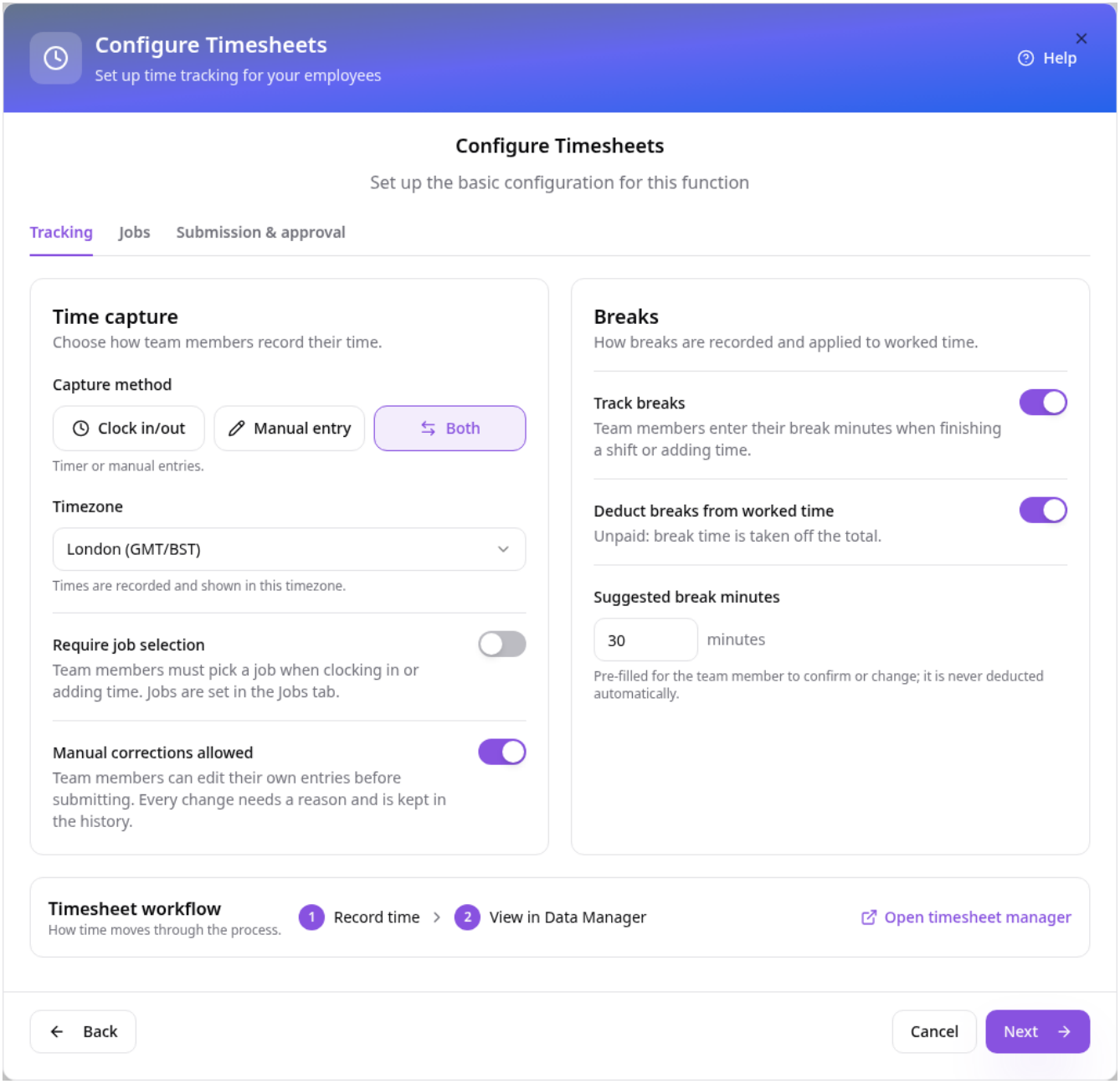
2. Choose how time is recorded

On Tracking, pick Clock in/out, Manual entry or Both, check the timezone and set how breaks work.



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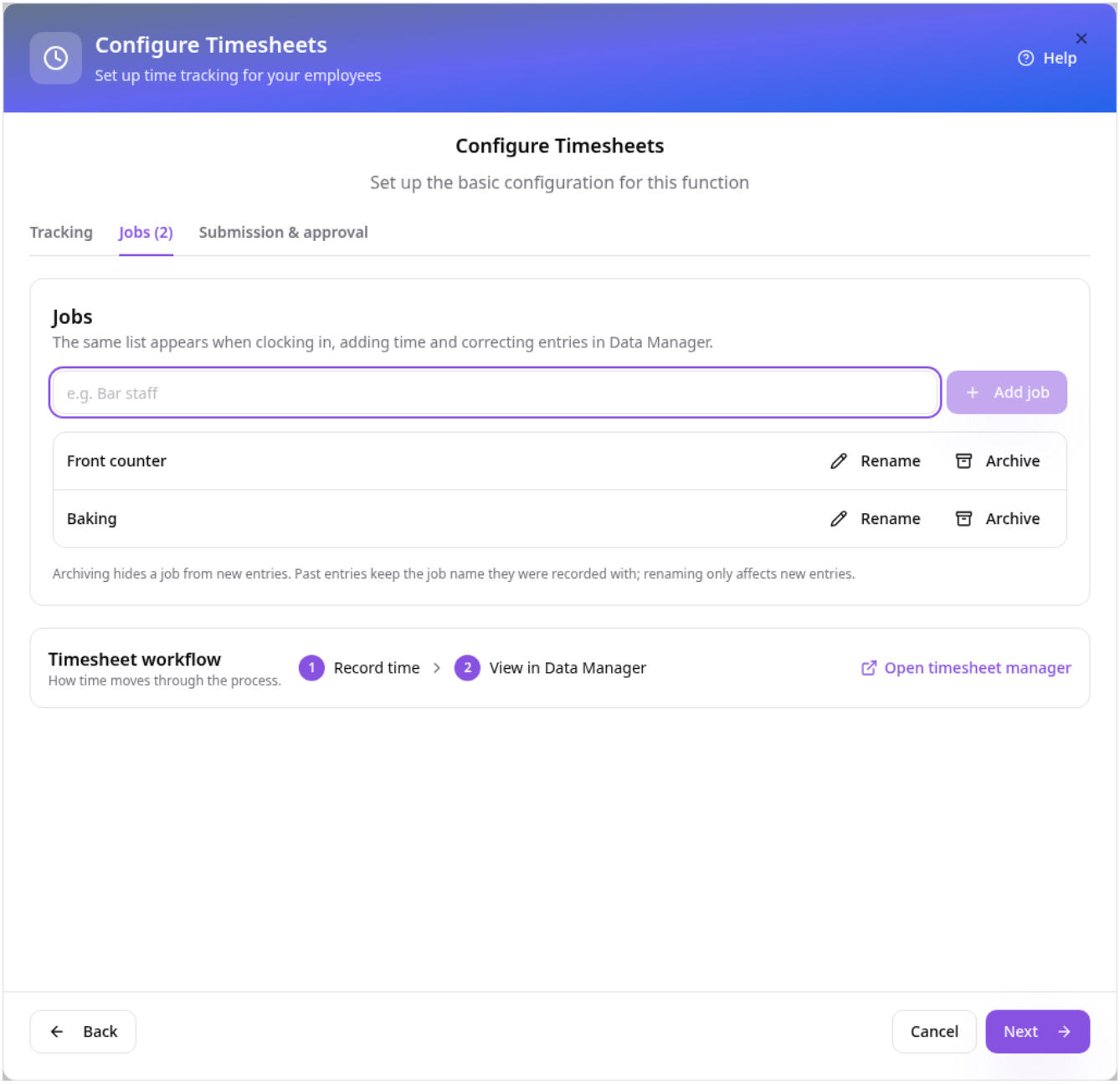
3. Add your jobs

