

### 3. Timetracking Policy

Modified by : [Fabian Panthaki](#) on 14 Dec 2022, 06:41 PM

#### A. Time entry

- i. Enter the work done and duration on the same day, preferably immediately after the completion of the activity
- ii. Be descriptive about the work done, don't keep it generic
- iii. Do not club multiple activities in one entry
- iv. No additions to time tracking done after the 2nd of the next month will be accepted

#### B. Time Correction

- i. Any questions asked by HR must be responded to within 24 hours, else your stipend will get delayed
- ii. Any corrections must be done within 48 hours for the stipend to be processed within that week