Clocking Guide for NSPs

Clocking provides insights into how we use time at work. Developing the habit of clocking the work you do is very important for client work. As such, all NSPs must observe the following without fail (Management will check time sheets for compliance):

1. Log your work before wrapping up for the day.

2. Log your activities using the approved categories in ARMS. Any of the scheduled learning items in the training curriculum can be logged under the ff categories:

Category	Activities	Notes
Professional Development	Technical Lesson, Lab Work, Lab Review, Dodokpo Assessment, Workshop, Self-Study, Group Learning, Mentor Session, Interview	Encompasses all activities relating to learning a given module and personal improvement
Projects	Group Project, Individual Project, Integrated Project	Includes all project-related learning activities
Internal Operations	Townhall meeting, Company-wide workshops, etc	For Townhalls and other company meetings
Leave	Any approved leave	All leave requests, once approved must be logged.
Holidays	Farmers Day, Christmas, Eid al-Adha etc	All approved public holidays
Awaiting Project Assignment		For periods when you are expected to be on a project team but not yet assigned to a project

Providing Details

- First, select an applicable category for the activity you want to log. E.g. Professional Development

- Then, in the description, enter details about what you did. Always pre-fix your entry with one of activities listed in the table above.

- Always use verbs such as Started/Completed/ Attended/ Reviewed/Joined etc. when describing what you did.

Input Format

When entering the description, follow these formatting guidelines closely to ensure that your clocking data is accessible for the intended use.

1. For all module-related activities, i.e., Technical Lesson, Lab Work, Lab Review, Dodokpo Assessment and Self-Study activities, record your entry using this format:

   Activity + " : " + **Module Name** + " - " + **topic description**, e.g.

   a. Technical Lesson: UI Essentials – Attended Introduction to HTML session

   b. Self-Study: UI Essentials – Completed Introduction to HTML lesson

   c. Lab: UI Essentials – Started working on Character Counter lab

2. For non-module related activities, record your entry using the format: ,

   Activity + " : " **activity description**, e.g.

   a. Mentor Session: met mentor to review this week's progress

   b. Interview: Attended the Backend technical interview

   c. Group Learning: Joined small group discussion on Data Structures