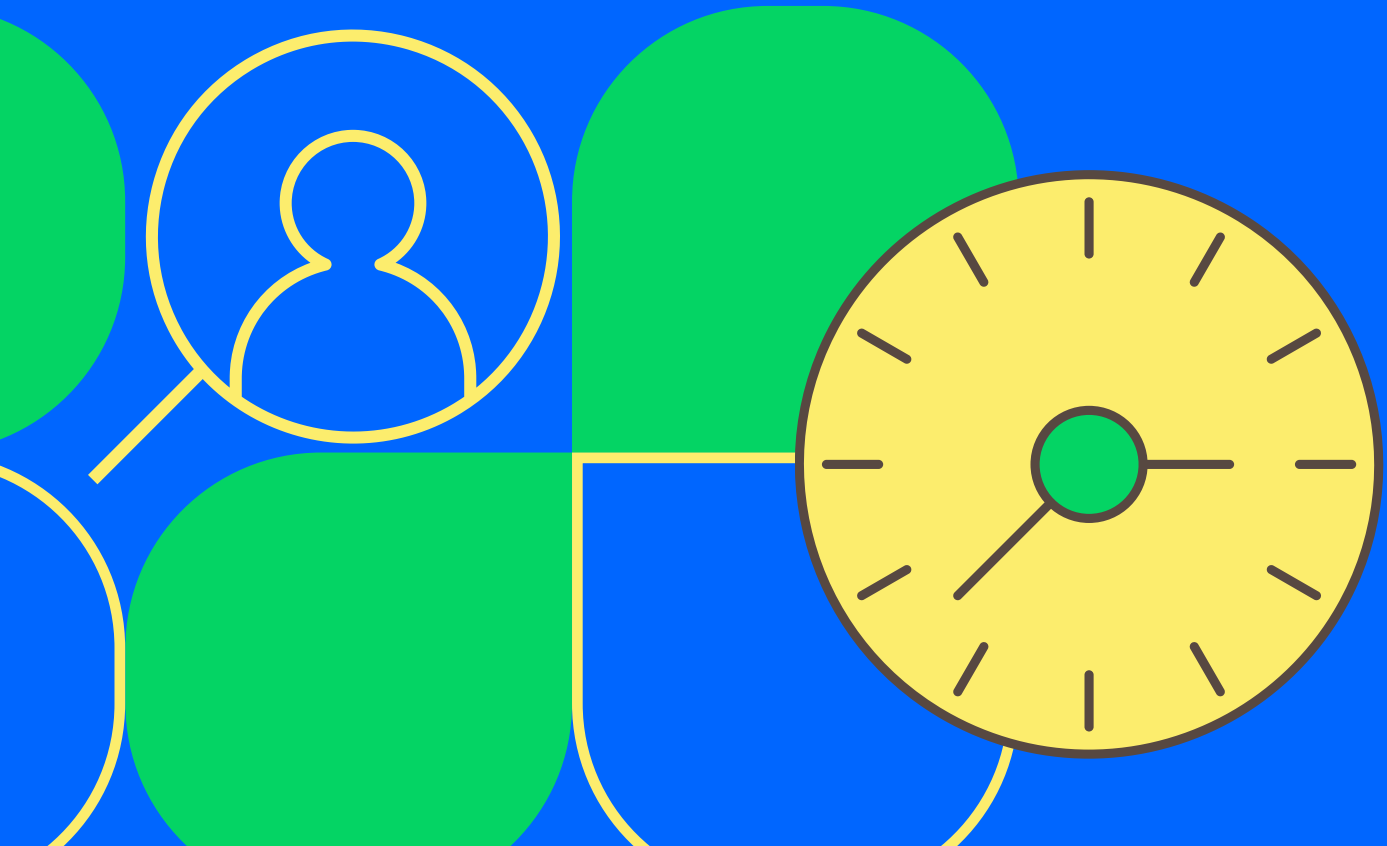
Is my team really working?

