

# THE ULTIMATE INTRODUCTION TO TEMPO TIMESHEETS



[tempo.io](https://tempo.io)

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Are you thinking of using Tempo Timesheets? If you're interested in tracking time in Jira, you're in the right place. This guide will provide you with an introduction to Tempo's most popular product for Jira. We'll cover some of the key features of Tempo Timesheets and then go over some compelling reasons why you might want to track time with Tempo.

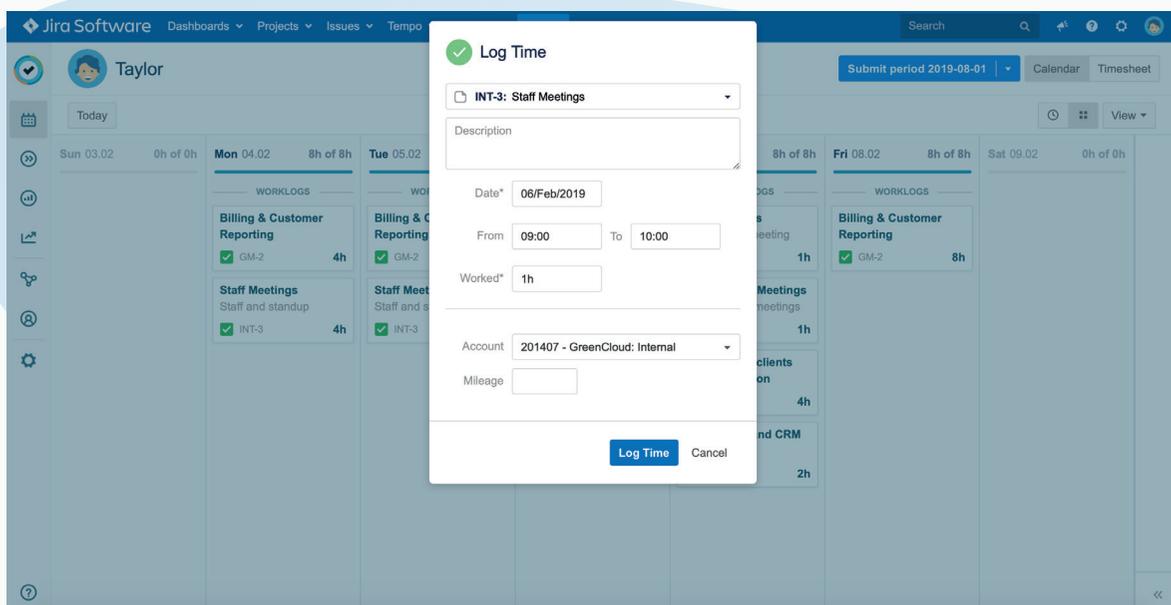


## First, what is Tempo Timesheets?

Tempo Timesheets is a time tracking and reporting solution that seamlessly integrates with Jira to help teams and managers track time for accounting, CAPEX, payroll, billing, compliance, enhanced efficiency, and forecasting. It can be found on the Atlassian Marketplace and is compatible with Cloud, Server, and Data Center.

### How does it work?

When a user wants to track time on a given task, he or she creates a time entry, which fits into a weekly calendar view on what is called the My Work page. Each time entry is associated with an existing Jira issue. Administrators can manually set the length of each workday, and at regular intervals users submit their timesheets to their team leads for approval or rejection. Users may get email notifications to fill out their timesheets on a weekly or monthly basis.





