

Overview

Time tracking in Invup lets your team log the hours they spend on projects, so you have accurate records for billing, reporting, and payroll. Every time entry captures who did the work, when, how long it took, and — if your projects use services — what type of work it was. Invup automatically resolves the applicable hourly rate for each entry, giving you a clear picture of billable value without manual calculations.

Key Concepts

Time Entries

A **time entry** is a single record of work. It includes a project, a date, a duration, an optional service, and an optional description. Each entry is attributed to the team member who logged it, and Invup calculates the applicable hourly rate automatically.

For a detailed breakdown of every field, see [Time Entry Fields Reference](#).

Projects

Every time entry belongs to a **project**. Projects are how you organize work for different clients or engagements — for example, an accounting firm might have separate projects for each client's annual audit, while a marketing agency might create projects per campaign.

Projects can optionally use **services** to categorize work further. See the [Projects](#) book for more.

Services

Services represent the types of work your organization performs — things like "Tax Advisory", "Design", "Strategy", or "Litigation". When a project has services enabled, team members select a service when logging time, which helps categorize entries and enables service-level rate control.

Services are optional. If your projects don't need that level of categorization, you can track time directly against projects without services.

For more on services, see the [Services](#) book.

Rates

Invup automatically resolves an hourly rate for each time entry by walking a prioritized **rate chain** — from the most specific rate (e.g., a rate for this team member on this service within this project) down to the most general (e.g., the team member's base rate). The first rate found in the chain is the one that applies.

You can configure rates at multiple levels to match how your organization bills. For a full explanation of the rate chain and rate locking, see [Rate Locking](#).

How Time Tracking Connects to Invoicing

Time entries provide the data you need to build accurate invoices. Each entry's duration and resolved rate give you the billable amount for that piece of work. When you create an invoice, you can reference your time entries to build line items that reflect the actual work performed.

Rate locking ensures billing integrity — once a rate is locked on a time entry (either at creation or at invoicing, depending on your organization's [rate lock policy](#)), future rate changes won't retroactively alter amounts that have already been billed.

Who Can Track Time

All team members in your organization can log time entries against projects they're assigned to. The table below summarizes what each role can do:

Capability	Contributor	Team Member	Admin / Owner
Log their own time entries	Yes	Yes	Yes
Edit / delete their own entries	Yes	Yes	Yes
View all team members' entries	No	No	Yes
Edit / delete other members' entries	No	No	Yes
Log time on behalf of another team member	No	No	Yes
Delete locked entries	No	No	Yes
Manage rate lock policy and project lock dates	No	No	Yes

Contributors and team members can only see and manage their own entries. Admins and owners have a separate view that shows all entries across the organization, with the ability to filter by team member.

What You Can Do

Here's a quick summary of the time tracking capabilities available in Invup:

- **Log time** — Create entries by selecting a project, date, duration, and optionally a service and description.
 - **Edit entries** — Update any field on your time entries (or any entry, if you're an admin).
 - **Bulk manage** — Select multiple entries and delete them in one action. Filter and sort the list to find what you need quickly.
 - **Lock rates** — Choose when rates are frozen on entries — at creation, at invoicing, or never. Use project lock dates to prevent changes to entries in closed billing periods.
 - **Track by service** — Categorize time by the type of work performed, with independent rate control at each service level.
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What's in This Book

Page	Description
Time Entry Fields Reference	Detailed reference for every field on a time entry — what it means, whether it's user-editable or system-managed, and its constraints.
Bulk Managing Time Entries	How to select, filter, sort, and bulk-delete time entries. Covers admin vs team member permissions.
Rate Locking	How rate lock policies and project lock dates protect your billing data from retroactive changes. Includes the full rate chain priority order.
