

EMPLOYEE ASSIGNMENTS WITH TASK DESCRIPTIONS

EMPLOYEE: Burns, Monty

ACME -Client Support:

Communication	Any description can be entered, and is seen by Track-IT light users
web meeting	web conferencing software use

ACME -Support:

Communication	Any description can be entered, and is seen by Track-IT light users
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BTISupport:

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Dis-Support:

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Fre-Support:

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Hon-Support:

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InternalAdministration: time spent doing non billable office work

Education	Time spent on learning new skills
Meeting	
Phone	

Leave/Absences:

Federal Holiday	Assign time to all employees in "Tools, bulk workload"
Flex Time	PLEASE CHANGE OVERTIME RATE WHEN TIMING ON FLEXTIME
Holiday	Vacation Time
Other Leave	Marriage, special events time off not charged to vacation time
Sick Leave	Sickness or Illness

XYZ Inc-Support:

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