On Jobs, type each job or role and tap Add job. Your team picks one when they record time.



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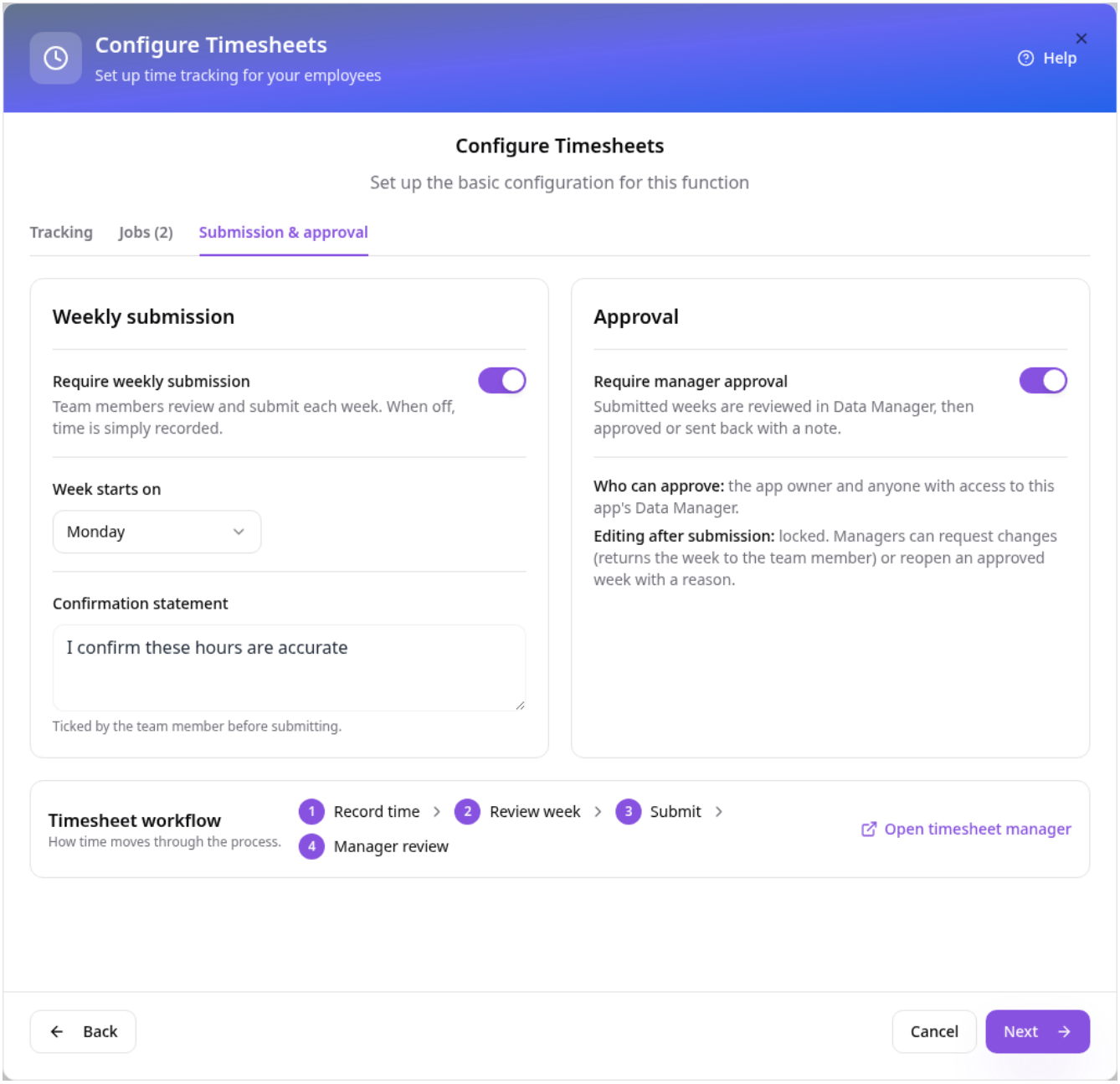
4. Turn on weekly submission

On Submission & approval, switch on Require weekly submission. Choose the day your week starts and keep Require manager approval on.



