

# Rules

**Rules** are basically **checks**, that can be combined and bundled in [Reports](#). Once a report is run against a timesheet, all **rules will be executed** against the selected timesheet.

Timesheet Check comes with basic **metrics** like the **length of working days** or **daily rest periods** to get started right away. Based on these metrics, rules are set up in minutes to map common regulations or policies.

A rule, apart from a **name** and an optional **description**, consists of three **key elements** - a **metric**, an **operator**, and a **value**.

The metrics are built-in, whereas the operators and values can be customized by the users.

In order to create or configure rules you need to have the ["Administer Jira" permission](#) or the ["Manage reports" permission](#).

## Metrics

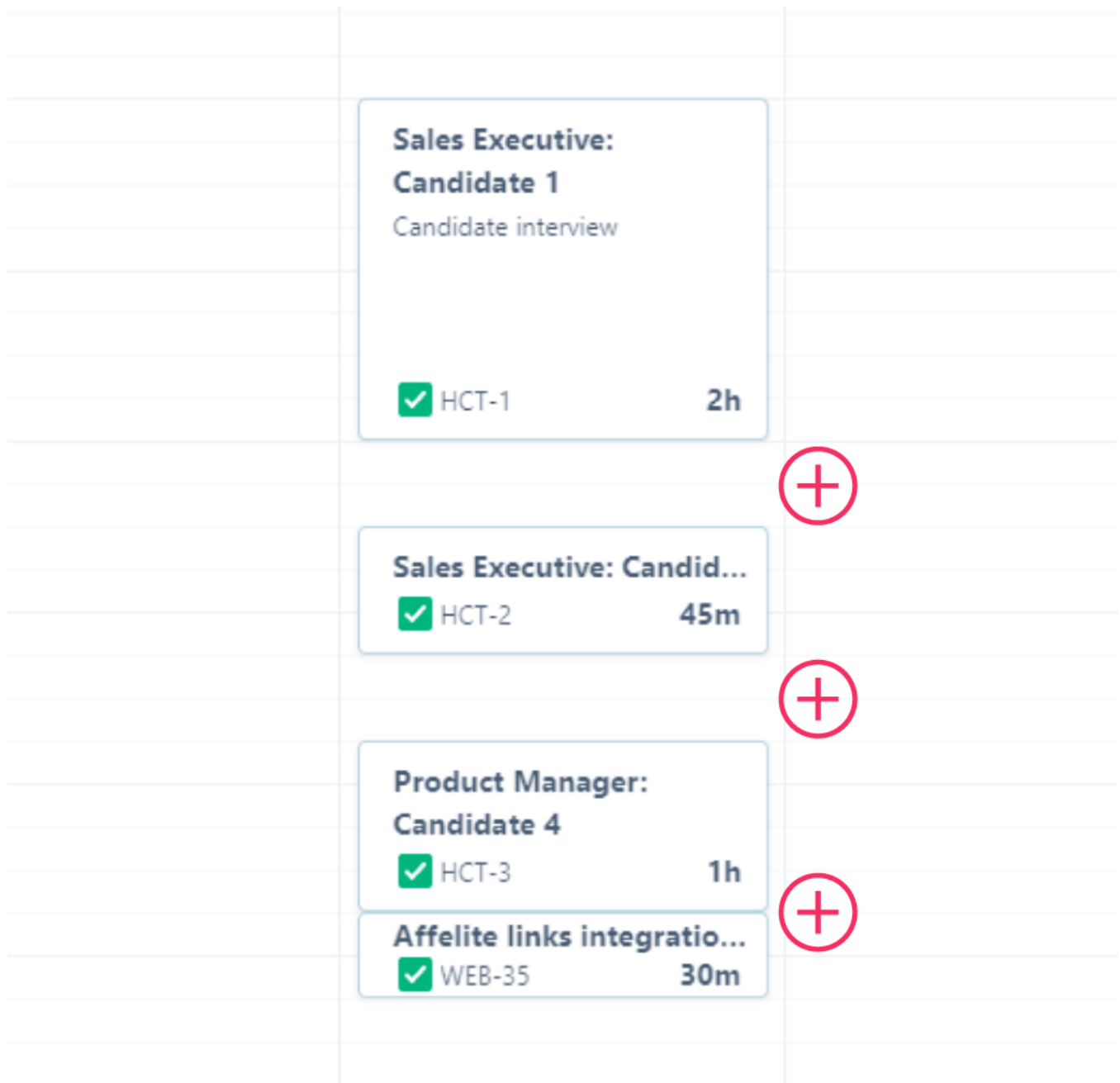
Metrics are the **core** of a rule and can be seen as a framework, or a built-in check that defines what you can configure inside of a rule.

