

Recording Services Time Report INSTRUCTIONS

Step 1. Assign an ID to each employee (including the County Recorder) as shown in the attached worksheet – Recording Staff Reference Table. Keep this table for your internal records. We do not need to know the identities of each employee, but you will need this information to track this information and ensure that time is reported correctly.

Step 2. Beginning Thursday, October 1, have each employee (using their assigned ID number) record the amount of time each day they dedicate to recording services in the attached worksheet – Recording Service Log File. Time should be reported to the quarter hour. Please ensure that each employee records this information no less than daily.

Examples might be 8.00, or 8.25 or 6.75. Do NOT include PTO, sick leave, or vacation.

Report only actual hours worked and dedicated to recording services. It is understood that there will be times when an employee may be performing general office functions. However, each employee should report their best account of the time dedicated to recording and land records services.

This October time study will be used to estimate the total annual hours dedicated to recording services.

Step 3. Submit the completed time report (the Recording Service Log File) to me via email [insert email here] on November 2, 2020 or as soon thereafter as is possible. Please also cc Lisa Long at llong@clris.com.

Step 4. Retain a copy of the Recording Staff Reference Table and the Recording Service Log file for your records. Later this fall we'll ask you to anonymously document the wage and benefit information associated with each employee ID.

Frequently Asked Questions

Should we include time dedicated to BOTH paper recording and electronic recording?

YES

Should back scanning of old records be included in the time tracked for recording services?

YES

We aren't delivering services the way we did before COVID, should we try to estimate time spent on recording based on the way we would normally do things?

NO Track time dedicated to recording services based on your current operations – the actual amount of time spent on recording services no matter how you are doing them today.

If we are training a new employee to perform recording services, should the training time be included in our log?

YES Training time for a new employee should be included, but only the training time associated with recording services. Training time for vital records or other services should NOT be included.

Should time spent on payment activities including balancing at the end beginning or ending of each day be included in the log?

YES The amount of time logged in this case should be the time associated with payment or balancing for recording services, and should not include time associated with other services.

Do you want time tracked for all activities related to the recording and maintenance of real estate documents; from opening the mail, answering questions by phone, depositing funds, indexing, scanning and returning it to proper persons?

YES Any time associated with the delivery of recording services should be logged.

Do we need to report expenses for direct costs such as maintenance fees?

NO Not at this time. In the near future you will be asked to provide information about your direct costs – but not now. This part of the study is limited only to staff time associated with recording services.