

Attorney Timesheet

Billable time by client and matter, recorded in tenths of an hour.

WebWork Time Tracker

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Attorney name _____ Bar number _____ Firm / practice group _____

Billing period	Default hourly rate	Date submitted
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[illegible]

How to use. Billed time rounds up to the next tenth of an hour — the standard 6-minute increment. Task codes follow the ABA/UTBMS set.

Minutes → tenths of an hour

1–6 min	0.1	31–36 min	0.6
7–12 min	0.2	37–42 min	0.7
13–18 min	0.3	43–48 min	0.8
19–24 min	0.4	49–54 min	0.9
25–30 min	0.5	55–60 min	1.0

Employee signature	Manager approval	Date approved
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