Using Time Doctor to find out



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Quick Guide Overview

Is my team really working? How to use Time Doctor to solve this question

01 Introduction

Managing a team—especially remotely—comes with the challenge of ensuring everyone is truly working and staying productive.

Whether you're concerned about accurate hours, attendance, or whether employees are actively engaged, Time Doctor provides the tools you need to track performance confidently.

In this guide, we'll explore how Time Doctor can help answer the critical question: Is my team really working? By examining key features and best practices, you'll learn how to get the insights you need to ensure accountability and productivity.

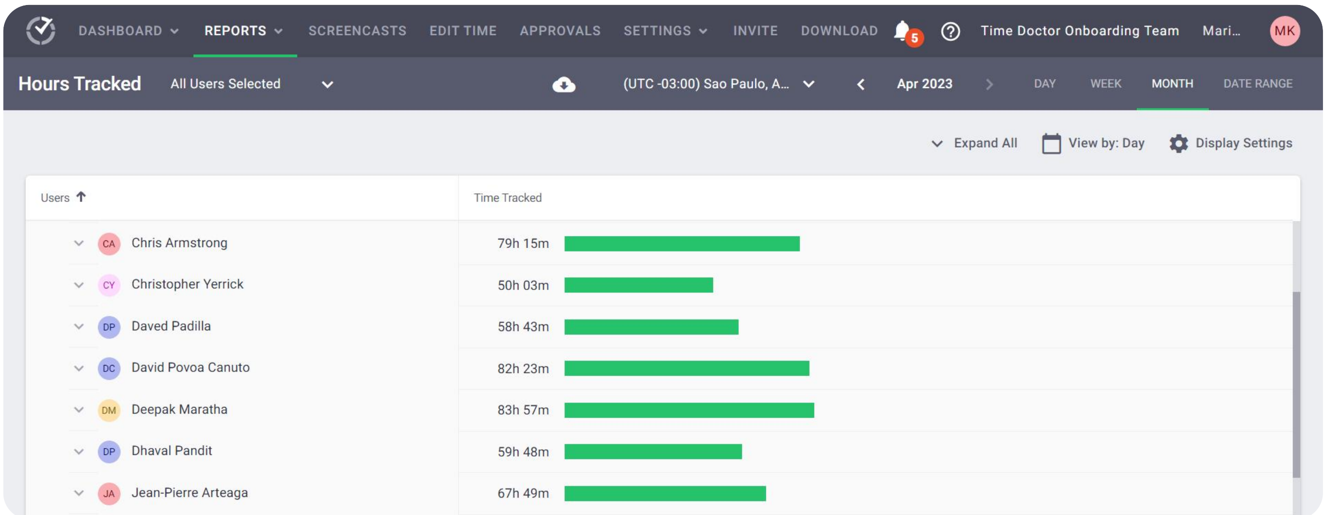
02 Are my staff members working the correct number of hours?

Accurate tracking of your team's work hours is vital for maintaining productivity and ensuring fair compensation. It helps you understand how time is being spent and identifies any discrepancies that may affect project outcomes.

In this section, we'll discuss the importance of monitoring work hours and how Time Doctor can assist in this process.

Need a quick overview of your team's hours? With Time Doctor's Hours Tracked Report, you can easily review the total hours tracked by each user daily, weekly, or within any custom date range.

Time Doctor ensures uninterrupted tracking, even if an employee's internet connection drops—data is saved locally and synced to the server once the connection is restored.



Access Hours Tracked Report →

Hot tip: Want daily work hours updates sent straight to your inbox?

