

Settings

Global Timesheet Check settings can **only** be customized by a Jira administrator. In order to access the settings tab, head over to the Timesheet Check menu in the Apps administration section.

Timesheet Check

ReportsRulesSettingsQuickstartTempo authentication

Permissions

Access reports

Select the users or groups that are able to access and run reports.

Manage reports

Select the users or groups that are able to create, edit or delete reports.

Others

Minimum rest break duration

15

Specify the minutes from which a gap between two worklogs is counted as a break.

Work days

MO TU WE TH FR SA SU

Select the work days of the company.

Save

Permissions

Access reports

This **permission** controls the **general access** to Timesheet Check. **You can grant access** to reports to specific users or groups in your organization. Once granted, user(s) will be able to:

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See the Timesheet Check app in the upper **Apps** menu.

DECADIS CO APPS

Your workProjectsFiltersDashboardsPeopleAppsCreate

Projects

All Jira products

★ Name

★ Android App

★ Create awesome software

★ Employee Onboarding

★ Financial Month End

★ HR Candidate Tracking

★ iOS App

★ IT Support

★ Marketing Blog

★ Marketing Creatives

★ Nextgen Project

★ Performance Engineering

★ Platform

YOUR APPS

Audit log (JWT)

Tempo

Timesheet Check

RECOMMENDED FOR YOUR TEAM

Ship faster with marketplace apps that integrate your team's tools with Jira.

Microsoft Teams

Slack

eazyBI (Analytics)

Explore more apps

Manage your apps

View app requests

AD

CAS

EO

FMI

HC

IOS

ITS

MB

MAC

NEXT

PERF

PLAT

r-managed software

r-managed software

r-managed business

r-managed business

r-managed business

r-managed software

r-managed software

r-managed business

Company-managed business

Team-managed software

Company-managed software

Company-managed software



2

Run any report they have access to.

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Q Search

Timesheet Check

Reports Configuration

▶ My personal report ★

This report includes common checks (overtime, minimum rest breaks) to ensure my timesheet meets all company policies.

▶ Team TIS check ★

Work log check for the TIS team

▶ Holiday check ☆

▶ Team WEB check ☆

Manage reports

This **permission** controls access to the **report configuration** page. The permission can be granted to individual users or groups.

Once granted, you can [Create and share a report](#) even without having Jira admin privileges.

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Q Search

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Timesheet Check

Reports Configuration

+ New report

Name +	Rules	Timesheets	
Holiday check	COMPLETED TIMESHEET	CURRENT USER	✎ 🗑 📄
My personal report This report includes common checks (overtime, minimum rest breaks) to ensure my timesh...	NO LOGS ON NON-WORKING DA... NO OVERLAPPING LOGS ...	CURRENT USER	✎ 🗑 📄
Team TIS check Work log check for the TIS team	NO LOGS ON NON-WORKING DA... NO OVERLAPPING LOGS ...	XAPPS BY DECADIS TEMPO TEAM TIS	✎ 🗑 📄
Team WEB check	COMPLETED TIMESHEET	ALANA GRANT	✎ 🗑 📄

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Others

Minimum rest break duration

Minimum rest break duration

Breaks will only be counted as such, if they **match** or **exceed** the number of minutes specified here.

According to some local **laws and policies**, breaks must have a defined minimum length of for instance 15 minutes. Breaks between two worklog entries that are shorter will not be counted as breaks.

Will be counted as a break (duration >= 15m) ✓				Will not be counted as a break (duration < 15m) ✗				
	Sun	0h of 0h	Mon	4h of 8h		Sun	0h of 0h	Mon
09:00	+		+		08:00	+		
10:00					09:00			
11:00			Affelite links integration - frontend ✓ WEB-35 1h		10:00			Af - fi ✓
12:00			Quick payment ✓ WEB-29 45m		11:00			Qu ✓
13:00					12:00			
14:00			Initial meeting Meeting ✓ TIS-136 1h					
15:00			Billing system integration - frontend Implementation ✓ WEB-31 1h 15m					

By **default** this value is set to **15 minutes**.

German law

§ 4 Arbeitszeitgesetz (ArbZG)

Ruhepausen

Die Arbeit ist durch im voraus feststehende Ruhepausen von mindestens 30 Minuten bei einer Arbeitszeit von mehr als sechs bis zu neun Stunden und 45 Minuten bei einer Arbeitszeit von mehr als neun Stunden insgesamt zu unterbrechen. Die Ruhepausen nach Satz 1 können in Zeitabschnitte von jeweils mindestens 15 Minuten aufgeteilt werden. ([Settings](#))

Länger als sechs Stunden hintereinander dürfen Arbeitnehmer nicht ohne Ruhepause beschäftigt werden.

Work days

Work days

Define your company's **working** days. This setting, in addition to the Tempo holiday settings, specifies which days to count as non-working.

The [No logs on non-working days \(read-only\)](#) rule builds on this configuration to make sure users do not log time during these days.

By **default** this value is set to **Monday** to **Friday**.

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