

Generate Time Report

Summary

This tutorial guides you through generating a time report in BuilderPal, including accessing the report, applying filters for date, project, or user, and exporting the details. This is essential for managers to track team hours, analyze productivity, and prepare payroll efficiently.

How-To Video

https://www.youtube.com/embed/UwL9EP_d9Eo?si=D4jH_cpfydwqUVAm

Prerequisites

- A BuilderPal account with access to Team Office.
- Relevant role such as Admin or Manager.
- Existing time entries in the system for the report to populate data.

Steps

1. **Navigate to Team Office from the main dashboard.** — Click the Team Office icon or link on the main dashboard to access team management features.
2. **Go to the Timesheets section inside Team Office.** — Within Team Office, select the Timesheets option to view time tracking tools.
3. **Select the Time Report tab.** — Switch to the Time Report tab to display charts and data summaries of logged hours.
4. **Apply filters for date range, project, or user.** — Use the filter options to specify the date range, select specific projects or users, and refine the criteria as needed.
5. **Click Export to generate and download the report.** — Once filters are applied, click the Export button to download the detailed time report, typically as a PDF for payroll purposes.

Confirmation

The report will download as a file (e.g., PDF), displaying detailed time entries, totals, and breakdowns based on your filters. Confirm by opening the file and verifying the data matches your selections.

FAQ

Q: What if no data appears in the Time Report?

A: Ensure time entries have been logged for the selected filters. If none exist, the report will be empty—try broadening the date range or checking timesheet submissions.

Q: Can I export the report in formats other than PDF?

A: The primary export is PDF for payroll, but check for CSV or Excel options in the export menu if available for your subscription.

Q: How do I filter for multiple users or projects?

A: In the filters section, select multiple items from the dropdowns for users or projects to include them in the report.

Q: Is the Time Report available on mobile?

A: Yes, but for best viewing of charts and exports, use the desktop version of BuilderPal.

Q: What roles can access the Time Report?

A: Typically Admins and Managers; regular users may only see their own timesheets unless permissions are granted.

Related Articles

- [How to Submit a Timesheet](#)
- [How to Approve Timesheets](#)
- [Understanding Time Tracking Charts](#)
- [Managing Team Permissions](#)
- [Exporting Reports in BuilderPal](#)

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