**Dataset instruction**

The primary dataset comes from a start-up company where one of our team member is currently working in. The data recorders are extracted from the time card system. The system is listed in the company’s SharePoint site and the system requests employees to input their working hours on daily basis.

The first record starts from April 1st 2015 and last records ends on September 26th 2015. There are 3,834 records in the dataset.

Some of the business confidential information has been transformed or modified per the company’s requests and has been verified by the company. The following data are cleaned and approved for school project purpose.

**Field Information**

* Task Name:

The name of the task that employees should work on with a period of time. Predefined and pre-assigned to employees.

* Billable:

Billable type of time recorded. Predefined, 4 choices: billable/non-billable/strategic/biz dev

* Date Entry:

The time stamp of each record, systematically saved from SharePoint

* Time Entry:

Hours spent on a specific task/task group. Entered by employees. Number format with 2 decimal places

* Level:

Task level. Predefined value and drop down list in SharePoint for employee to choose.

* Task Notes:

Free text box for employees to input the detail of the time cards.

* T-Client (for filtering):

Client Name. In the dataset, the values are transformed.

* T-Created by:

Employees’ name, the value are transformed.

Calculated Field/Column used in the dataset

* FTE: (full time employee)

Field to identify the value in [T-Created by] is FTE or Intern. Manager cares more on FTE