

Amy Conger · Office: V103 · 452 5229 · [aconger@ccsf.edu](mailto:aconger@ccsf.edu) · <http://fog.ccsf.edu/~aconger>

Regina Rowland · Office: V141 · 452 5116 · [rrowland@ccsf.edu](mailto:rrowland@ccsf.edu) · <http://reginarowland.home.comcast.net>

## TIMESHEETS

Timesheets are the backbone of a design studio or freelancer's income. The information gathered on a timesheet is used to bill the client. Without the timesheet, it is impossible to know how much to charge a client. And since different tasks are billed at different rates, it becomes important to also keep track of what you were doing, as well as when.

It is likely that you will be asked to keep a timesheet in any job where clients are billed by the hour. Not only will it tell your supervisor how much to bill the client for your time, it is a concrete record that you are working, so you can justify your employment, if necessary.

It is also what allows you to estimate the hours to be spent on any new job. It lets you plan ahead and budget your time wisely, avoiding last-minute crunches and health-ruining late nights.

You will turn in timesheet summaries every two weeks as noted in the class outline. You will also turn in a timesheet summary with your dossier at the midterm and final periods. Your statistics will be combined with the others on your team to create the statistics for the project reports.

You will receive only one timesheet for the semester. You must make at least 20 copies for yourself, as you will use at least one per client job and one for non-billable time. (The timesheet is also available in PDF format on the instructors' websites.)

Don't lose any timesheets! It is recommended that you keep them with your class materials in a three-ring binder.

When the job is complete, leave the sheet in the job docket.

### HOW TO USE THE TIMESHEET

For each job, write your name, the client's name and the job and job number in the blanks provided. (See the sample.)

When you begin working, write in the date on the top of the column. Note the time and make a mark under the box for the current quarter hour.

When you finish the task for the day or take a break longer than 5 minutes, note the time and continue the mark to the time you ended. (The sample uses a line to mark the time, but you can shade in the area, or whatever you like, as long as it is clear to everyone.)

Use one column per job per day, recording the time spent under the appropriate category (more on categorizing your work later). When returning to a task later in the same day, mark your time on the column you used for the same task earlier in the day.

At the end of the day, add up all the quarter-hours and place the number in the total rows in decimal form. Total each category column separately

If you need to use more than one sheet per job, fill in the "\_\_\_ of \_\_\_" blanks to keep track of how many sheets were used in the course of the job. Also, attach the sheets together so they don't get lost.

Keep your timesheets with you when you are working; don't leave them at home or on campus.

### CATEGORIES OF BILLABLE HOURS

You will be using the data from this timesheet to create summaries by category, so it is important to know which categories your tasks fall into.

To make compiling the information easier, mark the time spent in the correct category column each day.

Here are some tasks and their categories:

#### Project Management (PM)

Meetings; Writing Project Report

#### Design (D)

Research; Brainstorming; Sketching; Working Comps

#### Production (P)

Computer work; Editing & Proofreading; Photography; Illustration

#### Prepress (PP)

File Prep; Film Output; Completing the Job folder

When in doubt of which category your activity falls into, ask an instructor, or ask yourself, "Which professional(s) could or could not do this task?"

### SHEET FOR NON-BILLABLE HOURS

Since you are required to account for all your class time, including that which is not billable, keep an extra timesheet for all check-ins, field trips, breaks and miscellaneous activities during class time.

For each task on this sheet, please write the name of the task ("check-in, "field trip") somewhere near the time.

### OTHER THINGS TO KEEP IN MIND

Remembering to note the time when working is the hard part, so get in the habit of checking the time when you sit down to work, when the phone rings, when you leave your seat, etc. (Often you might think you are getting up for a minute but it turns into a hour.)

Round all times to the nearest quarter-hour. Use only decimal numbers:

15 minutes equals .25

30 minutes equals .5

45 minutes equals .75

Be honest; there is no right or wrong answer. This info is for your benefit as well as the instructors' and clients'.

