Getting started made easy!
A short introduction to

**Employee Time Tracking**

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Login and Logout

Manager and User Accounts

Login using a Browser

Navigate to https://go.timetac.com/[Accountname] in your browser. Enter your username ❶ and your password ❷ in the login window. Complete your login by clicking on Login ❸.

Tip: Your login details for https://www.timetac.com can be obtained from your administrator. If you forgot your password, click on the forgot password link ❹ - a password reset link will be sent to your registered TimeTac e-mail address.

Login on a Smartphone

TimeTac can be used on your smartphone for no additional cost. There are even dedicated apps for Android, iPhone and Windows Phone. To download, simply search for “TimeTac” in the respective store.

Logout

To finish time tracking at the end of the day, click on the Logout button ❺ to completely logout of the system.
Account Management

» Manager Accounts

Under Settings ❶, you will find the Account Management menu ❷ where you can access important settings regarding your TimeTac account.

User Data

You can edit your billing address, payment method etc. within this display.

Note: To receive an accurate invoice from TimeTac, remember to enter your VAT number here after activating your account.

Invoices

You will find all settings relating to invoicing under the Payment Method group ❸.

Figure 1: Account Management

Figure 2: Account Management
Starting/Stopping Time Tracking

Manager and User Accounts

Start Time Tracking

To start time tracking, simply click on the play button next to the task “Working” ❶. Time tracking will begin and the timer will show the current duration.

Pause Time Tracking

To pause time tracking, simply click on the play button next to the task “Break” ❷.

Quick Start Controls

Click on the play button directly beside your profile image to continue your previous task. You can select a specific task to begin time tracking via the dropdown menu. To stop time tracking here, click on the stop button. Alternatively, to track a break, click on the break button.

Stop Time Tracking

To stop time tracking at the end of the day, click on Logout to completely logout of the system. You will be prompted whether or not to stop the current task.

Tip: Simply closing the browser will not stop time tracking.
**Timesheet Reports – Overview**

**General Information**

Timesheet reports in TimeTac offer you an overview of working times and absences, broken down into a day by day display. In addition to displaying attendance and absences, the work schedule for the specified employee will also calculate and display additional hours worked and any overtime earned.

**Display Timesheet Reports**

You will find Timesheet Reports in the side menu or via the Timesheet Report tab. You can specify a time frame for the report that you wish to display using the date range selectors. In most circumstances, it is easiest to display the Timesheet Report in the monthly view. If any alterations are made to working times, click on Recalculate to force update the Timesheet Report.

Note: Timesheet reports display all collected data up to and including the actual day.

Requests for changes to timestamps or the creation of new timestamps will only be accounted for once they have been approved by your relevant department manager. Absences, such as leave days, comp time and public holidays are displayed in this view once the relevant day has arrived.
Timesheet Reports serve to be a method of supervision and proof of completed working hours. The majority of values are automatically recorded.

Tip: If you move the mouse over a particular column heading, an explanation for the data in that column will appear.

Working Hours, Normal Working Hours and Target Working Hours

Working Hours are transferred directly from the timestamps recorded and the Normal Working Hours are obtained from the employee’s work schedule. Without annual leave, a public holiday or another absence, the Normal Working Hours (NWH) will equal the Target Working Hours (TWH).

Arrival, Departure and Breaks

I and O state the exact time that employees arrive and leave. The value under B shows the exact duration of breaks that were taken in a day. If the work schedule allows for flexitime as well as core hours, these will be shown separately in different columns. You can see the hours worked on a specific day in the WH column.

Overtime

If the work schedule defines different rates of pay for overtime, these will appear in the columns OT50 (50% Premium) and OT100 (100% Premium). It is possible to define other rates of overtime premium as well.

The sum of overtime with the premium can be seen under BO. All data can be exported in .XLS, .XML, .PDF and .CSV formats.
Manager and User Accounts

Balance of Hours

Under PNT 1 is the cumulative figure of Paid Non-Working Time. TPT 2 shows the paid and non-paid total, whilst DB 3 the Daily Balance.

Tip: The Daily Balance shows you the difference in working hours compared to the work schedule.

Paid Off Overtime and Manual Comp Time Entry

You can enter any amount of overtime hours that have been paid off in the OP column 4. Under CT 5 you can enter comp time, which in turn reduces the Total Working Time Balance (TB).