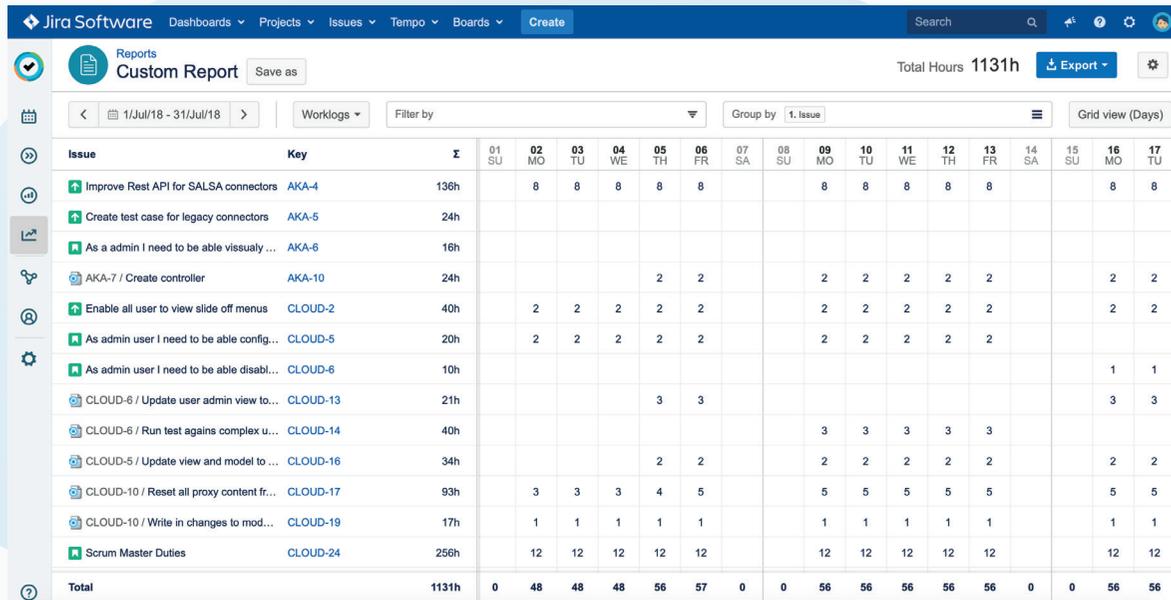
## Tempo Reports

Once your employees have filled out their timesheets, you will have a lot of data to sift through - large companies can generate hundreds of thousands of time entries. Tempo reports are a powerful tool designed to make the information manageable. Reports are made to sort, filter, display and edit issue and worklog information in precisely the way you want. They provide valuable insights into the operations of your business.

### **So what exactly can you do with Tempo reports?**

#### **Here are a few examples:**

- Find out how much your team members have been working overtime
- Learn how many hours have been logged on a specific customer account
- See what tasks have been prioritized over others
- Get projections on how much longer a project will take
- Get an overview of how often you and your team members are in meetings
- Find out how many billable hours your team has logged on an upcoming milestone
- Save, print and export the data to different file formats (PDF, CSV, etc.)
- Filter hours by projects, teams, issues, accounts and users
- Save the criteria of custom reports so you do not have to rebuild them



Issue	Key	Σ	01 SU	02 MO	03 TU	04 WE	05 TH	06 FR	07 SA	08 SU	09 MO	10 TU	11 WE	12 TH	13 FR	14 SA	15 SU	16 MO	17 TU
Improve Rest API for SALSA connectors	AKA-4	136h		8	8	8	8	8			8	8	8	8	8			8	8
Create test case for legacy connectors	AKA-5	24h																	
As a admin I need to be able visually ...	AKA-6	16h																	
AKA-7 / Create controller	AKA-10	24h					2	2			2	2	2	2	2			2	2
Enable all user to view slide off menus	CLOUD-2	40h		2	2	2	2	2			2	2	2	2	2			2	2
As admin user I need to be able config...	CLOUD-5	20h		2	2	2	2	2			2	2	2	2	2				
As admin user I need to be able disabl...	CLOUD-6	10h																1	1
CLOUD-6 / Update user admin view to...	CLOUD-13	21h																3	3
CLOUD-6 / Run test agains complex u...	CLOUD-14	40h										3	3	3	3				
CLOUD-5 / Update view and model to ...	CLOUD-16	34h					2	2			2	2	2	2	2			2	2
CLOUD-10 / Reset all proxy content fr...	CLOUD-17	93h		3	3	3	4	5			5	5	5	5	5			5	5
CLOUD-10 / Write in changes to mod...	CLOUD-19	17h		1	1	1	1	1			1	1	1	1	1			1	1
Scrum Master Duties	CLOUD-24	256h		12	12	12	12	12			12	12	12	12	12			12	12
<b>Total</b>		<b>1131h</b>	<b>0</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>56</b>	<b>57</b>	<b>0</b>	<b>0</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>0</b>	<b>0</b>	<b>56</b>	<b>56</b>

The custom report shown above was created to analyze the time spent on a project.

## Tempo Accounts

Accounts are used to further categorize different types of work performed across multiple teams and projects e.g. CAPEX, OPEX and billable time. Jira issues and tasks can be assigned to different accounts to provide data for reporting and bookkeeping. When time is logged on a Jira issue, it will automatically be associated with an account. If you're working for an internal or external customer, you can create and link customers to specific accounts to summarise the total hours logged on all Jira issues. Plus, you can keep track of responsibility, contact information, type of work and budget.

