

Knowledge Base



Introduction to time tracking in Gojee

Time tracking in Gojee is flexible and can be done either via real time capture of data using a timer, or by retrospectively recording hours against tasks. Time captured can be allocated to both the individual worker and the job they're working on.

The recommended process is that each workers times are reviewed periodically using the [Daily Task Review](#) page, and once these times are accurate, then the information for generating workers timesheets and calculating the costs for jobs will also be accurate. This provides confidence when invoicing jobs, reviewing profitability, and simplifies the administration required to process payroll.

Prerequisites:

To track time for workers against jobs in Gojee the following are required:

- Profession(s) have been created. Refer to [Professions](#) on how to do this.
- Staff have been created and assigned one or more professions. Refer to [Employees and Contractors](#) for more information.
- The profession(s) have been added to the job BOM page. Refer to [Create a Job](#) on how this works.

To track time for workers against non-job tasks in Gojee the following are required:

- Staff have been created and assigned one or more professions.

In Gojee, there are three different types of "Activities" that time can be tracked against for a task. These include:

- **General Time:** time is billable to a customer, and is paid time for a worker.
- **Break Time:** time is **not** billable to a customer, and is **not** paid time for a worker (i.e. a lunch break).
- **Downtime:** time is **not** billable to a customer, but it is paid time for a worker (i.e. time spent with a truck break down for example).

Note: The names of these activities can be changed in the [Settings](#) section.

When starting a timer in Gojee, or retrospectively entering time for your workers, these three activity options are available. If the time is not customer billable, it will not be allocated to a job. If the time is not paid to a worker, it will show as unpaid time on their [daily task review page](#).

Track workers time against scheduled jobs

Once a worker has a task scheduled for them, these users can navigate to [My Work > Active Jobs](#) page to see a list of all their scheduled tasks. There are two views on this page, one for the worker with the basic *customer job staff* role (refer to [Employees and Contractors](#) for more information), and the other for *job manager* roles.

Workers View (job staff role):

Users with this role will only be able to see the tasks they have been assigned (and not see tasks that other users have been assigned):

Active Jobs

Date: 03/05/2023 Customer: Select Customer Job: Select Job

active task inactive task complete task

Scheduled Tasks

Customer	Job Reference	Scheduled Start	Scheduled Time	Logged Time	Task	Start	Complete	View Job	Record Consumables
City Limousines	J00001	03 May 2023, 09:00	04:00	00:00	Electrician - City Lim...	Start	Complete	View Job	Record Consumables
Bayside Club	J00002	03 May 2023, 14:00	02:00	00:00	Air Cond. Technician...	Start	Complete	View Job	Record Consumables

Incomplete/Overdue Tasks ^

Customer	Job Reference	Scheduled Start	Scheduled Time	Logged Time	Task	Start	Complete
N/A - Non-Job Task	-	01 May 2023, 09:00	01:00	00:00	sdfsd	Start	Complete

Track Time On Demand

Start Break Start Downtime

Users can see the tasks scheduled for the day selected as well as any overdue or incomplete tasks.

Note: Tasks that show in the incomplete/overdue task list are tasks from prior days that are yet to be marked as “Complete”. This is useful for tasks that workers didn’t get time to complete, or for tasks that run over multiple days. To remove the task from this list you can simply hit the Complete button. To differentiate between tasks that are incomplete (have been started but haven’t been completed) or Overdue (haven’t yet started) there is a filter on the right hand side of the page.

To start a timer for each task the user can simply hit the Start button for the task. The following image is what this screen looks like on a mobile device:

Records to display:

Customer
City Limousines

Job Reference
J00001

Scheduled Start
03 May 2023, 09:00

Scheduled Time
04:00

Logged Time
00:00

Task
[Electrician - City Lim...](#)

Start

Complete

View Job

Record Consumables

Customer
Bayside Club

Note: hitting the start button for a task will start a timer with Activity “General”, meaning it will be client billable, and paid time for a worker. Refer to the note at the top of this page for more information.

Once the timer is started, the task with a timer running will show in yellow:

Active Jobs

Date

03/05/2023

Customer

Select Customer

Job

Select Job

active task

 inactive task

 complete task

Scheduled Tasks

Customer	Job Reference	Scheduled Start	Scheduled Time	Logged Time	Task	
City Limousines	J00001	03 May 2023, 09:00	04:00	00:00	Electrician - City Lim...	<div><div></div><div>Stop</div><div>Complete</div><div>View Job</div><div>Record Consumables</div></div>
Bayside Club	J00002	03 May 2023, 14:00	02:00	00:00	Air Cond. Technician ...	<div><div></div><div>Start</div><div>Complete</div><div>View Job</div><div>Record Consumables</div></div>

The view on the mobile will show as follows:

Records to display:

Customer
City Limousines


Job Reference
J00001

Scheduled Start
03 May 2023, 09:00

Scheduled Time
04:00

Logged Time
00:00

Task
Electrician - City Lim...



