

## What is a Timesheet?

<https://www.businessdriver.pro/en/blog/tools/what-is-a-timesheet>

A timesheet is a document that is used to record the time an employee spends working on specific projects or performing certain tasks. Typically, timesheets are used to track time worked and activities performed for administrative purposes, such as calculating payroll or project billing.

Timesheets can be used in a variety of ways, depending on your organization's needs. For example, employees can fill out a daily or weekly timesheet, where they record the number of hours worked each day or each week. Alternatively, timesheets can be used to record time worked on specific projects, reporting the number of hours worked per project and the activities performed.

Timesheets can be filled out manually, using a paper form or spreadsheet, or can be managed through performance management software. In this way, it is possible to automate the data collection process and make it easier to monitor the time worked and the activities performed.

In summary, a timesheet is a document used to record the time worked and activities performed by an employee, which can be used for various purposes, such as calculating salary or billing projects.

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