

# Get started

The days where working times are tracked on a piece of paper are over - in most parts of the world, working hours need to be digitally tracked by law.

Timesheet Check is a solution that builds on the power of [Tempo Timesheets](#).

Set up [Rules](#), or even use [Preset rules](#) that relate to the [EU's Working Time Directive](#) or the German [Arbeitszeitgesetz](#), combine them into [Reports](#), and [run them](#) against the timesheets you want to check.

## Install Timesheet Check

Install **Timesheet Check** directly from your Jira Cloud site.

You need to be a Jira administrator to install apps!

1

Click on the **cog** icon on the top right bar and under **Jira settings** select **Apps**.

2

The Atlassian Marketplace page will be displayed, in the search bar, type in **Timesheet Check**

3

The app will appear on the list, select it and start your free trial!

4

Follow the [first steps](#) to get started!

If you still have questions, feel free to refer to our [support](#) team.

## First steps

On this page, you will find the very first steps you need to take to start using Timesheet Check after a successful [installation](#).

## First steps for admins

1

[Install Timesheet Check](#) or ask your friendly Jira administrator to install it for you. Either directly from within Jira or from the [Atlassian Marketplace](#).

2

[Establish a connection](#) between **Timesheet Check** and **Tempo Timesheets**.

3

Set up [global settings](#) and permissions to control who can **access** and **manage** [Reports](#).

## First steps for users

You need dedicated [permissions](#) to access and manage reports that need to be granted by a Jira administrator.

1

Browse through the [Preset rules](#) . They cover most of the requirements from the [EU's Working Time Directive](#).

2

[Create your first rule](#).

3

[Create and share a report](#), select your [Rules](#) and the [timesheets](#) you want to check.

4

[Run your report](#).

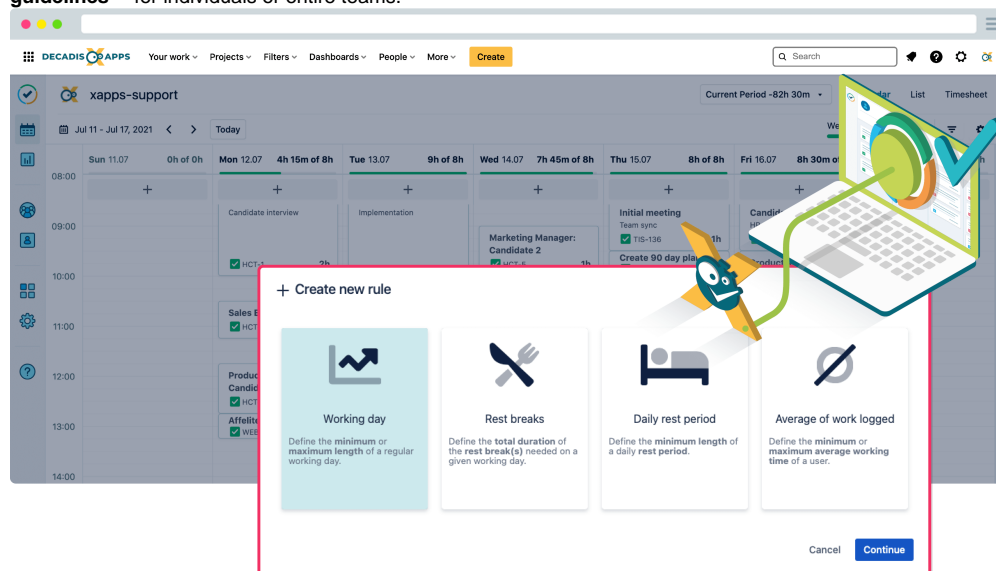
If you still have questions, feel free to refer to our [support](#) team.

## Highlights

## Seamless integration with Tempo time management

Timesheet Check builds on and only works with **Tempo Timesheets** which ships all the features to successfully track **working times, breaks, holidays** and **non-working days**.

It leverages the data tracked in Tempo Timesheets, including Tempo Team memberships, and takes it to a new level by adding a **layer of checks** to ensure the data is **compliant** with working **laws or internal guidelines\*** - for individuals or entire teams.

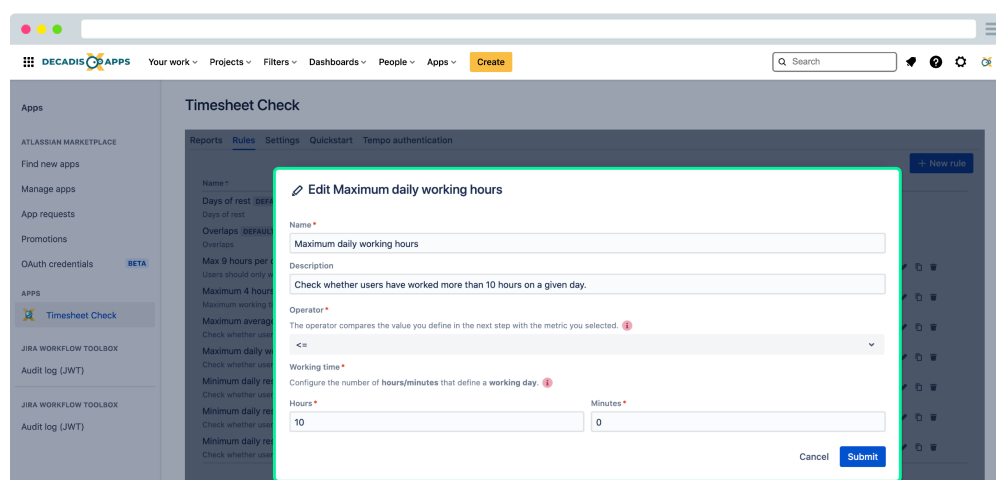


## Rules - the equivalent to regulations, laws and guidelines

Timesheet Check comes with basic metrics like **length of working days** or **daily rest periods** to get started right away.