Stop

Complete

View Job

Record Consumables

Customer

Once the task is done, the user can then either start the next task (which will stop the timer for the running task) or they can mark the task as complete (which will also stop the task) and then start the next task. Marking a job as complete will strikethrough the task and highlight it green so the user can keep track of their active and completed tasks:

Active Jobs

Date

03/05/2023

Customer

Select Customer

Job


Select Job

active task

inactive task

complete task

Scheduled Tasks

Customer	Job Reference	Scheduled Start	Scheduled Time	Logged Time	Task		Start	Complete	View Job	Record Consumables
City Limousines	J00001	03 May 2023, 09:00	04:00	00:00	Electrician - City Lim...		Start	Complete	View Job	Record Consumables
Bayside Club	J00002	03 May 2023, 14:00	02:00	00:00	Air Cond. Technician...		Stop	Complete	View Job	Record Consumables

To start a timer against a “Downtime” or “Break” activity instead of “General” time, users can simply use the yellow buttons at the top right of the Active Jobs page:

Track Time On Demand

Start Timer On a Job

Start Break

Start Downtime

Customer job staff and above have the ability to start timers on jobs on demand without specifically being scheduled – useful for more autonomous workplaces. Workers with the “Contractor” role will only be able

to start breaks and downtime on their own, and cannot work without being assigned ta

Manager View (manager role):

For users with **Customer Job Manager**, or **Administrator** roles there is additional functionality displayed on the Active Jobs page. This includes an additional filter to choose the staff member so they can see scheduled tasks for all workers (and the ability to show inactive users so their historical tasks can be reviewed):

Active Jobs

Track Time On Demand

Start Timer On a Job

Start Break

Start Downtime

Date

10/07/2024

Staff Member

James Lebron

Show inactive

Customer

Select Customer

Job

Select Job

active task

inactive task

complete task

Scheduled Tasks

Customer

Job Reference

Scheduled Start

Scheduled Time

Logged Time

Task

Basket Case

J00003

07 Oct 2024, 11:03

00:09

00:00

Air Cond. Technician...

Tasks

Stop

Complete

View Job

Record Consumables

N/A - Non-Job Task

-

07 Oct 2024, 11:03

00:30

00:00

Non-job task - Break

Tasks

Start

Complete

Active Jobs

Date

03/05/2023

Staff Member

Test User

Customer

Select Customer

Job

Select Job

active task

inactive task

complete task

Scheduled Tasks

Customer

Job Reference

Scheduled Start

Scheduled Time

Logged Time

Task

City Limousines

J00002

03 May 2023, 09:00

04:00

00:02

Electrician - City Lim...

Start

Complete

View Job

Record Consumables

Bayside Club

J00002

03 May 2023, 14:00

02:00

00:01

Air Cond. Technician...

Stop

Complete

View Job

Record Consumables

Incomplete/Overdue Tasks

Customer

Job Reference

Scheduled Start

Scheduled Time

Logged Time

Task

N/A - Non-Job Task

-

01 May 2023, 09:00

01:00

00:00

sdsc

Start

Complete

Users with role **Customer Job Manager** or above can also navigate to the **“See all scheduled tasks for all jobs”** button to see all tasks on the Staff Scheduler Page. This will show you all the scheduled tasks across all workers, and can be shown in a daily, weekly or monthly view:

Staff Scheduler

Filter Professions...

Separate scheduled and actual tasks

Today

Thursday, May 11, 2023

Timeline

Timeline Week

Timeline Month

Staff

Adrian Horrocks

Current

Andrew Murphy

Current

Beno Clarke

Current

Cheyenne Lowe

Current

Duncan Ellis

Current

Dylan Critch

Current

Elsha Hammond

Current

Ellie Hedges

Current

Gregory Johnson

Current

8:00 AM

9:00 AM

10:00 AM

11:00 AM

12:00 PM

1:00 PM

2:00 PM

3:00 PM

8:00 AM

9:00 AM

10:00 AM

11:00 AM

12:00 PM

1:00 PM

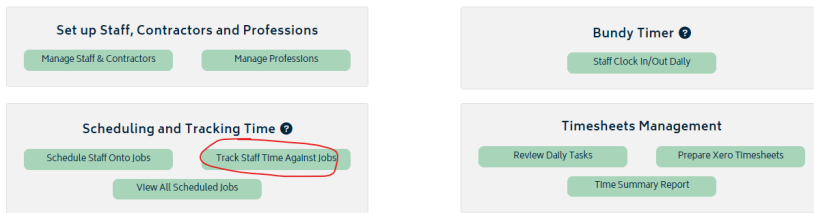
2:00 PM

3:00 PM

To start workers timers from this schedule page, users can click on the individual task to bring up a modal which provides the option to start a timer, and also perform other functions such as viewing the job details, recording consumables etc. For more information on using the staff scheduler, refer to the [Scheduling](#) article.

