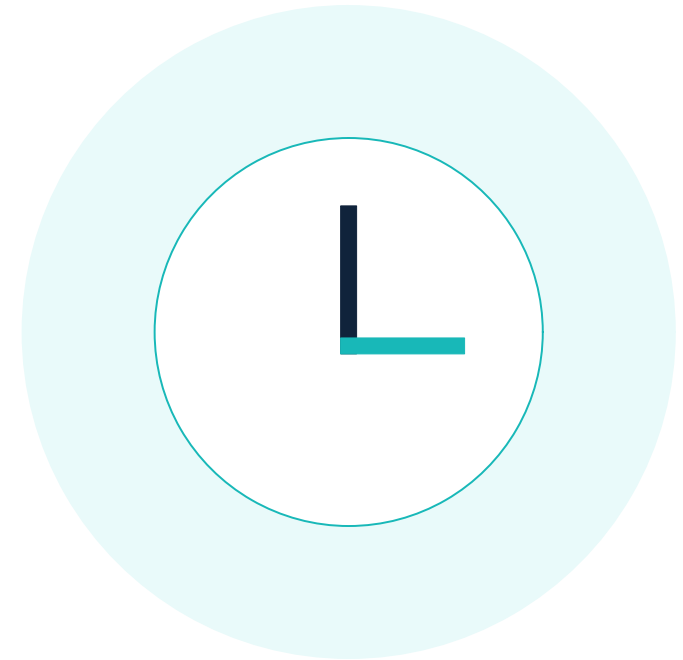


Time Tracking Module

User Guide

Clock in, clock out, review worked hours, and maintain accurate weekly timesheets.



Open your Time Sheet

1

Open your employee profile

Sign in to Allora HR and open your employee profile.