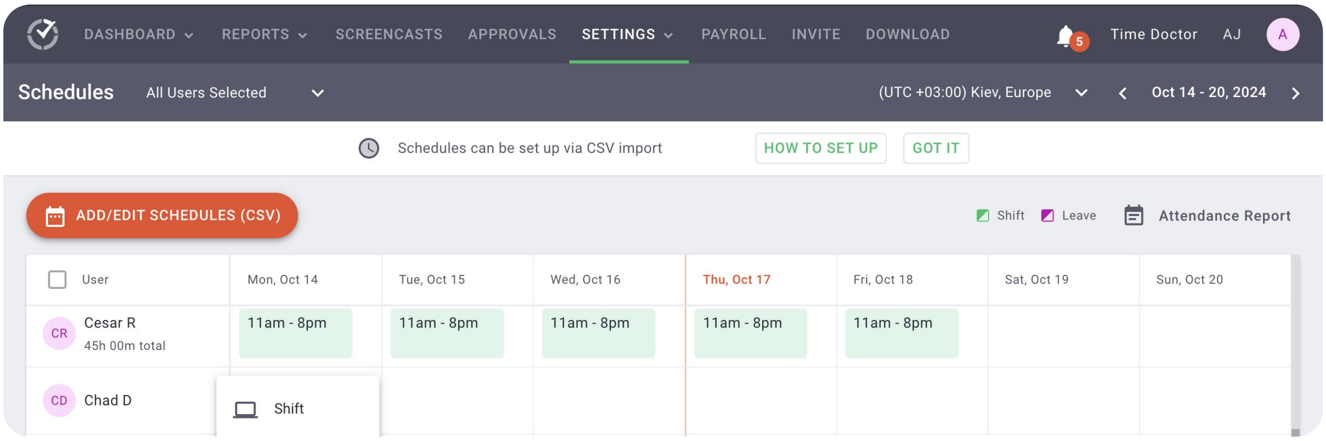
Managers and admins can easily receive daily or weekly updates by enabling the "Hours Tracked" email notification.

1. Just navigate to Settings > Email Notifications > Create New.
2. Set the Type to either Daily or Weekly, and choose Hours Tracked as the Parameter.
3. Hit Save, and you'll receive a summary of each user's worked hours. This makes it simple for managers to monitor their team's performance from the previous day or week!

Know More

Set up now →

03 Is attendance being tracked accurately, and are shifts being respected?



Accurate attendance tracking and adherence to work schedules are crucial for maintaining team productivity and meeting project deadlines.

Time Doctor provides powerful tools to set up shifts, monitor attendance, and ensure employees follow their scheduled work hours. You can maintain accountability and streamline your team's workflow by effectively managing work schedules and tracking attendance.

Set up schedules to track time against different shifts across multiple teams, including accounting for different time zones, and handle both paid and unpaid leaves. You can add and edit simple schedules or for more complex schedules over longer time frames you can create and upload a CSV file which can be replaced as schedules change.

Important: Schedules can be activated and edited via the 'Settings' navigation menu.

Set up Schedules →

How to check attendance with Time Doctor?

Get clear evidence that people worked the correct hours each day in line with your schedule to simplify attendance management even across complex remote and hybrid teams with flexible schedules. Use Attendance Report to know if a user was Present, Absent, Partially Absent, or Late for their shift. You can filter the report to show only users who have shifts or show only who was absent or late.

Important: Only available to organizations using the Schedules feature.

Check Attendance Report →

Hot Tip: Need to know instantly if people aren't at work to meet your resource-dependent commitments or time-sensitive deadlines?

Need to know instantly if people aren't at work to meet your resource-dependent commitments or time-sensitive deadlines?

1. Email Notifications can be configured within Time Doctor, just navigate to Settings > Email Notifications > Create New.
2. Set the Type to either Real-Time or Daily, and choose "Didn't start working", "Didn't start shift" or "Did not follow work schedule" as the Parameter.
3. Hit Save, and you'll receive a summary of each user that is not following the shifts.

