

TRACKITA TIME TRACKING POLICY

Accurate time tracking is essential for ensuring correct compensation, optimal project management, and overall business planning. This policy explains how and when to record your work hours at Trackita.

Note:

1. This policy is not part of any employment contract.
 2. Trackita may revise this policy at its discretion.
 3. The client's policies for whom you are working are considered Trackita's own policies; where client policies conflict with Trackita's guidelines, the client's policy prevails.
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1. Why Time Tracking is Important

- **Payroll & Billing:** It ensures you're paid accurately and helps us manage client billing effectively.
 - **Resource Planning:** Allows us to evaluate productivity, forecast staffing needs, and maintain balanced workloads.
 - **Company Performance:** Contributes valuable data to refine budgets, schedules, and strategic planning.
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2. When to Track Time

2.1 Weekly Tracking

- **Weekly Timesheets:** Fill out your timesheet each week, finalizing by the close of business every Friday.
- **Daily Entries:** Where possible, log your hours on a daily basis to keep records precise and up-to-date.

2.2 Monthly Submission

- **End-of-Month Deadline:** Submit your completed monthly timesheet by the last working day of each month.
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3. Minimum Hours to Record

- **Target of 40 Hours:** Aim to log at least 40 hours per week (or your contracted hours), accurately reflecting your actual work time.
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4. Client Billing Implications

- **Billable vs. Non-Billable:** Even if certain hours are not billed to the client, tracking all hours remains crucial for planning, budgeting, and productivity analysis.
 - **Client Policies:** If your client requires specific time-tracking procedures, those directives supersede the guidelines in this policy.
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5. Consequences of Non-Compliance

- **Operational Disruption:** Failure to track hours correctly can lead to payroll errors and resource misallocations.
 - **Accountability:** Consistent non-compliance may result in disciplinary action, depending on the severity and impact.
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6. Summary

Time tracking is more than an administrative task—it's vital to your personal pay accuracy, client satisfaction, and Trackita's overall success. By promptly and honestly logging your hours, you help maintain transparency and efficiency across all projects. Thank you for your cooperation. If you have questions about this policy or client-specific requirements, please consult your manager or the client's designated contact.