Based on these metrics, **Rules** are set up and ready to go in minutes to map any **regulations** or internal company policies.\*

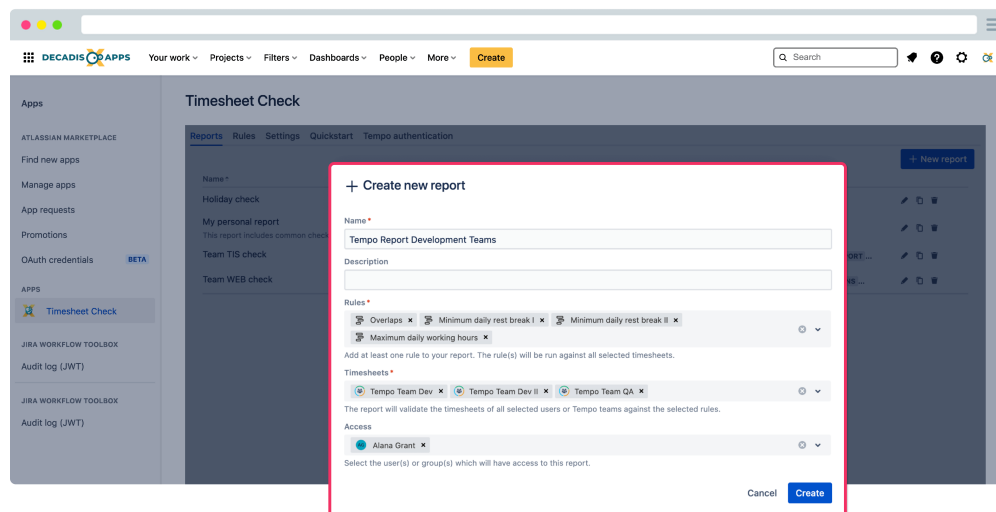
Check out the **Preset rules** which are shipped out of the box.



## Reports - where rules and timesheets come together

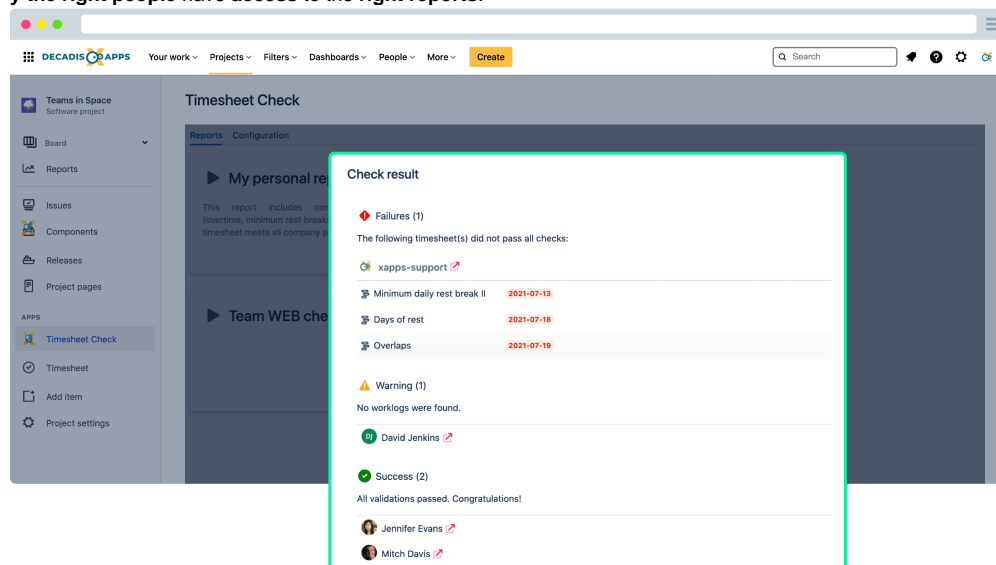
**Reports** are the connection between **rules** and **timesheets**.

All rules defined in a report will be checked against the selected timesheets to **instantly** show you whether a timesheet has **passed** or **failed** the checks. If checks fail, you will get details on the **when** and **why**.



## Global settings

Working times and **data protection** need to go hand in hand. Timesheet Check comes with a dedicated [permission management](#) to ensure that **only the right people have access to the right reports**.



### \* Disclaimer

Regulations and laws are subject to change. The preset rules are just meant to help you get started. A passed check does not mean that you are compliant with your local laws.