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# Vacations & Holidays

#### In this article:

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- Vacation & Holiday task

With the Attendance module, you can manage users' time and their days off. You can define specific days as holidays or set up a number of vacation hours for each user. In addition, you can assign specific tasks as Holidays and Vacations to generate reports on holidays and vacation hours.

### **Settings**

To set up holidays and vacations on your account open the Attendance settings. To do that click on your avatar in the upper-right corner and select the **Account Settings** option. You'll be redirected to the General tab where you can use the shortcut to get to the **Attendance settings**.

| < 🗎 🗸 > Tuesday, 17 January                             | Day        | Calendar | C og        | ✓ 🖉 Bulk edit     |          | Emily Admin<br>documentation@timecamp.com |
|---|------------|----------|-------------|-------------------|----------|---|
|   |            |          |             |                   | 20       | Profile Settings                          |
| Select task and project                                 | note       |          | Add manuall | ( 2 )             | \$<br>\$ | Account Settings                          |
|   |            |          |             |                   | -        | Subscription                              |
| 100 200 300 400 500 600 700 800 600 1000 1200 1300 1400 |            |          |             |                   | Ċ        | Log out                                   |
|   | >          |          |             |                   | 1        |   |
| No recent time ent                                      | ries       |          |             |                   |          |   |
| Seems like you haven't tracked any                      | r time yet |          |             |                   |          |   |
| (+)(0)  |            |          |             | Submit for approv | al       |   |

| Settings                                 |                             |                      | \$ @ & A       |
|--|-----------------------------|----------------------|----------------|
| My profile General Add-ons Billing Rates |                             |                      | _              |
| General settings for People ~            |                             |                      |                |
| Company name:                            | User group name:            | Enabled add-ons:     | 3              |
| TimeCamp, Inc.                           | People                      | 🖨 Desktop App        | Go to settings |
| Start week on:                           | Date format:                | I invoicing          | to to settings |
| Monday                                   | YYYY-MM-DD (Year-Month-Day) | ✓ = Screenshots      |                |
| Time format:                             | Duration format:            |                      |                |
| 24-hour (16:34) 🗸                        | Classic (2h 30m)            | 1 Attendance         | Go to settings |
|  |                             | © Time Tracking      | Go to settings |
|  |                             | C Timesheet Approval | Go to settings |
|  |                             | © Billing            | Go to settings |
|  |                             | @ Computer Time      | Go to settings |

### Holidays

Under the **Holidays section**, you can input specific dates in the **YY-MM-DD** format to automatically set them as Holidays in the Attendance report.

| C TimeCamp          | Settings   | 8+ Ø 🤉 |
|---------------------|--|--------|
|                     | My profile General Modules   |        |
| TRACK               | People ~   |        |
| Expenses            | Use data from: ①   |        |
|                     | Timesheets v   |        |
| 88 Dashboard        | Allow user request to arrise data for time off (2)                                 |        |
| (% Reports          |  |        |
| Computer Activities | Count any tracked time as a fully productive day (0)                               |        |
|                     | Holidays (dates separated by commas):  |        |
| MANAGE              | 2023-01-01, 2023-01-06, 2023-04-09, 2023-04-10, 2023-05-01, 2023-05-03, 2023-05-   |        |
|                     | 28, 2023-00-06, 2023-06-10, 2023-11-0, 2023-11-1, 2023-12-23, 2023-12-20           |        |
| C) lugs             |  |        |
| \$ Billing Rates    | <ul> <li>Fill timesheats with holiday task based on predefined holidays</li> </ul> |        |
| TEAM                |  |        |
| Barrs Users         | Holiday task: 🕐  |        |
| Attendance          | Holiday  |        |
| Timesheet Approvals | Default workday length:  |        |
| CLIENTS             | Mon Tue Wed Thu Fri Sat Sun  |        |
| 🖶 Clients           | 9h 00m 9h 00m 9h 00m 9h 00m 0h 00m 0h 00m  |        |
| linvoices           |  |        |
| Show more           | Vacation hours: (1)  |        |
|                     | 200  |        |
|                     |  |        |

After adding these dates their date type will be automatically switched to Holiday.

