

'HoursTracker' and Time Sheet Submittal Instructions:

1. Download 'HoursTracker' on your phone
 - [Apple](#)
 - [Android](#)
2. X out of 'Try for Free' pop up to get to free version
 - a. FYI: Free version allows up to 3 jobs and up to 21 days of data history**
3. Edit 'Sample Job'
 - a. Name: 'TrailWork'
 - b. Pay Period
 - i. Schedule: 'Twice per month'
 - ii. Period Ends: 'on the 15th and 31st'
4. Recording Hours:
 - a. '+ Add Entry' (in both Entries and Jobs windows)
 - b. Enter Date, Start and End Times
 - c. Add Tag
 - i. For 2026 seasonal crew this tag will be the forest = 'STNF', 'SRNF' or 'KNF'
 - ii. In rare case the forest is other/unknown or worked multiple forest in 1 day, please comment (at bottom of entry window) with appropriate description.
 - d. Add Break(s)
 - i. If working more than 6 hours, first break must be entered before the end of 5th hour (ex. Start= 8am than 1st break entry must be before 12:59).
 - ii. If working more than 10 hours, first break must be entered before the end of 10th hour (ex. Start= 8am than 2nd break entry must be before 5:59).
5. Exporting Data:
 - a. In Pay Period Window select appropriate date (15th or 31st)
 - b. Choose [these](#) options
 - c. Export to your personal email
 - i. Forward the email you receive to michael@bigfoottrail.org and cc: accounts@bigfoottrail.org
 1. Attach  2026_BFTAreimburseRequestForm.xlsx when applicable
 - d. Note: Time sheets are due the 2nd and 17th of each month
 - i. Pay Days are the 5th (16th-31st/EOM) and 20th (1st-15th) of each month.
 - ii. In case of pay dates falling on a weekend or holiday timesheets may be needed a day earlier, you will be notified before the end of the corresponding pay period.
6. **Data must be deleted after 21 days of entries to add more
 - i. After exporting AND getting timesheet approved, delete past pay period.
 - ii. Deletion Instructions:
 1. In Pay Period window select past pay period
 2. Select 'Delete' and then 'select all'