

# Timesheets Assignment

## Keeping track of your time

Timesheets are a common and key document that we use to know how long it takes us to do something and how much to charge our clients. Documentation and records are an essential part of any project. It is imperative that you use this opportunity in school to incorporate this record keeping into your professional practice. All of your assignments will have a timekeeping element to them. Otherwise, you are vulnerable to customer complaints, or more importantly, not getting paid!

### *Some things to keep in mind:*

1. Get a stopwatch program that you can keep running while you work. Many of them are free and can keep track of multiple projects. Expect a boost in accuracy and ease of tracking.
2. Keep track of your time on at least a daily basis. Otherwise, you run the risk of having to make stuff up-which can reflect badly on you and your bank account.
3. Keep your activity categories short and clear. Be specific and consistent. You do not want readers to have to guess at what you mean. There are three columns: activity, date, and the time you are charging.
4. Measure every 15 minutes, 4 times per hour, is what I want you to do. Some companies though will expect you to record for every six minutes or ten times an hour.
5. Record more rather than less. But keep in mind that not everything you do is billable. You are looking at as complete as possible record of your time at work.
6. It is important to go through your timesheets during and after the project. It is by this means you develop an understanding of how long it takes to do this work.
7. Your old timesheets help you estimate for the next project.
8. It is perfectly acceptable for your client to ask to see your timesheets. However, you will look like you are cheating them if you cannot produce them quickly.
9. If you are **not** able to incorporate timekeeping into how you work, then they become an extra cost in time. Time that you will not be paid for.
10. Excel is the best software to use for this stuff. You will find that employers may use something different. But basic actions are the same: what did you do, how long did you take to do it and on what date.
11. Do it with a smile: remember this is the basis for being paid.

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12. Put your name on them: clearly identify the project: put your name in the filename for the document.

Your final timesheet is due by the end of week 7 (Friday, October 11, 2024) at 5pm. You will email me your timesheets: [bernie.monette@humber.ca](mailto:bernie.monette@humber.ca).

Late timesheets will face a 5% per day penalty up to 25%. After that they will be given a mark of zero. You will be required to submit the timesheet regardless in order to get a grade for this course.

In the “real world” if my employees and subcontractors do not submit timesheets that are acceptable to me then they will not get paid. You on the other hand will not get your marks. No one likes to do timesheets (well-I do) but so what? If we cannot figure out how we are making money in this business then we are in trouble: many Web development shops have gone out of business because they did not know how much time was being spent.

## Rubric

This is what an example timesheet would look like. You can add a fourth column for more detail. You can make it prettier and more colourful - but at a minimum this is what I want.

Your Name		
Project Name		
Activities	Date	Time
Kick off meeting	Sep-07	2
Interface Research (ebay, amazon , cbc)	Sep-07	1.25
Responsive Design Research (and so on...)	Sep-11	2.75
Total		6

Timesheet rubric. These are the questions I ask myself about your timesheet:

1. Was the timesheet submitted on time? /1

This is self-explanatory.

2. Bernie Monette, Humber College

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2. Was it submitted properly? /2

Please make sure you understand how I wanted it submitted. And Excel file submitted by email. **Please do not submit zip, pdf, doc, or rar files or anything other than an Excel file.**

3. Was the student properly identified? /5

Every opportunity to identify yourself must be used. Your name on the timesheet, in the filename, and the email must be used.

4. Was the time measured 4 times per hour? /5

The time should be: .25, .5, .75 or whole hours.

5. Was the time in hours and totalled? /2

Make sure you put the total hours in your timesheet!

6. Were the job descriptions simple and easy to understand? /5

How have you described the work you have done? Is it consistent? Is it clear? Am I able to understand what you have said you have done?

7. Was a reasonable amount of time claimed? /5

This is the total number of hours – does it seem to be a reasonable amount? Also, if you have sessions lasting longer than three hours – these **must** be broken up into shorter time periods with different activities or sub-activities.