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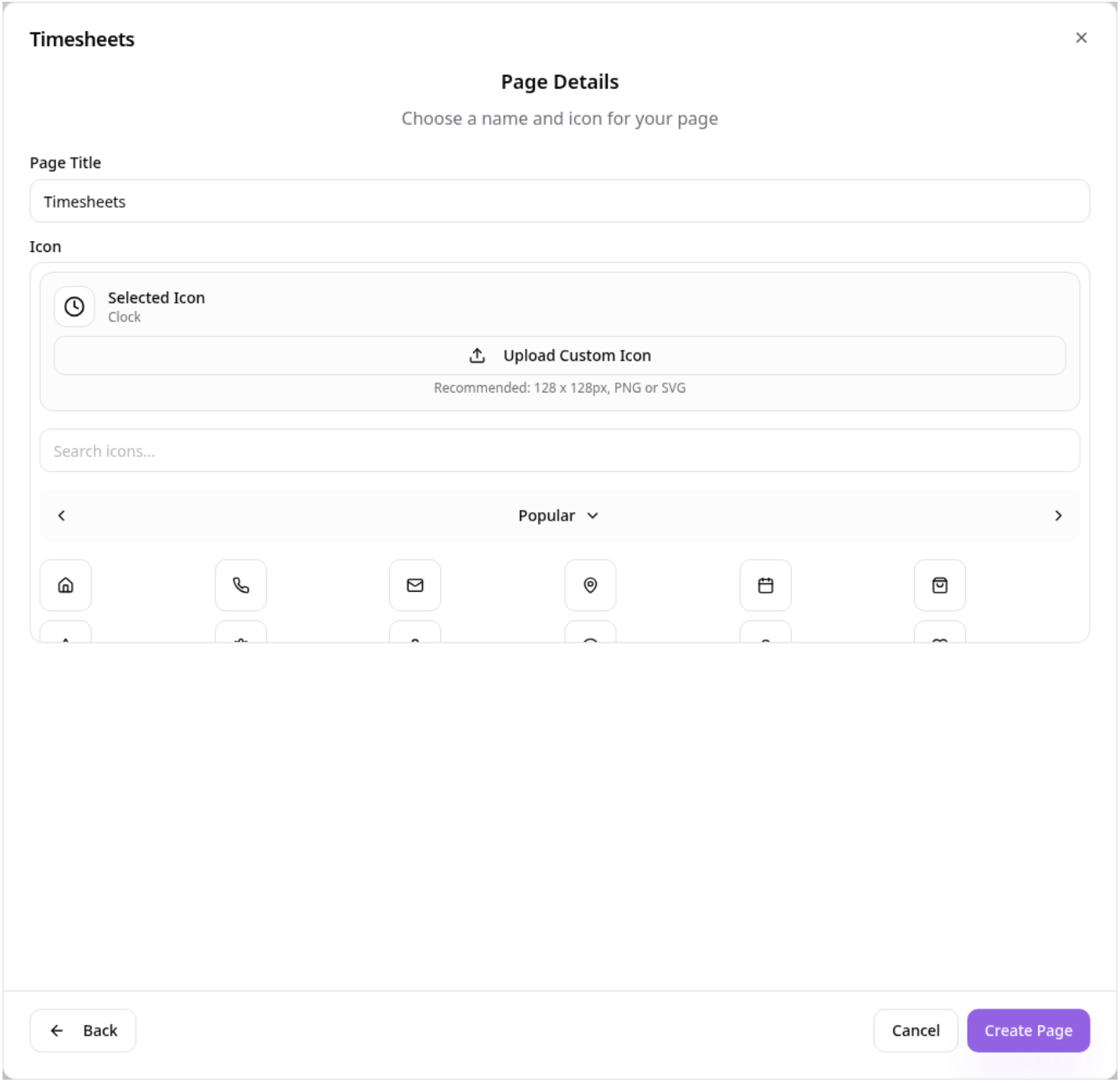
5. Name the page

Tap Next, check the page name and icon, then tap Create Page.



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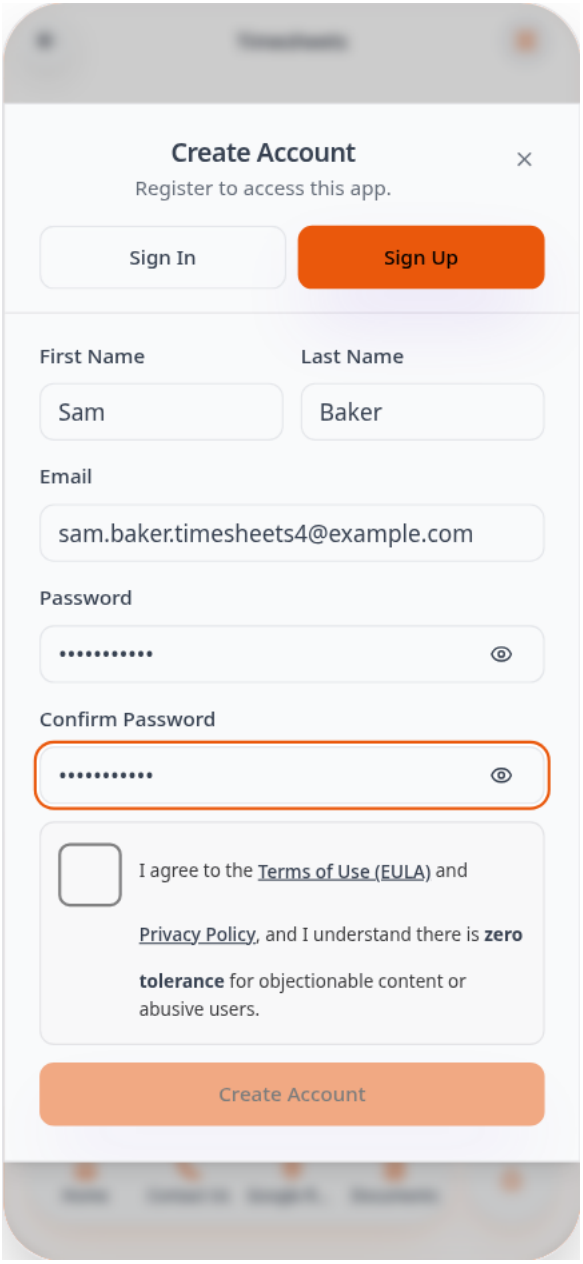
6. Your team signs up

Team members open Timesheets in your app and create an account, or sign in if they already have one.