Know More

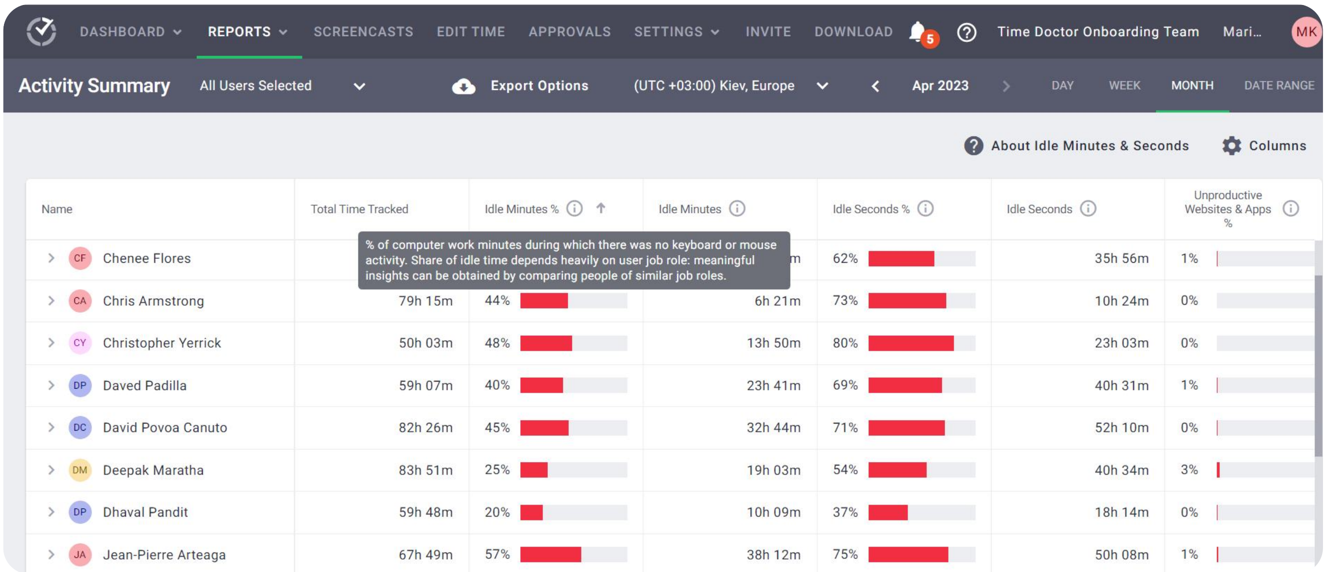
Set up now →

04 Are employees pretending to work?

Detecting whether employees are genuinely working or merely pretending can be a significant concern for managers, especially in remote or hybrid work environments.

Identifying and addressing simulated work is crucial for maintaining productivity and ensuring team members contribute effectively.

Time Doctor provides powerful features like activity metrics, idle time tracking, and tools to spot unusual behavior patterns, helping managers uncover instances where employees may not be fully engaged in their tasks.