### Working day



The **working day** metric lets you define the **minimum** or **maximum length** of a **regular working day**.

It accumulates the **total** of all time **logged on any given day**.



### Example configuration

One of the [Preset rules](#) uses the working day metric to check whether users logged **more than 10 hours** on any given working day.

## Create new rule - Working day

Name \*

Maximum daily working hours

Description

Check whether the users have worked more than 10 hours on a given day.

Operator \*

The operator compares the value you define in the next step with the metric you selected. 

<=

Working time \*

Configure the number of **hours/minutes** that define a **working day**. 

Hours \*

10


Minutes \*

0

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[Submit](#)

## Translation

The total of work logged on any given day **must be lower than or equal to (<=)** 10 hours and 0 minutes for the check to pass .

## Working week




Using the **working week** metric lets you check whether your users logged the correct amount of time in a week.

You can either set a maximum or minimum for the week.

✓ You can e.g. create **two separate rules** using this metric to define a **specific range of work to be logged** in a week (at least x hours but at most y hours per week)

### Example configuration

 **Edit - Maximum weekly working hours for students**


Name \*

Maximum weekly working hours for students

Description

Check that working students have not worked more than 20 hours per week.

Operator \*

Select the comparison operator to be used. 

<=

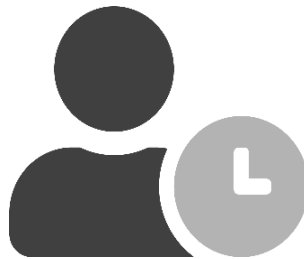
Working time \*

Configure the number of **hours/minutes** that define a **working week**.

Hours *	Minutes *
20	0

Cancel **Submit**


### Working hours



The working hours metric lets you define a **specific timeframe** in which the users only are **allowed to log time**.


This way you can restrict e.g. logging time at night.

## Example configuration

 **Create rule - Working hours**

**Name \***

**Description**

**Working hours**  


A horizontal timeline with a sun icon on the left and a moon icon on the right. A blue line spans the width. Two blue dots are placed on the line, with callout boxes above them showing '07:30' and '19:30' respectively.