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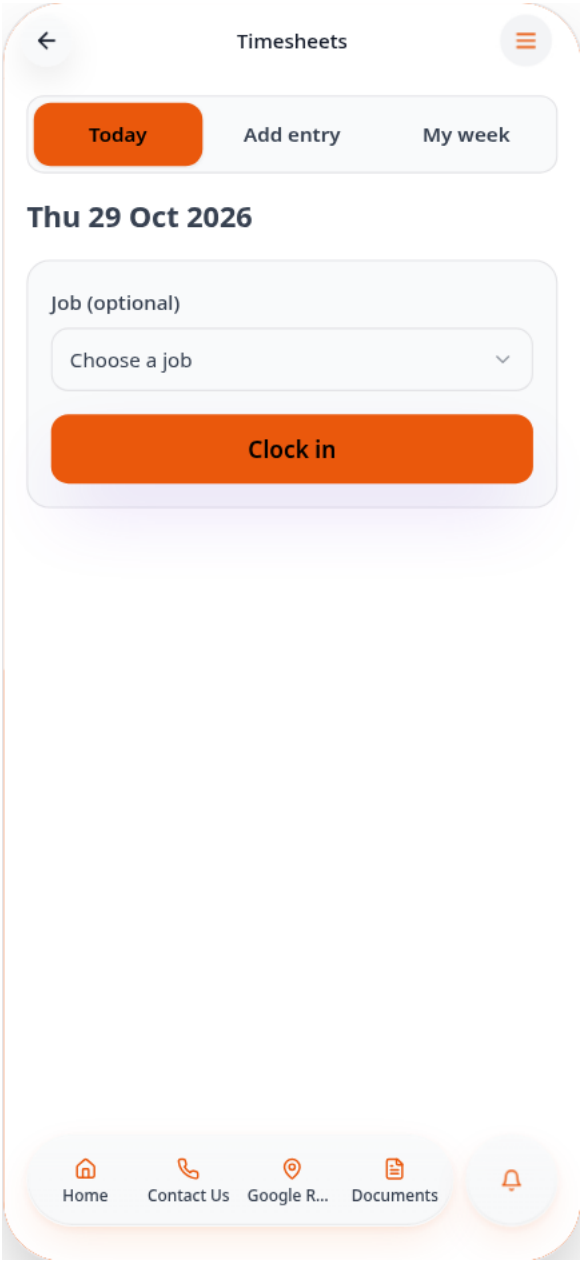
7. Clock in or add time

On Today, team members can tap Clock in when they start, or use Add entry to type in their hours.



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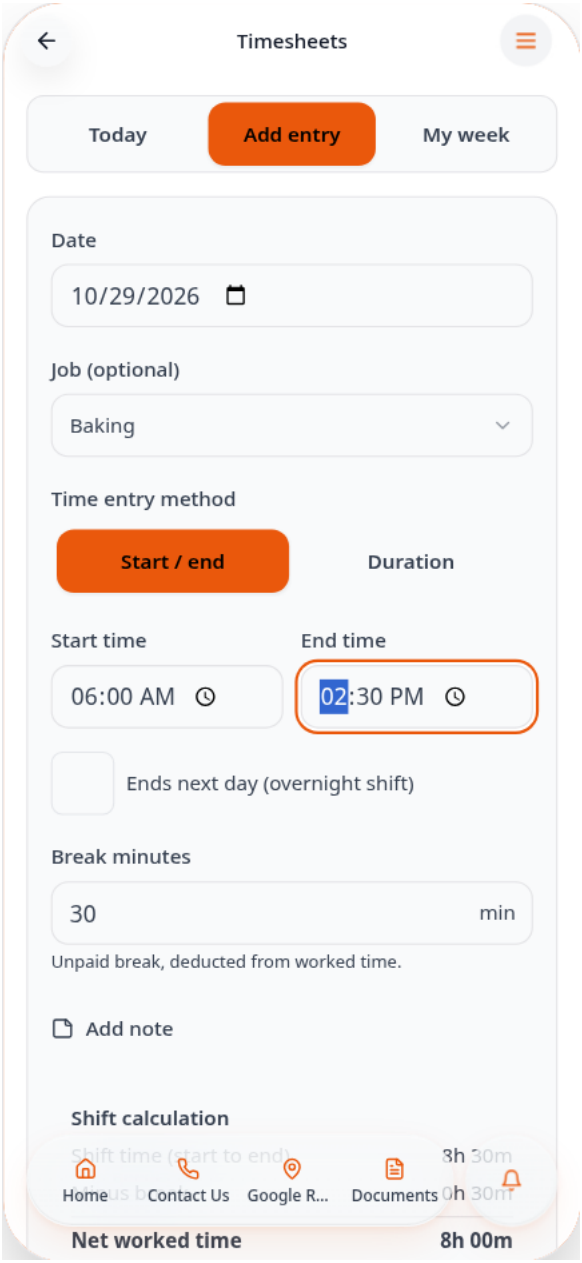
8. Record a day's hours

On Add entry, choose the date and job, enter the start and end time and any break, then tap Save entry.



