



SECTION 06

Time

Where did my week go?



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Time

In Nexus, time lives on the task it was spent on. Each entry says who worked, on which day, for how long, and whether the hours can be billed. The **Time** page adds those entries up by week: your own hours, your team's, and the hours spent on work you own.

There's no timesheet to submit and nothing to approve. An entry counts the moment it's saved. If an hour looks wrong, talk to the person who logged it. No forms in triplicate. We checked.

Open the page from **Time** in the left menu. Everyone can log time and see their own hours. **My team** and **My work** are part of the Enterprise plan.

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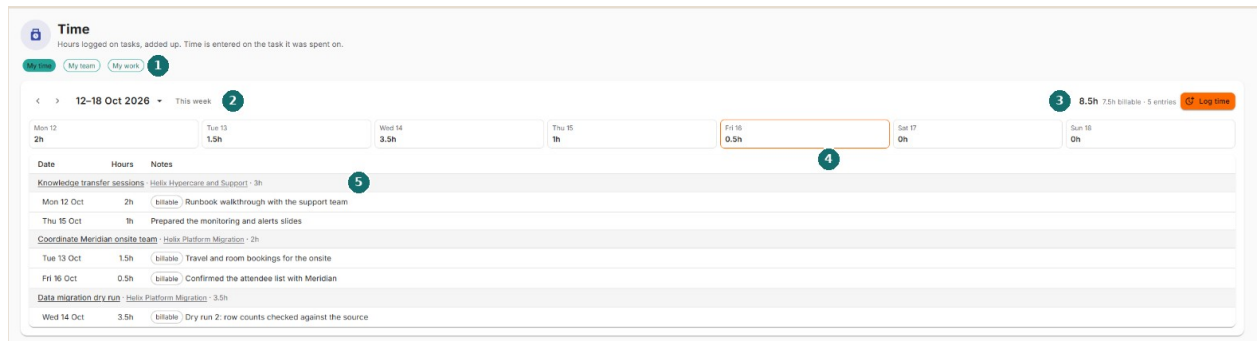
Three questions Time answers

QUICK START

- 1 Where did my week go? My time** shows every hour you logged, day by day and task by task.
- 2 What has my team been working on? My team** shows one direct report's week.
- 3 What has this project cost us in hours? My work** shows every hour logged on a project, program or portfolio you own.



The lay of the land



The Time page, with the main areas numbered

- 1 The views.** My time, My team and My work. You only see the ones that apply to you.
- 2 The week.** Arrows, the week's name, and **This week**.
- 3 The total**, how much of it is billable, and **Log time**.
- 4 One box per day**, with that day's total. Today has a colored border.
- 5 The entries**, grouped by task.

Logging time

You can log time from three places:

- The task's page:** the **Time log** panel, under *Cost and effort*. Click the clock icon at its top right.
- The task's quick view:** the **Time logged** line shows the total, with **Log time** beside it.
- The Time page:** **Log time** on *My time*. It asks which task, from the tasks assigned to you. Type to search the list.



They all open the same form:

The screenshot shows a 'Log time' form with the following fields and controls:

- Task***: A dropdown menu showing 'Knowledge transfer sessions'.
- Date**: A text input field showing '10/12/2026' with a calendar icon.
- Hours**: A text input field showing '2' with up and down arrow icons.
- Hours chips**: A row of buttons labeled '0.5h', '1h', '2h' (which is highlighted in orange), '4h', and '8h'.
- Notes**: A text input field containing 'Runbook walkthrough with the support team'.
- Billable**: A toggle switch that is currently turned on (green).
- Buttons**: 'Cancel' and 'Log' (with a checkmark icon) buttons at the bottom right.

