

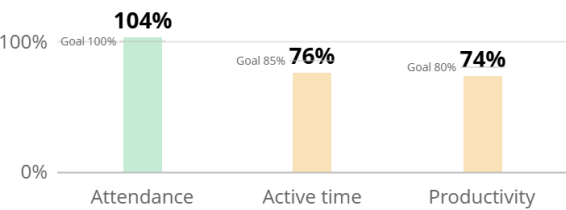
# WorkTime- How to Interpret the Data

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## Main KPIs

WorkTime monitors various KPIs, with the most important ones being active time, attendance, and productivity. For each KPI, you can assign a goal as a percentage.

Goals



## How to Interpret the Data

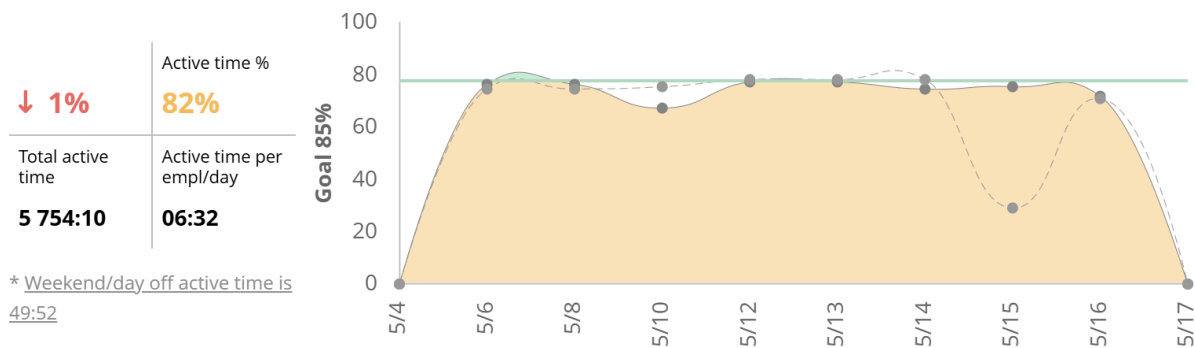
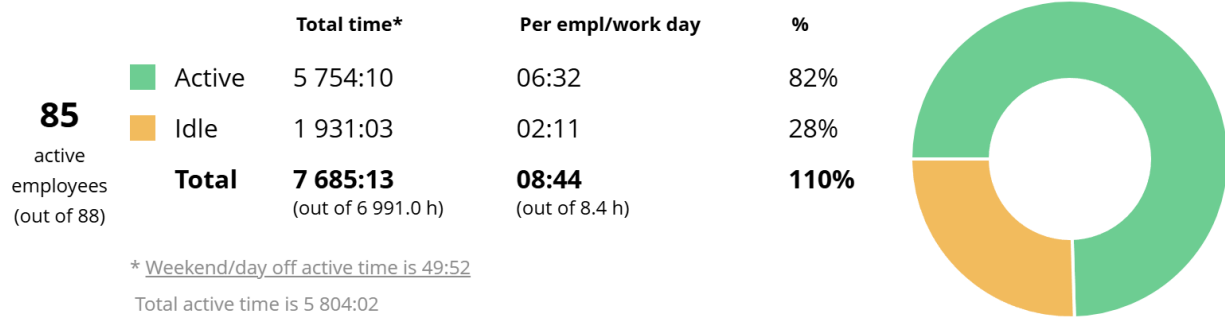
### Active time %

Employees are expected to be active at the designated working hours.

**WorkTime records computer time as active if there is activity from the mouse, keyboard, video camera, or microphone.**

For example, if working hours are set from 9:00 AM to 6:00 PM with a one-hour lunch break, then 100% active time would mean the employee was continuously active throughout the entire workday.

Of course, it's unrealistic to expect 100% activity during working hours. That's why WorkTime allows you to define an **Active Time Goal**—a more practical benchmark for expected activity based on your team's role and workload ([How to define goals](#)):

