Overview of Timesheets

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> This guide provides an overview of aACE's Timesheets module. It is intended for general users.

Team members can submit their day-to-day time on jobs, tasks, and orders by using time-type line item codes (LICs). Any time is recorded in a team member's daily timesheet. Team members can review time details in the Timesheets module.

To access the Timesheets module, navigate from Main Menu > Internal > Timesheets. Use the Quick Search fields to locate the desired timesheet record.

1. Time

Timesheets are linked to various records throughout your aACE system. Time is submitted through aACE's internal time clock (https://aace6.knowledgeowl.com/help/using-the-time-clock) or the Time & Tasks app (https://aace6.knowledgeowl.com/help/using-the-aace-time-and-tasks-app).

Timesheets record a team member's time using time-type LICs (https://aace6.knowledgeowl.com/help/overview-of-line-item-codes#RecordInfoSection). Timesheet entries require a specified job and related time code. Recorded notes about the activity will appear in the Notes field.

2. Additional Info

Any additional information concerning the time on the timesheet can be recorded here. For example, if a team member accidentally left their time clock running, they can make note of that for their approver.

You can expand the Additional Info text field using the Expand icon ( ).