

### Non-productive Billable Time

Time spent on knowledge sharing  
 Time spent on training workshops  
 Time spent on Hackathon activities  
 Time spent on 1:1 meetings with your Manager/Client

[Note]  
 Time for EI related activities/work that does not align to a specific Workstream or Project.

Non-FTE time trackers should only see 1 task "Non-Productive Billable Time (Vendors Only)".

Moving forward, "Paid time Off – General" and "Time Off – Sick" will no longer be tracked

### Paid Time Off - Vacation / Floating Holiday

Paid time off for Vacation

### Paid Time Off – EI Observed Holiday

Paid time off for an EI observed holiday in your country of residence

### Paid Time Off – General

Paid or unpaid time off for Jury Duty

Approved maternity/paternity leave

Paid or unpaid time off for Bereavement

Paid or unpaid time off for Military

Paid or unpaid time off for Disability

### Time Off -Sick

Time taken off due to illness or injury

### Career Management / Development

Time taken on 1:1 or career coaching with your manager

Time spent on the 'Learning Center', training workshops, seminars or "brown bag" sessions

Time spent providing feedback to others (who do not report to you)

Time spent on mentoring activities or anything that contributes to your over-all career growth and development

### Recruiting/Onboarding

Time spent on phone/onsite screening and interview loops

Time spent on interview preparation and debriefing

Time you spend to bring a new team member (external hire or internal transfer) up to speed

### Non-Project Company Events / Team Meetings

Time spent in EWE All Hands and EI all staff meetings

Weekly London/x Team briefing

Time spent in company events

Time spent in town halls, quarter end reviews

### Hackathon Activities

An event, in which a large number of resources meet to engage in collaborative computer programming. Hackathons typically last between a day and a week

### Operational Travel

Time used for non-project-related travel

### Managing Your Team

Time used to develop and manage your team and team members

Time used to review or provide feedback on performance and responsibilities

### Production/Live Site Support

Time spent in investigating or fixing a bug which exists in a production/live system

SOAK Monitoring and Signoff

Issue on EWE GRO Triage

### Business/Technical Support

Time spent answering questions that does not involve development, configuration changes, etc.

### Process Improvements/Best Practices

Time spent on internal team projects aimed at improving the way in which the team functions and gets work done

Time spent on external projects to improve the way the larger organization functions and executes, i.e. operational excellence

### Concept/Define Activities

### Construct Activities

Time spent as Build Coach

Time spent on reading emails

### GRO Loyalty Construct

Time spent on daily standups for the AirFaceOff program

Time spent on design for the AirFaceOff program

Time spent on development for the AirFaceOff program

Time spent on deployment activities for the AirFaceOff program

Time spent on the Kanban reviews for the AirFaceOff program



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Published 9th May, 2014.  
Last updated 18th January, 2017.  
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