

Guide to Using Time Keeper

Reviewing the Time Keeper Form:

The first entry has been done for you as an example.

Date:

Record the date you are working on the project and record on Time Keeper.

Department:

You are all part of our organization's R&I Department (Research and Interpretation Department).

Activity:

Examples of some words you may use to define your activities:
meeting, research, reading, writing, developing, emailing, presenting, etc.

Work Description:

Your description identifies your activity and provides Mr. Peterson with vital information to make staffing decisions. Please limit your description to one line.

Hours:

Detail the amount of time spent on each activity. The smallest increment to record is 15 minutes or .25 hours.

.25	=	15 minutes
.50	=	30 minutes
.75	=	45 minutes
1.00	=	1 hour
1.25	=	one hour and 15 minutes

And so on

Employee Note:

If you have any questions, please contact your supervisor immediately. Thanks in advance for your anticipated cooperation.