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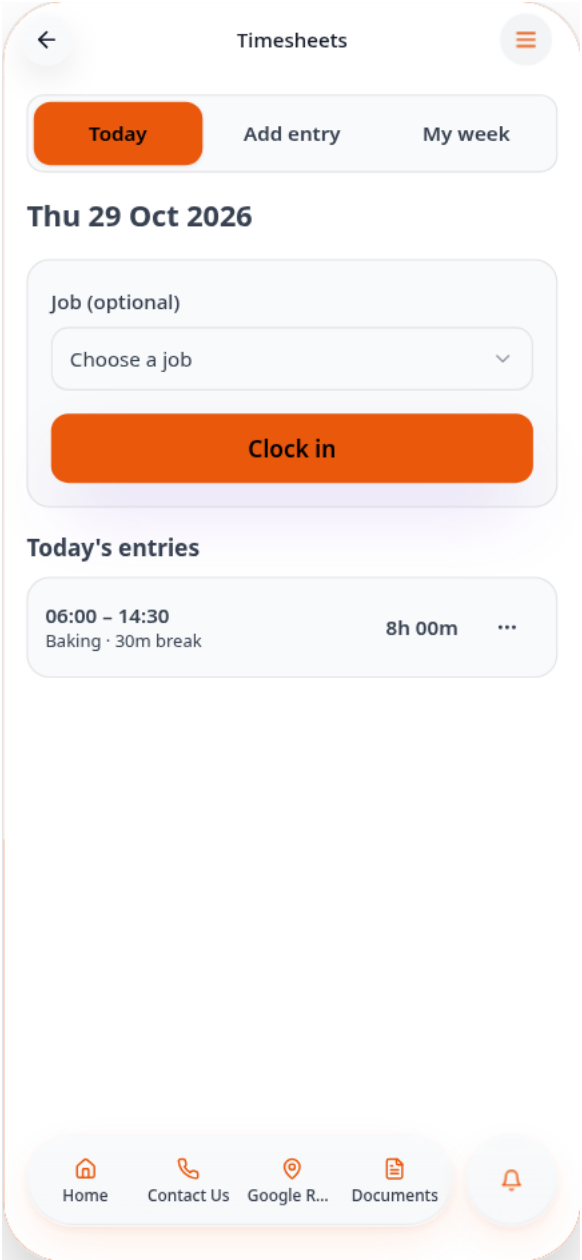
9. Check today's entries

The saved hours show under Today's entries, with the job and break.



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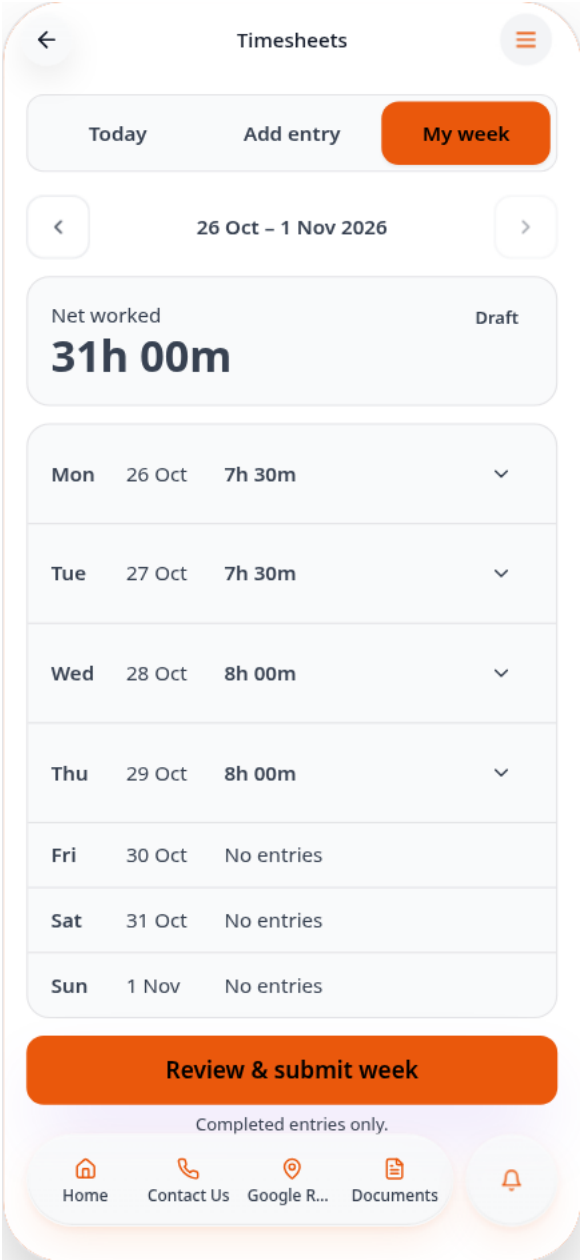
10. Review the week

On My week, check each day and the total hours worked, then tap Review & submit week.



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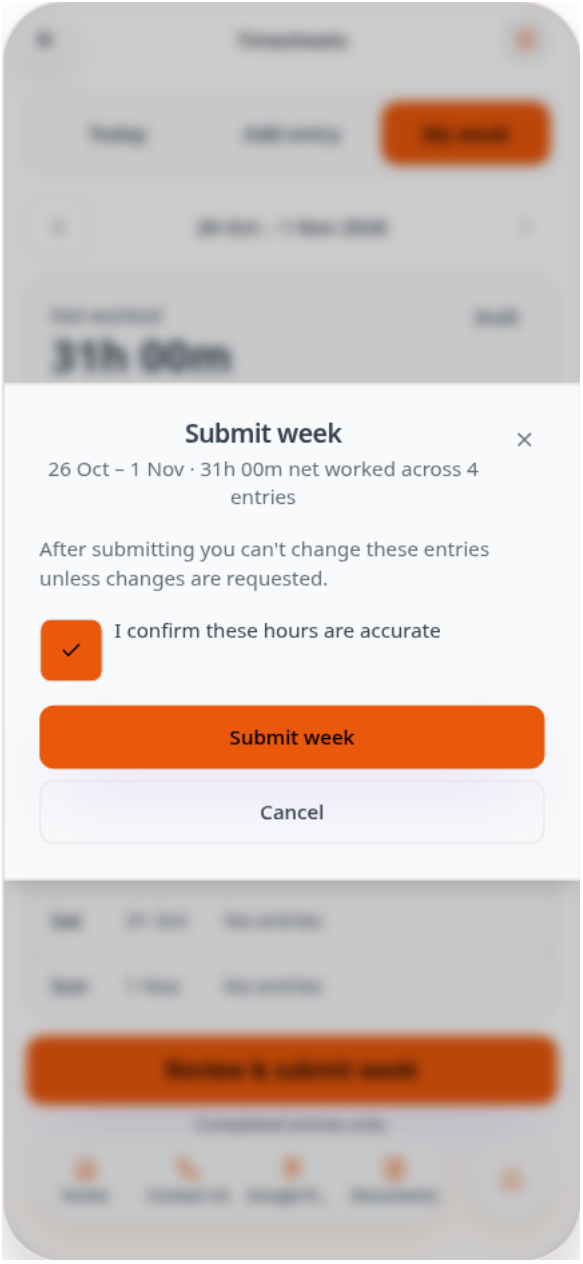
11. Submit the week

