



## Time Tracking Procedure

This Time Tracking Procedure applies to all Employees of the business.

The objective of the procedure is to establish clear procedures for time tracking when working on projects.

The requirement is for all staff to comply with the time tracking Procedure.

### Procedures

When you start a project which has been assigned to you on Monday.com, please start the tracker and stop the tracker when finalised. If you go on break, please stop and resume on return.



## Purpose

To accurately track time spent on projects and ensure efficient project management, the following procedures must be followed by all team members.

## Objective

To ensure all time is accurately recorded in Monday.com for completed work on projects both billable and non billable.

## Requirements

### Starting the Tracker:

- When you begin working on a project that has been assigned to you on Monday.com, start the time tracker.
- Navigate to the assigned task and click on the time tracking feature to begin recording your work time.

### Stopping the Tracker:

- When you have finalized the project or are temporarily stopping work (such as for a break or end of the day), stop the time tracker.
- Ensure that the time recorded reflects the actual time spent working on the project.

### Breaks:

- If you take a break during your work on a project, stop the time tracker before leaving.
- Upon returning from your break, resume the time tracker to continue recording your work time.

### Finalizing the Tracker:

- Once you have completed the project, stop the time tracker and make sure the total time is accurately recorded.
- Review the time entries to ensure they accurately reflect your work periods.

### Example Steps:

#### Start Work:

- Open Monday.com and navigate to your assigned project task.
- Click the time tracker to start tracking your work time.

#### Break Time:

- Stop the time tracker before taking a break.
- Resume the time tracker upon your return.



**End of Work:**

- Stop the time tracker when you finish working on the project for the day or upon project completion.
- Verify that all time entries are correct.

**Compliance**

Adherence to this policy is mandatory for all team members. Regular audits will be conducted to ensure compliance, and any deviations will be addressed promptly. By following these procedures, we ensure accurate time tracking for all projects, facilitating better project management and resource allocation.

**Review and Updates**

This policy will be reviewed annually to ensure it remains relevant and effective. Updates will be communicated to all team members as necessary.