2

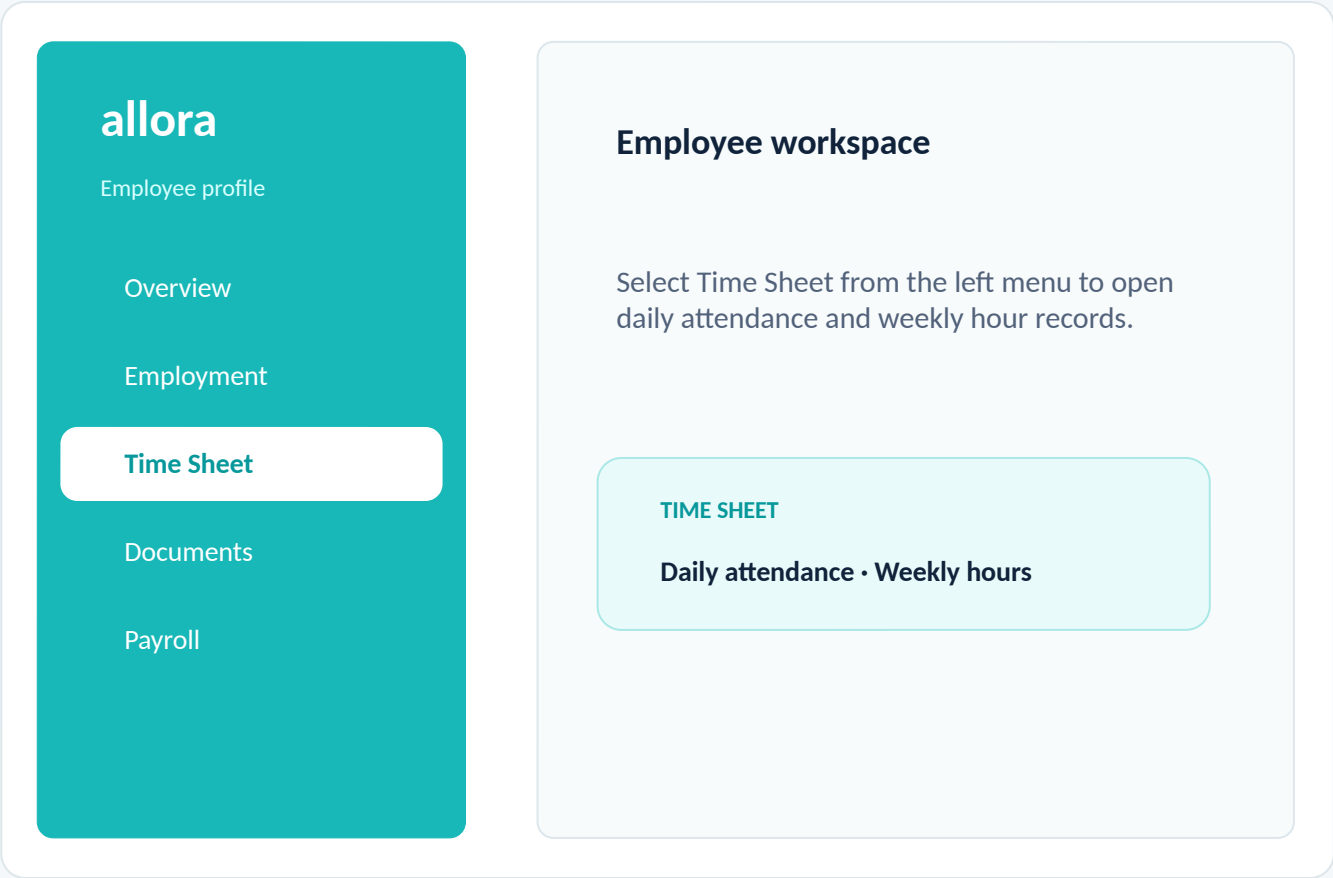
Select Time Sheet

From the left-side navigation menu, click Time Sheet.

3

Review your workspace

The page shows today's attendance, weekly records, and total worked hours.



Clock in and clock out

1

Start your workday

Click Check-in when you begin working. The system records the start time.

2

Track the active session

While the session is open, the page displays elapsed time and the latest event.

3

End your workday

Click Check-out when you finish. This closes the session and calculates the worked time.

Important

Close any active session before submitting the week.

✦ Hoja de Tiempo

BORRADOR0

EN REVISIÓN0

TOTAL DE HORAS1.09h

Hoja de Tiempo

Registra tu asistencia del día

📅 Proyectos Activos: 0

➡ Check-out

Llevas 1h 5m trabajando

🕒 Último evento: Check-in a las 12:41

🗑 Descartar sesión activa

⚠ Tienes una sesión abierta (entrada 12:41). Haz check-out antes de poder enviar esta semana.

Ir al día →

Hoy · Jul 22

PM 12

PM 1

PM 2

12:41-abierta

Total hoy: 1.1h · 1 sesión(es) abierta(s)

Review your worked hours

- 1

Choose the week

Use Previous, This Week, or Next to navigate between weekly periods.
- 2

Review each day

Each row shows the hours recorded for that date. An open session appears as In Progress.
- 3

Export when needed

Click Export CSV to download the visible weekly information.
- 4

Request a correction

Use Request Correction if a recorded interval needs to be adjusted.

Mis proyectos y tareas

Elige qué aparece en tu registro de tiempo. Puedes agregar elementos del catálogo de tu organización.

Aún no tienes proyectos en tu lista.

+ Agregar proyectos

← Anterior

Esta Semana

Siguiente →

jul 20 - jul 26, 2026

Exportar CSV

lun, jul 20	0h
mar, jul 21	0h
mié, jul 22	En curso 1,1h
jue, jul 23	0h
vie, jul 24	0h
sáb, jul 25	0h
dom, jul 26	0h
Solicitar corrección	

Add hours manually

- 1

Describe the work

Enter what you worked on and select the relevant project or category.
- 2

Select date and time

Choose the work date, start time, and end time. Confirm the calculated duration.
- 3

Add the entry

Click Add Entry to include the interval in your timesheet.

Tip

Manual entries are available only for draft or rejected intervals and may require FaceCheck verification.

Solo para intervalos en borrador o rechazados — con verificación FaceCheck.

¿En qué has trabajado?

Ninguno

Categoría

Repetir última

INICIO

09:00 am

FIN

05:00 pm

DURACIÓN

08:00:00

+ Add Entry

09:00

00:00

06:00

12:00

18:00

24:00

8h

17:00