



Timesheet Best Practices

- **Daily timesheet entry is critical to the ongoing success of JDE. Please make it a habit to enter your time every day**
- **Time should be entered in 15-minute increments (.25, .50, .75, 1)**
- **Billing eligible time to a billable project should be a priority**
- **Short, descriptive comments should be entered describing the tasks completed for each time entry**
- **Daily breaks should be billed on the task being worked on at the time of the break**
- **Project managers and supervisors should include information on project, phase and task when giving assignments**
- **Use the default lines on the timesheet for PTO and Service time, there is no need to manually insert these**
- **If you commonly use the same projects, phases or tasks, use the “Copy Previous Timesheet” feature found under “Other Actions”. Please delete lines that you do not want to use again by clicking on the Options menu (three vertical dots) on the far right of that timesheet line**

General Time Guidance

- **The following “projects” have been set up in Vantagepoint to capture general time that is not billable to a project**
 - **When searching for a project in the timesheet using ‘CORP-’ will bring up a list of all the projects below**
 - **Clicking on the ‘Name’ heading under project, phase or task, the list will be sorted alphabetically**
- **Project #0000-000.00 is no longer valid for time billing. The following projects are also now closed: DVLP-SPC.OH, MEET-TRN.OH, PROF-DEV.OH, 0000-005.00**
- **Non-labor costs (i.e. travel, training registrations, etc.) associated with your general time should also be billed to the projects, phases and tasks listed below as appropriate**
- **Some general time projects will require you to select a related team, office, or team/office in the task level to track spending**
- **Consider your role when looking for a general time project to bill your time to. Ex. Project Admin, Supervisor, Marketing, etc.**
- **If you cannot find an obvious place to bill your general time task, reach out to Kelly Carter for direction**

Meetings/Training

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-MTG.OH	Corporate Meetings	Board of Directors		
		Corporate Team		
		Full Team Check-in		
		Practice Group Leadership		
		Shareholders		
		Strategic Council		
		Strat Team Meeting		
		Weekly Leadership		

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-TRN.OH	Internal Training	Annual Training Conference		
		Engineer & Manager Lunch Forum		
		Leadership Development Program		
		New Employee Orientation		
		Personal Development		Approved by Supervisor
		Project Management Training		
		Software Implementation		

Marketing/Business Development

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-MKT.OH	Marketing	Apparel & Merchandise		
		Design		
		Event Management		
		Internal Coordination Meeting		
		Internal Marketing		
		Photography & Videography		
		Proposals	Team/Office	If not billable to a DEV Project
		Social Media		

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-BDV.OH	Business Development	Client Success Outreach		
		Conferences	American Planning Assoc	Additional conferences added as needed
			American Public Works Assoc	
			American Waterworks Assoc	
			Building Utah Conf by UAC	
			One Utah Conference	
			Rural Water	
			Uintah Basin Energy Summit	
			Uintah Basin Water Summit	
			Utah Asphalt Conference	
			Utah Association of Counties	
			Utah Assoc of Special Service Dist	
			Utah City Engineers Assoc	
			Utah City Managers Assoc	
			Utah League of Cities & Towns	
			Utah Water Summit	
			Utah Floodplain & Stormwater Mgmt Assoc	
			Utah Municipal Clerks Association	
			Water Users	
		Dashboard Maintenance		
		Funding Support		
		Internal Team Meetings	Team	Team meetings focused on BD efforts-Not billable to a DEV project
		Marketing Campaigns	Office	
		Opportunity Search & Lead Generation Review		Newspaper search, lead generation services, NOFOs, etc
		Pipeline Maintenance		
		Pre-positioning Efforts	Team/Office	

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-WEB.OH	Website Administration	Campbell Architecture		
		Free Training		
		Funding Finder		
		JDE		
		Microsites	Automated Website Template	
			SurveylinQ	
			Utah Foundation Certification	
			Utah Roofing Consultations (CA)	

Project Delivery Teams

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-TMM.OH	Team Management	Team Meetings	Team	If not billable to a project
		Resource Coordination	Team/Office	
		Take Away Meetings	Team	

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-PAD.OH	Project Administration	Archiving Project Data	Team/Office	If not billable to a project
		Research on Old Projects	Team/Office	If not billable to a project

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-LAB.OH	Lab	Lab Clean-up & General Maintenance		
		Equipment Maintenance		
		Lab Coordination Meeting		