Track workers time without scheduling

Navigate to HR Management from the Dashboard, and then select the **“Track Staff Time Against Jobs”** button.



Use this button to track time against a job without a pre-scheduled task. You will be presented with the following modal where you can select the staff member, the job, the professions and the type of activity:

Track Staff Time Against Jobs [X]

Staff Member
Jimmy Oliver [X] [v]

Job
J00001 - City Limousines [v]

Job Title
Replace Fan & Downlights

Profession
Electrician [v]

Activity
General [v]

Buttons: Start Timer, Cancel

Note: only employees who have been assigned a profession which is required on the selected job will be able to track time against jobs using this process. If the worker cannot perform the task, the following error will be presented in the modal:

Track Staff Time Against Jobs

The selected staff member can't perform any of the professions assigned to the job.

Staff Member

Olivia Smith

Job

J00001 - City Limousines

Job Title

Replace Fan & Downlights

Profession

Select Profession

Activity

Select Activity

Start Timer

Cancel

Editing tracked time for workers (Daily Task Review Page)

Note: Users with the role “**Timesheet Manager**”, or “**Administrator**” will be able to edit times tracked by themselves or other users. Users without this role will not be able to edit times, but they will be able to comment on the task, and/or their day as a whole, and leave a note for the manager as to what times need to be changed.

All edits to times in the system will have an audit log indicating the user that made the change, and the changes that were made.

To review and edit the times captured, or create new time entries for a worker, navigate to the [Daily Task Review Page](#), select the date and the worker to get started.

Filters

Date

03/05/2023

Staff Member

Test User

Onplay Setting

Comments

Unallocated Time

Paid hours

Non-paid hours

Customer billable hours

Audit

Create Task

Job	Customer	Task	Activity	Start	End	Complete	Paid Hours	Non-Paid Hours	Customer Billable	Audit
J00001	City Limousines	Electrician - City Limousines	General	09:00	13:00	Yes	04:00	-	04:00	<div>Edit</div> <div>Delete</div> <div></div>
-	-	Unallocated Time		13:00	14:00	-	-	01:00	-	
J00002	Bayside Club	Air Cond. Technician - Bayside Club	General	14:00	18:00	No	04:00	-	04:00	<div>Edit</div> <div>Delete</div> <div></div>

- Click on the Edit button on any task record and you will be presented with a modal to comment on the task, or make changes to the records:

Edit Task Execution Record
for Jimmy Oliver

Task Details ^

Job

J00023 - Abby & Wells

Job Title

Electrician - Abby & Wells

Activity

General

Start Time

07/09/2023 09:37 AM

End Time

07/09/2023 02:15 PM

Reason ^

Save

Close

- Click Save and your changes will be updated in the system.

If a change to the times has been made, an icon will appear in the Audit column as shown in the image above. You can hover over this to see the audit log.

The Display Settings at the top of the page enable you to show or hide information from the page.

Retrospectively allocate time for workers without time tracking.

Navigate to the [Daily Task Review](#) page, select the employee and then hit the green “Create Task” button at the top right of the page.

My Work > Daily Review
Feedback

Daily Task Review

Filters

Date

07/09/2023

Staff Member

Olivia Smith

Display Setting

☒ Comments
☒ Paid hours
☒ Customer billable hours

☒ Unallocated Time
☒ Non-paid hours
☒ Audit

Create Task

No tracked time recorded

- Complete the information in the modal provided. You have the option to add a time record for an existing job, or for a non-job task. Hit the Create button once you've entered the information:

Create Task Execution Record ✕

for Olivia Smith

☐ Non-Job Task

Job*

J00021 - 7-Eleven

Job Title

N/A

Profession*

Air Cond. Technician

Activity*

General

Start Time*

07/09/2023 10:09 PM

End Time*

07/09/2023 10:39 PM

Duration (hh:mm)

00:30

Create

Cancel

- This will record a time entry that will be shown on both jobs and workers timesheets.

Next: [Time Clock](#).