



PRACTICE EXERCISE III

Logging Billable vs. Non-Billable Time

BILLABLE TIME

Teamwork designates logged time as either billable or non-billable. Billable time should be assigned to ANY work we do on behalf of a client. That includes meetings (both internal and client calls) where a client is discussed, as well as strategy planning time, research and other general account time not tied to the

To help you determine where to log time, ask yourself this: If [insert client name] was not a Jairus client, would we be doing this [meeting, task, etc.]? If the answer is no, the time should be logged to the client, NOT the agency.

PRACTICE LOGGING TIME: BILLABLE

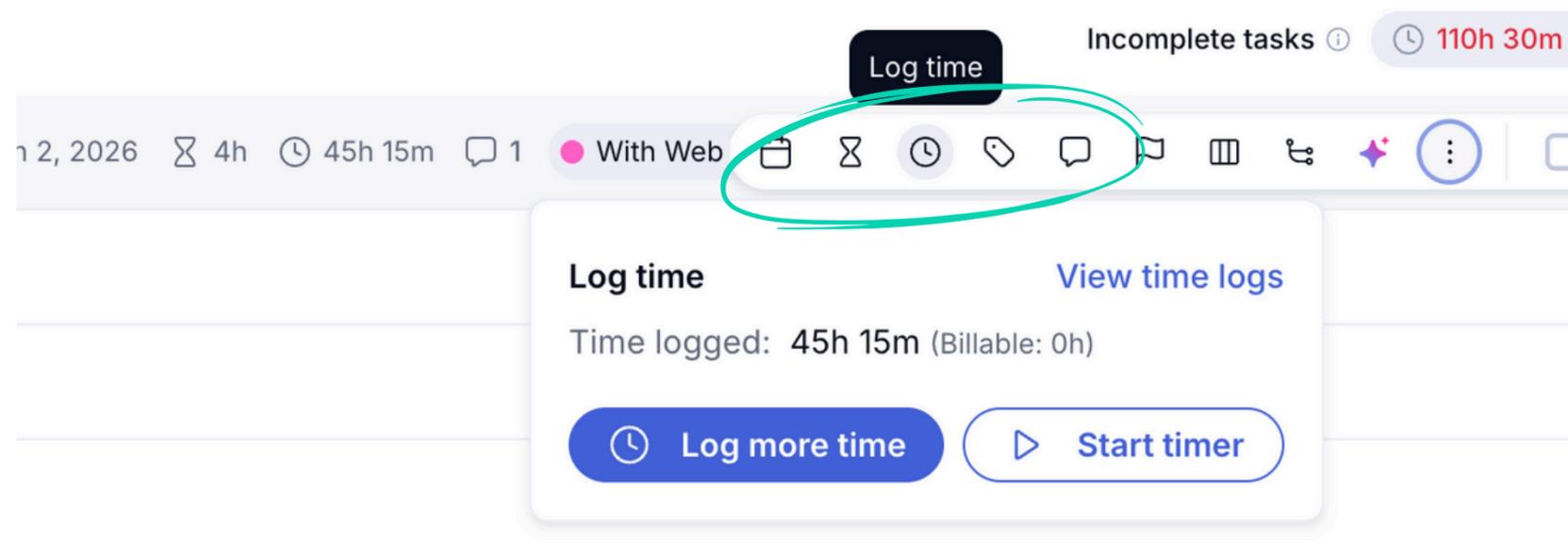
STEP 1:

- Log into Teamwork, and navigate to your Task List.
- On your Task List, Locate the Task Called Billable Time Logging within the Project Named Practice Project 4: Time Logging.

PRACTICE LOGGING TIME: BILLABLE

STEP 2:

- From your Task List, click on the project name to access the full project, then locate your task within the full project view: Billable Time Logging
- On your task, find the clock icon and click on the Log Time button.



PRACTICE LOGGING TIME: BILLABLE

STEP 3:

- In the Log Time pop-up box, enter 15 minutes. The start and end time are not important when logging time - only the total time spent.
- For time logged to the agency (internal time) confirm that the Mark as Billable box IS checked.

