

TIME ENTRY

Time entry is the tracking of daily work, for the principal purpose of preparing client bills.

The same entries made for the timekeeper are the entries which appear on the client invoice.

*Time should be input daily as you do it.

Every Tuesday a reminder e-mail is sent stating that time entry for the previous week should be complete.

The monthly billing period “closes” on the 2nd business day of each month. It is essential that all time for the previous month be entered before closing as prebills/proformas and monthly reports generate automatically overnight. The monthly reports include timekeeper statistics, which cannot be adjusted.

A few Firm guidelines re time entry:

- Should be brief, yet descriptive, and precise.
- Use present tense.
- Identify individuals involved by first initial and last name. Initials only (e.g. LBJ) are not acceptable by most clients.
- Abbreviations should be avoided, e.g. T/C w/ JJ re conf.; prep for mtg. re misc. issues.
- Separate various tasks in the same entry with a semicolon.
- Based on client guidelines, if a time entry includes multiple tasks, timekeepers may be asked to account for the amount of time for each particular task, e.g.

*Telephone conversation with T. George re: insurance limitations (.30); review and edit demand letter (1.4); conference with B. Jett re: hearings (.20).

Some clients disallow all “block billing” and request a separate entry for each task.

- If Task Codes or other special requirements are necessary, the Billing Secretary is able to provide information.
- USE SPELL CHECK; frivolous errors give the impression of negligence.
- Time should be recorded in tenths (6 Minute Increments). See chart below.

TIME IN TENTHS

.10	=	6 minutes
.20	=	12 minutes
.30	=	18 minutes
.40	=	24 minutes
.50	=	30 minutes
.60	=	36 minutes
.70	=	42 minutes
.80	=	48 minutes
.90	=	54 minutes
1.00	=	60 minutes

- Don't undervalue yourself – bill the time you actually spent.

- Clarity/specificity – less susceptible to a partner’s cutting of your time and less likely for client to dispute (i.e. collectability).