

04

Timesheets on Projects

Odoo 19 Enterprise · Project

Tracking time on tasks gives visibility into project effort, enables accurate billing, and identifies where time is being spent.

1 Enable timesheets

Project → Configuration → Settings → Timesheets

Enable Timesheets in Project settings. This adds a Timesheets tab to each task and shows timesheet totals on tasks and projects.

2 Log time on a task

Project → (open task) → Timesheets tab

Open a task and click the Timesheets tab. Click Add a line to log time. Enter the date, employee, description, and hours spent. You can log multiple timesheet entries on the same task across different days.

Log time from the global timesheet â€” Employees can also log time from Timesheets â†’ My Timesheets and select the project and task. This is faster for logging multiple tasks in one session.

3 Project hours summary

The project Kanban card shows a progress bar for hours â€” planned hours vs hours logged. Open the project settings to set the total planned hours. Red progress bars indicate tasks that have exceeded their time budget.