

Civica Timesheets

Track working hours across multiple companies, projects and activities

Employees can easily record their working times and activities for accurate payroll and billing.

This module complements our integrated Civica People Hub, Payroll or Time & Attendance cloud software. It is accessible from anywhere, so users can provide a real time picture of their working day. It helps you keep track of what your employees are working on and provides data for accurate payroll, billing and budgeting.

Stay in control

Define detailed categories for users to record time against. This includes: clients, projects, activities and the rates at which the work is to be charged or paid.

Real-time insight

Easily view weekly and monthly totals for projects and show work patterns for all projects on a calendar. Use our suite of editable reports for more detailed analytics or create your own.

Assured visibility

Give employees confidence that their efforts are seen – wherever they're working. They benefit from easy time recording with automatic clock on / off and a handy project timer.

Easy absence and expense management

Record holiday, time off in lieu and other absences. Employees can make expense and mileage claims and upload receipts.

Produce accurate payroll data

Approved data can be exported to a csv file or seamlessly transferred to Civica Payroll. Here each activity will be attributed to the correct employee and cost centre.

Why choose Civica Timesheets?

- Greater insights into employee time management
- Keep track of working hours across multiple companies
- Manage and track projects and activities
- Simplify billing with each activity being attributed to the correct cost centre.



[Watch our HR & Payroll film](#)

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