| Attendance   |                      |  |                 |                |                  |                          | 2+ \$ ? A        |
|--------------|----------------------|--|-----------------|----------------|------------------|--------------------------|------------------|
| Date    <    | People               |  |                 |                |                  |                          |                  |
| Emily Admin  |                      |  |                 |                | Columns ~        | Day type v Bulk edit v   | Awaiting request |
|              |                      |  | Show statist    | ics ∀          |                  |                          |                  |
| Date         | Total in<br>projects | Total between first<br>and last time entry | Should Be       | Vacation hours | First time entry | Last time entry Day type |                  |
| 🗍 Jan 1, Mon |                      |  |                 |                |                  | Holiday                  |                  |
| 🔲 Jan 2, Tue |                      |  | 8h 00m          |                |                  | Working day              |                  |
| 🔲 Jan 3, Wed |                      |  | 8h 00m          |                |                  | Working day              |                  |
| 🗌 Jan 4, Thu |                      |  | 8h 00m          |                |                  | Working da               |                  |
| 🗇 Jan 5, Fri |                      |  | 8h 00m          |                |                  | Working day              |                  |
| Jan 6, Sat   |                      |  |                 |                |                  | Holiday                  |                  |
| 📄 Jan 7, Sun |                      |  |                 |                |                  | Non-workin               | g day            |
| 7 days       | 0s<br>0%             | Os<br>O%                                   | 32h 00m<br>100% | Os             |                  |                          |                  |
|              |                      |  |                 |                |                  |                          |                  |

Please keep in mind that this setting is not updated or automatically removed after the year ends. You need to manually insert new dates for each year.

If you remove dates from the previous year their date type will be automatically switched to the default Working day.

The additional option we provide here is **Holiday Task**. You can set a special task for your holidays so timesheets will be automatically filled in with this task if their day type is set to Holiday. Learn more below in this article.

#### Vacations

Under the **Vacation hours** section, you can define the general number of vacation hours for users from the group you are editing. Your coworkers can send requests for a vacation on a specific day and you will be able to view and accept or reject it in the Attendance tab.

| C TimeCamp <        | Allow user                            | request to     | erase data f   | or time off   | )              |              |          |  |
|---------------------|---------------------------------------|----------------|----------------|---------------|----------------|--------------|----------|--|
|                     | Count any                             | / tracked tir  | ne as a fully  | productive d  | ay 💿           |              |          |  |
| TRACK               | Holidays (dates separated by commas): |                |                |               |                |              |          |  |
|                     | 2023-01-01,                           | 2023-01-06     | , 2023-04-09   | 9, 2023-04-10 | , 2023-05-01,  | 2023-05-03   | 2023-05- |  |
| Expenses            | 28, 2023-06                           | -08, 2023-0    | 08-15, 2023-11 | -01, 2023-11- | 11, 2023-12-25 | , 2023-12-26 |          |  |
| ANALYZE             |                                       |                |                |               |                |              |          |  |
| 82 Dashboard        | ✓ Fill timesh                         | eets with ho   | olidav task bo | used on pred  | lefined holido | ivs          |          |  |
| (% Reports          | Unlidenstandu                         | 0              | ,              |               |                |              |          |  |
| Computer Activities | Holiday task:                         | 0              |                |               |                |              |          |  |
| MANAGE              | Holiddy                               |                |                |               |                |              |          |  |
| Projects            | Default workd                         | ay length:     |                |               |                |              |          |  |
| 🛇 Tags              | Mon                                   | Tue            | Wed            | Thu           | Fri            | Sat          | Sun      |  |
| \$ Billing Rates    | 8h 00m                                | 8h 00m         | 8h 00m         | 8h 00m        | 8h 00m         | 0h 00m       | 0h 00m   |  |
| TEAM                |                                       |                |                |               |                |              |          |  |
| 器 Users             | Vacation hours: ③                     |                |                |               |                |              |          |  |
| Attendance          | 200                                   |                |                |               |                |              |          |  |
| Timesheet Approvals | Manadana                              |                |                |               | _              |              | _        |  |
| CLIENTS             | Vacation task                         | : ()           |                |               |                |              |          |  |
| 🖶 Clients           | vacation                              |                |                |               |                |              |          |  |
| 🛐 Invoices          | o Improve y                           | our attendar   | ice experience |               | ur desktop     | Go to des    | ktop app |  |
| Show more           | () application                        | on to your nee | ids.           |               |                | settings     |          |  |
|                     |                                       |                |                |               |                |              |          |  |
|                     | Save setting                          | as Ba          | ck to module   | s list        |                |              |          |  |
|                     |                                       |                |                |               |                |              |          |  |

If you want to create an **exception for certain users**, you can set a custom number of hours for each user in their profile settings. Personal setting will override the global setting.