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## Rest breaks

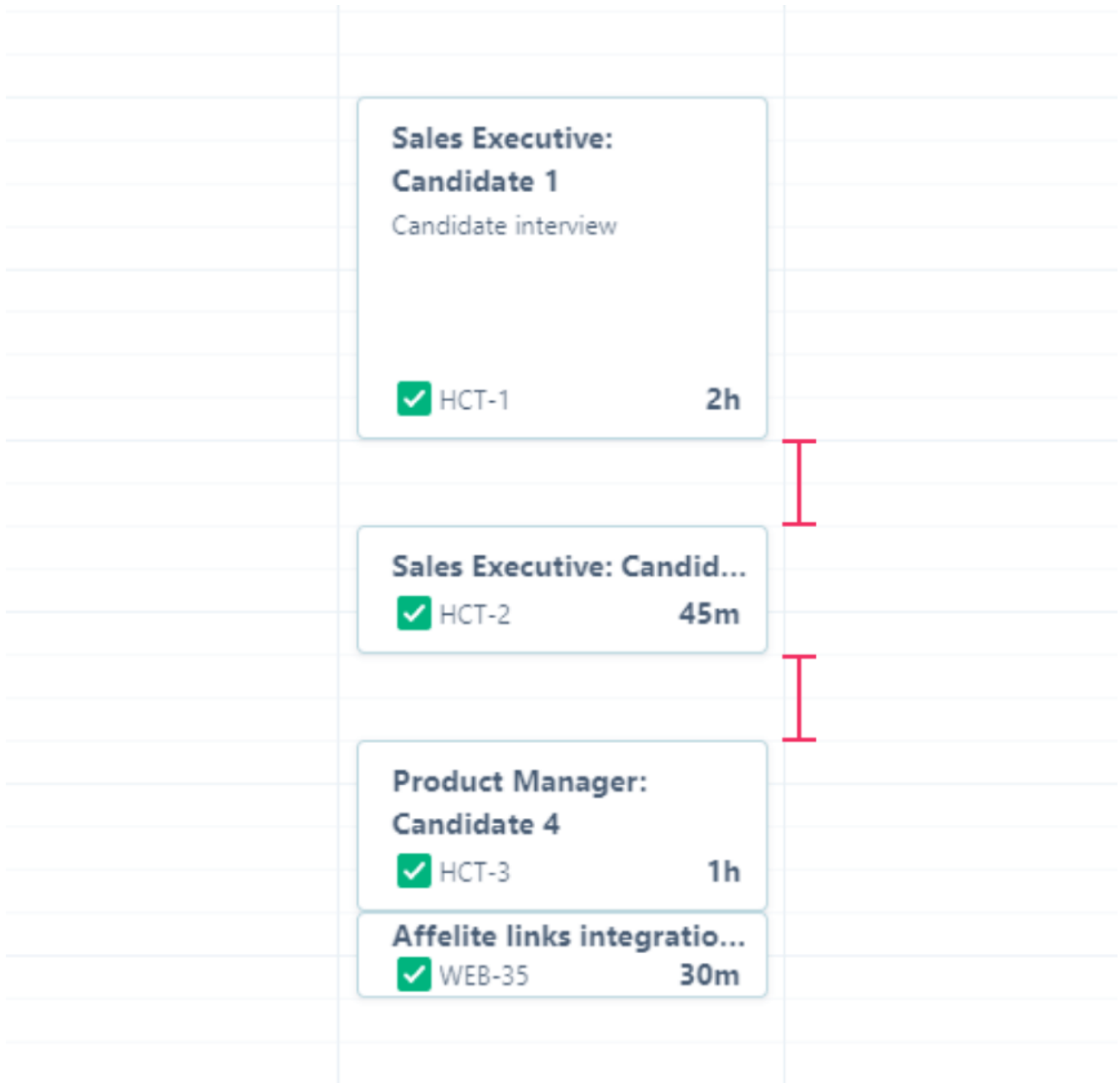


The **rest breaks** metric lets you define the **total duration** of the **rest break(s)** needed on a given working day.

It accumulates the **total duration between** work logs on any given day.

According to some regulations a break must have a minimum duration to be counted as such. The duration can be configured in the global [Settings](#).

The metric also checks whether consecutive work log entries and periods, that cannot be counted as a break, exceed the reference period in total.



Example configuration

One of the [Preset rules](#) uses the rest break metric to ensure that users have a **minimum of 30 minutes of rest breaks** when their **working day exceeds 6 hours**.

## Edit Minimum daily rest break I

Name \*

Minimum daily rest break I

Description

Check whether users have taken necessary rest breaks (>6 working hours per day).

Operator \*

The operator compares the value you define in the next step with the metric you selected. 

>=

Rest break duration \*

Define the **total duration of the rest break(s)** needed on a given working day as specified below.

Hours \*

0

Minutes \*

30

Reference period (working day) \*

Configure the number of **hours/minutes** that define a **working day**. 

