



# Osprey Approach: Creating Non- Chargeable Time

This help guide was last updated on  
Feb 8th, 2024

The latest version is always online at  
<https://support.ospreyapproach.com/?p=2076>



This guide discusses the methods you can implement for capturing Non-Chargeable time, depending on your requirements. If you are unsure of the best options for you, contact the support team,

## Recommended Methods for Recording Non-Chargeable Time.

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Depending on your firms needs, you can either;

1. Create a new remuneration, to select and record activities at Zero Rate. This allows fee earners to mark which activity they have performed during this time, but will not be charging for. This can be set against specific worktypes (i.e. Wills only).
2. Create a new activity and set to be 0% rate. This will allow specific fee earners to just record time as a non-charge activity across all their matters.
3. Create a worktype for non-chargeable time. This can be used for non-client work (e.g. a matter for an internal client, to log time they have not worked on a specific client).

## Non-Chargeable Time – Remuneration Method

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Following the below guide, create a new remuneration, and set the hourly rate to 0.

<https://support.ospreyapproach.com/guides/adding-remuneration-types/>

## Non-Chargeable Time – Activity Method

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Similar to above, you will need to follow the below guide to create a new activity to record the non-chargeable time.

<https://support.ospreyapproach.com/guides/adding-activity-codes/>

Once created, the activity must be linked to the worktype.

<https://support.ospreyapproach.com/guides/set-up-private-time-recording/>

## Non-Chargeable Time – Work Type Method

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The first step is to create a new work type for the purpose of creating non chargeable time.

<https://support.ospreyapproach.com/guides/managing-your-worktypes/>


With the new work type created, you will need to link any activities to the new worktype, and set all required activities to be 0% hourly.

To record Non-Chargeable time on non-client matters, we would recommend creating an internal client (i.e. under the Company name), and separate matters for each Fee Earner. The Fee Earner can record their non-chargeable time against their matter.

## Reporting

When running the time reports, we can filter down on Fee Earner(s), Work Type(s), Remuneration(s) or Activity.

Navigate to the ‘Reports’ tab and select the ‘Time’ option.

|                                                                                                  |   |
|--------------------------------------------------------------------------------------------------|---|
|  <b>REPORTS</b> | — |
| Financial Management                                                                             | + |
| Client Financial                                                                                 | + |
| Other Financial                                                                                  | + |
| Analysis                                                                                         | + |
| <b>Time</b>                                                                                      | — |
| Time Spent                                                                                       |   |
| Time Spent Summary                                                                               |   |
| Current Month WIP/Disbs                                                                          |   |
| Percentage Recovery                                                                              |   |
| Work In Progress                                                                                 |   |
| WIP By Time FE                                                                                   |   |
| Attendance Note by Matter                                                                        |   |

Now click on the desired report and filter accordingly.

Use the work type filter to show the non-chargeable work type (for admin work), remuneration filter for the remuneration method, or activity for the activity method.



Run

☐ Fee Earner:

☐ Work Type:

☐ Remuneration:

☐ Activity:

Private or LA:

All ▼

Version

30th September 2020 ▼

Date Filters:

From:



To:



**You must enter filter dates on this report**

Show Unbilled:



Show Billed:



Show Written Off:



Include Undone:



☐ Filter By Client:

Grouping:

No Grouping ▼