

Tip of the Week: Minimum Daily Hours

TimeSolv's just rolled out an enhancement that alerts the user if the required hours recorded do not meet the minimum daily hours defined in the system. The dates on the calendar now show the total recorded time in bold red text. Also, when a user hovers over the date on the calendar to view the tooltip, in addition to the Billable, Non-billable, No Charge hours, a message is displayed at the bottom to indicate that the user has recorded less than the required hours. This week's Tip of the Week takes a dive into highlighting unrecorded minimum daily hours.

TimeSolv allows you to enforce a minimum daily hour requirement that all Timekeepers must adhere to, by defining hours under the **Time > Settings > Minimum Daily Hours** field. If a Timekeeper does not record the minimum daily hours or if zero hours are recorded, the time entry calendar shows the total hours in red, bold text.

The screenshot shows the 'Settings' page in TimeSolv, specifically the 'General' tab. The page has a header with tabs: 'General', 'Task Codes', 'Sub-Task Codes', 'Global Rates', 'Rate Changes', and 'TimeCard Categories'. The 'General' tab is active. Below the tabs, there are several settings fields. The 'Minimum Daily Hours' field is highlighted with a red rectangular box. The value '5' is entered in this field. Other visible settings include 'Billing Increment (Hours)' set to '0.1', 'Time Entry Lockout' set to 'Allow Entries for All Dates', 'Time Internal Notes Shown?' with a checked checkbox and 'Label' set to 'Internal Notes', 'Task Label' set to 'Task', 'Prompt for Delete Confirmation?' with an unchecked checkbox, 'Time Tax Rate (%)' set to '2', and 'Time Admin Fee Rate (%)' set to '0'.

Setting	Value
Billing Increment (Hours) *	0.1
Time Entry Lockout *	Allow Entries for All Dates
Time Internal Notes Shown? *	<input checked="" type="checkbox"/> Label * Internal Notes
Task Label *	Task
Prompt for Delete Confirmation?	<input type="checkbox"/>
Time Tax Rate (%)	2
Time Admin Fee Rate (%)	0
Minimum Daily Hours	5

Each individual Timekeeper can have their permissions set up under **Account > Timekeepers > [select Timekeeper] > Permissions** tab where there is a **'Show on Calendar'** drop-down.

- If **'All Time'** is selected the message **'Fewer than x hours'** appears, warning the Timekeeper that the required hours (Billable, Non-Billable, and No Charge) have fallen short of minimum daily hours.
- If **'Billable Only'** is selected the message **'Fewer than x billable hours'** appears, warning the Timekeeper that the **billable** hours have fallen short of minimum daily hours .

November 2022							
Today							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
30	31	1	2	3	4	5	
	11.00	2.00	12.00	1.00	1.00		27.00
6	7	8	9	10	11	12	
		2.50	10.00	10.00			22.50
13	14	15	16	17	18	19	
	10.00	2.00	11.00	20.49	60.95	24.00	128.44
20	21	22	23	24	Type Hours Amount		
23.92	0.03	15.00	1.00	3.00	Billable	0.00	0.00
27	28	29	30	1	Non-Billable	0.00	0.00
	40.50				No Charge	3.00	30.00
Month Total - Hours: 255.40 Amount: Fewer than 4 hours							

If you'd like to contact TimeSolv support for help, please call 1.800.715.1284

 [Contact Support](#)