

Tracking Time at TKG

TKG utilizes a time-tracking platform called Harvest. Each TKG employee will receive an e-mail invitation to join Harvest and will then be able to set up a unique ID and password. Information about how to access your Harvest account for the first time can be found [here](#). There will be an option to sign in with Google – please do not use this option and instead use your work email and password.

When you first login, Harvest will offer you a tutorial on how to track your hours. We highly recommend watching this tutorial and utilizing the ‘Help’ section in the upper righthand corner of the welcome screen for any other questions you may have. Access to this Help Center can also be found [here](#).

EXPECTATIONS:

- » You should track time on a daily basis. Each Wednesday an admin will be checking to see that the previous week’s hours were input.
- » Each full-time employee is expected to input a minimum of 8 hours per day. Even non-billable hours and PTO should be tracked.
- » The hours you input should reflect your actual work week. Please do not pre-load anticipated hours for the week or add hours to a job code if you are under hours. If this occurs, please utilize KXADM.

EXAMPLE:

The grid below reflects a number of scenarios. On Monday, this employee worked for 7 hours and needed to put 1 hour into KXADM for unallocated time. On Tuesday and Wednesday they worked 8.5 and 8 hours respectively on tracked jobs. They were on PTO for Thursday and Friday, but worked for a couple hours on one project on Thursday, so that was also recorded.

	Mon 31 Jan	Tue 01 Feb	Wed 02 Feb	Thu 03 Feb	Fri 04 Feb	Sat 05 Feb	Sun 06 Feb		
[BIOF] BI Office (Boehringer Ingelheim) Project Management	1:30	0:30	0:30					2:30 X	
[BIOF] BI Office (Boehringer Ingelheim) Status Meetings/Updates	0:30	1:00						1:30 X	
[5235] 2021-22 AMC Identification and Engagement (Lilly) Project Management	4:00	3:30	3:00					10:30 X	
[5261.2] 2022 Zerxio The Sandoz Experience Landing Page (Sandoz) Project Management	1:00	3:30	4:30	2:00				11:00 X	
[KXADM] TKG Administrative (TKG) Unallocated Time	1:00							1:00 X	
[KXPTO] TKG PTO (TKG) Unspecified				8:00	8:00			16:00 X	
+ New row Save Last saved at 4:06pm		8:00	8:30	9:00	10:00	8:00	0	0	42:30

All job codes are searchable by description or client. If you are unable to locate the job code you need or have any other questions, please reach out to Jen at jenniferp@thekinetixgroup.com