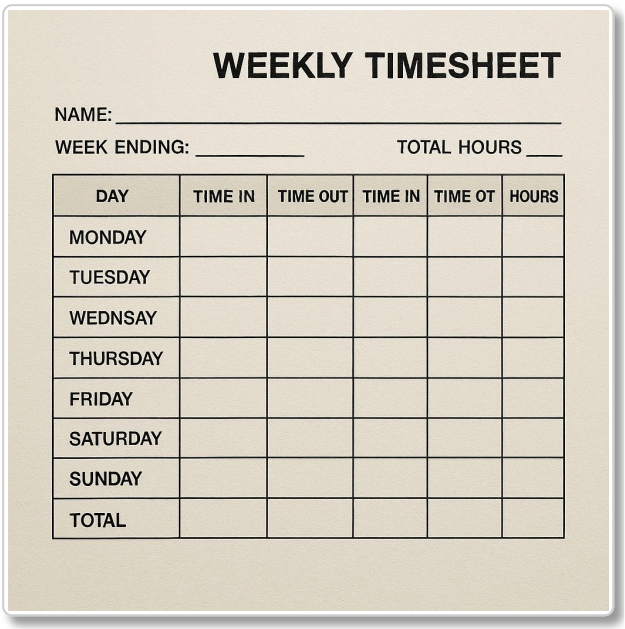
Weekly Timesheets

Feature

Track time with clarity, manage approvals with ease, and unlock insights that drive performance

Epic's **Weekly Timesheets** feature gives organisations a structured, deadline-driven way to capture staff activity—covering both billable and non-billable work. It replaces manual spreadsheets and fragmented reporting with a centralised, manager-approved workflow that supports project tracking, payroll accuracy, and operational transparency.



Whether you're managing client work, internal initiatives, or compliance reporting, this feature ensures time is logged, reviewed, and ready for action.

Key Functions

- Billable & Non-Billable Time Capture: Staff record their weekly hours across both client-facing (billable) and internal (non-billable) activities—ensuring full visibility of effort and allocation.
- Project-Linked Entries: Billable items are tied directly to projects, with staff allocated accordingly—making it easy to track time against deliverables and budgets.
- Manager Approval Workflow: Submitted timesheets are routed to line managers for review and approval. Managers can view, comment, approve, or decline with a single click.
- Live Dashboard Oversight: Managers have a real-time dashboard showing the status of all staff timesheets—ideal for tracking submissions, spotting delays, and ensuring accountability.
- Divisional Reporting & Export: Divisional Administrators can download approved timesheets and export them to Excel. The spreadsheet includes tabs for each staff member, each project, and each non-billable category—ready for payroll, invoicing, or analysis.
- Mobile App Enabled: Staff can complete and submit timesheets on the go—perfect for field teams, remote workers, or fast-paced environments.