

DATE: October 12th, 2022
TO: Board of Trustees
FROM: Lara Florea
SUBJECT: Progress Report – Digital Time Tracking System

The BCRSD Operating Committee has recommended that staff find a way to provide accurate measurable data on time spent with certain tasks and services.

After reviewing options, we have begun to work with QuickBooks Time. This software integrates easily into our current financial software. It is compatible with all current devices used by BCRSD staff, and after testing, it was determined to be a user friendly option.

The information on the next page shows the categories which will help us track time spent and enable our ability to measure the metrics involved in specific tasks and projects. October 11th was the first day all staff had the ability to download and start using the software. It may be 60 to 90 days before reports will be ready for review. Another progress report will be included at the November Board of Trustees meeting.

QuickBooks Time Keeping Categories 10-2022

