

Tap to add a new entry

Filter List

Add Expenses

Add 2nd shift

Single page and detailed timesheets

Display additional daily options

Hourly and Travel rates can be set for each Client

Change Date range

Sign document

Toggle Amounts

Time format

Toggle Expenses

Set Logo and Labels on reports

PDF

TIME

OVERTIME

LEAVE/TAX

BACKUP

LOGO

BLANK LOGO

Custom Settings and labels

Name Your Name Phone Phone

Address or Business details

Line 2

Line 3

Signature Disclaimer

I am an authorised representative and by signing this timesheet I authorise payment.

Units ☒ km ☐ mi ☐ Trips

Currency Symbol \$ Hour symbol h Minute symbol m

Labels used on reports

Timesheet (Heading on pdf) TIMESHEET Subheading Subheading

Name label Employee Name Employee Signature

Manager Title Manager Title Managers Signature Managers Signature

Time preferences

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Start 09:00 Finish 17:00 Break 00:30 Overtime

Time Interval ☒ 1 ☐ 5 ☐ 10 ☐ 15

Paid break. Are you paid for breaks? ☐

Attach datafile (csv) to detailed report ☐

Show time totals as ☒ hour/min ☐ decimal

Clock Style ☒ System default ☐ Dial

Show Daily Totals on Time Entry Screen ☒

Detailed PDF - Weekly Total shown after this day.

☐ Sat ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri

Start Finish Break Includes Overtime Hours

Mon 08:30 17:00 00:30 8h 0m

Tue

Tap to quick-fill with your defaults

Overtime Settings

Settings

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Overtime Method ☐ Manual ☒ Daily ☐ Weekly

Daily Overtime Calculation: Set the normal working hours for each day below. Hours that exceed become overtime. Overtime is calculated at hourly rate x OT rate multiplier. The OT multiplier and normal working hours can be changed for each day by tapping more (3 dots) button.

Daily Overtime - Enter defaults for normal working hours.

Mon Tue Wed Thu Fri Sat Sun

8 8 8 8 8 0 0

Per Diem 0.0

Overtime Rate multiplier 1.5

Normal Hours (additional hours are OT) 8.0

Cancel OK

Leave and Tax options

Settings

PDF

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Leave Settings

Start Date 2022-08-01 Commence from this date

Allocated Used Remaining

Sick Leave 10 0 10

Annual Leave 20 0 20

Tax Labels and titles

Tax Label 1 / % GST/TAX %

Tax Label 2 / % VAT/HST %