

# Frequently Asked Questions - Tasks and TimeSheets

View all of the questions frequently asked about timesheets. Simply click on the question you are interested in to reveal the solution.

▼ [What format do I need to use to capture time?](#)

Chase provides a mask that will highlight the current day, as shown in the image below.

Week of : Monday 19 - Sunday 25 December 2016

|   |        |        |        |        |        |        |        |   |   |
|---|--------|--------|--------|--------|--------|--------|--------|---|---|
| ← | Mon 19 | Tue 20 | Wed 21 | Thu 22 | Fri 23 | Sat 24 | Sun 25 | → | 📅 |
|   | hh:mm  | hh:mm  | hh:mm  | hh:mm  | hh:mm  | hh:mm  | hh:mm  |   |   |

When capturing time, the format to use is **hh:mm**. For example, if you spent 1 hour 30 minutes on a task on Wednesday, enter **1:30** in the highlighted field.

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|   |        |        |        |        |        |        |        |   |   |
|---|--------|--------|--------|--------|--------|--------|--------|---|---|
| ← | Mon 19 | Tue 20 | Wed 21 | Thu 22 | Fri 23 | Sat 24 | Sun 25 | → | 📅 |
|   | hh:mm  | hh:mm  | 01:30  | hh:mm  | hh:mm  | hh:mm  | hh:mm  |   |   |

▼ [If I log time against a Job, will it link to My Tasks?](#)

No.

When time is captured against tasks assigned to an individual, from say the My Task window, time is linked to the assigned task.

When time is captured by Job, that time is linked to the Job Bag and not the already tasked items.

Both the above will belong to the Job and will display on the Job Recon and similar reports. This means that tasks may seem incomplete, but they actually are not.