Tick the confirmation and tap Submit week. Entries are locked unless you ask for changes.



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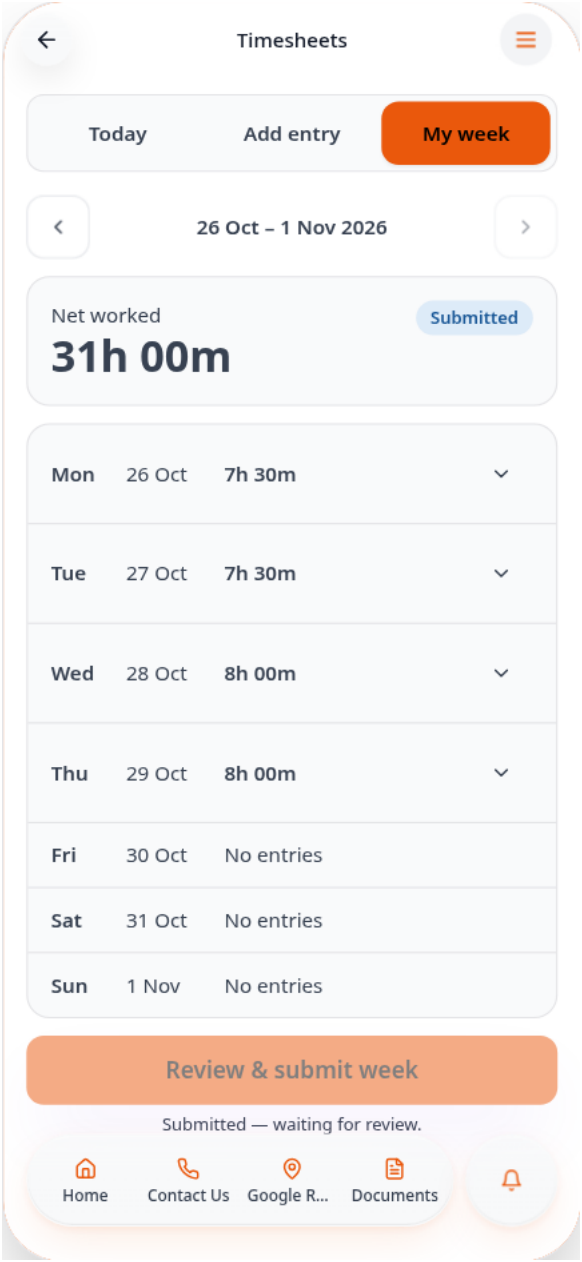
12. Waiting for review

The week now shows Submitted, waiting for your review.



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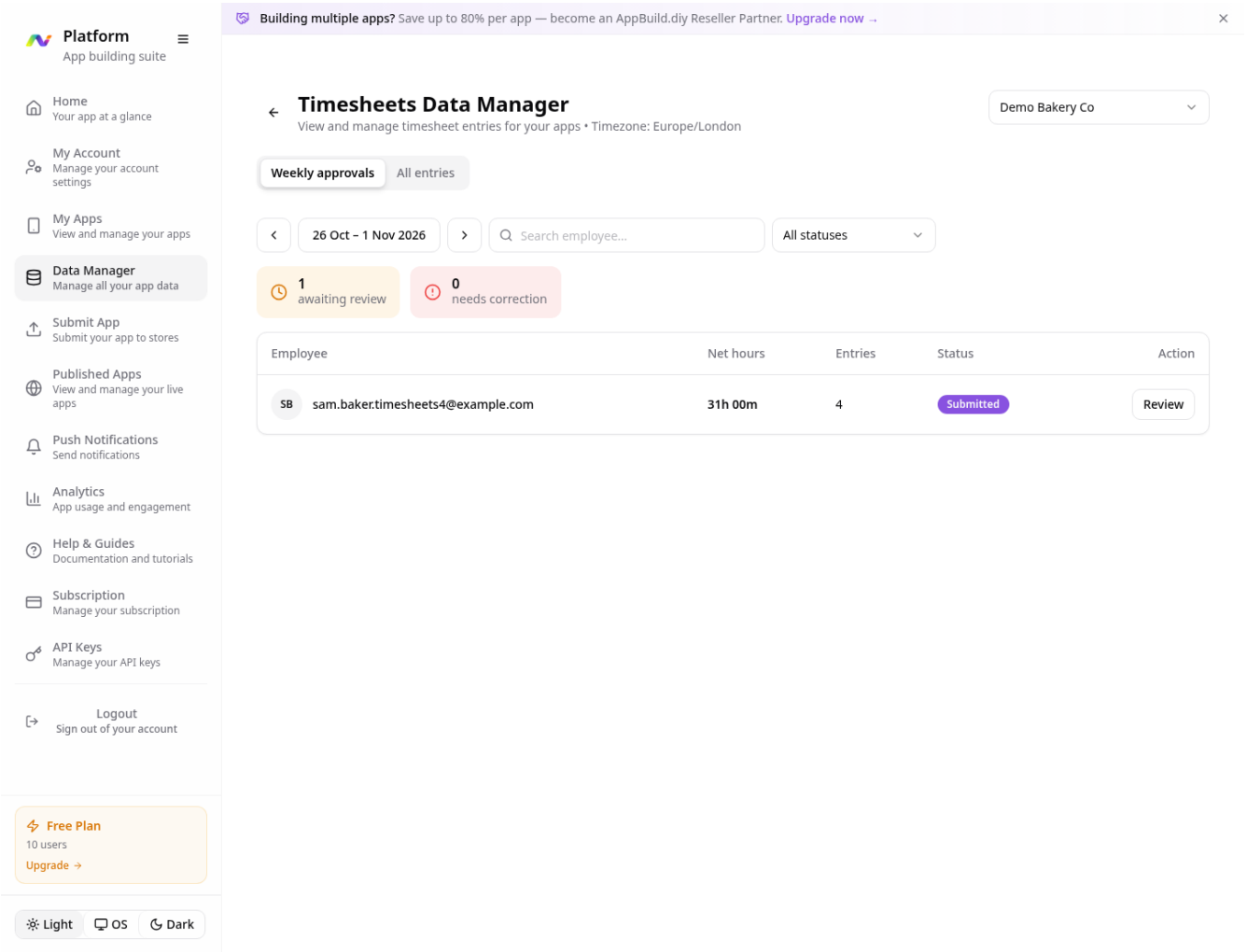
13. Open Data Manager