Hours \*

6


Minutes \*

0

Cancel

Submit

## Translation

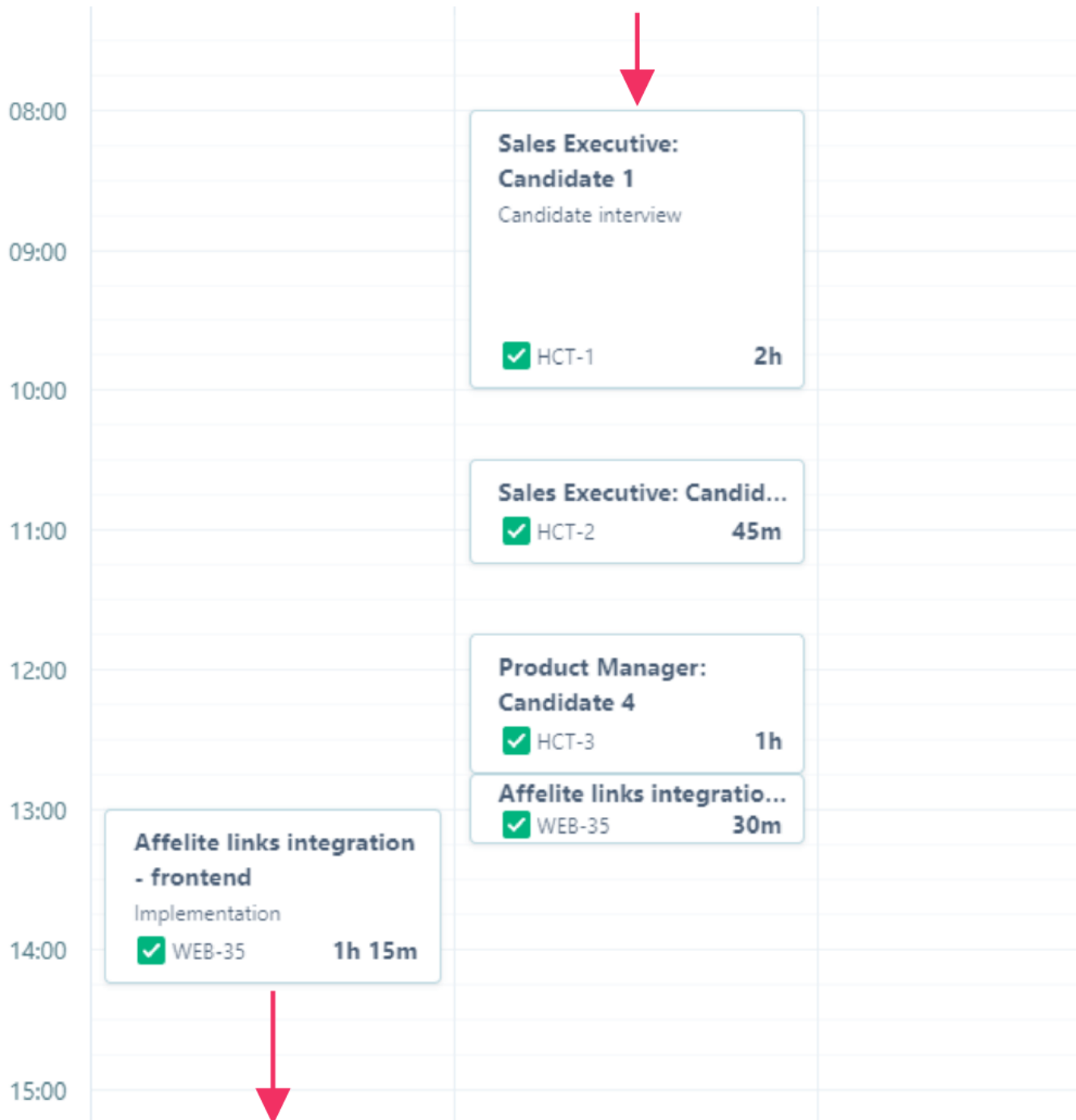
The total time **between** work logs **must be greater than or equal to ( $\geq$ )** 0 hours and 30 minutes if a user has **logged more than 6 hours** on any given working day for the check to pass .

## Daily rest period



The **daily rest period** metric lets you define the **minimum length** of a **daily rest period**.


It measures the interval between the **End time** of the **last** worklog of any given day and the **Start time** of the **first** workload of the next working day.



Example configuration



One of the [Preset rules](#) uses the daily rest period to ensure that users have **rested for a minimum of 11 consecutive hours** between two working days.

 Edit Minimum daily rest period

Name \*

Minimum daily rest period

Description

Check whether users have rested for a minimum of 11 consecutive hours.

Duration \*

Define the **consecutive duration of the daily rest period** per 24-hour period needed on a given working day.

