

We created this time tracking policy to help you build a great business. Feel free to take and make this policy your own under the Creative Commons License.

Time Tracking Policy

This document outlines our time tracking policy. Time is our most important business metric. By following our time tracking policy, you are providing the company with important analytics that are used for:

- *Cashflow Management.* Timesheets determine how much and when we can invoice. This applies to every contract type: Time & Materials, Retainers, and Fixed Bid. We also use them to manage payroll — even if you are salaried.
- *Project Planning.* Timesheets from past projects are used to bid new projects. This helps us learn from previous projects, and create more accurate project plans. Timesheets also help us make strategic decisions about what types of projects to pursue.
- *Resource Management.* Timesheets help us get the right people on the right projects. Analytics from timesheets let us know who is busy, what is available for projects, and which types of projects people are best at.

In short, your timesheet helps us run a better company. Our time tracking policy covers the following:

- Important Definitions
- Who should track time
- What time to track
- How to record time

Important Definitions.

Time is tracked using Bric. Bric helps creative teams plan and track time. The following definitions are used across our time tracking policy and Bric.

“Active Projects” are projects that you are authorized to work as many hours as required to complete the project, unless your manager or client requests that you stop working on the project. Additional time can be authorized by the explicit request of your manager.

“Assigned Projects” are projects that you have been assigned a role, and are automatically added to your timesheet. While you can track time to unassigned projects, you will be added as a Misc role.

“Tracked time” is the time that is worked and authorized to be worked. Tracked time is recorded to the nearest minute.

“Planned hours” is time that managers assign people to complete a task.

“Workday” is defined as eight hours of planned time between 8:00am and 5:00m. However, you might be required to work alternative schedules based on planned hours.

“Workweek” covers 7 consecutive days starting on Saturday at 12:00am, and ending on Friday at 11:59pm. Alternative workweeks may be established as needed.

“Weekly Billable Hours” this is the number of hours per week you are expected to work on billable projects. This doesn’t include non-billable work such as administrative tasks, team meetings, and business development activities. Weekly Billable Hours are set by the partners and can vary from person-to-person.

“Overtime” is the time worked by nonexempt employees in excess of 40 hours in a workweek. Overtime must be approved in advance by the employee’s manager; if not, an employee is not authorized to work overtime. Overtime does not apply to exempt employees and contractors. Overtime should be recorded to the nearest minute.

Who Should Track Time.

Everyone is required to use Bric’s timesheet to *track time* worked on projects. This includes contractors, exempt employees, and non-exempt employees.

What time to track.

You need to track 100% of time worked on projects. This includes projects that are time & materials, fixed bid, commission based, and internal. Time is tracked to projects. Do not include miscellaneous time, administrative time, or brief conversations with coworkers. Your *weekly billable hours* is typically less than the total hours you work each week. This provides you a “budget” for non-project based time.

Your manager is responsible for creating and assigning projects. Once you have been assigned to a project you are *authorized* to track time to that project. Each project will have *planned hours* for each person assigned.

Contact your manager if you don’t know which project to assign time to, or if a project is missing.

Unassigned Projects. You can *track time to unassigned projects* by visiting your timesheet, and clicking “Add Project”. Select a project and it will be added to your timesheet, and you will be added as a Misc role.

Non-work time. This includes personal phone calls and errands should not be logged, and are not included in your *workweek*. You are free to work on personal tasks at the office, but you will need to plan to come in early or stay late to make up for the time spent on personal tasks.

Break time. Creative work isn’t transactional. From time to time you will need to take a short break to get food, use the bathroom, and even browser the Internet. Likely you are still thinking about the project you are working on. Count periods of 5 minutes or less are counted as time worked.

Remote Work. It is likely that your work responsibilities will require you to perform work away from the office or at home. This work should be counted as time worked, and should be recorded on your timesheet.

How to record time.

Access your timesheet by visiting, <https://getbric.com>. Login using your work email and password you created when setting up your account. You can reset your password as needed by visiting, <https://getbric.com/users/password/new>.

When possible track time as you work. Bric provides a stopwatch on in the navigation bar and on the timesheet. You can start the timer, and then log the time once you finish and are ready to switch to the next project. As necessary you can also enter time manually on the timesheet.

Add notes to each time entry. Keep in mind that your notes might be shared with others including clients. Try to make them as detailed as possible, and include notes. If you are working on a project all day try to include notes throughout the day. A good rule of thumb is to stop every 2 hours and write a note about what you have accomplished, or any roadblocks you encountered.

An example of a good note: "Designed the layout for the *Predictive Analytics* landing page, and sent it to James Rolfsen at the clients for review." Don't just write: "Design work".

Amending a Timesheet.

You can make changes to the current weeks timesheet until [a project is completed, Saturday at Midnight, Monday at Midnight, or Next Saturday at Midnight]. After this time timesheets will be locked. Locking timesheets prevents unexpected changes to past timesheets. Contact your manager if you need to change amend a previous timesheet.

Enforcement

Altering, falsifying, tampering with timesheets or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Your manager will regularly review your timesheet. If your timesheet is not up to date your manager will work with you to determine a plan to get you back on track. Also, you and your manager will review this time tracking policy as needed.

Questions.

If you have questions about our time tracking policy please contact your manager. If you have questions about using Bric please visit <https://getbric.com/support/>, or chat with support within the Bric application.

Sincerely,

Signature

First Last Name, CEO/Founder/President

Agreed to and accepted on MM/DD/YY

Signature: _____

Print Name: _____