PARI Time Tracking Cost Categories and FAQs

Purpose

The purpose of this document is to define Cost Categories and to answer frequently asked time tracking questions to ensure consistent usage amongst employees.

Project and Cost Categories

Project Code/Category	Definition and Usage
Business Development	Time spent in connection with general business development for a lab not to a specific opportunity.
Bid and Proposal Time	Time spent in connection with phase of proposal and bid preparation, whether solicited under an RFP/RFO or unsolicited.
Project Specific Codes	Phases of Projects determined by PI and project team. All charges in these categories are direct charged to the project funds.
Lab Overhead	Time spent working on noncontract time in support of the mission of the lab. Individuals charging to this category are likely specific to each individual lab.
General and Administrative (G&A)	Time spent working on general management or administrative activities (e.g., entity management, accounting/billing, professional development, etc.) in support of the Company's business as a whole. Individuals charging to this category are likely core staff and not lab specific.
Paid Time Off (PTO)	Paid Time Off including but not limited to holiday, vacation time, bereavement, military leave, paid parental, etc.

Frequently Asked Questions

Q: I am a Purdue University employee working on a PARI project, do I record all of my hours worked or just the time associated with PARI?

A: Just the time associated with PARI. Until PARI moves to Total Time Reporting, Purdue University employees are only required to record their PARI time worked.

Q: I supervise an hourly employee, does their Clockify timesheet drive their payroll?

A: No. At this time, hourly employees will need to complete two timecards. Should PARI move to a time

tracking system that integrates with our Payroll system, then this may be reduced to completing one. At this time, both timesheets will need to be completed. It is critical that both the Success Factors timecard (payroll) and Clockify timecard have identical entries.

Q: My student is working on something PARI related or in a PARI building, but their salary is not charged to PARI funding. Do they need to track their time in Clockify?

A: Yes. All time worked in PARI, even for unpaid students/staff/faculty or other situations such as PMRI students, or graduate fellowships needs to be tracked.

Q: I accidentally put the wrong charge code in my timesheet and it's already been approved. What should I do now?

A: Notify your time approver immediately. They will need to withdraw their approval, the correction will need to be made with a comment as to how the error occurred, and resubmitted for approval.

Q: I forgot to add time from a long time ago. How far back can I go to enter missing time?

A: Notify your time approver or approver immediately. Your time approver or program manager will work with the Finance team to explore options for corrective action.

Q: I have a unique situation and I'm not sure which timekeeping code to put this into. Who should I talk to about this?

A: Discuss your situation with your time approver or program manager to determine which timekeeping code applies to you.

Q: What Types of Leaves are considered PTO?

A: Vacation and Sick Leave
To the extent employees are eligible for paid leave; employees may charge vacation or sick leave for periods of absence during normal workdays as PTO. PTO may be keyed in advance, thereby allowing employees to complete their timesheets before departing for planned vacation or known sick leave absences.
Holiday
Employees eligible for paid holidays will receive holiday pay based on their PARI appointment FTE (part time, full time) and should be prorated accordingly. Holiday time is keyed as PTO and may be charged in advance, thereby allowing employees to complete their timesheets in advance. Employees are expected to observe the holiday on the date specified by the company. Holidays will be defined by the Purdue University holiday schedule.
Other leaves and Time Off
PARI defines other leaves and time off (bereavement, military leave, inclement weather, etc.) in accordance

with Purdue University's time off policies. These paid leaves should be recorded as PTO in Clockify. **_Special Note: PTO should be prorated based on the FTE of your PARI appointment._**

Q: I worked while on PTO, how do I key my time?

A: Your time on PTO should match what is entered in SuccessFactors (ex. 8 hours of vacation time) but if time is spent working during this time you will add on the hours worked as normal in Clockify.

Q: I went to a conference and participated in several activities and I'm not sure how to capture this in Clockify. What should I do?

A: 1) Record only the time you were participating for the benefit of PARI.

2) Consider travel time to and from the destination

3) Prorate categories based on activity

Ex. If you traveled to a week-long conference to network with colleagues about PARI, present a paper on Purdue project and another one on a PARI project and have a side meeting with a potential sponsor for an upcoming PARI proposal.

50% of the total time travel was for PARI benefit (clock only 50% of total travel time) Consider how you would split your travel expenses in a Concur expense report.

   Prorate the PARI time by the following logic:

   25% of PARI time was for business development speaking with a potential sponsor about an upcoming PARI proposal (Business Development category)

   25% of PARI time was to present a paper on PARI research specific to your PARI Project (Project Specific category)

   50% of PARI time networking with colleagues or gaining knowledge that will develop your skillset for PARI (G&A activity)

Q: I travelled internationally over timezones, how do I enter my time for this?

A: Enter your time as actual hours in working status, not based on the time zone changes.