

# 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.

**Timesheet: Mara Harvey - Monday 09/18/2023** PENDING

Timesheet Details Notices Tasks Emails Docs

Job	Order	Task	Code	Notes	Hours	OT
> 50717   Brightside Charter School	> Brightside Charter School		> L-PM	Meeting w/ Ms. Ramos. Called to follow up on order.	3.5	
> 50720   Centerville High School	> Centerville High School		> L-PM	One-on-one lunch meeting.	2	

**Additional Info**

Total Hours	5.5
Overtime	0
PTO	0

Approver PM


## 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 (  ).

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