

Time Tracking tools

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Clicktime – time tracking tool, also mileage and expense tracking

- ▶ Tracks staff time/expenses/mileage by grant/contract and by subtasks
- ▶ Calculates comp time earned/used, vacation time earned/used
- ▶ Initially populated with funding sources/tasks (few hours)
- ▶ ½ day of online training
- ▶ Separate section for mileage/expenses – ties each to a separate project
- ▶ Online/cloud based, accessible with remote computer or smartphone
- ▶ Generates reports – example –totals of several staff to one project, or subtask
- ▶ Costs - \$7/month per person plus work vehicle = around \$60/ month for WWBWC, (Techsoup price for 501c3 nonprofits)
- ▶ Good tech support



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Funding source ▲	Project	Task	🔒 Sun Nov 1	🔒 Mon Nov 2	🔒 Tue Nov 3	🔒 Wed Nov 4	🔒 Thu Nov 5	🔒 Fri Nov 6	🔒 Sat Nov 7	Total
🔒 BPA 2015-2016	3 BPA Design	OR - Outreach	4.00	4.00	5.00	3.00	6.00	3.00		25.00
🔒 EPA 062-13 Levee Setl	001 Bolen Kelly	Con - Contracting						1.50		1.50
🔒 OCR	008 Task 8-Project Management	Pro Mg - Project Manag				1.00	1.00	2.00		4.00
🔒 OWEB: 216-054 Counc	002 2016	OR - Outreach	4.00	4.50	4.00	4.50	3.50			20.50
			8.00	8.50	9.00	8.50	10.50	6.50	0.00	51.00

Microsoft Office “Project” – project management software

- ▶ Tracks tasks/milestones/ budgets/deliverables
- ▶ Requires time up front to input data for each project
- ▶ A simpler excel format may be just as useful
- ▶ Cost - \$7/year, training was \$25