Annual Leave and Public Holidays

Under Leave Day (LD 6) and Public Holiday (PH 7) you can input a value of either 0.5 (half day) or 1 (whole day). This will reduce the number of working hours for that day.

Tip: If you use Leave Management, all leave and comp time will automatically be transferred to the Timesheet Report. Public holidays will also automatically be transferred from the public holiday calendar.

Special Leave, Nursing Leave and Sickness Absence

Sickness Absences (SA) and other absence types (OA) can have values of 0.5 (half day) or 1 (whole day) entered into the relevant column.

Add a Comment

Under Comments 8, you can add a note for each day if desired.
Manager and User Accounts

Due to operational sequences, the procedure for completing timesheet reports may differ in your organization.

Running Tasks

All working times are recorded in TimeTac. Employees can check their hours worked via the Timesheet Report.

Tip: Any errors regarding time tracking can be corrected in the Timestamps menu. If values such as Overtime or Daily Balance are incorrect, then please report this to your administrator.

Weekly or Monthly Tasks

Employees can confirm that their Timesheet Report is correct for a certain day by clicking in the relevant checkbox within the +E column. The specified report can then be viewed by the relevant manager, who can confirm the working times with a click in the relevant checkbox within the +M column.

Note: As soon as a day is marked as confirmed, all days prior will also be marked as confirmed. Alterations can no longer be made for this time frame! Only confirm a day when you are sure that all previous days are correct. If you would like to make changes, despite having already confirmed your Timesheet Report, please contact your manager. Your manager has the ability to open your Timesheet Report again so that it can be modified.
The Dashboard

Directly after logging in, you will see the home screen of TimeTac: The Dashboard ❶. The Dashboard is the centre for information – you can read and write messages to other users here ❷, start time tracking ❸ and see notifications ❹ regarding your alteration requests and working time issues.

Side Menu

You can open the side menu by clicking on the arrow icon ❺.

Header Menu

In the header menu, you can see all currently open tabs – these are the main options available in TimeTac.

The Quick Start controls provide a quick method of beginning your time tracking from any screen ❻. You can restart the application by clicking on Restart ❼. At the end of the day, you can finish time tracking by clicking on Logout ❽; you will be prompted if you wish to end time tracking.

You can switch between the tabs with just a click. The active tab, in this case the Dashboard, is prominently highlighted.
General Information about Timestamps

Working times in TimeTac are stored as timestamps. You can access your timestamps via the dedicated tab, or by using the side menu.

Tip: If a mistake occurs when tracking your time, you can request a timestamp change, delete the timestamp or add a new timestamp here.

Request a Timestamp Alteration

Click on the timestamp you would like to alter. Using the drop-down arrow, you can change the task, date and start and end times. There is also a Textbox so you can provide a reason for the alteration. Finished? Click on the Request Timestamp Change button!

Delete a timestamp by clicking on the Delete symbol.

Request a New Timestamp

Click on Request New Timestamp. Select the appropriate task, date, start and end times and optionally a note. Click on Request Timestamp to submit.

Tip: Your manager is automatically informed of all requests. You can see whether a request has been accepted in the Notifications section on your dashboard.
**General Information about the Calendar**

The TimeTac Calendar displays all timestamps in a practical and familiar view. For an optimal overview, you can use the dropdown options to switch between day, week and month views ❶.

**Split, Delete and Insert Timestamps**

Splitting timestamps is useful, for example, when you forgot to change a task. Open the context menu with a right-click on the desired timestamp ❷. Click on Split Timestamp ❸. You can now select a new task and divide the time accordingly. To finish, click on Split Timestamp.

Insert Timestamp allows you to insert a timestamp into the middle of an already existing timestamp. This is useful when a task suddenly changes, such as when a customer telephone call interrupts another task.

To delete a timestamp, click on Delete Timestamp.

**Insert a Break**

Open the context menu with a right-click on the desired timestamp and click on Insert Break. You can now define the beginning and end of the break. The duration of the break is automatically calculated. Click on Insert Break.

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**Tip:** You can also use the calendar to make future plans. If the plan was fulfilled, you can convert it to a timestamp with just a click.
Manage Timestamps – Calendar View 2

User Accounts

Move Timestamps

You can easily move timestamps using drag and drop. Click and hold with the left mouse button on the desired timestamp and move it to the new position in the calendar ❶.

