[YOUR COMPANY] TIME TRACKING POLICY

*Intro paragraph for example*: Here at [Your Company], we pride ourselves on our service to our clients, and on keeping an honest accounting of how we are spending their money. While some of our projects are flat rate, many of our engagements are maintenance based where we bill on a time and materials basis. This means that we are billing for all of the time that is reported, and as such we want to be fair and honest with how time is tracked.

General Guidelines

*Basic rules, such as*: We expect that you will track 100% of the billable and non-billable time you spend each day. This does include any miscellaneous or admin time that you spend in brief conversations with coworkers. Time spent away from your work for personal phone calls, errands, or other items that are not work related should not be logged and that time should be made up for each day by staying a bit later to make up the difference.

Your manager is responsible for assigning the projects and services you are able to log time to, so if you feel a project is missing or you aren’t sure how to classify your time please check in with them for advice as you get started.

Your time tracking should be completed each day before leaving the office.

Logging Your Time

*Time logging specifics, for example*: After you finish working on a project or task, you should take a moment to log what you just completed. Here are a few basic rules:

1. Make sure to select the correct project—All time you log will be billed to clients, so accuracy is important.
2. Enter notes about what you were working on—Notes should be able to be used for billing and completely justify the time spent on a project or task with our clients.

Good Notes: “Worked on layout and design of the homepage getting started section, finished and sent to manager for review”. Bad Notes: “Homepage"

1. Account for how long you were working—Time entries should not be shorter than 15 minutes, or longer than 2 hours. Round to the nearest 15 minutes. (If you are working on a project all day, break it up into 2 hour chunks with appropriate notes for specific accomplishments for that time)
2. Be honest—if you took a break, or had non-productive time during the time you were working on a project, subtract those hours and log with notes as Admin time.

Making Changes

*Notes about editing time entries*: You will have access to modify your time entries for the last few days, but beyond that only managers will be able to make changes to your old time entries. If you need to make a change to a day in the past that you do not have access to, talk with your manager.

Administrative Time

*How to handle non-billable time*: Non-billable, non-productive time should be logged to the internal Admin project in Time IQ. If you find that you do not have enough work to remain productive on projects, talk with your manager for additional assignments.

Taking Time Off

*Rules about time off, for example*: If you are going to be taking any vacation time or sick leave, you should track the hours you took off in Time IQ. In Time IQ there will be internal projects called “Paid Leave”, “Unpaid Leave”, and “Sick Leave”. Please categorize your time accordingly and log 8 hours for a full day away, and 4 hours for a half-day. You must schedule your vacation and coordinate your absences with your Managers in addition to logging your hours.

Questions?

*A closing to direct questions*: If you have any questions about our time tracking policy, please contact your manager for more information.