ClickUp Time Tracking: Native Features, Reports, and Limits

Review ClickUp time tracking options, estimates, reports, dashboards, integrations, billing use cases, and limitations.

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TL;DR ClickUp ships native time tracking on every paid plan: a built-in timer, manual entries, billable flags, estimates, and timesheet views. The Free plan gets a basic timer with limited reporting; Unlimited and Business unlock the timesheet, time reports, and billable tracking that most agencies and consultancies actually need. It is not a screenshot-based monitoring tool, and it does not pretend to replace dedicated billing systems for complex invoicing — most agency users still pair it with Toggl, Harvest, or a billing platform when invoicing gets sophisticated. Verify time-tracking plan availability on the vendor pricing page before promising features internally.

Does ClickUp Have Time Tracking?

Yes — native time tracking is included on every ClickUp plan, with deeper reporting and timesheet features on paid tiers. It covers a timer, manual entries, time estimates, billable flags, and the core timesheet view.

The feature sits inside every task: a Start button in the task header runs a timer, and you can add manual time entries with start/end timestamps, notes, billable flags, and labels. The data shows up in time-tracking widgets on dashboards and in dedicated time-tracking views.

- **Native timer** — start/stop inside any task or from the Chrome extension and desktop apps.
- **Manual entries** — back-log time after the fact with timestamps and notes.
- **Estimates vs actual** — set time estimates per task and compare against tracked time in reports.
- **Billable flag** — mark entries billable or non-billable for client work.
- **Plan availability** — basic tracking on Free; deeper reporting, timesheet, and billable on Unlimited and Business — verify on the pricing page.

What it is not: a surveillance tool. ClickUp does not capture screenshots, keystrokes, or app usage. Time data only appears when a user actively starts a timer or files a manual entry.

Native, decent, included on paid plans. Not monitoring software, not a billing platform.

How to Set Up Time Tracking

Setup is a workspace setting plus a small amount of per-list field hygiene. Enable the feature once at the workspace level, then decide whether time estimates and

billable flags are required fields on the lists where they matter.

Time tracking is on by default on most plans, but the surrounding fields and permissions are not. Spending fifteen minutes on the configuration choices upfront saves a quarter of arguing about whose hours go where.

- **Enable the feature** — workspace settings > ClickApps > Time Tracking; pick the integrations to allow (Toggl, Harvest, Everhour) at the same time.
- **Time-estimate field** — turn on per list where estimation matters; leave off where it adds noise.
- **Billable flag** — required on client-work lists, hidden on internal-ops lists.
- **Labels** — agree on three to five labels (Meeting, Build, Review, Internal, Travel) and stick to them; tag sprawl makes reporting useless.
- **Edit permissions** — decide who can edit other people\'s time entries; default to "owner only" plus admins.

Train the team on one workflow: timer for live work, manual entries for short tasks or backfilled days. Mixing methods inconsistently creates audit gaps that are expensive to chase down later.

> *Enable the ClickApp, fix the labels, pick an edit permission. The defaults will not match what you want.*

Timesheets, Dashboards, and Reports

The timesheet view and time-tracking dashboard widgets are where the data becomes useful. They group entries by user, task, project, label, or billable status and export to CSV for billing or payroll handoff.

Reporting modes worth knowing: timesheet (per-person grid by week or month), time report (grouped by project, label, or list with filters), and dashboard widgets (charts and totals on a shared board).

- **Time sheets** — per-person weekly view; users approve their own week, managers approve teams.
- **Time reports** — group by user, task, project, list, label, or billable status; filter by date.
- **Dashboard widgets** — total tracked, billable vs non-billable, top-spent tasks, time vs estimate.
- **Subtask rollups** — verify whether subtask time rolls into the parent on your plan; behavior has changed across releases.
- **CSV export** — standard exports for payroll or invoicing; preserve user, date, task, billable, and notes.

Subtask rollup is the gotcha. If your team logs to subtasks, confirm the rollup behavior in the parent task before relying on parent-level totals in dashboards. The Help Center is the source of truth; behavior has shifted at least twice across major releases.

> *Three reporting modes, one CSV export. Verify subtask rollup before trusting parent totals.*

Best Time Tracking Integrations

ClickUp's native time tracking is enough for most teams. Integrations matter when an existing tool already holds the canonical time record or when invoicing needs features the native tracker does not provide.