Go to Data Manager, then Timesheets. Weekly approvals lists everyone who has submitted that week.



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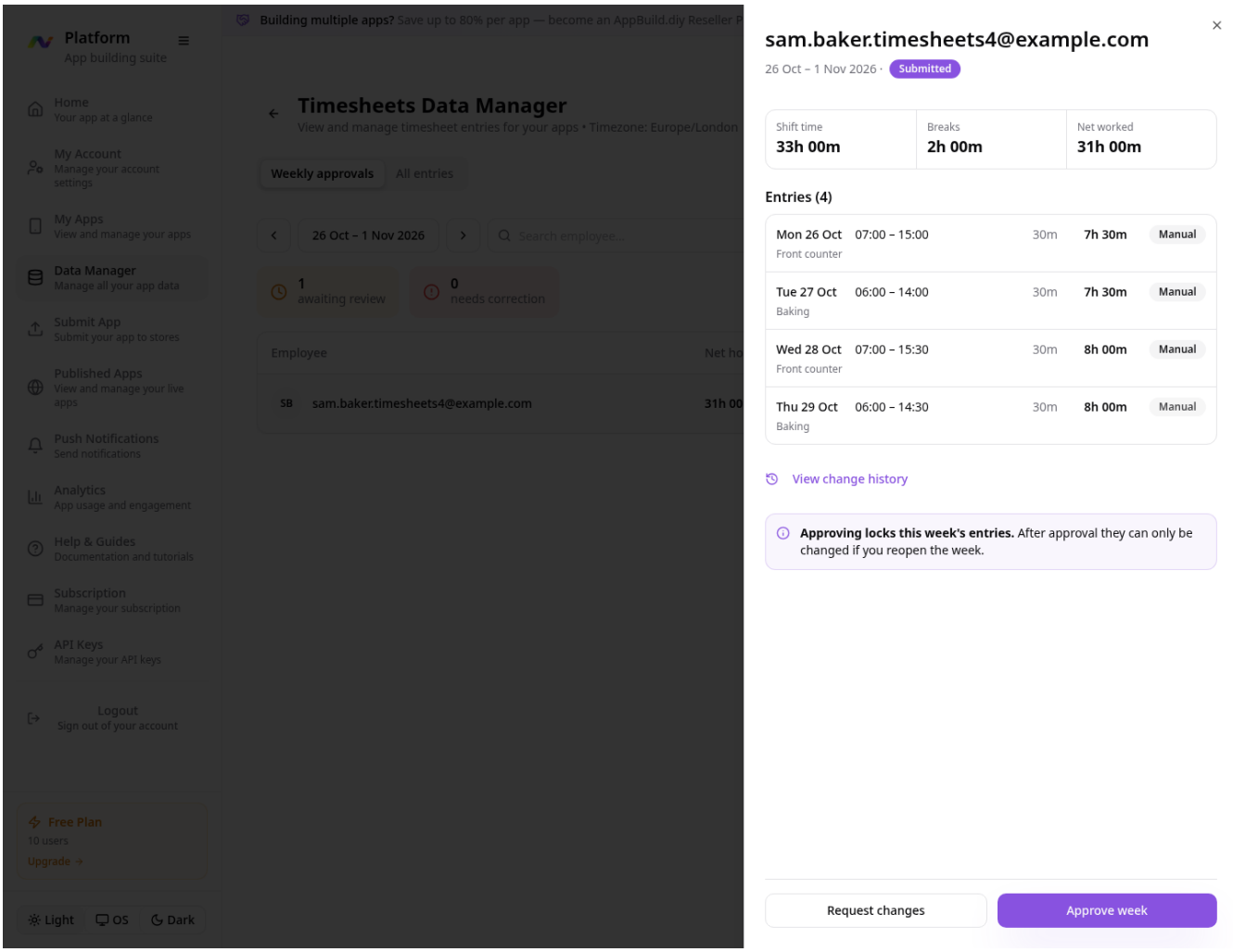
14. Review the timesheet

Tap Review to see every entry, the breaks and the total. Tap Approve week, or Request changes to send it back with a note.