Do not underestimate the time you use. Include the time it takes to restart the computer or look something up and other related time. Remember, when you are billing time to clients, you will want to include as many hours as is reasonable.

Amy Conger · Office: V103 · 452 5229 · aconger@ccsf.edu · <http://fog.ccsf.edu/~aconger>

Regina Rowland · Office: V141 · 452 5116 · rrowland@ccsf.edu · <http://reginarowland.home.comcast.net>

## TIMESHEET SUMMARIES

You will be required to summarize your timesheet data for two purposes:

- 1 - the **timesheet summaries** that you will turn in every two weeks, and with your dossier at the midterm and final
- 2 - the **project reports** which will be created for every completed job.

The summaries will include all of the work you have done in class and totals for each category of work so far (cumulatively).

The project report will include all of the work for that particular job done by each person who worked on the job. These data are also totaled by category and converted into client charges.

Note that using a spreadsheet program such as Microsoft Excel or AppleWorks may help simplify the calculation process.

Also, when formatting the text, using decimal tabs can help the numbers to align.

### TIMESHEET SUMMARY

This is the summary of all your work that you will turn in with your dossier at the midterm and final periods, and every two weeks.

An example of the time sheet summary is attached. Please refer to it while reading these instructions.

You must have your name and class information at the top of the page, as well as the title of the document.

First you will create a section that summarizes your project hours: first list all of the projects you worked on for this class (A). (You will also use this list to create the Project List required in your midterm and final dossiers.) Then add up the hours spent for each job in each category and arrange the data in columns, ending in a column totaling the hours spent on each project (B).

Now total the categories downward, to create a row of totals for the categories, including a grand total of billable hours (C).

Starting a new section, duplicate the total project hours in a new row (C). Then add a row for the total non-billable time spent in class. Label this row "Miscellaneous". Total this section as "Total Hours for Semester" (D).

The third section is a single row, expressing the time spent in each billable category as a percentage of the Total Hours for Semester (E). To calculate these percentages, take the total hours for the category and divide them by the Total Hours for Semester: Design hours, for example: 54 hours / 177 hours = .3051 or 30.51%

The fourth and final section breaks down your Total Hours for Semester into Hours Spent in Class and Hours Spent Outside of Class. First determine the number of days of class you attended out of the number of classes held so far. Then to calculate your Hours Spent in Class, take the number of days you were present in class and multiply it by 4 hours (F). To calculate the Hours Spent Outside Class, take the Total Hours for Semester (D) and subtract Hours Spent in Class (F). Enter that number in (G). (Check that F+G=D.) (Your Hours Spent Outside Class needs to be greater than the number of classes attended to be considered sufficient.)

### PROJECT REPORT SUMMARY

This is the time summary that will appear on the bottom of the project report that is produced for each job. (See the Project Report Sample for more on that.)

When the job is finished the designer will write a project report. Each job must have a project report. This project report must be included with the timesheets in the job envelope. Put another copy in your dossier, and give a third copy to the instructors at the final class meeting.

An example of the project report summary is attached. Please refer to it while reading these instructions.

To compile the report summary, get the totals for each category from your team members.

When you have all the data, arrange them in columns by category (A), with each team member on a row (B). Create a Total column and total the hours for each student (C).

Total the columns down into a total row (D).

In a new section, calculate how much of the total hours spent on the project were spent in each category. Express this in percentages (E). To calculate these numbers, take the total hours for the category and divide them by the total hours for the job.

Design hours, for example: 9 hours / 20 hours = .45 or 45%.

In the final section, you will calculate how much the client would be charged in a commercial studio. Using the rates given in the example (F), calculate the charges by multiplying the total for the category by the rate for that category (G).

Design hours, for example: 9 hours x \$60 = \$540.