Pick a single source of truth. Tracking time in two tools at once is the fastest way to disagreement at month end. If you keep an external timer, push to ClickUp for context; if you keep ClickUp, push to invoicing.

- **Toggl Track** — popular native integration; useful when the team already lives in Toggl\'s timer.
- **Harvest** — pairs well for invoicing-heavy agencies; Harvest stays the billing system.
- **Everhour** — embedded inside ClickUp tasks for teams that want a single UI but deeper reporting.
- **QuickBooks / Xero** — through Zapier or Make for time-to-invoice automation.
- **API** — REST endpoints for custom dashboards in Looker Studio, Metabase, or a warehouse.

Each integration adds a synchronization story. Plan how reconciliation works when entries disagree; the integration vendor\'s docs usually spell out which system wins, but the default is rarely what you want.

> *Pick one source of truth. Integrations sync; they do not replace the conversation about which system is authoritative.*

Common Time Tracking Limitations

The native tracker has soft spots around mobile reliability, retroactive entries on closed timesheets, complex billing rounding, and permission control. None are deal-breakers; all are worth knowing before procurement.

The user complaints that surface in independent reviews and the ClickUp community forum cluster around a handful of repeatable patterns.

- **Mobile timer reliability** — backgrounded timers occasionally drop; encourage manual entry on long sessions.
- **Retroactive edits** — once a timesheet is approved, edits require an admin or unlocking the week.
- **Rounding rules** — limited built-in rounding for billing (e.g. 15-minute increments); often handled in invoicing instead.
- **Calendar overlap** — overlapping entries are allowed; if your billing needs them blocked, automate the check.
- **Permission edges** — fine-grained permission per project requires Business Plus or above.

Privacy and trust questions come up in every rollout. Make it explicit: time entries are visible to assignees and admins by default; explain why, not just what. Teams that surface the policy openly see less resistance than teams that leave it to people to discover.

> *Mobile, edits, and rounding are the three rough edges. Plan around them, do not let them ambush a rollout.*

Who Should Use ClickUp for Time

ClickUp's time tracking fits project teams, agencies, and operations groups that want one tool for work and hours. It is overkill for personal time logging and undersized for agencies whose billing logic dominates the workflow.

Three reasonable patterns based on team type:

- **Project teams** — track time inside ClickUp, report alongside delivery; one tool, one set of permissions.
- **Agencies with light billing** — track in ClickUp, export CSV at month end, invoice in a separate tool.
- **Agencies with deep billing** — keep Harvest or a dedicated billing system as the source of truth, sync to ClickUp for context.

If your team needs screenshots, keystroke counts, or active-app monitoring, ClickUp is the wrong tool — and probably the wrong category. Look at Hubstaff, Time Doctor, or Toggl Track Pro for that workflow; ClickUp\'s time tracker is a productivity surface, not a monitoring surface.

> *Pick ClickUp for time when you want work and hours in one tool; pick something else when billing or monitoring drives the choice.*

FAQ

Is ClickUp time tracking free?
Basic timer access is available on the Free plan, with limited reporting. Timesheets, billable flags, time-tracking reports, and dashboard widgets are unlocked on Unlimited and Business. Verify exact plan availability on ClickUp's pricing page before committing.

Can I track time on subtasks separately from the parent?
Yes, but the rollup behavior into the parent task has changed between releases. Confirm whether subtask time rolls into the parent total on your current plan before depending on parent-level reporting.

Does ClickUp track time automatically without a timer?
No — entries only exist when a user starts the timer or files a manual entry. There is no idle detection, screenshot capture, or automatic activity logging in ClickUp.

How do I export ClickUp time data for payroll?
Use the time-sheet or time-report view, filter to the period you need, and export CSV. The export keeps user, date, task, label, billable status, and notes. Most payroll systems accept

that shape directly; the rest take it with a quick transform.

Can I edit a teammate's tracked time?

Only if your role allows it. The default is "owner-only edits"; admins can change permissions to allow managers to edit team time. Once a timesheet is approved, editing requires unlocking the period.

Should I use ClickUp time tracking or a separate tool like Toggl?

ClickUp is fine for teams that want time tracked next to the work. A separate tool wins when invoicing rules are complex, when monitoring features matter, or when the team already has muscle memory for an existing timer. Try a two-week side-by-side before deciding.

Full article: https://clicktracker.info/clickup-time-tracking