Lab: Configuring time tracking

Jira's time tracking feature enables users to record the time they spend working on issues.

Note:

- Before users can specify time estimates and log work, they must be granted the **Work On Issues** permission for the relevant project(s).
- For all of the following procedures, you must be logged in as a user with the **Jira Administrators** global permission.
- After you make any changes to the time tracking configurations, you should `reindex your Jira`.

Disabling time tracking

Time tracking is enabled by default. You can disable it on the Time Tracking administration page.

Info Time tracking will be disabled by default if your Jira installation was upgraded from a version prior to 4.2 that had time tracking either disabled or never enabled.
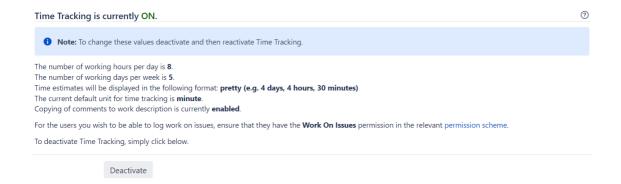
1. In the upper-right corner of the screen, select **Administration** > **Issues**.

2. Select **Issue Features** > **Time Tracking** to open the Time Tracking page.

3. Click the **'Deactivate'** button to turn time tracking OFF.

You will not lose any existing time tracking data by disabling and re-enabling time tracking.

Enabling time tracking

To enable time tracking:

1. In the upper-right corner of the screen, select **Administration** > **Issues**.

2. Select **Issue Features** > **Time Tracking** to open the **Time Tracking** page.
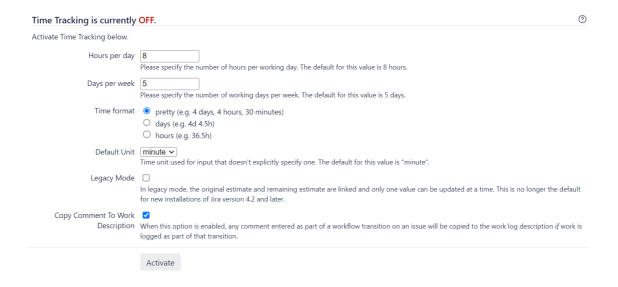
3. Select **Activate** to enable time tracking.

Configuring time tracking settings

To edit Jira's time tracking settings, it must first be disabled. Once you have changed the settings, you will then need to re-enable time tracking so that users can log work on issues.

(info) You will not lose any existing time tracking data by disabling and re-enabling time tracking.

1. In the upper-right corner of the screen, select **Administration** > **Issues**.

2. Select **Issue Features** > **Time Tracking** to open the Time Tracking page.

3. If time tracking is enabled (the page title displays "Time Tracking is currently ON"), select **Deactivate** to disable time tracking.

4. The time tracking settings will now be editable.

Time Tracking is currently OFF.

Activate Time Tracking below.

Hours per day: 8
Please specify the number of hours per working day. The default for this value is 8 hours.

Days per week: 5
Please specify the number of working days per week. The default for this value is 5 days.

Time format:
- ● pretty (e.g. 4 days, 4 hours, 30 minutes)
- ○ days (e.g. 4d 4.5h)
- ○ hours (e.g. 36.5h)

Default Unit: minute ▾
Time unit used for input that doesn't explicitly specify one. The default for this value is "minute".

Legacy Mode: ☐
In legacy mode, the original estimate and remaining estimate are linked and only one value can be updated at a time. This is no longer the default for new installations of Jira version 4.2 and later.

Copy Comment To Work Description: ☑
When this option is enabled, any comment entered as part of a workflow transition on an issue will be copied to the work log description *if* work is logged as part of that transition.

[Activate]

5. Configure time tracking settings by editing the following fields:

- **Hours per day** — enter a suitable value (e.g. 8). You can enter fractions if you wish.
- **Days per week** — enter a suitable value (e.g. 5). You can enter fractions if you wish.
- **Time format** — select **pretty/days/hours**. This will determine the format of the 'Time Spent' field when an issue is displayed.
- **Default Unit** — select **minutes/hours/days/weeks**. This will be applied whenever your users log work on an issue without specifying a unit.
- **Legacy Mode** — select this checkbox if you prefer to use Jira's time tracking features as they operated prior to Jira version 4.2. For more details about this option, check the section About 'Legacy Mode'.
- **Copy Comment To Work Description** — select this checkbox to ensure that any content entered into a Comment field while logging work as part of an issue operation, is also copied across to the Work Description.
  - ○ When **Copy Comment To Work Description** is enabled, your user's work log entries will be visible only to members of the project role or group selected in the padlock icon drop-down on their issue operation screen.
  - ○ When **Copy Comment To Work Description** is disabled, your user's work log entries will be visible to anyone by default.

6. Select **Activate** button to enable time tracking.

(info) If the permission schemes used by your project already have the appropriate **Work On Issues** permissions, you don't need to proceed any further. However, if you need to configure these permissions, proceed with the following steps.

7. Select the **permission scheme** link. The **Permissions Scheme** page will display.

8. Select the **Permissions** link of the permission scheme associated with a project where you want to specify **Work On Issues** permissions. The **Edit Permissions** page is displayed for your chosen permission scheme.

9. Check whether **Work On Issues** contains the appropriate users, groups, or project roles that need to specify time estimates or log work. If it doesn't, select Edit.

Work On Issues	**Application access**	Edit	Remove
Ability to log work done against an issue. Only useful if Time Tracking is turned on.	• Any logged in user		

10. Select users, groups, or project roles who will be able to track time and log work on issues.

11. If an original estimate must be set when an issue is created or edited, ensure that the **Time Tracking** field is added to the relevant screens associated with these operations. Refer Associating a screen with an issue operation for more details.

Reindexing Jira

Changes to the time tracking configurations affect Jira search index. After you make changes to any settings, you'll get the following message in the Administration view:

```
 We recommend that you perform a re-index, as configuration changes were made to
'SECTION' by USER at TIME. If you have other changes to make, complete them first so
that you don't perform multiple re-indexes
```

The message means that configuration changes have been made to Jira but haven't yet been reflected in the search index. Until Jira search index has been rebuilt, some search queries from Jira might return incorrect results.

To avoid any discrepancies, you should rebuild Jira search index.