

Start and end times in timesheets

Use timesheets in the Xero Me app to record start and end times, as well as unpaid breaks.

Enter time

Record the exact time you start and end your shift.

Record an unpaid break

Add an unpaid break to accurately reflect any time you take.

Add notes


Enter notes for your approver in the timesheet. Approvers can also enter notes when the timesheet is sent back to you to fix.




Enter start and end times

Record your time following these steps.


Step 1

Tap Timesheets, then tap Settings to choose Start and End times as your Timesheet Type. 


Step 2

Tap + New timesheet and choose a pay period. 


Step 3

Choose a day in the pay period and tap the + icon. Tap Work to set the type. 


Step 4

Tap the clock icon to enter the time you start. Do the same for the time you finish. 


Step 5

To add an unpaid break, repeat steps 2-3 and tap Unpaid break as the type. Tap Add note to write a note for your approver. 

Step 6

Repeat steps 3-5 for the remaining days in the pay period and review your timesheet. 

Step 7

Tap Submit timesheet and choose your approver. Tap Done to submit for approval. 

Things to know about timesheets

Save a timesheet as a draft

If you're not ready to submit your timesheet, you can save it as a draft to edit later.

Edit or revert a timesheet to draft

You can edit a timesheet with a draft or pending approval status. Tap the timesheet and swipe to the bottom. Tap Edit, then Edit again. Make your changes and submit your timesheet for approval.

Delete a timesheet

You can delete a timesheet with a draft status. Tap the timesheet and swipe to the bottom. Tap Delete, then tap Delete timesheet to complete the process.

Resubmit a declined timesheet

Tap the declined timesheet and view the note from your approver. Tap Edit, then Edit again. Make your changes and submit your timesheet for approval. 