The Log time form

- **Task.** Only on the Time page. On a task, it's that task.
- **Date.** Starts at today, or at the date you last logged, so a run of days goes quickly.
 - A date in the future is allowed, with a reminder: *"That date is in the future. It is allowed, but double-check it."*
 - A date more than 60 days back is allowed, with a reminder: *"That date is 90 days ago. It is allowed, but double-check the date."*
 - A date before 1 Jan 2000 is refused. If you're logging time from 1999, we have questions.
- **Hours.** More than 0, at most 24, in quarter hours or finer. The chips (**0.5h, 1h, 2h, 4h, 8h**) fill it in.
- **Notes** (optional). What the time was spent on, up to 2,000 characters.
- **Billable.** Whether the hours can be billed to a client.
- **On behalf of** (task page only). Log hours for someone else: a teammate, or an outside contact such as a contractor. Leave it empty to log your own. It appears if you own the work, stand in for its owner, or manage the person directly.

Click **Log**, or press **Enter**. To log your own time you need at least comment access to the task.

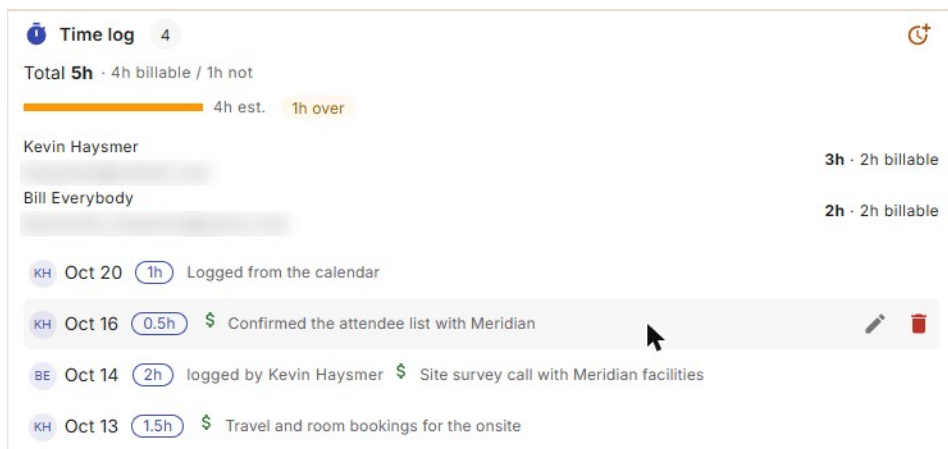
NOTE

A day holds 24 hours. Nexus adds up everything one person logged on one day, across every task, and refuses an entry that would pass 24: *"That would make 25h logged for you on Wed 14 Oct 2026. A day has 24 hours. 4h is left on that day."* Even consultants don't get 25.

**TIP**

You can also log time from the calendar. An event linked to a task has **Log this time**, which records the event's length on that task. See the Calendar guide.

A task's time log



A task's Time log

The **Time log** panel on a task shows:

- **The total**, and how much of it is billable.
- **A bar against the estimate**, when the task has estimated hours, with *1h over* (or however much) once the total passes it.
- **Time by person**, when more than one person has logged time.
- **The entries**, newest first: the date, the hours, a \$ when billable, and the note. A long note is cut short. Hover over it, or Tab onto it, to read it all. The first 20 show, and **Show all** lists the rest.
- **logged by** and a name, on an entry someone entered for another person.

Hours by person show to that person, their direct manager and the owner of the work. Everyone who can see the task sees the total. If some names are held back from you, the panel says so.

Changing an entry

Hover over an entry you logged, or one you entered for someone else, and **edit** and **delete** appear.



- **Edit** opens the same form. If someone changed the entry after you opened it, your save is refused and nothing is overwritten: *"This entry changed somewhere else while you were editing, so your changes were not saved."* **Reload the entry** shows the current values.
- **Delete** removes it at once: *"Entry deleted. The total dropped by 0.5h."* Click **Undo** in that message to bring it back, note and all.

The Time page

My time

Your own hours for the week. The day boxes across the top add up each day. Below them, entries are grouped by task, with the task's **project** (or *No project*) and its hours for the week. Click a task or a project to open it.