Hours \*

11

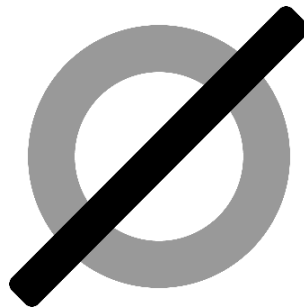
Minutes \*

0

Cancel

Submit

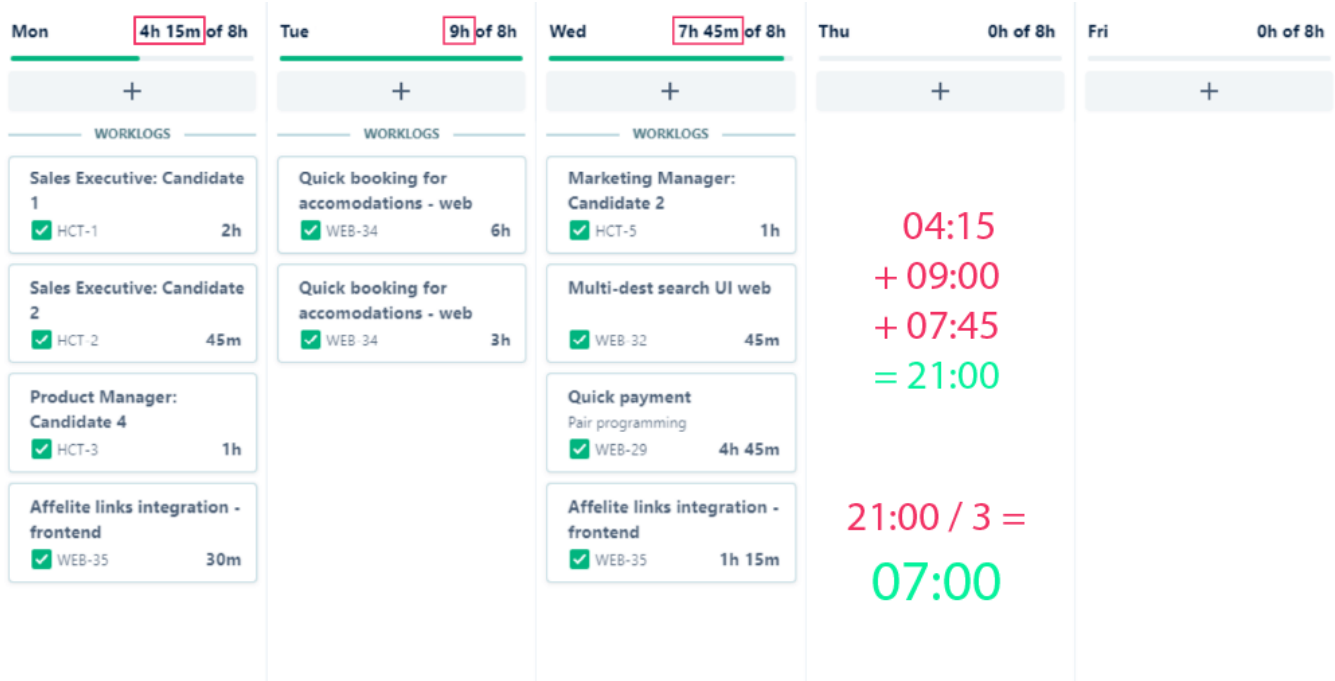
Average of work logged



The **average of work logged** metric lets you define the **minimum** or **maximum average working time** of a user.

It calculates the **average** daily working time (**total of time logged on any day**) over a given [Tempo period](#). The Tempo period will be selected once you execute this rule in [Reports](#).

In case of a failed check, all involved worklogs will be reported as failed, even if the daily working time might be valid for that particular day.



## Example configuration

One of the [Preset rules](#) uses the average of work logged metric to ensure that the **average daily working time** does **not exceed 8.5 hours**.

### Edit Maximum average working time

Name \*

Maximum average working time

Description

Check that users have not worked more than 8.5 hours on average.

Operator \*

The operator compares the value you define in the next step with the metric you selected. 

<=

Total work logged \*

Configure the average number of **hours/minutes** that a user must have logged in the **reference period** specified below.

Hours \*

8


Minutes \*

30

Cancel

Submit

## Translation

The total of work logged on any given day **must be lower than or equal to ( $\leq$ )** 8 hours and 30 minutes **on average** in a given Tempo period for the check to pass .

## Create your first rule

1

Navigate to the **Rules** page in the Timesheet Check administration.

**Need inspiration?** Timesheet Check comes with some preset rules. Since they can be modified by anyone with adequate [permissions](#) we have listed them for you here: [Preset rules](#)

Your browser does not support the HTML5 video element

2

Click on **+ New rule**

3

Select a metric.

4

Select a **name** and optionally a **description**.

Rule descriptions will help you to identify the rule you are looking for in the future.

5

Configure the rule by selecting an operator and time definitions.

6

**Submit** your configuration.

### \* 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.

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