

USF Health Libraries

Hinks & Elaine Shimberg Health Sciences Library
Florida Blue Health Knowledge Exchange

SCMLA 2020

Accounting for Work from
Home in the Time of COVID



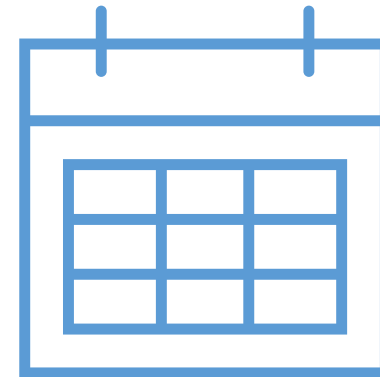
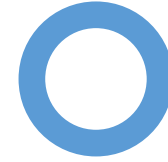
SOUTHERN CHAPTER
MEDICAL LIBRARY ASSOCIATION

Alabama Florida Georgia Mississippi Puerto Rico South Carolina Tennessee Virgin Islands



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



Enter Timeneye

October 2020

Mon 26

8h 45m

6. Housekeeping

6.3 Email/Teams

30m

6. Housekeeping

6.1 Administrative (timeneye, forms, paperwork)

15m

Curriculum Committee Meeting

TCOP

on 5. University Governance
5.1 Curriculum Committee

2h

LibGuides Icons and Updates

on 3. Departmental Research
3.3 Professional Development

1h

PHA9762: Drug Info: GRADING Assignment 12

TCOP

on 2. Other Instructional Effort
2.1 Course Planning and Instruction

Tue 27

8h

evaluating literature

TCOP

on 1. Student Instruction (Courses)
1.1 PHA6792 Drug Info / Lit Eval

1h 15m

5. University Governance

5.4 Research & Education Unit (REU)

1h

PHA6792 Drug Info: planning

TCOP

on 2. Other Instructional Effort
2.1 Course Planning and Instruction

1h 15m

6. Housekeeping

6.3 Email/Teams

30m

SCMLA 2020: script

on 3. Departmental Research
3.5 Research Project

Wed 28

4h 20m

Consult: SH

ONLINE

Consult - S

MCOM

on 2. Other
2.4 Reference

Consult: M

ONLINE

Consult - M

MCOM

on 2. Other
2.4 Reference

USFHL Staff

All-Staff



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, refer
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

Semester Report Categories

- 17 - Clinical Instruction
- 22 - Departmental Research
- 32 - Service-Professional/Public
- 34 - Service-Clinical
- 36 - Paid Patient

47 - Univ Committees/Councils

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

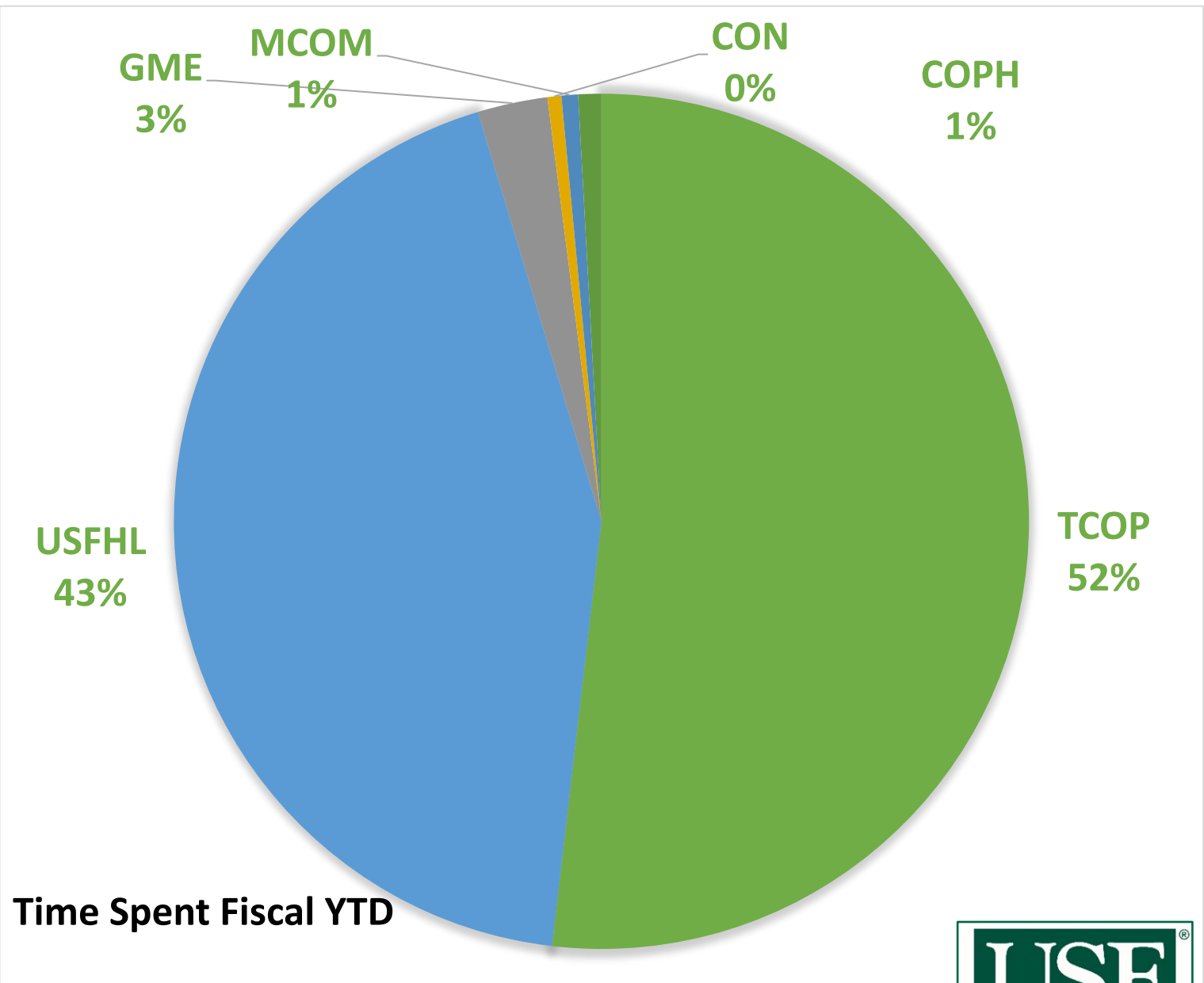
With Housekeeping added to account for things not reported for faculty projects

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 Conferences. 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)

4. Public Services

We created tags to allow us to create reports for activities that crossed multiple categories, like support for a particular college.



Time Spent Fiscal YTD



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!

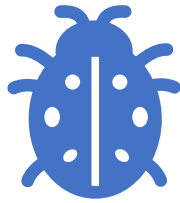
There are many (free!) options for time-tracking software

- Timeneye: <https://www.timeneye.com>
- Toggl: <https://toggl.com>
- Clockify: <https://clockify.me>





HealthLibrariesResearch@usf.edu



Snitch wishes you the best of luck
in your future adventures in time
tracking!!