Log time NEW Send feedback Settings Close

Task **Onboarding Platform - General Time** 4h

Date * CM +

Start time - End time Hrs spent * Mins spent * Lock

Mark as billable 2h | 1h | 45m | 30m | 15m

Description

Mark task as complete

+ Add time log tag

Cancel Save & log another Log time

PRACTICE LOGGING TIME: BILLABLE

STEP 4:

- Click the blue Log Time button to log your time and close the pop-up box.
- Once your time has been logged, change your task status from With Account to Completed and confirm that your task is completed (grey checkmark icon changes to green checkmark icon).

The screenshot shows a 'Log time' pop-up form. At the top, it says 'Log time' with a 'NEW' badge and a 'Send feedback' link. The task is 'Onboarding Platform - General Time' with a '4h' duration. The date is 'Dec 3, 2025'. The start time is '12:27 PM' and the end time is '1:42 PM'. The hours spent is '1' and the minutes spent is '15'. There are checkboxes for 'Mark as billable' (highlighted with a green circle) and 'Mark task as complete'. At the bottom, there are buttons for 'Cancel', 'Save & log another', and 'Log time'.

PTO & AGENCY TIME

Time Logging: Agency Time

Any time not spent directly on clients should be logged to your Agency Internal Calls & General Time task. Every team member has an open task to log to throughout the year - this task stays open at the bottom of your Task List in Teamwork.

- Log any time not tied to a specific client here - the Daily Check-in Call, filling out a survey, HR meetings, employee performance reviews
- If a meeting, task or other activity IS tied to a client or multiple clients, that time should be logged to the client(s). For our internal performance reviews, for example, estimate the approximate time spent on each client (typically divide 1 hour by the # of clients discussed) and log that time to each client's open acct. mgt. hours.

Time Logging: PTO Time

Log any PTO to the Agency Internal Team Member PTO Time Entry project (every team member has their own task within this project that stays open through the year. Your PTO tasks stays live at the bottom of your Task List in Teamwork, for easy access.

How it works: After your PTO request in Bamboo has been approved, log that time within Teamwork on the correct date and with the correct time increment (typically 4 or 8 hours). Each date should be logged separately, on the corresponding day you're out. This includes paid holidays, when the agency is closed.



PRACTICE LOGGING TIME: NON-BILLABLE

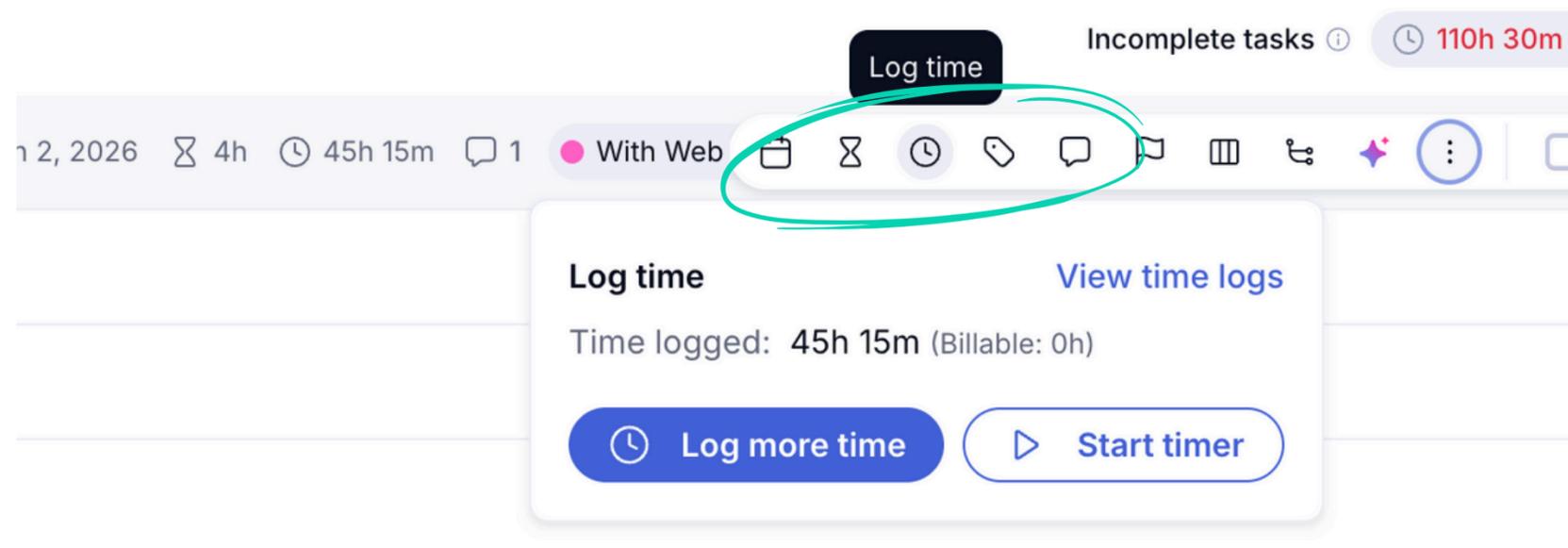
STEP 1:

