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.
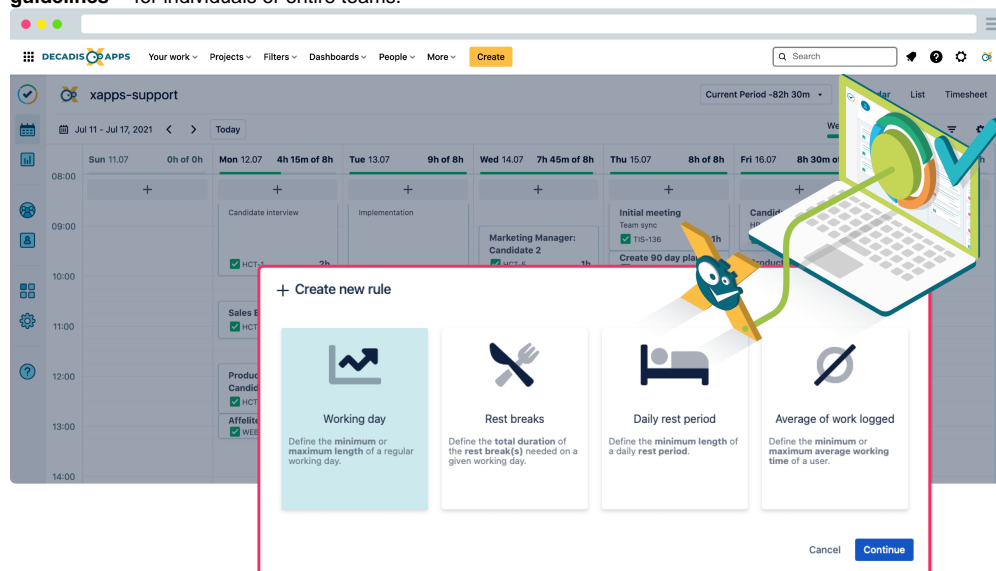
4 Run your report.

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.
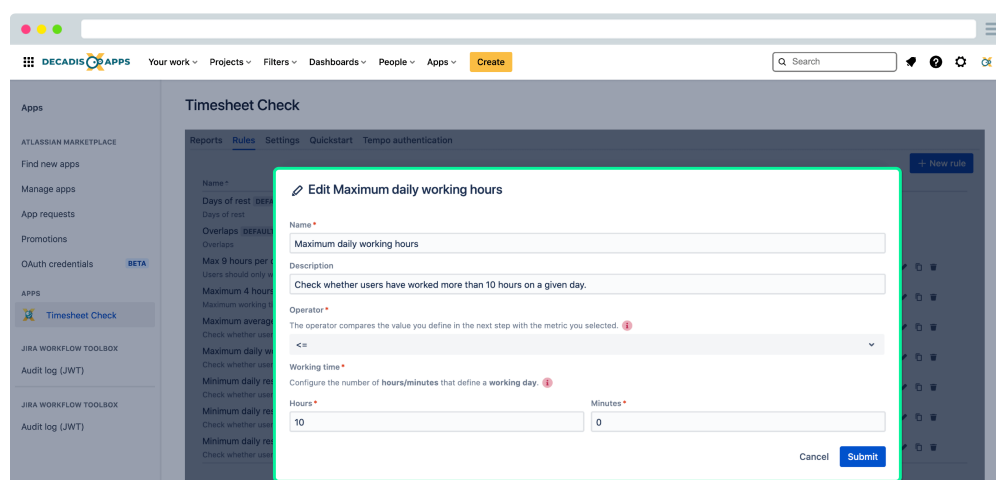

Rules - the equivalent to regulations, laws and guidelines

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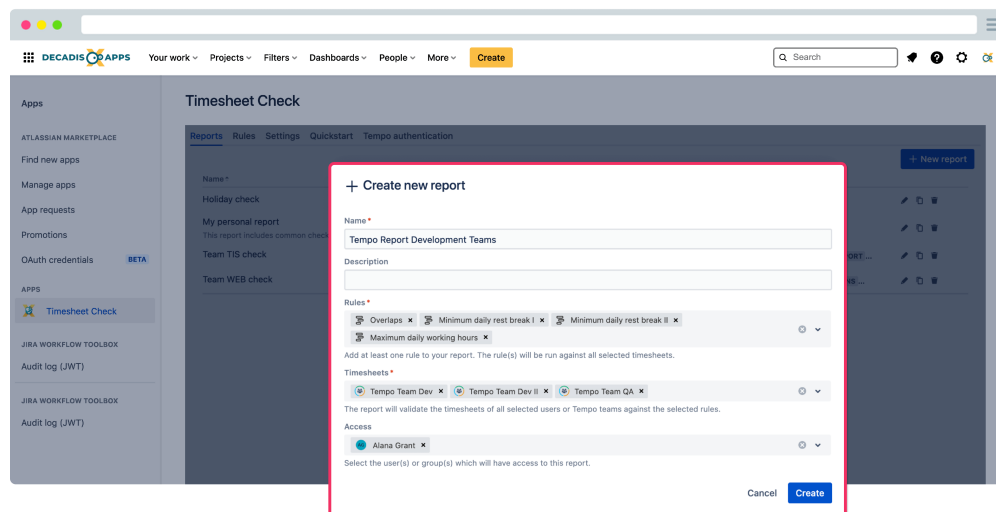
Check out the Preset rules which are shipped out of the box.

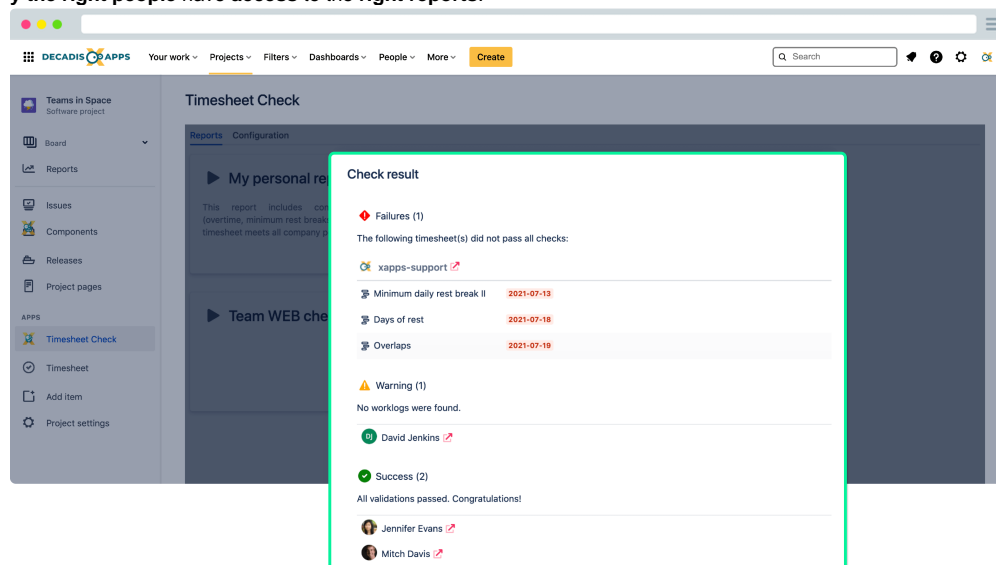# Reports - where rules and timesheets come together

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.