Count days worked

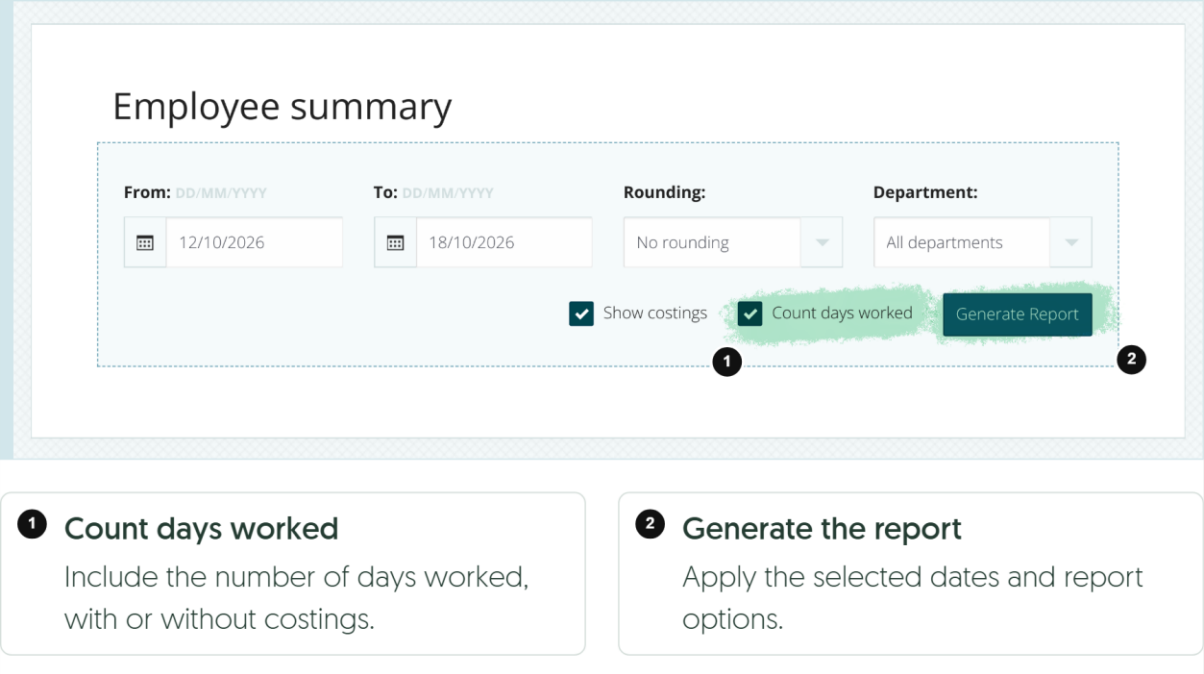
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Include the number of days each employee worked alongside their total hours. Use the *Employee summary* report to view the count or download it as a PDF or CSV. You can also add a *Days Worked* column to a *Custom CSV* export.

