

Timesheets Video Tutorial

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Your team is incredibly important for the day to day operations of your business, and keeping track of what they are working on, and for how long, can be just as important for your goals. You'll of course want to know the days and times they worked to pay them, but tracking the tasks they completed and how much time was required can also help you make your operation more efficient. The timesheet system lets your employees record their tasks and hours directly through the app, where you can review and approve what they submitted. You can also run a report to see total hours for the time period, and download the data to a spreadsheet to send to a separate payroll software.

Additional Articles and Videos to Explore

After you have watched the video, you can browse these articles to learn more about the specific features that you are interested in.

- **Getting Started with Timesheets** - Start here to learn more about how the Timesheet system works. You'll see a great overview (the same video as shown above), but if you'd like to read through instead of watching, check this one out.
- **Working with Timesheets as a Farm Employee** - This article is from farm employee perspective. It outlines how to create timesheets and then work with them. Employees will see how to add hours, record tasks, and then submit the timesheet for review and approval.
- **Working with Timesheets as a Farm Manager** - Similarly, this article goes over the Timesheet feature, but from a manager point of view. Managers can review their employees timesheets and then approve them or send them back to be reviewed and updated. They can also make administrative changes instead of asking the employee to update the sheet. Managers also have access to a Approve Hours report that can be downloaded and exported to a separate payroll system.
