

Trackita.

POLICY

Overview

POLICY

Trackita Time Tracking Policy

Why Time Tracking is Important

Keeping track of the time you work helps us understand how everyone is spending their workday. It also helps us pay you correctly and figure out how well we're doing as a company. So, yes, it's a big deal!

When to Track Time

Weekly Time Tracking: Fill out your weekly time sheet every week, and make sure it's done by the end of the business day every Friday.

Daily Entries: If you can, it's even better to put your work hours in every day. This helps us manage budgets better.

Monthly Time Sheets: Don't forget to turn in your monthly time sheet by the end of the last workday each month.

How Many Hours to Record

Aim to fill in at least 40 hours per week on your time sheet. Be honest and accurate about the time you really spend working.

What About Client Billing?

Sometimes we might not bill clients for every hour you work. But it's still crucial that you log all your hours. This helps us plan better for the future.

What Happens If You Don't Track Time

Not tracking your time can mess things up—for you, for payroll, and for our company plans. So please, make sure you do it.

Trackita.

To Sum It Up

Keep an eye on the clock and keep us in the loop. Your time tracking is more than just paperwork; it's vital for our success. Thank you for helping us keep everything in check!