To do that go navigate to the **Users tab on** the left side menu, click on the name of the target user to open their Profile settings and set a custom number of hours under the **Vacation hours** section.

| C TimeCamp   | Users   |  |                    |                           | 8* \$ @ 🖲                                 |
|--|---|--|--------------------|---------------------------|---|
| TRACK<br>Timesheet<br>Expenses                           | 2+ You can now invite guests like clients, vendors, or contractors. Yo  | I can add them free of charge. <b>Invite guest</b> |                    |                           |   |
| ANALYZE  | + Invite people Create group Ø 6/8 Users Chang  | je number of seats                                 |                    |                           | Search users                              |
| <ul> <li>Reports</li> <li>Computer Activities</li> </ul> | GROUPS/USERS ^  | EXPAND ALL ^                                       | EXTERNAL ID $\sim$ | INVOLVED IN $\sim$        | $\rm ROLE \sim$                           |
| MANAGE Projects Togs S Billing Rates                     | People (7 users)         +           >         HR & Payroll (2 users)         +         □           >         Marketing (3 users)         +         □   |  |                    |                           |   |
| TEAM<br>B Users<br>Attendance                            | Control Control Control     Control Control     Contro     Control     Control     Control     Control     Control     Co |  |                    | 20 projects<br>6 projects | Administrator V<br>User V                 |
| Timesheet Approvals CUENTS                               | Bulk edit 🗸 Apply   |  |                    |                           | Hide disabled users from lists in reports |
|  | Time tracking permission: Can track to all projects, task: Can manage and see all involces, rotes, projects (Time Tracking Ad Can create new projects Can and adfine time Can manage and see all involces, rotes thould send timesheets for approval Can add adfine time Vacation hours: Trace add adfine time Uacation hours: The chat windget with customer support representative on eve trace indifications: Can Week you have been summary Add wither sensore change my time entry Can atta window: Can add adfine time entre without a task   | ministrator)                                       |                    |                           |   |

Used vacation hours will be visible in the statistics in the Attendance tab.

| Iris Iris                              |                   |  |                        |                          | Columns v Day type          | → Bulk edit     | Awaiting reque                   |
|--|-------------------|--|------------------------|--------------------------|-----------------------------|-----------------|----------------------------------|
|  |                   |  | Hide statis            | tics A                   |                             |                 |                                  |
| per day<br>49m                         |                   | тотац First and<br>209h 50m 10:43          |                        | first and la:            | st time entry<br>· 13:03    | PER DAY (BE     | TWEEN FIRST AND LAST TIME ENTRY) |
| total between first and la<br>227h 32n | ST TIME ENTRY     | PRODUCTIVE DAYS / WORK<br>30.5 / 25        | ing days               | used vacation<br>71h 00m | hours this year<br>n / 200h |                 |                                  |
| Date                                   | Total in projects | Total between first<br>and last time entry | Should Be              | Vacation hours           | First time entry            | Last time entry | Day type                         |
| 🔄 Jan I, Sun                           |                   |  |                        | Os                       |                             |                 | Non-working day                  |
| 🗌 Jan 2, Mon                           | 6h 00m            | 6h 00m                                     | 8h 00m                 | Os                       | 10:36                       | 16:36           | Working day                      |
| 🗍 Jan 3, Tue                           |                   |  | 5h 00m                 | Os                       | 17:12                       | 17:12           | Working day                      |
| 🗍 Jan 4, Wed                           |                   |  | 8h 00m                 | Os                       | 17:14                       | 17:14           | Working day                      |
| 🗇 Jan 5, Thu                           |                   |  | 8h 00m                 | Os                       |                             |                 | Working day                      |
| TOTAL BETWEEN FIRST AND LAT            | ST TIME ENTRY     | PRODUCTIVE DAYS / WORK                     | ING DAYS               | used vacation<br>24h 00r | hours this year<br>n / 200h |                 |                                  |
| Date                                   | Total in projects | Total between first<br>and last time entry | Should Be              | Vacation hours           | First time entry            | Last time entry | Day type                         |
| 🗍 Jan 15, Mon                          |                   |  | 8h 00m                 |                          |                             |                 | Working day                      |
| 🗍 Jan 16, Tue                          |                   |  | 8h 00m                 |                          |                             |                 | Working day                      |
| 🗆 Jan 17, Wed                          |                   |  | 8h 00m                 |                          |                             |                 | Working day                      |
| 🗇 Jan 18, Thu                          |                   |  | 8h 00m                 | 8h 00m                   |                             |                 | Vacation leave                   |
| 🗌 Jan 19, Fri                          |                   |  | 8h 00m                 | 8h 00m                   |                             |                 | Vacation leave                   |
| Jan 20, Sat                            |                   |  |                        |                          |                             |                 | Non-working day                  |
| Jan 21, Sun                            |                   |  |                        |                          |                             |                 | Non-working day                  |
| 7 days                                 | Os<br>0%          | <b>0s</b><br>0%                            | <b>40h 00m</b><br>100% | 16h 00m                  |                             |                 |                                  |
| Dec 26, Tue                            |                   |  | 8h 00m                 |                          |                             |                 | Working day                      |
| Dec 27, Wed                            |                   |  | 8h 00m                 |                          |                             |                 | Working day                      |
| Dec 28, Thu                            |                   |  | 8h 00m                 |                          |                             |                 | Working day                      |
| 🗇 Dec 29, Fri                          |                   |  | 8h 00m                 |                          |                             |                 | Working day                      |
| Dec 30, Sat                            |                   |  |                        |                          |                             |                 | Non-working day                  |
| Dec 31, Sun                            |                   |  |                        |                          |                             |                 | Non-working day                  |
| 31 days                                | 0s<br>0%          | 0s<br>0%                                   | 168h 00m<br>100%       | Os                       |                             |                 |                                  |
|  |                   |  |                        |                          |                             |                 |                                  |