**TIMESHEET SAMPLE - BILLABLE TIME**

Name Marla Schwartz Client Susan Hyde

Job "Death of a Salesman" poster Job # 505.21 Sheet 1 of 1

DATE	T 1/20				R 1/22				F 1/23				M 1/26				T 1/27			
	D	P	PP	PM	D	P	PP	PM	D	P	PP	PM	D	P	PP	PM	D	P	PP	PM
7																				
8																				
9																				
10																				
11																				
NOON	☀				☀				☀				☀				☀			
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
MIDNIGHT	🌑				🌑				🌑				🌑				🌑			
1																				
2																				
3																				
TOTALS																				
	<u>1.25</u>				<u>1.5</u>				<u>1.75</u>				<u>2.25</u>				<u>1.75</u>	<u>.5</u>		
	D	P	PP	PM	D	P	PP	PM	D	P	PP	PM	D	P	PP	PM	D	P	PP	PM

**STUDENT NAME**

NAME OF CLASS

DAY AND TIME OF CLASS

SEMESTER

---

**TIMESHEET SUMMARY SAMPLE**

						<b>B</b>
	<b>Project</b>	<b>D</b>	<b>P</b>	<b>PP</b>	<b>PM</b>	<b>Total</b>
<b>A</b>	S05.04 Online & Telecourses Booklet	8.00	31.25	1.25	2.00	42.50
	S05.09 Contract Ed. Logo	7.00	5.00		1.75	13.75
	S05.17 Community Health Fair Poster & Flyer	12.50	10.50		2.25	25.25
	S05.18 "Chorus Line" Poster	6.25	1.75		4.50	12.50
	S05.19 Radiology Tech. Brochure	1.00	7.25	1.50	1.25	11.00
	S05.20 Health Dept. Signage	6.25	11.50		1.50	19.25
	S05.21 Greeting Card	13.00	8.50			21.50
	<b>Category Totals</b>	<b>54.00</b>	<b>75.75</b>	<b>2.75</b>	<b>13.25</b>	<b>145.75</b> <b>C</b>
	Projects (Billable Hours)					145.75
	Miscellaneous (Non-Billable)					31.25
	<b>Total Hours for Semester</b>					<b>177.00</b> <b>D</b>
	Billable Percentage of Total Hours for Semester	30.51%	42.80%	1.55%	7.49%	82.34% <b>E</b>
	Hours Spent in Class (4 hours per class, 32 out of 34 classes so far)					128.00 <b>F</b>
	Hours Spent Outside Class					49.00 <b>G</b>

D = Design

P = Production

PP = Prepress

PM = Project Management

## STUDENT NAME

NAME OF CLASS

DAY AND TIME OF CLASS

SEMESTER

---

## PROJECT REPORT **SAMPLE**

### PROJECT SUMMARY:

<b>Project Details</b>	Project Number: S05.23 Client: Jean Simone, Math Department Delivery Date: May 1, 2005
<b>Submission</b>	Flyer for Math Fair
<b>Participants</b>	Linda (Design) Cynthia (Production & Prepress) William (Photography)
<b>Objectives</b>	To create a letter-sized flyer promoting the math fair to be printed on Docutech
<b>Concepts</b>	"Math is Everywhere"
<b>Challenges</b>	<ul style="list-style-type: none"><li>• short deadline</li><li>• client difficult to contact</li><li>• paper had to be reordered due to water damage</li></ul>

### TIMESHEET SUMMARY:

Student	<b>A</b>				<b>C</b>
	PM	D	P	PP	Total
Linda	3.00	8.50	0.50		12.00
Cynthia		0.50	5.00	1.50	7.00
William			1.00		1.00
<b>Total</b>	<b>3.00</b>	<b>9.00</b>	<b>6.50</b>	<b>1.50</b>	<b>20.00</b> <b>D</b>
Percentage of Job	15.00%	45.00%	32.50%	7.50%	100.00% <b>E</b>
<b>Client Charges</b>					
Rate Per Hour	\$30.00	\$60.00	\$40.00	\$50.00	<b>F</b>
Charges	\$90.00	\$540.00	\$260.00	\$75.00	\$965.00 <b>G</b>

D = Design

P = Production

PP = Prepress

PM = Project Management