- Log into Teamwork, and navigate to your Task List.
- On your Task List, Locate the Task Called Non-Billable Time Logging - Agency Time within the Project Named Practice Project 4: Time Logging.

PRACTICE LOGGING TIME: NON-BILLABLE

STEP 2:

- From your Task List, click on the project name to access the full project, then locate your task within the full project view: Non-Billable Time Logging - Agency Time
- On your task, find the clock icon and click on the Log Time button.



PRACTICE LOGGING TIME: NON-BILLABLE

STEP 3:

- In the Log Time pop-up box, enter 15 minutes. The start and end time are not important when logging time - only the total time spent.
- For time logged to the agency (internal time) confirm that the Mark as Billable box is NOT checked.

The screenshot shows a 'Log time' pop-up window with the following details:

- Task:** Onboarding Platform - General Time (4h)
- Date:** Dec 3, 2025
- Start time:** 12:27 PM
- End time:** 1:42 PM
- Hrs spent:** 1
- Mins spent:** 15
- Mark as billable:** (unchecked and circled in green)
- Description:** (empty text box)
- Mark task as complete:** (unchecked)
- Buttons:** Cancel, Save & log another, Log time

PRACTICE LOGGING TIME: NON-BILLABLE

STEP 4:

- Click the blue Log Time button to log your time and close the pop-up box.
- Once your time has been logged, change your task status from With Account to Completed and confirm that your task is completed (grey checkmark icon changes to green checkmark icon).

The screenshot shows a 'Log time' pop-up form. At the top, it says 'Log time' with a 'NEW' badge and a 'Send feedback' link. The task is 'Onboarding Platform - General Time' with a '4h' duration. The date is 'Dec 3, 2025'. The start time is '12:27 PM' and the end time is '1:42 PM'. The hours spent is '1' and the minutes spent is '15'. There are radio buttons for '2h', '1h', '45m', '30m', and '15m'. The 'Mark as billable' checkbox is circled in green. Below the time fields is a 'Description' text area. At the bottom, there are buttons for 'Cancel', 'Save & log another', and 'Log time'.