The additional option we provide here is **Vacation Task**. You can set a special task for your vacations so each time you create time entries with this task on timesheets, vacation hours will be automatically added to the Attendance report. Learn more below in this article.

# Day type

The day type option allows users to define whether it is a working or non-working day, add sick leave, vacations, and holidays, set the remote work, business trips, etc.

To change the day type users should send a request and their manager will be able to accept or reject the day type change.

For Supervisors and Administrators, changes will be applied immediately without requests.

#### Send request

To change the type of certain days, e.g. request sick leave, parental leave, vacations, etc. **click on the Day Type button** next to a certain date and **fill in your request**.

| Date <        | People<br>Jan 28, 2024 ∨ > ∩ E | mily Admin \vee                            |                 |                |                      |                                 |
|---------------|--------------------------------|--|-----------------|----------------|----------------------|---------------------------------|
| Emily Admir   | n                              |  |                 |                | Columns v Day type v | Bulk edit V & Awaiting requests |
|               |                                |  | Show sta        | itistics ₩     |                      |                                 |
| Date          | Total in<br>projects           | Total between first<br>and last time entry | Should Be       | Vacation hours | First time entry     | Last time entry Day type        |
| 🔲 Jan 22, Mon |                                |  | 8h 00m          |                |                      | Working day                     |
| 📄 Jan 23, Tue |                                |  | 8h 00m          |                |                      | Working day                     |
| 🗍 Jan 24, Wed |                                |  | 8h 00m          |                |                      | Working day                     |
| 🗋 Jan 25, Thu |                                |  | 8h 00m          |                |                      | Working day                     |
| 📄 Jan 26, Fri |                                |  | 8h 00m          |                |                      | Working day                     |
| 🔲 Jan 27, Sat |                                |  |                 |                |                      | Non-working day                 |
| 🔲 Jan 28, Sun |                                |  |                 |                |                      | Non-working day                 |
|               | 7 days 0s<br>0%                | <b>Os</b><br>0%                            | 40h 00m<br>100% | Os             |                      |                                 |

In the pop-up window **choose the new day type** from the list, optionally define the number of hours that should have been worked during that day or used vacation hours, and click on the **Save** button.

| Day type - Jan 22, 2024 | (1) ×  | Day type - Jan 22, 2024                  | ×    | Day type - Jan 22, 2024 |               | ×      |
|-------------------------|--------|--|------|-------------------------|---------------|--------|
| S Working day           | y 🖌 🗸  | ✓ Working day                            |      | Vaca                    | tion leave    | ~      |
| Optional note           |        | Holiday<br>Sick leave<br>Business trip   |      | Optional note           |               |        |
| Working time should be: | 8h 00m | Parental leave                           |      | Working time should be: | $\rightarrow$ | 8h 00m |
| Used vacation hours:    | 0h 00m | Remote work<br>Special leave<br>Free day |      | Used vacation hours:    | $\rightarrow$ | 8h 00m |
|                         | Save   |  | Save |                         | 3-            | Save   |

Supervisor or Administrator who manages this user will receive an email notification to approve or reject the request.

#### Accept requests

Administrators and Supervisors will find the additional option in the attendance report - Awaiting requests button.