Office Management/Facility Related Tasks

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-OMA.OH	Office Management & Administration	Administrative Tasks	Office	Bus lic renewal, printing, mail processing
		Cleaning & Maintenance	Office	
		Community Outreach	Office	
		Event Planning & Management	Office	
		Reception	Office	Phones, greeting clients, etc
		Resource Coordination	Office	
		Supply Management	Office	
		Utility Management	Office	

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-VEH.OH	Vehicle Management	Clean & Fuel		
		Insurance Coordination		
		License & Registration		
		Maintenance & Repairs		
		Schedule & Mileage Tracking		

Supervisor/Personnel Tasks

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-SUP.OH	Supervisors	Conflict Resolution		
		Mentoring/Training		
		Performance Reviews		
		Quarterly Training		
		Recruiting	Team/Office	
		Resource Coordination		
		Time Sheet Approval		

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-TMS.OH	Team Member Support	Mentoring		Team member assisting another team member
		Technical Support		

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-PRT.OH	Personnel Tasks	BambooHR Self-Assessments		
		Employee Satisfaction Surveys		
		Goal Setting & Reviews		
		Meeting with Supervisor		

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-TIM.OH	Time Management	Time Sheet Entry		
		Schedule & Task Management Planning		

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-COM.OH	Communication	Corporate Requests for Information		
		Email Management		If not billable to a project
		File & Data Management		If not billable to a project
		Phone Calls		If not billable to a project

Corporate Teams

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-ACT.OH	Accounting	Accounts Payable		
		Accounts Receivable		Deposits, collections
		Agreement Administration		
		Analysis & Reporting		
		Asset Management		
		Credit Card Reconciliation		

		Corporate Accounting		
		External CPA Consulting	401K Audit	
			Business Consulting	
			FAR/UDOT Audit	
			Financial Statements	
		Insurance Administration		
		Internal Coordination Meeting		Monthly Team Meeting
		Invoicing		
		Monthly Closeout	Adjustments & Review	
			Bank Statement Reconciliation	
			Financial Statements & Analysis	
		Payroll Processing		
		Project Setup-Activation thru Closeout		
		Surveys		PSMJ, Clarity, Marketing, etc.
		Taxes	Income Taxes	
			Payroll Tax Compliance	
			Personal Property Tax	
			Sales & Use Taxes	
		Vantagepoint Administration	Account Administration, Renewals	Dealing with Deltek and our consultant on licenses and similar matters
			Customization	
			Dashboards	
			Report Creation & Modification	
			Training	
			Tech Support	
		Weekly Financial Reporting		

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-ITC.OH	IT	Equipment Downtime		Troubleshooting tech issues, power outages, etc.
		Hardware Management		
		Infrastructure Updates		

		Internal Coordination Meeting		
		Software Management		
		Special Projects		
		Team Member Support		

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-HRC.OH	HR	Benefit Administration		
		Internal Coordination Meeting		
		Offboarding		
		Onboarding		
		Recruiting	Team/Office	
		Team Member Support		

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-ADM.OH	Administrative Assistant	Calendar/Email Management		
		Notary Services		
		Permitting (business, not project)		
			UTERO	
		Report Management		
		Task Management		
		Word Processing		

Special Projects/Assignments

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-PIP.OH	PIP	Communication/Training		
		Elective Form Entry		
		Elective Form Approval		

		Project Form Entry		
		Project Form Approval		
		System Maintenance		

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-INN.OH	Innovation	New Product/Materials Review		
		R&D Efforts	3D Concrete printing	
			General Innovation/Technical Research	

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-SPC.OH	Special Projects	Project Database		
		Rural Communications		

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-INT.OH	Corporate Initiatives	Killing General Time		
		Strategic Planning		
		Software Evaluations	Mosaic Testing & Evaluation 2021	

SLT/Division Directors

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-SLT.OH	SLT	SLT Meeting		
		Corporate Support	Finance	
			HR	
			Innovation	
			IT	
			Marketing	
			Nasbah	

			Operations	
			ourlinQ	
			Practice Group	
			Project Delivery Team	
		Division Support	Division	
		Office Support	Office	
		Legal Coordination		
		Community Service Coordination		
		Facilities Coordination		
		Organizational Structure Planning		
		ACEC Board Assignment		
		Special Pursuits	Nibbler	

Professional Development

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-CMT.OH	Construction & Materials Testing Certification	AASHTO Certification	Richfield	Additional certifications added as needed
			Roosevelt	
		ACI Certification		
		CCRL Certification		
		Hazmat		
		Nuclear Gauge		
		OSHA		
		QSM Certification	Richfield	
			Roosevelt	
		WAQTC Certification		