Count days in an employee summary report

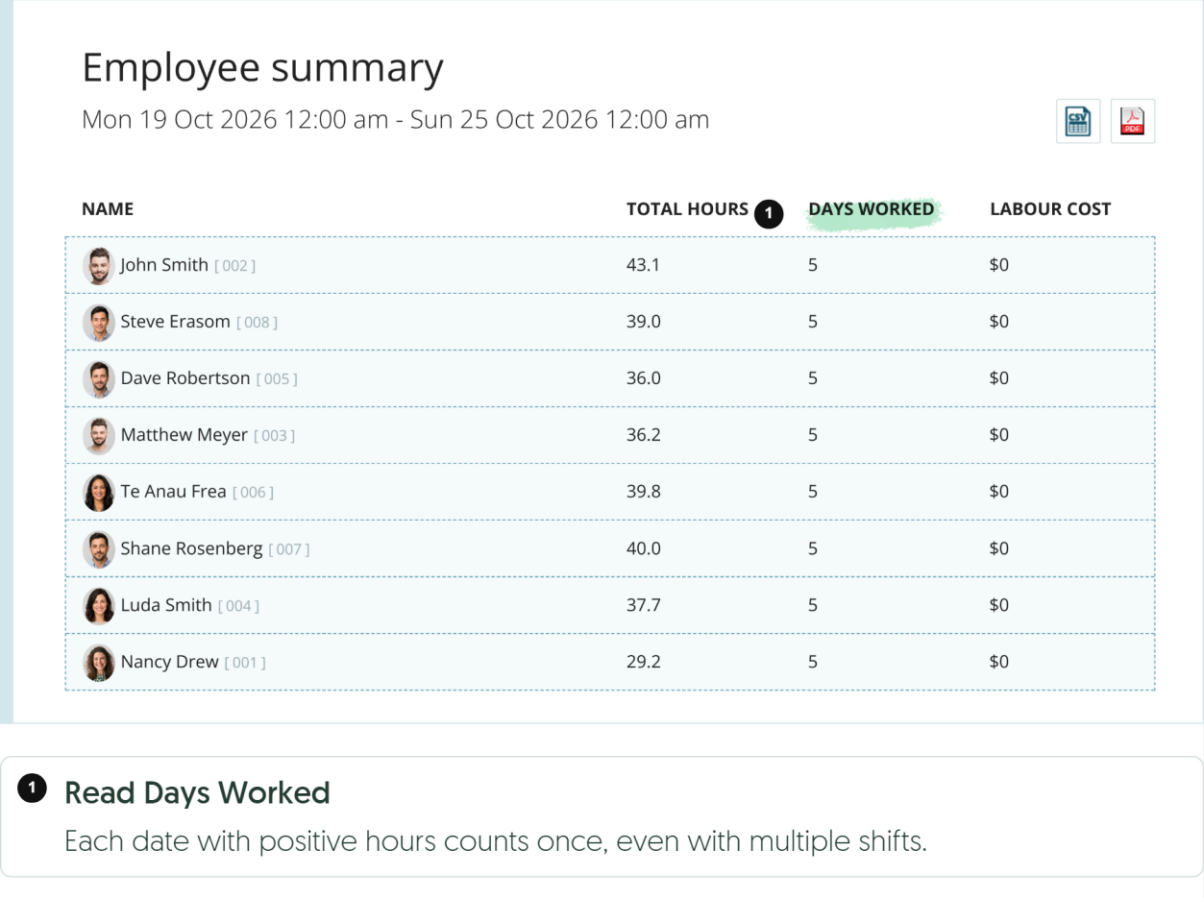
1. Log in to the TimeDock Dashboard and go to *Reports*, then select *Employee summary*.
2. Choose your date range, rounding option and, if needed, a department.
3. Select *Count days worked* beside *Show costings*. This option is off by default and can be used with or without costings.
4. Click *Generate Report*.