Shorten/Lengthen Timestamps

To shorten or lengthen a timestamp, click and hold on the bottom edge of the timestamp. You can now drag the cursor to the new desired end time ❷.

Request a New Timestamp

Choose the day in the calendar and click with the left mouse button in the row for the desired start time. Drag the timestamp until the desired end time ❸. In the display window confirm the correct time and duration. Select a task (note is optional) and click on Request New Timestamp.

Timestamps which last the whole day can be directly inserted by clicking on the top line of the calendar.

Tip: Your manager is automatically informed of all requests. You will be able to see if the request has been processed in your Dashboard, under Notifications.
**Personal Settings**

» Manager and User Accounts

**View Personal Settings**

You can click on your profile image in the top-right of the display to change your personal settings ❶.

**Edit Personal Settings**

In the various input fields ❷ of your personal settings, you can edit all settings at will with the exception of User Name. Click on Save Changes ❸ to confirm your alterations.
The Dashboard

» Manager Accounts

Directly after logging in, you will see the home screen of TimeTac: The Dashboard ❶. The dashboard is the centre for information – you can read and write messages to other users here ❷, begin time tracking ❸, see notifications ❹ and statistics of your employees ❺.

You can directly process any timestamp requests from employees directly within the Dashboard. Click on the magnifying glass symbol beside any request to view further details ❹.

The Side Menu

You can open the side menu with a click on the arrows symbol ❸.

The Header Menu

In the header menu, you can see all menu options of TimeTac – as standard, these are the Dashboard, Calendar, Holiday Planner, Timestamps List and Timesheet Report.

You can switch between the tabs with a single click. The active tab, in this case the Dashboard, is prominently highlighted.
Manager Accounts

You can define additional tasks for your employees to track time on, in addition to the default “Working” task. Select the Task Management menu and then Task Definition ❶. Create a new task by clicking on New Task ❷. You can allocate the task a symbol via the dropdown menu and selecting the desired icon ❸. Tasks for which a timestamp already exists can be closed via the respective checkbox ❹. The already tracked timestamps remain accessible. Tasks for which no timestamps exist can be deleted ❺.

Favourites and Todos

You can assign tasks as favourites and todos for yourself. Select the Favourites and Todos menu. Click on the arrow to open the available tasks. You can easily assign favourites and todos via the checkboxes displayed.
In the menu option Settings > User Settings > User Management, you will find all available options relating to the settings of your users. Dependent on account configuration, you will see the following options:

- User Data
- Access and Identification
- Contact Details
- Core Details
- Work Schedule, Public Holidays
- Overtime Allowance, All In
- Break Regulations, Automatic Rounding
- Leave Management
- Responsibilities & Substitutes
- Permissions
- Finances, Hourly Rates
- Change User Settings

Select the relevant employee with a left click. The side menu with user details will open automatically if it is not already displayed ❶. By clicking on the heading of each sections ❷, you are able to open and close the respective settings options.

You can now change the user settings as desired. Click on Save ❸ to confirm the changes.

Tip: You can overwrite a user’s existing password in these settings, should they ever forget their login details.
Activate/Deactivate Users

You can deactivate users by clicking on the status button ❶. Another click on the status button will reactivate the user.

Tip: When a user is deactivated, they are no longer able to log into TimeTac. Previously recorded working times will remain in the system.

Create New User

Click on Create New User Account ❷. Enter the details of the user in the new window ❸. Compulsory fields are marked with a * symbol ❹. Click on Add New User ❺.

Import User List

You can import a list of users from a spreadsheet program by clicking on Import User List ❻. The necessary fields for importing are explained in the window displayed after clicking on Import User List.

Copy User

You can copy a user and all their respective settings by clicking on Copy User. The benefit here is that you only have to define the unique fields for that new user, such as a new username and password.
Manager Accounts

Expand the section for User Data ❶. Here you can edit specific user details of your employees. Fields marked with a * are compulsory ❷.

Departments

Select the desired department from the dropdown menu ❸. Click on the calendar symbol ❹ in the next field to define the date from which this department should come into effect. The Department Record shows a history of the departments for this user.

