

Office Timesheets AI Timesheet Assistant

Security & Privacy — A Plain-Language Summary for Administrators

Lookout Software, LLC.

What the assistant does

The AI Timesheet Assistant is a chat-style helper inside Office Timesheets. Employees use it to enter their time (“8 hours on Acme yesterday”), see their leave balances, and submit time off requests — by tapping buttons or typing.

The most important thing to know

The AI never touches your database and never saves anything. Its only job is to read a typed sentence and turn it into a suggestion. Office Timesheets checks that suggestion, shows it to the employee on a confirmation card, and only saves after the employee confirms — through the very same rules, permissions, and approvals as the normal entry forms. Checking balances and requesting time off don't use AI at all; they are ordinary, permission-checked features.

How a typed sentence becomes an entry (in plain terms)

- The employee types a sentence. Office Timesheets sends just that sentence — plus today's date — to the AI. No records, no lists, no credentials.
- The AI replies in a strict, pre-approved format: what the employee wants to do, and the details they stated (the work in their own words, the hours, day words like “yesterday”).
- Office Timesheets checks every piece, turns day words into real dates itself, finds the matching task itself, and asks the employee about anything missing or unclear.
- The employee sees a card with exactly what will be created, can edit or cancel, and only their confirmation saves it — with all the usual validations.

How your data is protected

- **Minimal sharing.** Only the typed sentence goes to the AI — never employee records, task lists, balances, passwords, or database access. Answers to specific questions (notes, hours, times) are handled by Office Timesheets directly.
- **Nothing is kept.** The AI service (Ollama, a trusted US-based provider) never logs, stores, or trains on what it receives. Its hosting partners are held to the same zero-retention rules.
- **Everything is encrypted** while traveling between the browser, Office Timesheets, and the AI service.
- **A person approves every save.** Nothing is written without the employee confirming exactly what will be created — and time off requests still go through your normal approval process.
- **Tested before trusted.** The exact AI setup in production passed a certification suite that includes trick inputs (like “ignore your instructions...”) and checks that it never invents hours or days. Any change to the AI's instructions requires re-testing.
- **It fails politely.** If the AI is slow, down, or answers strangely, the assistant simply switches to buttons. Everything keeps working; nothing is lost.

Common questions

Can the AI see our whole database? No. It only sees the sentence the employee typed, plus the date.

Can the AI change or delete anything? No. It can only suggest. Saving requires the employee's confirmation and passes all normal validations; the assistant never approves time off.

Is our data used to train AI? No. Nothing sent is saved, logged, or used for training — it's processed and immediately discarded.

Are entries made up by the AI? No. The AI may only repeat details the employee stated; invented or absurd values are discarded, and every entry is confirmed by the employee before it exists.

Can another company or user see our conversations? No. Conversations are private to each signed-in user, and everything is scoped by their existing permissions.

Can we use the assistant without AI? Yes. With AI parsing disabled, the assistant is a fully functional button-driven helper with zero AI involvement.

One option to be aware of: by default, AI processing runs on Ollama's US-based cloud using Google's Gemma model. Organizations that prefer their own arrangement can connect their own Ollama account with a cloud model of their choosing — or disable AI parsing entirely. For full technical detail, see the complete Security & Compliance document.