1 Count days worked
Include the number of days worked, with or without costings.

2 Generate the report
Apply the selected dates and report options.

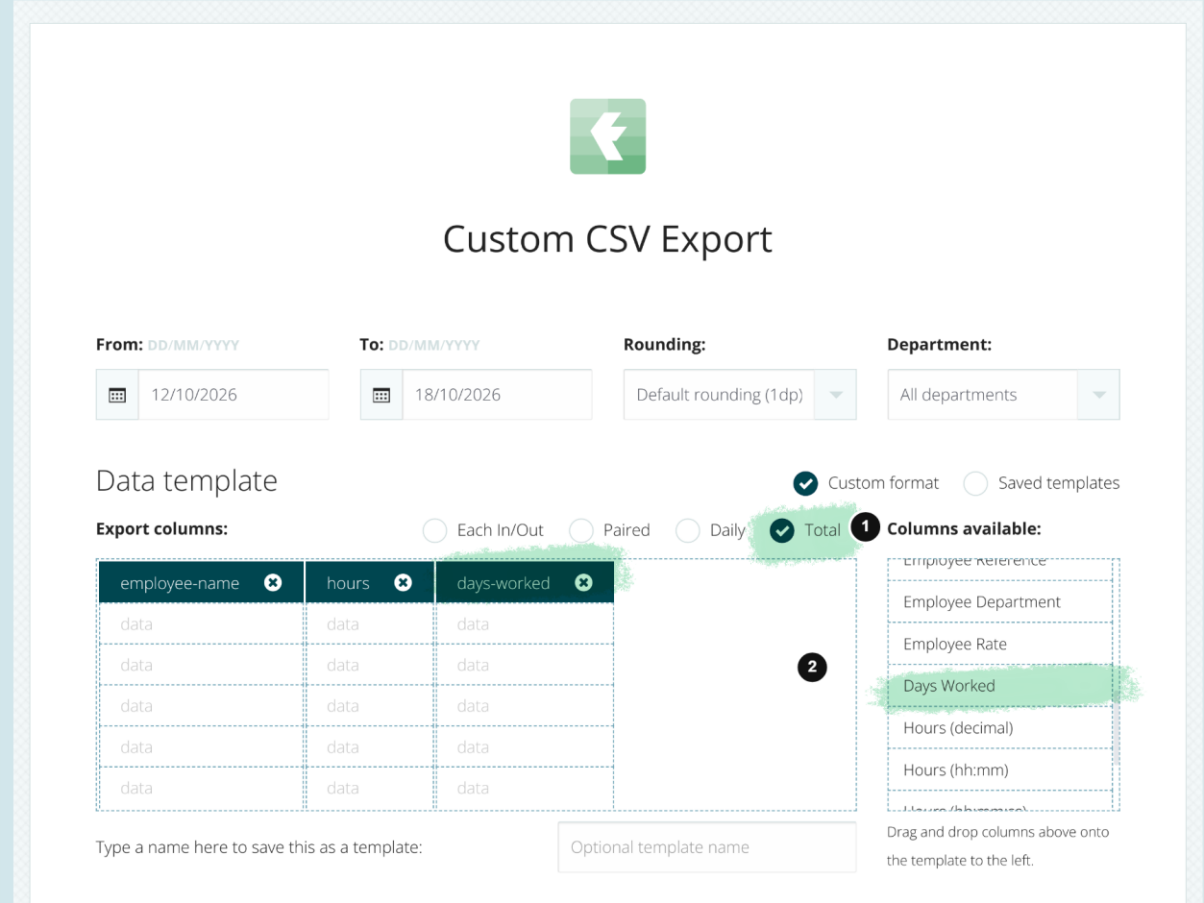
The report includes a *Days worked* column for each employee. Use the CSV or PDF icon above the report to download it with the count included.



Count days worked is available only in the basic Employee summary report. Reports with project or activity breakdowns do not offer this option or include a Days worked column.

Add days worked to a custom CSV export

1. In the TimeDock Dashboard, go to *Export* and select *Custom CSV*.
2. Choose your date range, rounding option and any department filter.
3. Under *Data template*, select *Custom format* and choose the *Total* aggregate option.
4. Click or drag *Days Worked* from *Columns available* into your export columns.
5. Review any automatic break deductions, then click *Export to CSV*. To reuse this layout, enter an optional template name before exporting.



> Note: The *Days Worked* column is available with *Total* aggregation. It is not available with *Each In/Out*, *Paired* or *Daily*.

For more export options, see Custom CSV export.

How days worked are counted

Each calendar date with positive hours counts as one day. Multiple shifts or time entries on the same date still count as one day. For example, two shifts on Monday and one shift on Tuesday count as two days worked.

The count uses the selected date range and rounding option. A date with no positive hours after rounding does not count. In a custom CSV export, automatic break deductions also apply: a date only counts if positive hours remain after those deductions.

An overnight shift can count as two days if it includes positive hours on both sides of midnight. The employee summary report excludes future hours, so an employee who is still docked in only accumulates days up to the current time.

Days worked measures dates with recorded work. It does not count scheduled shifts, leave days or a full-day equivalent calculated from total hours.

See Timesheet rounding and Automatic break deductions for more information.