SCMLA 2020
Accounting for Work from Home in the Time of COVID
100% online
Concerns

• Possibility of audit in future
• Need to account for all our time, not just projects
• Standardize tracking categories
• Flexible data that would be easy to use for variety of reports
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 26</td>
<td>8h 45m</td>
<td>6. Housekeeping: 6.3 Email/Teams</td>
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<tr>
<td></td>
<td></td>
<td>6. Housekeeping: 6.1 Administrative (timeneye, forms, paperwork)</td>
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<td></td>
<td></td>
<td>Curriculum Committee Meeting: TCOP on 5. University Governance</td>
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<td></td>
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<td>5.4 Research &amp; Education Unit (REU)</td>
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<td></td>
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<td>LibGuides Icons and Updates: TCOP on 3. Departmental Research</td>
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<tr>
<td></td>
<td></td>
<td>3.3 Professional Development: PHA9762: Drug Info: GRADING Assignment 12</td>
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<tr>
<td></td>
<td></td>
<td>on 2. Other Instructional Effort: SCMLA 2020: script</td>
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<tr>
<td></td>
<td></td>
<td>6. Housekeeping: 6.3 Email/Teams</td>
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<tr>
<td>Tue 27</td>
<td>8h</td>
<td>evaluating literature: TCOP on 1. Student Instruction (Courses)</td>
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<tr>
<td></td>
<td></td>
<td>1.1 PHA6792 Drug Info / Lit Eval: TCOP on 2. Other Instructional Effort</td>
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<tr>
<td></td>
<td></td>
<td>2.1 Course Planning and Instruction: MCOM on 2. Other Instructional Effort</td>
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<tr>
<td></td>
<td></td>
<td>2.4 Reference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Housekeeping: 6.3 Email/Teams</td>
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<tr>
<td>Wed 28</td>
<td>4h 20m</td>
<td>Consult: MCOM - 2.4 Reference</td>
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<td>USF Health Libraries</td>
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</tbody>
</table>
Our time tracking categories were not the same!

LIBRARIAN #1
- Committee
- Daily Break
- Departmental Research
- External Research
- Housekeeping
- Meetings
- Other Instructional Efforts
- Out of Office
- Professional Reference
- SR
- Teaching

LIBRARIAN #2
- Other Instructional Effort
- Instruction – tied to FTE class
  - Creating
  - Grading assignments
  - Instruction work - organization, refe
  - LibGuides
  - Meetings
  - Professional Development
  - Reading & other prep
  - Reference
  - Resources
  - Teaching

Departmental Research
- Administration (FAR, Eval, Int...
We started with the categories from our primary semester-based faculty report and built from there.

<table>
<thead>
<tr>
<th>Semester Report Categories</th>
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</thead>
<tbody>
<tr>
<td>17 - Clinical Instruction</td>
</tr>
<tr>
<td>22 - Departmental Research</td>
</tr>
<tr>
<td>32 - Service-Professional/Public</td>
</tr>
<tr>
<td>34 - Service-Clinical</td>
</tr>
<tr>
<td>36 - Paid Patient</td>
</tr>
<tr>
<td>47 - Univ Committees/Councils</td>
</tr>
</tbody>
</table>
### 1. Student Instruction (Co...)
- **Budget:** not assigned
- **Client:** not selected
- **Total Cost:** not assigned
- **Total time:** 1092h 15m

### 2. Other Instructional Effort
- **Budget:** not assigned
- **Client:** not selected
- **Total Cost:** not assigned
- **Total time:** 1347h 5m

### 3. Departmental Research
- **Budget:** not assigned
- **Client:** not selected
- **Total Cost:** not assigned
- **Total time:** 1383h 40m

### 4. Public Service
- **Budget:** not assigned
- **Client:** not selected
- **Total Cost:** not assigned
- **Total time:** 81h 58m

### 5. University Governance
- **Budget:** not assigned
- **Client:** not selected
- **Total Cost:** not assigned
- **Total time:** 844h 35m

### 6. Housekeeping
- **Budget:** not assigned
- **Client:** not selected
- **Total Cost:** not assigned
- **Total time:** 232h 13m

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With Housekeeping added to account for things not reported for faculty projects.
By the time we were finished, we had an easy-to-use category list that could be used to create all the various reports needed.

1. **Student Instruction** [Courses and course-related. Classroom or laboratory instruction. Lectures. Supervision of individual Study. Dissertation or Thesis. Student Conference. Evaluating Student Efforts.]
   - 1.1. [specific courses]

2. **Other Instructional Effort**
   - 2.1. Course Planning & Instruction
   - 2.2. Lib Guides / Tutorials
   - 2.3. Mentoring
   - 2.4. Reference

3. **Departmental Research** [Activities not sponsored by outside agency and supported by the department. Preparation & publication of scholarly reviews, chapters, monographs & books.]
   - 3.1. College Support (Accreditation, P & T, other liaison)
   - 3.2. Meetings/Professional Consults
   - 3.3. Professional Development
   - 3.4. Professional Practice (FAR, Eval, Interest Inventory, ARC, IRB, market peer review etc.)
   - 3.5. Research Project (paper/poster/other research)
   - 3.6. Search: Mediated
   - 3.7. Search: Systematic Review
   - 3.8. Special Interest, if applicable (e.g. Cataloging)
We created tags to allow us to create reports for activities that crossed multiple categories, like support for a particular college.
Not only did the process help us create reports on the fly but added bonus was it turned out to be a great team-building exercise!
There are many (free!) options for time-tracking software

- Timeneye: https://www.timeneye.com
- Toggl: https://toggl.com
- Clockify: https://clockify.me
Snitch wishes you the best of luck in your future adventures in time tracking!!

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