Enter all productive time daily by job or account number, including in-house activity. For periods of no activity, enter 0000. Round up for activities taking less than 15 minutes. Do not assign more than one job/account number to each 15 minute segment. Entries in the first 30 minutes of each day, and the period from noon to 1:00 are not necessary unless you are productively occupied during those periods. Any time before 8:00 and after 5:00 should be recorded as before or after hours time in minimal increments of a half hour.