Whether you're interested in tracking work efforts for billing, accounting, budgeting, or forecasting, Tempo Accounts enhances your ability to keep your business initiatives intact.

# Integrations and Apps

## The Google Calendar integration for Jira

Here at Tempo we love this feature because it makes logging time every day much easier. With the Google Calendar integration, there's no need to remember the specifics of your schedule or manually enter meeting times. When you sync your Google Calendar with Tempo Timesheets, you automatically fill your timesheet with all of your listed meetings. Your scheduled appointments are shown in My Work and with just one click you can turn each calendar event into a time entry. Bonus: if you add the Jira issue key in the title of your event, Tempo will preselect the issue in the time entry when you're ready to log time. This integration is available for Tempo Cloud for Jira.





## The Tempo mobile app

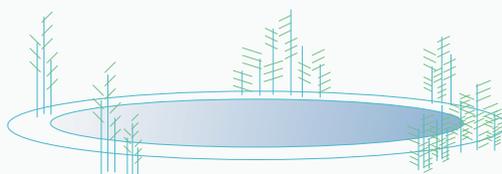
Tempo users definitely appreciate this feature. Tempo's mobile app allows you to track and view tasks and plans whenever and wherever you want. You can easily create time entries and time trackers, submit your timesheet and convert your calendar events and plans on Jira issues into time entries. Keep track of pending timesheet and plan approvals and requests from your team via notifications in your inbox. The mobile app is available for Tempo Cloud and is free for iOS and Android.

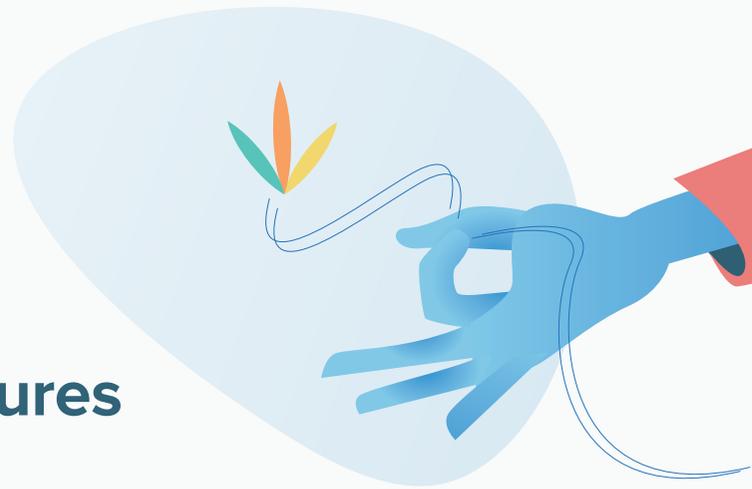
### What can you do with Tempo's mobile app?

**You can accurately log time in My Work.** You can create time entries on-the-go and access your tasks. Convert your calendar events and plans on Jira issues into time entries with a tap.

**You can review and approve time entries.** Get things done from wherever you are, whenever you want. Take action on your responsibilities of reviewing and approving/rejecting timesheets from your team. Approval logs are kept for transparency.

**You can stay up-to-date on your notifications.** Just tap the inbox for notifications. Users will be reminded of when their timesheets are due for approval. Managers get reminded of pending timesheet and plan approvals.





## Some other useful features of Tempo Timesheets

Tempo Timesheets has a lot of other convenient functionalities, which include:

### Customization

With Tempo Timesheets, you can use what are called work attributes to customize the settings and track any parameter you want. Doing so enables you to get more detailed information about the time you log. Examples of work attributes might be: "Overtime", "Non-Billable", or "Travel time". Whenever a user creates a new time entry, the work attributes you have created will be available for them to fill out. These work attributes can also be analyzed with the reporting functionality of Tempo.

### Real-time Tracking

The real-time tracker is helpful for users who want to track their time, but are often interrupted by meetings, calls or breaks. It works much like a media player: the play button starts the timer, there is a pause button, and there is a stop button that, when pressed, makes the time entry form appear with the time already filled in. It can be accessed anywhere within Jira. If you're in Jira and you create a tracker directly from an issue's page, the tracker's time will already be associated with the issue. This makes logging time even quicker. It's perfect for users that have an issue already open on their computer. If an edit to the time is necessary, the user can easily modify it directly in the log work form.