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-PDV.OH	Professional Development	Professional Engineers	Bart Jensen	To track individual budgets of licensed team members
			Brady Shakespear	
			Bret Sorenson	
			Brian Barton	
			Brooks Jones	
			Carson DeMille	
			Dan McGuire	
			Daniel Hawley	
			Darin Robinson	
			David Riddle	
			Derek Holmstead	
			Eric Major	
			Garrick Willden	
			Hayden Coombs	
			Jacob Olsen	
			James Saunders	
			Jamison Christensen	
			Jeff Baker	
			Jeremy Dye	
			John Spendlove	
			Kedrick Curtis	
			Kendrick Thomas	
			Lyndon Friant	
			Matthew Laurendeau	
			Michael Hawley	
			Parker Vercimak	
			Ricky Anderson	
			Ryan Jolley	
			Scoot Flannery	
			Ted Mickelsen	

			Tim Halper	
			Tim Redmon	
			Tyler Faddis	
			Tyler Stuart	
		Licensed Architects	Kim Campbell	
		Professional Land Surveyors	Cory Smith	
			Kary Monroe	
			Lyndon Friant	
			Martin Pierce	
			Trevor Gadd	
			Troy Gadd	
		Corporate Team	Accounting	By approval from SLT
			HR	
			IT	
			Marketing	
			Operations	
		Certifications	Joel Warren CFM	

Practice Groups (if not billable to a project)

Project Number	Project Name	Phase Name	Task Name	Notes
CORP-PGP.OH	Practice Groups	Architectural	Annual Training Prep	Additional tasks added at the request of Practice Leader
			Practice Group Meetings	
			Standards	
			Technical Training	If not billable to individual Professional Development budgets
			Tool Development	
		CAD	Annual Training Prep	
			Practice Group Meetings	
			Standards	
			Technical Training	If not billable to individual Professional Development budgets

			Tool Development	
		Construction	Annual Training Prep	
			Practice Group Meetings	
			Standards	
			Technical Training	If not billable to individual Professional Development budgets
			Tool Development	
		DOT Services	Annual Training Prep	
			Practice Group Meetings	
			Standards	
			Technical Training	If not billable to individual Professional Development budgets
			Tool Development	
		Environmental	Annual Training Prep	
			Practice Group Meetings	
			Standards	
			Technical Training	If not billable to individual Professional Development budgets
			Tool Development	
		GIS	Annual Training Prep	
			Data Resource Management	
			External Training	
			Internal Training	
			Internal Tech Support	
			Client Tech Support	
			Personal Development	
			Practice Group Meetings	
			Software/Hardware Management	
			Special Assignments	
			Standards, Templates, & Workflows	
			Technical Training	If not billable to individual Professional Development budgets
			Tool & Resource Development	
		Materials Testing	Annual Training Prep	

			Practice Group Meetings	
			Standards	
			Technical Training	If not billable to individual Professional Development budgets
			Tool Development	
		Project Admins	Annual Training Prep	
			Practice Group Meetings	
			Standards	
			Technical Training	If not billable to individual Professional Development budgets
			Tool Development	
		Project Management	Annual Training Prep	
			Practice Group Meetings	
			Standards	
			Technical Training	If not billable to individual Professional Development budgets
			Tool Development	
		Quality Management	Annual Training Prep	
			Practice Group Meetings	
			Standards	
			Technical Training	If not billable to individual Professional Development budgets
			Tool Development	
		Site Development	Annual Training Prep	
			Practice Group Meetings	
			Standards	
			Technical Training	If not billable to individual Professional Development budgets
			Tool Development	
		Structural	Annual Training Prep	
			Practice Group Meetings	
			Standards	
			Technical Training	If not billable to individual Professional Development budgets

			Tool Development	
		Survey	Annual Training Prep	
			Practice Group Meetings	
			Standards	
			Technical Training	If not billable to individual Professional Development budgets
			Tool Development	
		Transportation	Annual Training Prep	
			Practice Group Meetings	
			Standards	
			Technical Training	If not billable to individual Professional Development budgets
			Tool Development	
		Water Resources	Annual Training Prep	
			Internal Training	
			External Training	
			Committee Meeting	
			Sub-Practice Meeting	
			General Meeting	
			Meeting Lunch Cost	
			Software Costs	
			Special Assignments	
			Standards	
			Technical Training	If not billable to individual Professional Development budgets
			Tool Development	
		Planning	Annual Training Prep	
			Practice Group Meetings	
			Standards	
			Technical Training	
			Tool Development	