| Attendance   |  |            |                          |                       |                 | ≗+ Ø ⑦ <b>∩</b>                 |
|--|--|------------|--------------------------|-----------------------|-----------------|---------------------------------|
| Date     People       Image: Constraint of the system of the syste |  |            |                          |                       |                 |                                 |
| <b>R</b> Iris  |  |            | C                        | olumns 🗸 Day type     | ✓ Bulk edit √   | Awaiting requests               |
|  |  | Hide stati | stics A                  |                       |                 |                                 |
| perday<br>49m  | тотац<br>209h 50m                              |            | first and las<br>10:43 - | t TIME ENTRY<br>13:03 | PER DAY (BET    | WEEN FIRST AND LAST TIME ENTRY) |
| total between first and last time entry 227h 32m   | PRODUCTIVE DAYS / WORKING<br><b>30.5</b> / 255 | DAYS       | used vacation H          | IOURS THIS YEAR       |                 |                                 |
| Date Projects  | Total between first<br>and last time entry     | Should Be  | Vacation hours           | First time entry      | Last time entry | Day type                        |
| 📄 Jan 1, Sun   |  |            | Os                       |                       |                 | Non-working day                 |
| Jan 2, Mon 6h 00m  | 6h 00m   | 8h 00m     | Os                       | 10:36                 | 16:36           | Working day                     |
| 🗍 Jan 3, Tue   |  | 5h 00m     | Os                       | 17:12                 | 17:12           | Working day                     |
| 🗍 Jan 4, Wed   |  | 8h 00m     | Os                       | 17:14                 | 17:14           | Working day                     |

This tab allows using the **People filter**, selecting only a certain **request type**, and **accepting or rejecting all requests** at once.

| nings To App      | rove Or Reject  | \$\$ @ <del>2+</del> <b>Q</b> |
|-------------------|---|-------------------------------|
| eople<br>People ~ | Request type         Bulk Actions           All requests         Accept all           Reject all         Reject all |                               |
| rom               | Description   | Action                        |
| is                | Attendance time: 08:00:00 ① Date: 2022-08-01 Type Remote work: Mate:  | Approve Reject                |
| Chrystal          | Allow user to change the category to "Developer Tools" for the activity "app.knowledgeowl.com"                      | Approve Reject                |
|                   |   |                               |
|                   |   |                               |

Learn more about day types from this article.

## Vacation & Holiday task

Except for setting specific days as Holidays and defining Vacation hours to use we provide an additional option to add Holiday and Vacation tasks.

This feature will allow you to include Holidays and Vacation time into project Reports.

### Holiday Task

If you mark the checkbox next to the **Fill timesheets with holiday task based on predefined holidays** option in Settings and select a task that should be defined as a **Holiday task**, timesheets will be automatically filled in with this task if their day type is set to Holiday.

| C TimeCamp <        | Settings   |  |
|---------------------|--|--|
|                     | My profile General Modules   |  |
|                     | People ~   |  |
| 🗐 Expenses          | Use data from: ③   |  |
| ANALYZE             | Timesheets ~   |  |
| 8 Dashboard         | Allow user request to erase data for time off ③  |  |
| ( Reports           | Count any tracked time as a fully productive day ①   |  |
| Computer Activities | Holidays (dates separated by commas):  |  |
| MANAGE              | 2023-01-01, 2023-01-06, 2023-04-09, 2023-04-10, 2023-05-01, 2023-05-03, 2023-05-<br>28, 2023-06-08, 2023-08-15, 2023-11-01, 2023-11-11, 2023-12-25, 2023-12-26 |  |
| 🛇 Tags              |  |  |
| \$ Billing Rates    | #  |  |
| TEAM                |  |  |
| 兴 Users             | Holiday  |  |
| Attendance          |  |  |
| Timesheet Approvals | Default workday length:  |  |
| CLIENTS             | Mon Tue Wed Thu Fri Sat Sun  |  |
| 🖻 Clients           | 8h 00m 8h 00m 8h 00m 8h 00m 8h 00m 0h 00m 0h 00m   |  |
| 🕄 Invoices          |  |  |
| Show more           | Vacation hours: ③  |  |
|                     | 200  |  |

After you define specific dates as Holidays in settings or users manually change the day type to Holiday, a time entry with a Holiday task will be created on that day.

The duration time of entry will be adjusted to the default workday length or the one set when manually changing the day type.

