EDITABLE POLICY TEMPLATE

Time Tracking Policy Template

A practical starting point for project work, timesheets, corrections, approvals, and record keeping

Organization	[Organization name]
Policy owner	[Role or person]
Effective date	[YYYY-MM-DD]
Review date	[YYYY-MM-DD]
Version	[1.0]

How to use this template

Replace the highlighted fields and select the clauses that match how your organization actually works. Remove examples that do not apply. Share the final policy with everyone who records, reviews, or approves time.

Important

This template is general operational guidance, not legal, payroll, tax, employment, or labor-law advice. Local rules and contractual obligations vary. Have a qualified adviser review the final policy when compliance matters.

1. Purpose

This policy explains how [organization name] records working time and project time so that people, clients, managers, invoices, and reports rely on a consistent record.

The policy is designed to make expectations clear without turning time tracking into surveillance. Records should describe work performed and support planning, billing, approvals, and responsible record keeping.

2. Scope

This policy applies to [employees / contractors / freelancers / selected teams] who record time for [projects / clients / payroll inputs / internal planning].

The policy does not apply to [roles, activities, or locations that follow another process].

3. What must be recorded

Record the date, project or client, activity or task, start and end time or duration, breaks when required, billable status where relevant, and a short note when the entry needs context.

Entries should be specific enough for a reviewer to understand the work without exposing confidential content that does not belong in a timesheet.

4. Recording rhythm and deadline

People should record time [as work happens / by the end of each day / no later than the next working day]. The submission deadline for each period is [day and time].

When a person cannot submit on time, they should notify [role or team] and complete the record by [fallback deadline].

5. Billable and non-billable time

Billable time means [organization definition]. Non-billable time includes [examples]. The client agreement or project instruction takes priority when it defines different billing rules.

Do not change billable status only to meet a target. Questions should be raised with [project manager / account owner / finance role].

6. Breaks, overtime, and rounding

Breaks are recorded as [unpaid minutes / separate entries / another method]. Overtime requires [prior approval / same-day approval / another rule] from [role].

Time is recorded to the nearest [1 / 5 / 6 / 10 / 15] minutes. Any rounding rule must be applied consistently and reviewed against local requirements.

7. Review and approval

The reviewer checks that entries are complete, assigned to the correct project or client, consistent with known work, and supported by an explanation when unusual.

Approval is due by [deadline]. Approval confirms that the record is ready for its intended use; it does not replace payroll, legal, or contractual checks.

8. Corrections and late changes

Before approval, the person who recorded the time may correct an entry and add a note when the reason is not obvious.

After approval or locking, corrections follow this process: [request channel], [required explanation], [approver], and [record of the change]. Never overwrite an approved historical record without preserving the correction trail.

9. Locking, retention, and access

Periods are locked [automatically / manually] after [event or number of days]. Access is limited to [roles]. Records are retained for [period] and deleted or archived according to [retention policy].

Store only information needed for the stated purpose. Do not use timesheet notes for passwords, medical details, sensitive client content, or private employee commentary.

10. Roles and responsibilities

People recording time: make complete, timely, honest entries and raise uncertainty promptly.

Reviewers and approvers: review consistently, resolve questions respectfully, approve on time, and avoid asking for unnecessary detail.

Policy owner: maintain this policy, answer process questions, review exceptions, and coordinate periodic updates.

11. Exceptions and questions

Exceptions require approval from [role] and should identify the reason, period, and alternative record. Questions should be directed to [contact or channel].

No one should create inaccurate entries to work around a process problem. Escalate the problem and document the agreed solution.

Implementation checklist

- Choose who must record time and for what purpose.
- Define the minimum fields and submission deadline.
- Decide how billable time, breaks, overtime, and rounding work.
- Name reviewers, approvers, correction owners, and escalation contacts.
- Set locking, access, retention, and privacy rules.
- Test the process with one team, then publish the final policy.
- Schedule the first review and collect feedback from the people using it.

Policy approval and acknowledgement

Policy approved by	
Approval date	
Next review date	
Employee / contractor acknowledgement method	