TIMESHEET POLICY & PROCEDURES

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1. POLICY

The purpose of this document is to establish policies and procedures by which timekeeping will be accomplished within Kepler Research Inc. (Kepler) and to ensure that the company maintains an effective and accurate timekeeping system so our clients are accurately billed.

2. TRAINING

- New employees will receive Timekeeping Policy & Procedures, a Project Code Authorization Form, and a Unanet Timesheet Entry Guide.
- All employees will receive training should there be a significant change to this policy/procedure.
- Employees will receive a new Project Code Authorization Form if there are significant changes.
- Employees may be notified by email of new project codes and should update their Project Code Authorization Form.
- At any time an employee may contact their Supervisor, Office manager, or Vice President (VP) of Business Operations if they have questions or problems with timekeeping.
- New Managers, who will approve timesheets, will receive Unanet's Timesheet Approval Guide.

3. FAILURE TO ABIDE BY THE TIMEKEEPING POLICY

Since accurate invoicing to Kepler's clients is essential, any employee who does not abide by the Timekeeping Policy and Procedures is subject to disciplinary action which may include termination of employment.

4. GENERAL PROVISIONS

- Kepler will use a web-based software product called Unanet to report, monitor, approve, and track hours.
- Employees will be given unique login information and must not share with others.
- Project codes will be created for different jobs/projects/tasks that each employee will need to cover their time (direct, indirect, unallowable, or fringe) worked throughout the day.
- Timesheets will be submitted at the end of each period for Supervisor review and approval.
- Pay periods will end on the 15th and the last day of the month.
- A normal workday is 8 hours plus 1 hour for lunch, Monday through Friday. The regular workday begins at 8:00 a.m. and ends at 5:00 p.m. unless otherwise approved by the supervisor. Deviations may occur for employees assigned to a specific project where the work requirements, and/or customer's schedule, dictate the start and end time of a workday.
- Employees may work through lunch.
- If an employee leaves the workstation for the lunch break, the time allotted for the lunch break starts when the employee leaves the workstation and ends upon return to the workstation.

  - When an employee requires time off during the workday to attend to personal business the employee must request time off from their Kepler Supervisor and notify their Client-site Supervisor (if applicable) prior to leaving the workstation.
- The only project codes that allow future time reporting are: PTO, Holiday, Leave Without Pay/Reserve Duty (hourly only), Jury Duty, Bereavement, Moving, and Severance.
- Part-time (hourly/non-exempt) employees should keep their Supervisor informed when client needs require working extra hours.
- Full-time (salaried/exempt) employees are not eligible for payment of additional hours worked unless Section 10 Additional Hours/Overtime (Uncompensated Overtime) circumstances apply. All employees are expected to adapt to varying requirements and to fulfill the responsibilities assigned to them.
- On the day of travel employees should only charge up to a total of 8 hours unless additional hours are due to flight delays or client approval has been received.
- When corrections are required, the timesheet will be disapproved with a request for the correction. The correction will be made by the employee and resubmitted. A reason for the change is required in the Comments section of the timesheet. The supervisor will review and, if correct, approve.
- Employees will receive an automatic email notification if they fail to submit their time for a day.
- If an employee is unable to fill in their hours and/or submit their timesheet they should contact their Kepler Supervisor and/or the VP of Business Operations. The VP of Business Operations will enter the employee's time and if needed submit the timesheet after discussing the hours with the employee's Kepler Supervisor.

5. EMPLOYEE RESPONSIBILITIES

- Reading this policy and complying.
- Contacting their Supervisor or VP of Business Operations with questions.
- Understanding punishment could be received for falsifying hours on your timesheet.
- Completing an accurate timesheet **daily** online through Unanet – no later than 10:00 the following day.
- Entering hours after completing work on a specific job/project or **at the end of the day but no later than 10:00 the following day.**
- Including a short description or the location of the assignment if needed in the Comments section of the timesheet to clarify work performed.
- Salaried employees must account for 40 hours a week unless approval has been received from their Supervisor and the President or VP of Business Operations to work less hours; this does not include using additional/comp hours.
- Hourly paid employees must enter hours worked.
- Salaried employees should enter all hours worked and receive prior permission to work over a normal 40 hour week if they expect payment for those additional hours, since most contracts do not allow for payment of additional hours, see Section 10.
- Notifying their Kepler Supervisor if they feel they need access to new project code.
- Notifying their Kepler Supervisor and their Client-site Supervisor (if applicable) when ill or running late.
- Notifying their Kepler Supervisor and their Client-site Supervisor if they need to leave the work area to conduct personal business.
- Submitting a completed timesheet at the end of each pay period (Hourly employees with zero hours for the period are not required to submit a timesheet).

- Contacting their Kepler Supervisor and/or the VP of Business Operations or Woodbridge Office Manager if they are unable to enter their hours or submit their timesheet.
- Correcting all alterations, mistakes, and/or omissions made on the timecard in accordance with the Procedures for Correcting Timecards section.