| Attendance    |                             |                      |  |                        |                           |                               |                   | <u>0</u> + Ø    | ?             |
|---------------|-----------------------------|----------------------|--|------------------------|---------------------------|-------------------------------|-------------------|-----------------|---------------|
| Date          | - Jan 14, 2024 V            | People               | nin V                                      |                        |                           |                               |                   |                 |               |
| Emily Ad      | min                         |                      |  |                        |                           | Columns V Day type            | e V Bulk edit V   | Awa             | ting requests |
|               |                             |                      |  | Show                   | statistics ₩              |                               |                   |                 |               |
| Date          |                             | Total in projects    | Total between first<br>and last time entry | Should Be              | Vacation hours            | First time entry              | Last time entry   | Day type        | -             |
| 🔲 Jan 8, Mon  |                             | 9h 00m               | 9h 00m                                     | 9h 00m                 | Os                        | 8:00                          | 17:00             | Holiday         |               |
| 🗐 Jan 9, Tue  |                             |                      |  | 8h 00m                 |                           |                               |                   | Working day     |               |
| 🔲 Jan 10, Wed |                             |                      |  | 8h 00m                 |                           |                               |                   | Working day     |               |
| 🔲 Jan 11, Thu |                             |                      |  | 8h 00m                 |                           |                               |                   | Working day     |               |
| 🔲 Jan 12, Fri |                             |                      |  | 8h 00m                 |                           |                               |                   | Working day     |               |
| 🔲 Jan 13, Sat |                             |                      |  |                        |                           |                               |                   | Non-working day |               |
| 🔲 Jan 14, Sun |                             |                      |  |                        |                           |                               |                   | Non-working day |               |
|               | 7 days                      | <b>9h 00m</b><br>22% | <b>9h 00m</b><br>22%                       | <b>41h 00m</b><br>100% | Os                        |                               |                   |                 |               |
| Timesheet     |                             |                      |  |                        |                           |                               |                   | 0+ X            | s ⑦ <b>೧</b>  |
|               | <                           | Monday, 8 Ja         | INUARY Return to Today                     |                        |                           | Day Week Co                   | ilendar Z         | 2 × I           |               |
|               | What will y                 | ou do?               |  |                        | note                      | ≙ 10:54 − 10:54 Oh            | 00m ADD TIN       | ME ENTRY        |               |
|               | 3                           | 1:00 2:00 3:00 4:0   | 00 5:00 6:00 7:00 8:00 9:0                 | 0 10:00 11:00<br>      | 12:00 13:00 14:00 15:00 1 | 16:00 17:00 18:00 19:00 20:00 | 21:00 22:00 23:00 |                 |               |
|               |                             |                      |  |                        |                           |                               | +                 | • • •           |               |
|               | → Holiday<br>③ Select a tag |                      |  | \$                     | note                      | 08:00                         | - 17:00 5         | 9h 00m          |               |
|               |                             |                      |  |                        |                           | 08:00                         | - 17:00 \$        | 3h 00m          |               |
|               |                             |                      |  |                        |                           |                               | 🖄 Submit f        | or Approval     |               |

#### Vacation Task

If you select a task that should be defined as a **Vacation task**, then each time users create a time entry with this task on timesheets, vacation hours will be automatically added to the Attendance report.

