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.)
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.

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.
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 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.

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.
<table>
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<th>Date</th>
<th>T'20</th>
<th>R'22</th>
<th>F'23</th>
<th>M'26</th>
<th>T'27</th>
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<tbody>
<tr>
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<td>D</td>
<td>P</td>
<td>PM</td>
<td>D</td>
<td>P</td>
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<td>1.75</td>
<td>2.25</td>
<td>175.5</td>
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## TIMESHEET SUMMARY SAMPLE

<table>
<thead>
<tr>
<th>Project</th>
<th>D</th>
<th>P</th>
<th>PP</th>
<th>PM</th>
<th>Total</th>
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<tbody>
<tr>
<td>S05.04 Online &amp; Telecourses Booklet</td>
<td>8.00</td>
<td>31.25</td>
<td>1.25</td>
<td>2.00</td>
<td>42.50</td>
</tr>
<tr>
<td>S05.09 Contract Ed. Logo</td>
<td>7.00</td>
<td>5.00</td>
<td>1.75</td>
<td></td>
<td>13.75</td>
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<tr>
<td>S05.17 Community Health Fair Poster &amp; Flyer</td>
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<td>10.50</td>
<td>2.25</td>
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<td>25.25</td>
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<tr>
<td>S05.18 &quot;Chorus Line&quot; Poster</td>
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<td>1.75</td>
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<td>4.50</td>
<td>12.50</td>
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<td>7.25</td>
<td>1.50</td>
<td>1.25</td>
<td>11.00</td>
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<tr>
<td>S05.20 Health Dept. Signage</td>
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<td>19.25</td>
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<tr>
<td>S05.21 Greeting Card</td>
<td>13.00</td>
<td>8.50</td>
<td></td>
<td></td>
<td>21.50</td>
</tr>
</tbody>
</table>

**Category Totals**

- **Projects (Billable Hours)**: 145.75
- **Miscellaneous (Non-Billable)**: 31.25
- **Total Hours for Semester**: 177.00

**Billable Percentage of Total Hours for Semester**: 30.51% 42.80% 1.55% 7.49% 82.34%

**Hours Spent in Class (4 hours per class, 32 out of 34 classes so far)**: 128.00
**Hours Spent Outside Class**: 49.00

- **D** = Design
- **P** = Production
- **PP** = Prepress
- **PM** = Project Management
PROJECT REPORT SAMPLE

PROJECT SUMMARY:

Project Details
- Project Number: S05.23
- Client: Jean Simone, Math Department
- Delivery Date: May 1, 2005

Submission
- Flyer for Math Fair

Participants
- Linda (Design)
- Cynthia (Production & Prepress)
- William (Photography)

Objectives
- To create a letter-sized flyer promoting the math fair to be printed on Docutech

Concepts
- “Math is Everywhere”

Challenges
- Short deadline
- Client difficult to contact
- Paper had to be reordered due to water damage

TIMESHEET SUMMARY:

<table>
<thead>
<tr>
<th>Student</th>
<th>PM</th>
<th>D</th>
<th>P</th>
<th>PP</th>
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<tr>
<td>Linda</td>
<td>3.00</td>
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<tr>
<td>Cynthia</td>
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<td>5.00</td>
<td>1.50</td>
<td></td>
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</tr>
<tr>
<td>William</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>Total</td>
<td>3.00</td>
<td>9.00</td>
<td>6.50</td>
<td>1.50</td>
<td>20.00</td>
</tr>
</tbody>
</table>

Percentage of Job
- 15.00% 45.00% 32.50% 7.50% 100.00%

Client Charges
- Rate Per Hour
  - $30.00 $60.00 $40.00 $50.00
- Charges
  - $90.00 $540.00 $260.00 $75.00 $965.00

D = Design
P = Production
PP = Prepress
PM = Project Management