PRACTICE LOGGING TIME: NON-BILLABLE

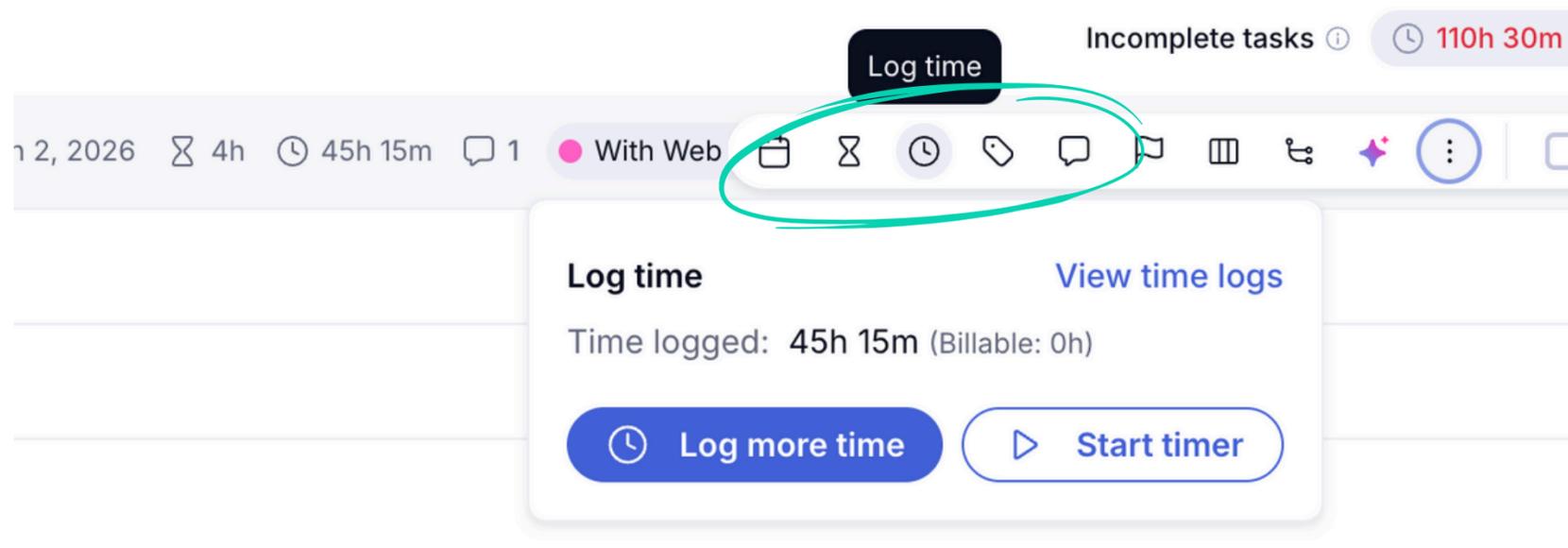
STEP 1:

- Log into Teamwork, and navigate to your Task List.
- On your Task List, Locate the Task Called Non-Billable Time Logging - PTO Time within the Project Named Practice Project 4: Time Logging.

PRACTICE LOGGING TIME: NON-BILLABLE

STEP 2:

- From your Task List, click on the project name to access the full project, then locate your task within the full project view: Non-Billable Time Logging - Agency Time
- On your task, find the clock icon and click on the Log Time button.



PRACTICE LOGGING TIME: NON-BILLABLE

STEP 3:

- In the Log Time pop-up box, enter 15 minutes. The start and end time are not important when logging time - only the total time spent.
- For time logged to the agency (internal time) confirm that the Mark as Billable box is NOT checked.

The screenshot shows a 'Log time' pop-up window with the following details:

- Task:** Onboarding Platform - General Time (4h)
- Date:** Dec 3, 2025
- Start time:** 12:27 PM
- End time:** 1:42 PM
- Hrs spent:** 1
- Mins spent:** 15
- Mark as billable:** (unchecked and circled in red)
- Description:** (empty text box)
- Mark task as complete:** (unchecked)
- Buttons:** Cancel, Save & log another, Log time

PRACTICE LOGGING TIME: NON-BILLABLE

STEP 4:

- Click the blue Log Time button to log your time and close the pop-up box.
- Once your time has been logged, change your task status from With Account to Completed and confirm that your task is completed (grey checkmark icon changes to green checkmark icon).

The screenshot shows a 'Log time' pop-up form with the following elements:

- Title:** Log time (NEW)
- Task:** Onboarding Platform - General Time (4h)
- Date:** Dec 3, 2025 (CM icon)
- Start time:** 12:27 PM
- End time:** 1:42 PM
- Hrs spent:** 1
- Mins spent:** 15
- Checkboxes:**
 - Mark as billable (highlighted with a green circle)
 - Mark task as complete
- Buttons:** Cancel, Save & log another, Log time

Have questions about logging time?

Reach out to our Project Manager.