| Allow us   | er request to  | erase data fe  | or time off  | )   |   |   |  |  |
|--|--|--|--|---|---|---|--|--|
| Count any tracked time as a fully productive day ③   |  |  |  |   |   |   |  |  |
| Holidays (dates separated by commas):  |  |  |  |   |   |   |  |  |
| 2023-01-01, 2023-01-06, 2023-04-09, 2023-04-10, 2023-05-01, 2023-05-03, 2023-05-<br>28, 2023-06-08, 2023-08-15, 2023-11-01, 2023-11-11, 2023-12-25, 2023-12-26 |  |  |  |   |   |   |  |  |
|  |  |  |  |   |   |   |  |  |
|  |  |  |  |   |   |   |  |  |
| Fill timesheets with holiday task based on predefined holidays   |  |  |  |   |   |   |  |  |
| Holiday task: 💿  |  |  |  |   |   |   |  |  |
| Holiday  |  |  |  |   |   |   |  |  |
| Default work   | day length:  |  |  |   |   |   |  |  |
| Mon  | Tue  | Wed  | Thu  | Fri   | Sat   | Sun   |  |  |
| 8h 00m   | 8h 00m   | 8h 00m   | 8h 00m   | 8h 00m  | 0h 00m  | 0h 00m  |  |  |
|  |  |  |  |   |   |   |  |  |
| Vacation hours: ③  |  |  |  |   |   |   |  |  |
| 200  |  |  |  |   |   |   |  |  |
| Vacation ta  | . @  |  |  |   |   |   |  |  |
| Vacation   |  |  |  |   |   |   |  |  |
|  |  |  |  |   |   |   |  |  |
| () Improve   | your attenda   | ice experience   |  | ur desktop  | Go to des   | ktop app  |  |  |
| applica  |  |  |  |   | <u>settings</u>   |   |  |  |
|  |  |  |  |   |   |   |  |  |
| Save setti   | ngs Ba   | ck to module   | s list   |   |   |   |  |  |
|  | <ul> <li>Allow us</li> <li>Count at</li> <li>Holidays (dd</li> <li>2023-01-0</li> <li>28, 2023-01</li> <li>28, 2023-01</li> <li>28, 2023-01</li> <li>28, 2023-01</li> <li>28, 2023-01</li> <li>29, 2023-01</li> <li>Fill times</li> <li>Holiday task</li> <l< td=""><td>Allow user request to<br/>Count any tracked time<br/>Holidays (dates separate<br/>2023-01-01, 2023-01-06<br/>28, 2023-06-08, 2023-07<br/>28, 2023-06-08, 2023-07<br/>28, 2023-06-08, 2023-07<br/>28, 2023-06-08, 2023-07<br/>200-07<br/>Default workday length:<br/>Mon Tue<br/>Bh 00m Bh 00m<br/>Bh 00m Bh 00m<br/>Vacation hours:<br/>200<br/>Vacation hours:<br/>200<br/>Vacation task:<br/>200<br/>Vacation task:<br/>200<br/>Vacation</td><td>Allow user request to erase data for<br/>Count any tracked time as a fully p<br/>Holidays (dates separated by common<br/>2023-01-01, 2023-01-06, 2023-01-01<br/>28, 2023-06-08, 2023-08-15, 2023-11<br/>Fill timesheets with holiday task bo<br/>Holiday task:<br/>Holiday<br/>Default workday length:<br/>Mon Tue Wed<br/>Bh 00m Bh 00m Bh 00m<br/>Vacation hours:<br/>200<br/>Vacation task:<br/>Vacation task:<br/>Tyacation task:<br/>Back to module</td><td>Allow user request to erase data for time of<br/>Count any tracked time as a fully productive of<br/>Holidays (dates separated by commas):<br/>2033-01-01, 2023-01-06, 2023-04-06, 2023-04-02<br/>28, 2023-06-08, 2023-08-15, 2023-11-01, 2023-11-<br/>28, 2023-06-08, 2023-08-15, 2023-11-01, 2023-11-<br/>28, 2023-06-08, 2023-08-15, 2023-11-01, 2023-11-<br/>28, 2023-08-08, 2023-08-15, 2023-11-01, 2023-11-<br/>Holiday task:<br/>Holiday task:<br/>Holida</td><td>Allow user request to erase data for time off ①         Count any tracked time as a fully productive day ①         Holidays (dates separated by commas):         2023-01-01, 2023-01-05, 2023-01-10, 2023-10-10, 2023-10-205         28, 2023-06-08, 2023-08-15, 2023-11-01, 2023-11-11, 2023-12-25         I fill timesheets with holiday task based on predefined holiday         Holiday         Holiday         Default workday length:         Mon       Tue         Wed       Thu         Bh 00m       Bh 00m         Bh 00m       Bh 00m         Bh 00m       Bh 00m         Bh 00m       Bh 00m         Yacation hours:       ②         Yocation       Uvacation         Improve your attendance separatemence by adjusting our desktop         Genetication       Eack to modules list</td><td>Allow user request to erase data for time off ③   Count any tracked time as a fully productive day ③   Holidays (dates separated by commas):   203-01-01, 2023-01-06, 2023-04-00, 2023-04-10, 2023-05-01, 2023-05-03, 2023-06-08, 2023-08-15, 2023-11-01, 2023-12-25, 2023-12-26   Veration task: ③   Holiday   Holiday task: ④   Holiday task: ③   Holiday   Work Thu   Fri   Sate on the output of the ou</td></l<></ul> | Allow user request to<br>Count any tracked time<br>Holidays (dates separate<br>2023-01-01, 2023-01-06<br>28, 2023-06-08, 2023-07<br>28, 2023-06-08, 2023-07<br>28, 2023-06-08, 2023-07<br>28, 2023-06-08, 2023-07<br>200-07<br>Default workday length:<br>Mon Tue<br>Bh 00m Bh 00m<br>Bh 00m Bh 00m<br>Vacation hours:<br>200<br>Vacation hours:<br>200<br>Vacation task:<br>200<br>Vacation | Allow user request to erase data for<br>Count any tracked time as a fully p<br>Holidays (dates separated by common<br>2023-01-01, 2023-01-06, 2023-01-01<br>28, 2023-06-08, 2023-08-15, 2023-11<br>Fill timesheets with holiday task bo<br>Holiday task:<br>Holiday<br>Default workday length:<br>Mon Tue Wed<br>Bh 00m Bh 00m Bh 00m<br>Vacation hours:<br>200<br>Vacation task:<br>Vacation task:<br>Tyacation task:<br>Back to module | Allow user request to erase data for time of<br>Count any tracked time as a fully productive of<br>Holidays (dates separated by commas):<br>2033-01-01, 2023-01-06, 2023-04-06, 2023-04-02<br>28, 2023-06-08, 2023-08-15, 2023-11-01, 2023-11-<br>28, 2023-06-08, 2023-08-15, 2023-11-01, 2023-11-<br>28, 2023-06-08, 2023-08-15, 2023-11-01, 2023-11-<br>28, 2023-08-08, 2023-08-15, 2023-11-01, 2023-11-<br>Holiday task:<br>Holiday task:<br>Holida | Allow user request to erase data for time off ①         Count any tracked time as a fully productive day ①         Holidays (dates separated by commas):         2023-01-01, 2023-01-05, 2023-01-10, 2023-10-10, 2023-10-205         28, 2023-06-08, 2023-08-15, 2023-11-01, 2023-11-11, 2023-12-25         I fill timesheets with holiday task based on predefined holiday         Holiday         Holiday         Default workday length:         Mon       Tue         Wed       Thu         Bh 00m       Bh 00m         Bh 00m       Bh 00m         Bh 00m       Bh 00m         Bh 00m       Bh 00m         Yacation hours:       ②         Yocation       Uvacation         Improve your attendance separatemence by adjusting our desktop         Genetication       Eack to modules list | Allow user request to erase data for time off ③   Count any tracked time as a fully productive day ③   Holidays (dates separated by commas):   203-01-01, 2023-01-06, 2023-04-00, 2023-04-10, 2023-05-01, 2023-05-03, 2023-06-08, 2023-08-15, 2023-11-01, 2023-12-25, 2023-12-26   Veration task: ③   Holiday   Holiday task: ④   Holiday task: ③   Holiday   Work Thu   Fri   Sate on the output of the ou |  |  |