User Group and Full Employee Access

Select via the dropdown menu whether this employee will be a standard user or a manager ❺.

The Full Employee Access checkbox ❻ will allow this manager to have access to all employee data.

Note: Full Employee Access should only be given to those managers who explicitly require it. This will reduce the possibility of unwanted permissions being defined.
User Management – Access and Identification

Manager Accounts

Expand the section for Access and Identification ❶. Here you can edit specific access permissions of your employees.

Smartphone Access

TimeTac can be used on a smartphone at no additional cost. There are dedicated applications for Android, iOS and Windows Phone. Checking the Allow Smartphone App Access checkbox ❷ permits the employee to track time via these apps.

Time Clock Transponder ID

If you are using a time clock, then this is the respective identification for this user. This value should not be changed.

Figure 2: Bla bla
User Management – Contact Details

» Manager Accounts

Expand the section for Contact Details ❶. Here you can edit contact information of your employees.

TimeTac can also send automatic notifications to users via e-mail. This consequently requires an e-mail address to be entered ❷. You can also define the salutation for the employee via the dropdown menu ❸. You can further specify the contact options of an employee here ❹.

![Contact Details](image-url)
### User Management – Core Details

» Manager Accounts

Expand the section for Core Details 1. Here you can edit the core details of your employees.

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<th>Field</th>
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<tr>
<td>Entry Date</td>
<td>Select the entry date of the employee using the calendar picker.</td>
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<td>Date of birth</td>
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![Core Details](image)

> User Management – Core Details

» Manager Accounts

Expand the section for Core Details 1. Here you can edit the core details of your employees.

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![Core Details](image)
Manager Accounts

For the correct calculations with the Timesheet Report, it is crucial that the user settings found here are correct.

Select the desired user and open Work Schedule, Public Holidays by clicking on the section heading ❶. You can now modify the following settings:

- **Start using TimeTac ❷**: The date entered here will be the point from which the user can track time in TimeTac – dates in the past are allowed.
- **Overtime initial value ❸**: Here you can enter a value of overtime hours that the employee has when starting to use TimeTac – plus or minus
- **Working Schedule ❹**: Choose a working time model for the employee here. The earliest valid from date is the same as the “Start using TimeTac” date
- **Public Holiday Template ❺**: Select the relevant calendar here to automatically incorporate the associated public holidays
- **Book working time automatically as per work schedule ❻**: If activated, automatic timestamps as defined within the work schedule will be automatically tracked
- **Allow tracking of tasks ❼**: If activated, the user is allowed to track their working time live
- **Automatic Task Start ❽**: If a task should be automatically started when the user logs in, you can specify that task here
Manager Accounts

TimeTac makes it possible to define multiple regulations for overtime. Here you will see what settings are available by default:

- **Type**: As standard, you can choose between All-In (overtime will be erased at the end of the month), Overtime Allowance and No Rule (overtime is accumulated and can be consumed through compensation time or payout).
- **Valid from**: Here you can specify from when the specific rule will be implemented for that user.
- **Overtime allowance hours**: If you have selected Overtime Allowance, enter the overtime allowance threshold here (usually per month, but can be changed upon request.) The overtime allowance will then be automatically deducted from the overtime hours at the end of the month.

Tip: Do you have specific rules or regulations in your company? An e-mail with your requirements to support@timetac.com is all you need to do; we will adapt the account settings to fit your requirements.
User Management - Break Regulations

Manager Accounts

TimeTac offers various regulations for breaks and the rounding of timestamps. You can find these settings within the User Management display.

Break Regulations

To enable an automatic break regulation rule, select the rule from the dropdown menu. Use the calendar picker to select the date from which this rule should operate. The most common break regulations are already predefined within TimeTac.

Rounding Rules

To enable an automatic rounding rule, select the rule from the dropdown menu. Use the calendar picker to select the date from which this rule should operate.

Usage of Break Regulations

If you have defined a break regulation, you can then enforce this regulation for applicable timestamps. By clicking on “Break Regulation”, you can enforce this rule for all selected users and the desired time frame within the Timestamp List View. The same action in the Calendar display will enforce the same ruling on the visible timestamps.
User Management – Permissions

Manager Accounts

You can modify the user rights of an employee under Permissions ❶. Excluded here are the access rights to projects; these you can edit directly in the Project & Tasks tab, as well as Access and Identification restrictions; these can also be found with User Management, under the section entitled Access and Identification.