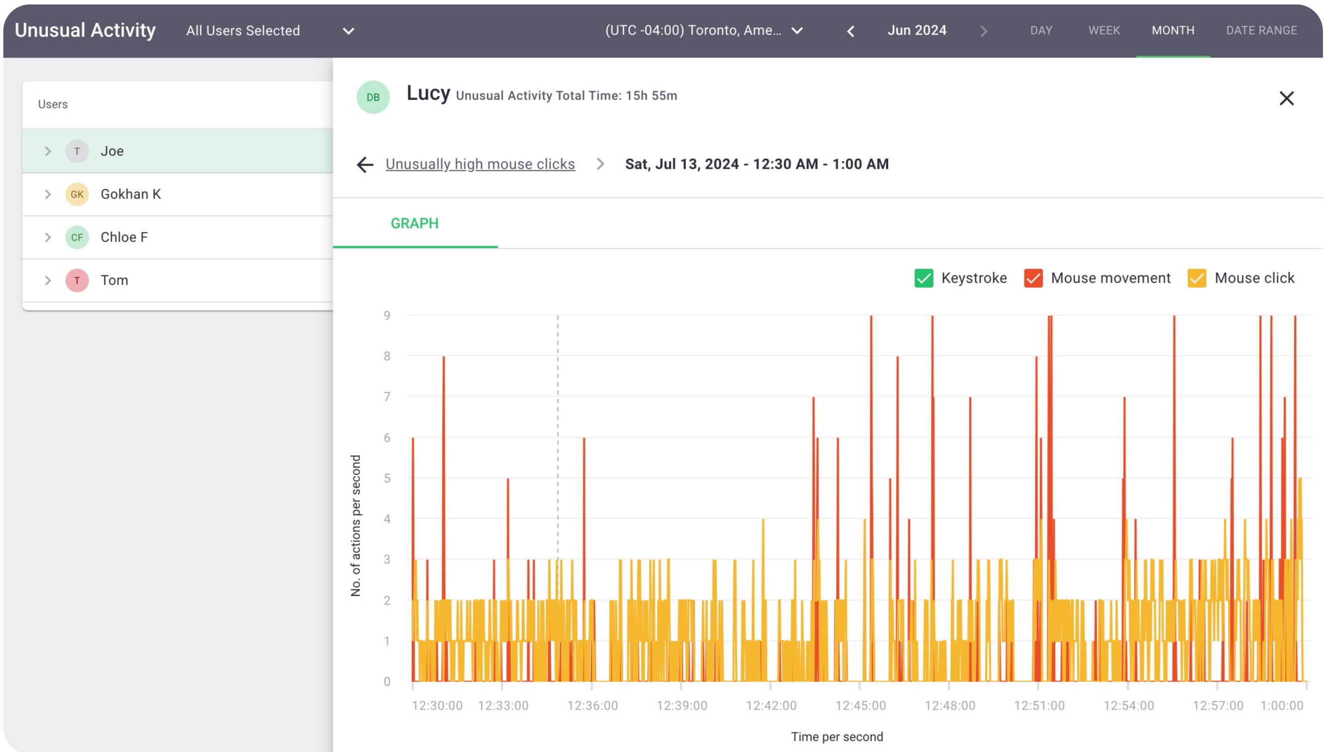


Quick insights to spot employees pretending to work

Using the Activity Summary Report you can know more about active minutes, active seconds, unproductive time, as well as time recorded for paid breaks, for each user over your selected time period. Identify high-level productivity problems in your company and compare employees who do similar work.

You'll also get metrics about how much time was tracked where there was no keyboard or mouse activity—we call this idle time, but it doesn't necessarily indicate low productivity and also varies based on the settings you implement for when time tracking cuts off.