Each line shows the **date**, the **hours** and the **notes**, with *billable* when it is, and *logged by* and a name when someone else entered it.

Log time for a date in a different week and the page jumps there and tells you: *"Showing the week of Wed 7 Oct, where that time was logged."*

My team

Time			
Hours logged on tasks, added up. Time is entered on the task it was spent on.			
My time My team My work			
Person Bill Everybody			
2h 2h billable - 1 entry			
Date	Hours	Notes	
Coordinate Meridian onsite team Helix Platform Migration 2h			
Wed 14 Oct	2h	billable logged by Kevin Haysmer Site survey call with Meridian facilities	

My team, showing a direct report's week

One person's week at a time. Pick them in **Person**, which lists the people who report to you in the org chart and searches as you type. This view appears only if someone reports to you.

My work

Time			
Hours logged on tasks, added up. Time is entered on the task it was spent on.			
My time My team My work			
Project, program or portfolio Project: Helix Platform Migration			
7.5h 7.5h billable - 4 entries			
Person	Date	Hours	Notes
Coordinate Meridian onsite team Helix Platform Migration 4h			
Kevin Haysmer	Tue 13 Oct	1.5h	billable Travel and room bookings for the onsite
Bill Everybody	Wed 14 Oct	2h	billable logged by Kevin Haysmer Site survey call with Meridian facilities
Kevin Haysmer	Fri 16 Oct	0.5h	billable Confirmed the attendee list with Meridian
Data migration dry run Helix Platform Migration 3.5h			
Kevin Haysmer	Wed 14 Oct	3.5h	billable Dry run 2: row counts checked against the source

My work, showing every hour on a project



Every hour logged on something you own. Pick it in **Project, program or portfolio**, and each line names the **person** who worked it. A program includes its projects, and a portfolio includes its programs and projects. Finished ones come last, marked (*finished*). This view appears only if you own something, or the owner has made you their stand-in.

Who sees whose hours

Being an administrator doesn't show you anyone else's time. You see a person's hours because you manage them, and a project's hours because you own it. Rank alone gets you nothing here.

A task or project you can't open shows as plain text, marked (*not shared with you*). Its hours still count, because the hours happened whether or not you can see the task.

Moving between weeks

Weeks run Monday to Sunday, in your own time zone.

- The **arrows** go back or forward a week.
- The **week's name** (*12–18 Oct 2026*) opens a calendar. Pick any day to jump to its week.
- **This week** brings you back.

If your account can't log time

Every member needs a **person record** in the workspace to log time. Nexus makes one when you join. If yours is missing, Nexus says so: *"Time can't be logged yet because your account has no person record in this workspace. It is repaired automatically within a few hours, or a workspace administrator can repair it now: Admin, Members, Repair person records."*

NOTE

For administrators: Admin → Members → Repair person records finds members without a person record and creates one.

Keyboard

- **Tab** reaches every button, link, list and note. **Enter** presses or opens it.
- In the **Log time** form, **Enter** logs the entry.
- On a note in a time log, focus shows the full text.



- In the week calendar, **Esc** closes it and puts you back on the week's name.

Common questions

Where do I submit my timesheet?

Nowhere. Every entry counts the moment it's saved. Enjoy the free Friday afternoon.

Why can't I edit an entry on a task?

You can change entries you logged, and entries you logged for someone else. Anything else belongs to the person who logged it.

Why is My team (or My work) missing?

My team needs someone reporting to you in the org chart. My work needs a project, program or portfolio you own. Both need the Enterprise plan.

Why don't I see a task in the Log time list?

The list on the Time page holds the open tasks assigned to you. For anything else, open the task and log time there.

The total on a task is higher than the hours I can see.

Some entries belong to people whose hours you aren't shown. The total still counts them.

What happens to hours on a deleted task?

They leave every total. Restore the task and they come back.