Assign Individual Menus

Using the Assigned Menu Boxes dropdown menu ❷, select the menu options that should be available to that employee.

Add and Edit Timestamps without Controlling

By activating this checkbox ❸, the user will be able to edit his timestamps without requesting a manager to confirm their alteration. Checkbox ❹ allows a user to edit the timestamps of assigned users. With the use of the department module, assigned users are by default those within the user’s assigned department.

Further Options

You can additionally control several other permissions, such as available menu options. The integrated help menu will help you choose the right options.
You can create departments and their associated sub-departments in TimeTac. The Departments menu option allows you to organise TimeTac in a manner that represents your organisational structure.

**Adding Departments**

Click on Add Department to add your new department. Double click in the field to enter a name for the department. The dropdown menus allow you to define department leaders and assistant leaders for each department. These must be members of the “Manager” user group. To assign the department leader as the responsible individual for all request types for that department, click on the folder symbol.

**Deleting Departments**

You can delete departments by first selecting them, and clicking on Delete Department.

**Further Options**

Hovering the cursor over the info symbol will display the employees assigned to this department. You can also activate and deactivate departments by clicking on the status symbol. Activated departments are shown with a green tick symbol, whereas deactivated departments are displayed with a red “x” symbol.

**Note:** Departments can only be activated when all employees within a department are no longer active.
Responsibilities

Manager Accounts

You can define the responsible person within departments by navigating to the Responsibilities menu option ❶.

Columns

You can see the applicable department under the Department column ❷. The Role column ❸ shows the 4 possible positions within a department that a user can be assigned to. You can assign the responsible manager under the Responsible for ❹ columns. This can be specified per department and role.

Responsibilities

The dropdown menu allows you to assign the responsible manager for each department, role and request type. More than one manager can be assigned to a specific field. Hovering the cursor over the info icon ❺ shows the respective employees for each role within that department.

Further Options

The dropdown menus beneath the column headings ❻ allow you to set a filter for the displayed data. The dropdown menu to the far right of the display ❼ allows you to select which columns should be displayed.
Manager Accounts

In TimeTac you can assign employees to work schedules. As a result, the Timesheet Report will show their actual working time in comparison to the scheduled time, including flexitime balances and any payable overtime.

Included Work Schedules

Some common work schedules are already provided. To access the settings for these work schedules, expand the side menu Settings ➊, then select Work Schedules ➋. Then select the desired schedule and the day to view the current settings.

Change Work Schedule

To change a work schedule, choose the selected value by double clicking and overwrite the value. In the example, you can change the normal working hours for a Thursday.

In the rightmost panel ➌, you can see the itinerary for the selected day. By clicking on Add ➍, you can specify blocks of time to be considered core hours, flexitime and various degrees of overtime.

Create New Work Schedule

To create a new work schedule, in the leftmost panel click on Add. By double clicking on the new, empty line, you can enter a name for the new schedule. You can now input the normal working hours for each working day in the central window, and if desired, the core hours and overtime rates in the right hand window.
Manager Accounts

The TimeTac public holiday functionality helps achieve an easier to maintain Timesheet Report. Numerous already prepared holiday calendars from different countries can be found under the Templates section in Settings, and then in Public Holidays. You can assign employees to a public holiday calendar in User Management.

Display Public Holiday Calendar

To see the holidays of a particular calendar, first select the country, then the relevant template with a mouse click. The rightmost panel will now display all the public holidays of that calendar.

Edit Public Holiday Calendar

To edit a particular holiday calendar, select it with a mouse click. You can add a new holiday by clicking on Add in the rightmost window. To delete a holiday, first click on the desired holiday, and then on Delete. To edit a holiday, double click on the specific value and simply overwrite it.

Create a New Public Holiday Calendar

To create a new public holiday calendar, click on Add in the window Templates for: [selected country]. Double click on the newly created blank line and type a desired name for the new calendar. You can now add public holidays to your calendar by clicking on Add in the rightmost panel.
General Information about Timestamps

Working times in TimeTac are stored as timestamps. You can access your timestamps via the dedicated tab, ❶, or by using the side menu ❷.