Check Activity Summary Report →

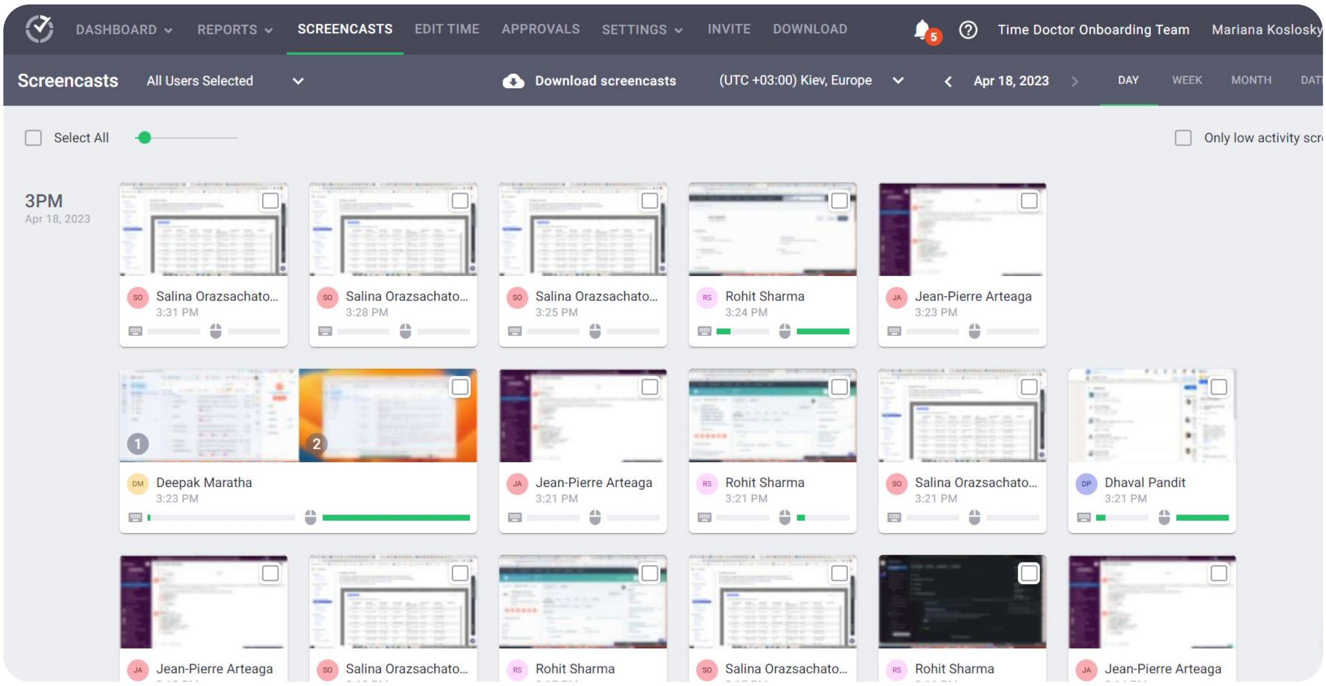


Learn to identify unusual patterns linked to simulated work

The Unusual Activity Report identifies unusual patterns of keyboard & mouse activity that may be associated with simulated work rather than real work.

You can visualize and understand different unusual behaviors, pinpoint exact timestamps for precise investigation, and analyze data patterns to ensure policy compliance. If available, screencasts provide an immersive look at what occurred during these events.

Check Unusual Activity Report →



Screencast: your best ally for confirming fake work hypotheses

Feature: Screencast

Combine using Screencast with other Reports to confirm fake work hypotheses, you can check the timestamps with unusual activity, idle or unproductive time. You have the option to take screenshots and video recordings of users' screens.

You might view or download recordings as a quality assurance or proof-of-work measure, or to help identify inefficient processes or spot training opportunities.

Under user management settings in the web app you can determine whether you want screenshots to be taken, and apply the setting for all users or specific users.

You can choose from various time intervals for when screenshots are taken.

Hot Tip

For privacy or compliance reasons, you can opt to capture screenshots but make them blurred (or apply blurred screenshots for specific users only), and is a best practice to let employees know that they have this feature activated.

05 What are other best practices beyond using Time Doctor?

While Time Doctor is a powerful tool for monitoring and enhancing team productivity, it's important to implement additional strategies to ensure your team is truly working effectively. Here are some best practices to consider:

Set Key Performance Indicators (KPIs)

Establish clear and measurable KPIs for each team member and project. Defining specific goals and performance metrics enables you to objectively assess whether employees meet expectations. KPIs provide a roadmap for success and help team members understand what is expected of them. Regularly reviewing these indicators keeps everyone aligned with the company's objectives and highlights areas needing improvement.

Host Regular Check-ins

Regular communication is essential for managing a productive team. Schedule consistent one-on-one meetings and team check-ins to discuss progress, address challenges, and provide feedback. These interactions foster transparency and trust, allowing you to gauge your team's engagement and address any issues promptly. Regular check-ins also help build stronger relationships within the team, boosting morale and productivity.

Monitor Project Management and Communication Tools

Utilize project management and communication platforms like Asana, Trello, Slack, or Microsoft Teams to stay connected with your team. By monitoring activity on these tools, you can gain insights into collaboration patterns, task progress, and overall engagement. Ensuring team members actively participate in these platforms can help you identify bottlenecks and improve workflow efficiency.