After user creates a time entry and assigns a Vacation task, the duration time of this entry will be automatically added as vacation hours in the Attendance tab on that day.

| Timesheet |   |   |   |                           | 0+                 | Ø 0 A |
|-----------|---|---|---|---------------------------|--------------------|-------|
|           | C I Constant Const | łay                                     | Day W                                   | /eek Calendar             | 2 2 × 1            |       |
|           | What will you do?   |   | note 09:54 - 0                          | 09:54 0h 00m              | ADD TIME ENTRY     |       |
|           | 100 2:00 3:00 4:00 5:00 6:00 7:00 8:  | 00 9:00 10:00 11:00 12:00 13<br>1 1 1 1 | :00 14:00 15:00 16:00 17:00 18:00 1<br> | 19:00 20:00 21:00 22:00 2 | 23:00<br>          |       |
|           | Day type: Working day   |   |   |                           | + 0 0              |       |
|           | Vacation<br>Select a tag  | \$                                      | note                                    | 08:00 - 16:00             | 8h 00m             |       |
|           |   |   |   | 08:00 - 16:00             | 8h 00m             |       |
|           |   |   |   | 🖄 s                       | ubmit for Approval |       |

| Emily Admin                                       |                      |  |                        |  | Columns ~ Day type | - Bulk edit   | Awaiting requests |  |
|---|----------------------|--|------------------------|--|--------------------|---|-------------------|--|
|   |                      |  | Hide stat              | istics 🗢   |                    |   |                   |  |
| perday<br>2h 00m                                  |                      | total<br>8h 00m                            |                        | FIRST AND LA                                       | ST TIME ENTRY      | per day (between first and last time entry) $2h00m$ |                   |  |
| TOTAL BETWEEN FIRST AND LAST TIME ENTRY<br>8h 00m |                      | productive days / working days $1 / 4$     |                        | used vacation hours this year <b>8h 00m</b> / 200h |                    |   |                   |  |
| Date  | Total in<br>projects | Total between first<br>and last time entry | Should Be              | Vacation hours                                     | First time entry   | Last time entry                                     | Day type          |  |
| 🗌 Jan I, Mon                                      |                      |  | -                      |  |                    |   | Holiday           |  |
| 🔲 Jan 2, Tue                                      | 8h 00m               | 8h 00m                                     | 8h 00m                 | 3h 00m   | 8:00               | 16:00   | Working day       |  |
| 🗌 Jan 3, Wed                                      |                      |  | 8h 00m                 |  |                    |   | Working day       |  |
| 🗌 Jan 4, Thu                                      |                      |  | 8h 00m                 |  |                    |   | Working day       |  |
| 🗌 Jan 5, Fri                                      |                      |  | 8h 00m                 |  |                    |   | Working day       |  |
| Jan 6, Sat  |                      |  |                        |  |                    |   | Holiday           |  |
| 🗆 Jan 7, Sun                                      |                      |  |                        |  |                    |   | Non-working day   |  |
| 7 day   | ys 8h 00m<br>25%     | <b>8h 00m</b><br>25%                       | <b>32h 00m</b><br>100% | 8h 00m   |                    |   |                   |  |

Deducting vacation hours won't affect the day type. Users still need to manually change their day types to Vacation.