

Time Policy Manager

Time Policy Manager automates the chasing of missing time, ensuring that time recording behaviour is in compliance with your firm's policies, leading to more timely billing, more accurate time recording and improved revenue recovery.

Ensuring prompt time entry on every single occasion

Time Policy Manager is a fully configurable system, that integrates with all leading time entry solutions. Should fee earners not allocate their time in the system within the period determined by the firm's requirements, Time Policy Manager recognises non-compliance and prompts individuals to record their time.

The application conducts DMS and calendar investigation, providing fee earners not only with the information about where they are missing time entries, but also recommendations as to what they likely to have worked on at the time. Should they overlook the prompt, Time Policy Manager will override all other applications with the exception of the firm's time recording system to enforce compliance.

Designed to manage complex policies with ease

Time Policy Manager automates the chasing of missing time previously done by revenue teams or heads of departments. As such, differences between international offices or varying policies that apply to fee earners in the same location can all be set as criteria in the system and enforced automatically.

Time Policy Manager is highly configurable to comply with your firm's processes, people and locations. Some of the criteria our clients navigate:

- Expected hours to bill
- Number of days before the time policy is enforced
- Type of time that is included and ignored
- Public holidays in different locations
- Varying working days for countries and fee earners on reduced hours
- Flexible working arrangements

Raising the bottom line without distorting work quality

When deadlines are pressing and every minute counts, the quality of the work fee earners produce ought to take priority over time recording. Time Policy Manager allows fee earners to postpone the enforcement prompt for a pre-determined period of patience, allowing them to complete urgent work. The length of the postponement and how many times a fee earner can postpone is configurable to fit around the level of flexibility your firm is comfortable accommodating.