

Every hour logged, **every project billed** automatically in Microsoft 365

Timesheet 365 brings intelligent time tracking natively into Microsoft Teams, SharePoint, and Outlook automating project time tracking, billable hours, approval workflows, real-time reporting exports so your teams work smarter, not harder.

12%

Billable Hours Lost
Without Tracking

10 mins

to deploy

100%

Data in M365

14-days

Free Trail

Full Timesheet Lifecycle Coverage

Procure

Task/
Project

Submit
Sheet

Manager
Review

Approve

Reports

Use Cases

HR & Payroll Teams

Project Managers

Consulting Firms

Remote & Hybrid Teams

Government Organizations

Finance Departments

AI Capabilities

**Microsoft Copilot Integration**
Ask Copilot natural language questions to summarize timesheets, analyze project hours, and uncover productivity insights.

**AI-Assisted Project Insights**
Transform timesheet data into easy-to-understand summaries, trends, and reports with Microsoft Copilot.

**Auto Reminders**
Power Automate sends smart nudges for missing submissions, pending approvals, and deadline alerts

Core Features

**Real-Time Time Logging**
Employees log hours by task, project, or client directly from Teams, SharePoint, or Outlook - no extra apps.

**Billable vs Non-Billable Hours**
Clearly separate billable and non-billable time generate accurate client invoices and project cost reports.

**Location-Based Tracking**
Record work locations alongside time entries for accurate project tracking and location-specific reporting.

**Weekly Timesheet View**
Employees see their weekly task summary at a glance submit, edit, or recall timesheets with one click.

**Multi-Level Approvals**
Route timesheets through manager → finance via Power Automate - approve directly from Outlook or Teams.

**Project & Task Tracking**
Assign hours to specific projects, tasks, or cost centers for accurate resource and budget monitoring.

**Advanced Reporting & Analytics**
Generate detailed reports on project hours, resource utilization, productivity, and billable time for better decision-making.

**Export to Excel / CSV / PDF**
Export timesheet data in multiple formats for payroll processing, client billing, and compliance audits.

Key Benefits

- Recover up to 12% of lost billable hours - services firms lose \$600K annually on average from tracking errors
- Go live in 10mins - pre-built Power Automate templates, no complex setup required
- All time data stays within Microsoft 365 - Zero Trust security, DCAA, SOX, and FLSA compliant
- Scales from 10 to 100,000+ users without architecture changes
- GCC & GCC High certified for US Federal government organizations
- Integrates with invoicing tools - reducing manual data entry and improving billing accuracy

Integrations

Microsoft Teams

SharePoint

Outlook

Power Automate

Power BI

Power Apps

Azure AD

Microsoft project

Excel/CSV

Microsoft Copilot



Pricing

Starting From
Per month · billed annually
\$74.99
Flexible plans for SMEs to enterprise. Special rates for nonprofits & govt-funded education.

Free Trial
14-days full featured trial no credit card required. Available via Microsoft AppSource & the Marketplace.

Enterprise (50+ users)
Special volume pricing available. Purchase via Azure Marketplace or your Microsoft Enterprise Agreement.

Quick Specs

Deployment	100% Cloud (M365)
Setup Time	Under 10 Minutes
Platforms	Teams, SharePoint, Outlook
Export Formats	Excel, CSV, PDF
Compliance	GCC, DCAA, SOX, FLSA
Scale	10 to 100,000+ users
Security	Zero Trust Model
Mobile	Fully responsive

Customer Voice

Timesheet 365 helps us track work hours accurately across tasks, projects, and clients. With this app, we solved issues like Excel exports, custom columns, and other operational inefficiencies our workflow is so much easier now.

Shiela S. · SharePoint Developer, Recor Medical, WA

Top-Rated For

- G2 Top-Rated UI/UX
- AI-Driven Reporting
- Billable Hour Tracking
- 10mins Deployment
- DCAA / SOX Compliant
- GCC / GCC High Ready

Get Started Today