Edit, Copy and Delete Timestamps

Click on the timestamp that you want to edit. The text box provides a place to make relevant notes. Finished? Click on Change Timestamp!

Note: Normally you should not need to alter timestamps unless there has been a manual error in recording. Your employees must submit a request to edit a timestamp. You can read more about that in Manage Timestamps – 2.

To delete a timestamp, click on the symbol ❸. To copy a timestamp, click on Copy ❹.

Create a New Timestamp

Click on Add ❺ and enter the necessary timestamp details ❻. Click on Add Timestamp when finished ❼.

Tip: Use the search fields underneath each column and click on Filter ❽ to find the timestamps that you really need. Timestamps can also be exported in .XLS, .CSV and .PDF formats ❾.
Requests for Timestamp Changes

Employees can generally only change their timestamps if the working time is reduced or stays the same. In all other instances, employees must submit a request for a timestamp alteration. You receive these requests in the form of a notification ❶ on your Dashboard. New requests will be accompanied by a plus symbol ❷. Processed requests will be struck through and eventually deleted. A click on Refresh will force update the available notifications ❸.

Accept/Reject Timestamp Changes

Click on the magnifying glass ❹ to display the details of the timestamp request. With a click on Accept ❺, you can approve the alteration whilst a click on Reject ❻ will refuse the request.

Tip: As soon as you have processed a request, the relevant employee will receive an automatic notification on their dashboard that the request was processed.
Manager Accounts

General Information about the Calendar

The TimeTac Calendar displays all timestamps in a practical and familiar view. For an optimal overview, you can use the dropdown options to switch between day, week and month views ❶.

Split, Delete and Insert Timestamps

Splitting timestamps is useful, for example, when you forgot to change a task. Open the context menu with a right-click on the desired timestamp ❷. Click on Split Timestamp ❸. You can now select a new task and divide the time accordingly ❹. To finish, click on Split Timestamp.

Insert Timestamp ❼ allows you to insert a timestamp into the middle of an already existing timestamp. This is useful when a task suddenly changes, such as when a customer telephone call interrupts another task.

To delete a timestamp, click on Delete Timestamp ❹.

Insert a Break

Open the context menu with a right-click on the desired timestamp and click on Insert Break ❷. You can now define the beginning and end of the break ❸. The duration of the break is automatically calculated. Click on Insert Break ❹.

Tip: You can also use the calendar to make future plans. If the plan was fulfilled, you can convert it to a timestamp with just a click.
Manager Accounts

Move Timestamps

You can easily move timestamps using drag and drop. Click and hold with the left mouse button on the desired timestamp and move it to the new position in the calendar ❶.

Shorten/Lengthen Timestamps

To shorten or lengthen a timestamp, click and hold on the bottom edge of the timestamp. You can now drag the cursor to the new desired end time ❷.

Request a New Timestamp

Choose the day in the calendar and click with the left mouse button in the row for the desired start time. Drag the timestamp until the desired end time ❸. In the display window ❹ confirm the correct time and duration. Select a task ❺ (note is optional) and click on Add New Timestamp ❻.
Manager Accounts

The majority of calculations with the Timesheet Report in TimeTac occur automatically. As a Manager, you have just the one additional task of confirming the Timesheet Report once the employee has confirmed their hours.

Confirm Timesheets

To confirm and close timesheets for a certain time frame, click in the checkbox under the column entitled +M next to the desired end date. All timesheets prior to and including this date will automatically be marked as closed.

Timesheet Report Bulk Actions

Tip: If you receive a confirmed timesheet report from an employee that appears to be erroneous, clear the tick from the check box next to the relevant timesheet under the +E column. You can now edit the error in the Timestamp menu as you wish. After any alterations, you can click on Recalculate to force update the Timesheet Report.
The Reports menu provides a plethora of reporting possibilities for various time frames, which you can customise using the calendar pickers for the start and end dates.

The reports can be exported in .xml, .xls, .csv and .pdf formats.

Employee Statistics

The Employee Statistics report provides an overview of working times of your employees, including leave entitlement and overtime.

Department Statistics

The Department Statistics report mirrors the functionality of the Employee Statistics report, albeit grouping employee data into their respective departments. You can select the respective departments via the dropdown menu in the side menu.