Data cleaning

1. Change names to id numbers (done)
2. Create an admin team flag (Theresa, Rebecca, and Luan).
3. Create a directors flag (Nichole, Mary, and Katerina).
4. Create new Admin variable using excel sheet Nichole sent.
5. Create new email variable using excel sheet Nichole sent.
6. Create service by University, external, dept, CIDA variable. The variable should be called serviceby and be a factor variable with the second descriptor for service. I am not sure how many levels there will be. CSPH, SOM, CON, BIOS (also known as B&I), CIDA, are the main classifications I can think of right now.
7. Created the new primary tag variable using the members timetrack classify excel dataset.
8. Cleaned rows with no tag or project using the Rows without project and tags\_NEC.

Other rules for data management for Tags:

If the tags include Service – DEPT, then this is Service and serviceby = BIOS

If the tags include Service – CIDA, then this is Service and serviceby = CIDA

If the tags include Service – SOM, then this is Service and serviceby = SOM

If the tag includes Service then the overall grouping is service

Assign 1-hour to meeting

Assign 1.5-hours to meeting (prep, meeting, and follow-up)

If no admin then just make secondary tag blank and evenly divide the other tags between the remaining minutes in primary tag unless it includes Email as a tag.

If email is a tag then give 1/3 of the minutes to email and 2/3 of the minutes to the other tags (evenly divided).

Remove pto\_sick