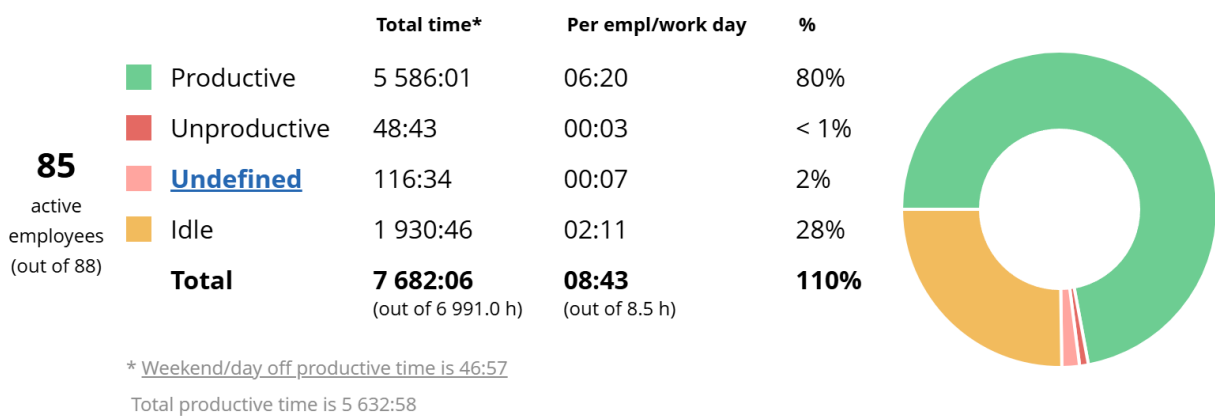


## Productivity %

WorkTime records computer time as productive when an application or website marked as productive is in use.

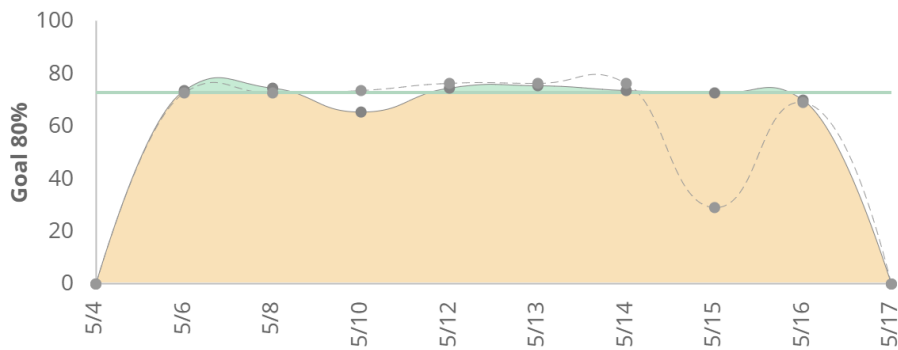
Following the same logic as with active time, WorkTime allows you to define a **Productivity Goal** ([How to define goals](#)).

It's important to note that being active doesn't always mean being productive. That's why **productive time is typically less than active time**—only time spent on productive resources counts toward the productivity goal:



↓ 1%	Productive time % <b>80%</b>
Total Productive time <b>5 586:14</b>	Productive time per empl/day <b>06:20</b>

\* Weekend/day off productive time is 46:57

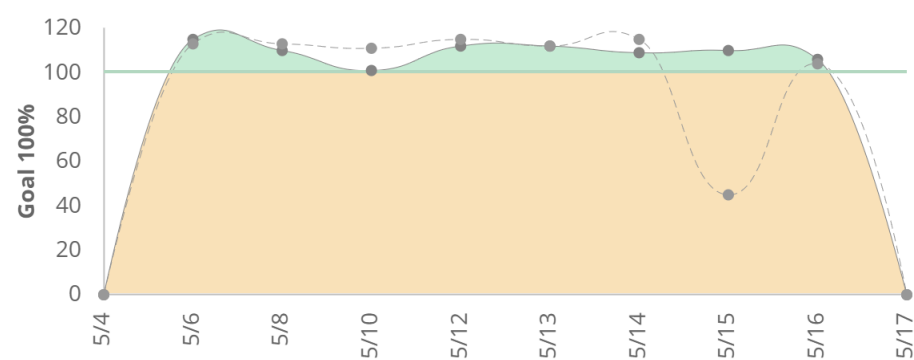


## Attendance %

Employees are expected to work a certain number of hours during each working day. If the workday is 8 hours, then **working for the full 8 hours is considered 100% attendance**.

WorkTime allows you to define a **Attendance Goal** ([How to define goals](#)):

↓ 2%	Attendance % <b>110%</b>
Total working time <b>7 685:13</b>	Working time per empl/day <b>08:44</b>



Based on the defined work schedule, WorkTime determines whether employees arrive early, late, or on time:

### Attendance - work started

Event	Events**	Empl/day	%
Early	177	12.6	15%
On time	452	32.3	38%
Late	149	10.6	12%
Off work	44	3.1	4%
Wknd/day off	372	26.6	31%
<b>Total</b>	<b>1 194</b>	<b>85.3</b>	<b>100%</b>

\* Weekend/day off attendance is 38 events (not included in the above numbers)



### Attendance - work finished

Event	Events**	Empl/day	%
Early	150	10.7	13%
On time	299	21.4	25%
Late	329	23.5	28%
Off work	44	3.1	4%
Wknd/day off	372	26.6	31%
<b>Total</b>	<b>1 194</b>	<b>85.3</b>	<b>100%</b>

\* Weekend/day off attendance is 38 events (not included in the above numbers)



## Try WorkTime Now – 14 Days Free on the Enterprise Plan

- Experience privacy-first, performance-focused monitoring.

Questions? We're here to help - [info@worktime.com](mailto:info@worktime.com) [1-877-717-8463](tel:1-877-717-8463)