# So why should you track time?

There are several reasons why Tempo Timesheets is worth the commitment. You can accomplish many things by tracking time with Tempo, including:

## **1 You can forecast how long it takes to complete projects and improve estimation accuracy.**

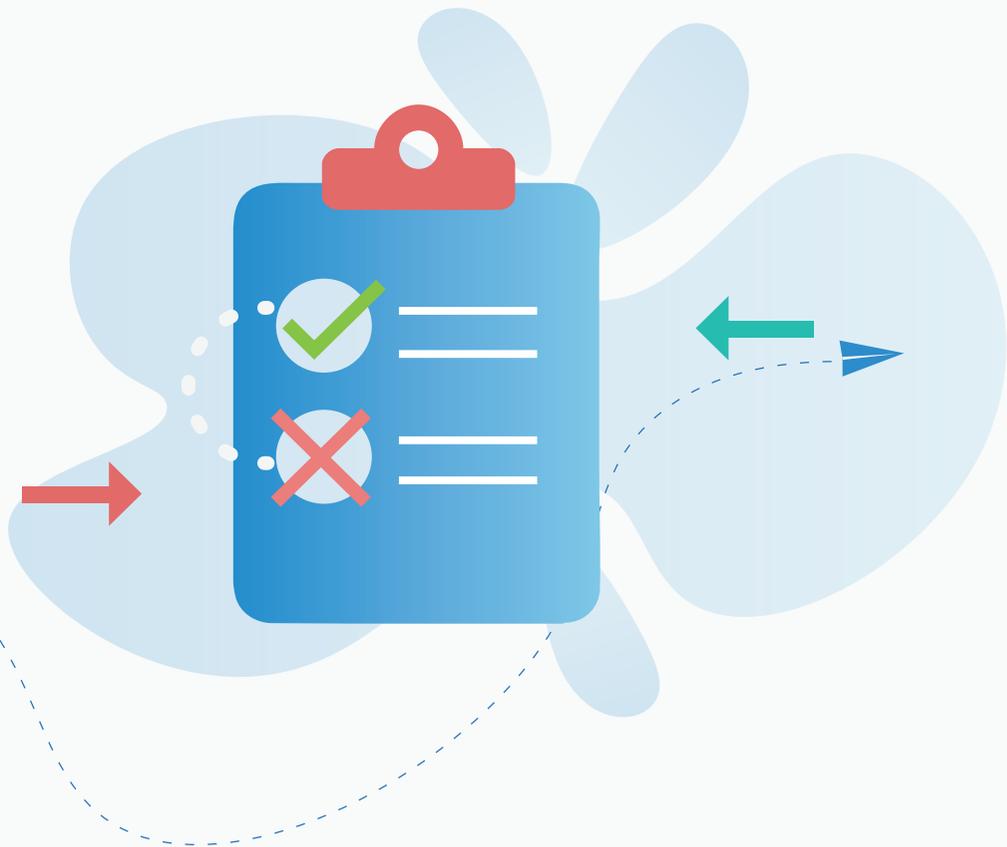
It's common to underestimate the amount of time a project will take. With the data provided by Tempo Timesheets, you can assess how long it will take to finish a given assignment. You will have a basis for projections and can set more reasonable deadlines.

## **2 You can get valuable insights.**

It's not easy to navigate all the information contained in time tracking unless you have the right tools. In this case an Excel sheet isn't going to cut it. With Tempo Reports, you can learn all kinds of valuable things about your business.

## **3 You can build reports to support R&D tax refunds.**

Having Tempo Timesheets means you can use the reports to support R&D tax refunds. By using Tempo Accounts to group time spent within the organization into spending categories and cost centers, you'll benefit your accounting at the end of the year. Then it'll be easy to see where your company's efforts are going.



#### **4 You can track CAPEX and OPEX.**

Similarly, Tempo's easy time tracking means you can measure and report on CAPEX and OPEX with precision. All you have to do is set up Tempo Accounts to more easily organize work into categories.

#### **5 You can track billable hours.**

One of the most common reasons for using software like Tempo Timesheets is to track billable hours. This functionality can really come in handy for quickly invoicing customers with an accurate amount of time. If you need to gather data to send out invoices for work done by your company, Tempo can help. What's more, once you have identified which client creates the most non-billable hours, you can address the problem, whether that means changing the pricing on projects or reconsidering your relationship with the client.

## To learn more

For more information on Tempo Timesheets, [check out our blog](#) or [help center](#). We have plenty of [additional resources](#), including white papers and ebooks. You'll also find lots of content and tutorials on our [YouTube page](#).

Looking to learn more about time tracking in general?

[Check out our guide to time tracking.](#)

