

# Getting Started with Timesheets

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Your team is absolutely critical for the day to day operations of your farm, and tracking what they are working on, and for how long, can be just as important for your business goals. Of course you'll want to know the days and hours they worked to compensate them, but tracking the tasks they worked on and how long each took can also help you streamline operations and gain efficiencies. Farmbrite's timesheet feature let's your employees add their tasks and hours directly through the app, where you can review and approve what they submitted. You can run a report to see total hours worked, and export the data to a spreadsheet to send to a separate payroll software.

*Be aware that this feature is available to Farmbrite Premium subscriptions; [check out this article for more information on upgrading.](#)*

The timesheets system is somewhat different for employees and managers, with managers having additional administrative features. We've separated these actions into unique help articles for each, but encourage you to read this Getting Started guide to see the big picture that applies to both.

Whether you are a manager or employee, **you'll navigate to Schedule and choose Timesheets to get to this feature.**

The screenshot shows the Farmbrite dashboard interface. On the left is a navigation sidebar with icons for Schedule, Tasks, Livestock, Plantings, Resources, Accounting, Market, Contacts, Farm Map, Climate, and Reports. The main content area features a weather widget for Golden, CO, displaying a current temperature of 76°F and an Air Quality Alert. Below the weather is a 'TOP UPCOMING TASKS' section showing 'No Tasks Due'. To the right is a 'RECENT ORDERS' bar chart and an 'INCOME VS EXPENSE' line chart.

As a manager, you'll immediately see weekly timesheets for all of your employees. You can easily see the week, status, and total hours worked for all of the timesheets, and can search or set filters to find specific ones. You can create new sheets for your employees if you'd like, but be aware that they can also do this themselves. Once the sheets are created and completed, you can access any of them to review them for accuracy, and then mark them as approved or rejected. If you reject one, your employee will receive an email letting them know their timesheet needs attention. You can even lock the timesheets to at the end of the week to prevent further updates if you have a deadline for your employees to submit hours. Once you've reviewed the sheets, you can export a .CSV spreadsheet to send or import this data into your payroll system.

The screenshot shows the Farmbrite Timesheets page. On the left is a navigation sidebar with categories like Schedule, Calendar, Timesheets, Tasks, Livestock, Plantings, Resources, Accounting, Market, Contacts, Farm Map, Climate, and Reports. The main content area is titled 'Timesheets' and features a 'New Timesheet' button and a search bar. Below is a table with columns for Week, Employee, Status, Hours, and Last Updated. The table lists 13 timesheets for employees including Farmhand Willy, Erica, Gary, Dennis, Becky, Thyme, and Leyden, with statuses ranging from DRAFT to COMPLETE.

Week	Employee	Status	Hours	Last Updated
Aug. 05 - Aug. 11, 2024	Farmhand Willy	DRAFT	48.0	about 7 hours ago
Aug. 05 - Aug. 11, 2024	Erica	SUBMITTED	45.0	less than a minute ago
Aug. 05 - Aug. 11, 2024	Gary	NEEDS UPDATE	25.0	about 1 hour ago
Aug. 05 - Aug. 11, 2024	Dennis	APPROVED	32.0	about 1 hour ago
Jul. 29 - Aug. 04, 2024	Becky	COMPLETE	18.0	10 days ago
Jul. 29 - Aug. 04, 2024	Dennis	COMPLETE	0.0	17 days ago
Jul. 29 - Aug. 04, 2024	Erica	COMPLETE	0.0	17 days ago
Jul. 29 - Aug. 04, 2024	Farmhand Willy	COMPLETE	0.0	17 days ago
Jul. 29 - Aug. 04, 2024	Thyme	COMPLETE	10.0	17 days ago
Jul. 29 - Aug. 04, 2024	Gary	COMPLETE	21.0	17 days ago
Jul. 29 - Aug. 04, 2024	Robert	COMPLETE	40.0	17 days ago
Jul. 29 - Aug. 04, 2024	Leyden	COMPLETE	15.0	15 days ago

As an employee, you'll only have access to your own timesheets. You can create your sheet, and then complete it with tasks and hours spent each day. Bonus: to save time when creating the sheet, you can automatically copy your sheet from last week, and prefill your sheet with the events and tasks on your schedule that week as well. You'll submit it to your manager, and will receive an email if there were any issues.

This screenshot shows the same Farmbrite Timesheets page, but with a filter applied to show only timesheets for the employee 'Erica'. The table now displays 5 records for Erica, with statuses including APPROVED and COMPLETE. A 'Displaying all 5 records' message is visible below the table. The navigation sidebar is also visible on the left.

Week	Employee	Status	Hours	Last Updated
Aug. 05 - Aug. 11, 2024	Erica	APPROVED	49.0	about 1 hour ago
Jul. 29 - Aug. 04, 2024	Erica	COMPLETE	0.0	17 days ago
Jul. 22 - Jul. 28, 2024	Erica	COMPLETE	79.0	22 days ago
Jul. 15 - Jul. 21, 2024	Erica	COMPLETE	8.0	22 days ago
May. 20 - May. 26, 2024	Erica	COMPLETE	1.0	17 days ago

Beyond these actions to track the weekly hours you'll also have a report to pull your timesheet data over a time period. So if you run payroll biweekly, you can easily find the total hours over the two weeks to send to your payroll service. The Employee Approved Hours report is found under Reports>Standard Reports, and then housed on the User Activities Tab.

- Schedule
- Tasks
- Livestock
- Plantings
- Resources
- Accounting
- Market
- Contacts
- Farm Map
- Climate
- Reports

WEATHER FOR GOLDEN

**AIR QUALITY ALERT**  
NWS Denver CO  
The Colorado Department of Public Health and Environment has issued the following... WHAT...Ozone Action Day Alert. WHERE...Douglas, Jefferson, Denver, western Arapahoe, western Adams, Broomfield, Boulder, Larimer, and Weld Counties WHEN...400... [Read more](#)

**80°F**

Clear Sky - H 81°F L 54°F  
Sunset: 7:56 PM  
Wind: 13 mph  
Humidity: 18%

Feels like 78°F  
Sky Cover: 0%  
1-Hr Precip: 0mm

Hourly Daily

5PM	6PM	7PM	8PM	9PM	10PM
81°F 13mph 0.0%	80°F 8mph 0.0%	76°F 3mph 0.0%	66°F 8mph 0.0%	64°F 11mph 0.0%	62°F 11mph 0.0%

TOP UPCOMING TASKS

No Tasks Due

View all Tasks

RECENT ORDERS

View Orders

INCOME VS EXPENSE

Move on to the other articles in this section for more in depth reviews of both the [manager](#) and [employee](#) workflows for timesheets!