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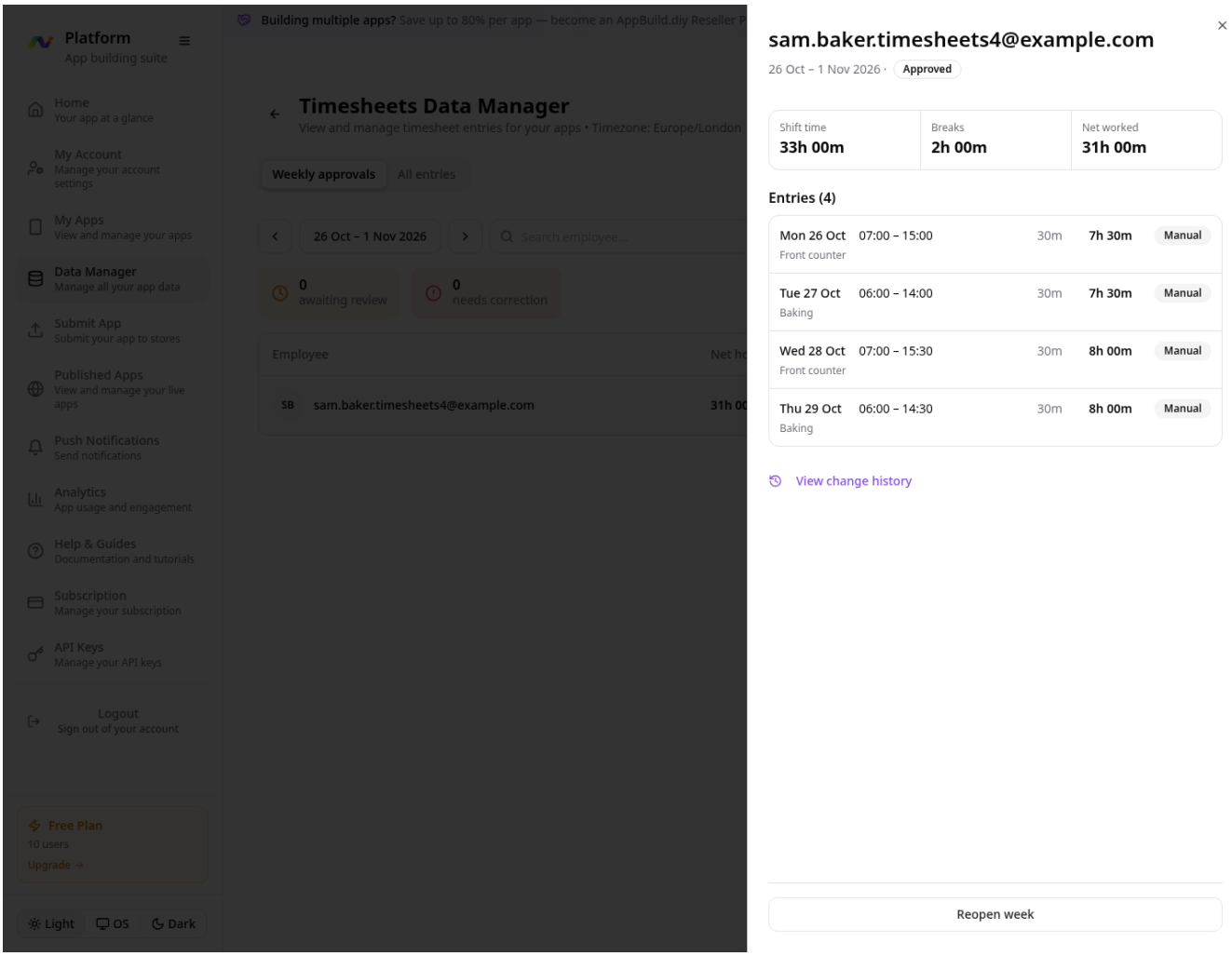
15. The week is approved

The week is marked Approved and its entries are locked. Use Reopen week if something needs fixing.



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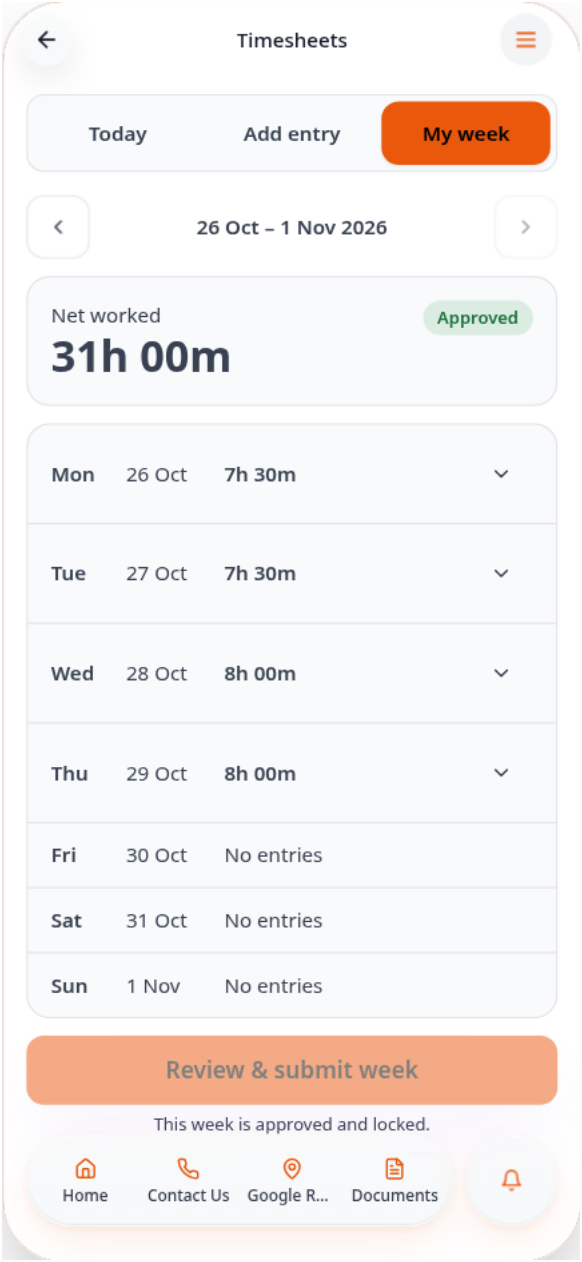
16. Your team sees it

In the app, the week shows Approved for the team member.



Every entry and week is kept in Data Manager under Timesheets, with a full change history. Use All entries to correct times or export a CSV for payroll.