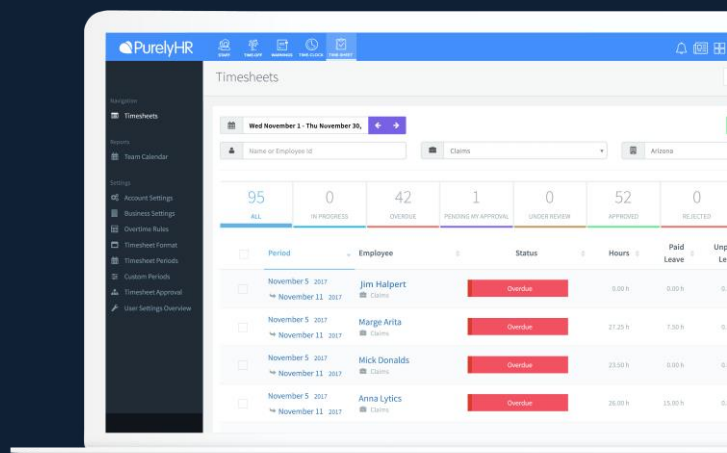


# Time-sheet



## Improve time tracking with PurelyHR's time-sheet module

The time-sheet module offers a comprehensive and simple solution for tracking the total hours worked or time spent on specific clients, projects, or tasks.



## Time-sheet

### Main offerings



Highly customizable

#### Choose a format

With 3 timesheet formats to choose from—simple, detailed, and advanced—you decide how much information you want to track.

#### Custom timesheet periods

Choose a custom period or use a predefined one. Different periods can be assigned to users, the entire departments, or the whole account.



Streamlined process

#### One-click timer

A built-in timer for advanced timesheets makes for easy tracking. Just click to start tracking time. Once the timer is stopped, simply select the task you want to add the hours to.

#### Submitted to approved in no time

No more back and forth slowing down the approval process. Allow managers to edit timesheets of the employees they manage if required. Edits are tracked for full transparency.

### Built-in features

- ✓ Employee and manager reminders
- ✓ Customizable overtime rules
- ✓ Assign tasks and set priorities
- ✓ Set custom approval paths

Improve your time tracking.

[Click here to start your free 21-day trial](#)