6. SUPERVISOR RESPONSIBILITIES

- Verifying timesheet entries and timely submission.
- Having knowledge of an employee's work schedule.
- Ensuring no unauthorized changes or entries are on the timesheet.
- Notifying the VP of Business Operations or Office Manager when an employee needs access to a new project code.
- Reviewing submitted timesheets and if correct approve.
- Ensuring all alterations, mistakes, and/or omissions made by the employee are corrected and documented on the timesheet in the Change Reason section.
- Monitoring compliance with Kepler's Timekeeping Policy and Procedures.
- Coordinating with the VP of Business Operations or Woodbridge Office Manager when an employee is unable to enter their time and/or submit their timesheet.
- Coordinating with the VP of Business Operations if they will be unable to review and approve employee timesheets.

7. VICE PRESIDENT OF BUSINESS OPERATIONS & OFFICE MANAGER RESPONSIBILITIES

- The VP of Business Operations along with the assistance of the Office Manager is responsible for developing, issuing, maintaining, training, and monitoring Kepler's Timesheet Policy & Procedures.
- The VP of Business Operations will request approval from Kepler's President for payment of additional hours worked over the normal 40 hour week for all employees.
- VP of Business Operations or the Office Manager, after coordination with the employee's supervisor, can enter time and/or submit an employee's timesheet if they are not able to.
- VP of Business Operations, after coordination with the Supervisor, can approve timesheets when a Supervisor is unable to do so.
- The VP of Business Operations or Office Manager will create and manage project codes.

8. PROCEDURES FOR CORRECTING TIMESHEETS

- Alterations, mistakes, errors, and/or omissions must be corrected by the employee and approved by the Supervisor.
- Any change to a project code will require the reason annotated for the change in the Change Reason section of the timesheet.
- If an employee catches a mistake prior to submitting, or prior to Supervisor approval, they should make the correction and annotate the reason for the change is the Change Reason section of the timesheet and then submit/resubmit.
- If the Supervisor catches the mistake they will disapprove the timesheet and enter a reason in the Disapproval section of the timesheet.

- Once the Supervisor disapproves the timesheet the employee will then be able to open, correct, provide reason, save, and submit the timesheet again. The employee will also receive an email notice of the disapproval.

9. COMMON ERRORS

- Using the wrong project code(s)
- Charging to holiday when there is no holiday
- Charging to holiday when meaning to enter PTO
- Entering hours under the wrong day
- Not accounting for 8 hours a day

10. ADDITIONAL HOURS

Because of the nature of our business, your job may periodically require you to work additional hours/overtime. If the client or Kepler requires you to work additional hours/overtime, you will be given as much advance notice as possible. You should keep your Kepler Manager informed when working additional hours/overtime that are needed to support your client. Any additional hours worked should be taken off as soon as possible.

Proper management of uncompensated overtime is important since accumulated comp time earned, as uncompensated overtime, which is not used could cause a CLIN to run out of hours prior to the end its Period of Performance.

All hours worked should be recorded on your timesheet to the appropriate Project Code.

Uncompensated additional hours/overtime will be reported on the Cost Reports developed after each pay period and where appropriate on all invoices to the prime contractors and to the Government. All additional hours will be reviewed during timesheet approval process.

10.1 Nonexempt Employees

Nonexempt/hourly employees who work more than 40 hours in one week are entitled to additional pay for hours worked in excess of 40 hours and should keep their Supervisor informed when this is required.

10.2 Compensatory Time for Exempt Employees

Unlike hourly nonexempt employees, exempt salaried employees are not entitled to extra financial compensation for additional hours/overtime unless prior approval has been received by the President of Kepler and the conditions listed in 10.3 are met.

Using comp time:

- If an employee works additional hours during the week, they may take comp time for those additional hours worked in the same pay period as long as the client approves. Should the client require a position to be covered for a certain period of time each day then the employee must receive client and Supervisor prior approval.
- Additional hours should be used as soon as possible.
- Kepler's Office Manager will track.

10.3 Additional Pay for Exempt Employees

In special cases, pay for additional hours will be permitted for exempt employees if all of the following conditions are met:

- There has been prior authorization for additional time charges by the client, Kepler Supervisor, and VP of Business Operations. **Most contracts do not allow payment for additional hours.**
- Compensation shall be at the employee's regular rate for authorized hours actually worked.
- The work must be in addition to an inflexible concurrent workload.
- The extra work demand is not expected to persist and, therefore, cannot be satisfied by increasing staff.
- The extra work demand is of a sufficiently unique nature that it cannot be satisfied by use of temporary help.
- The time demand placed on the employee(s) is considered to be excessive.
- The use of additional time compensation is not appropriate.

11. PAYDAY PROCEDURES

- Pay periods will end on the 15th and the last day of the month.
- Payday will be on the 7th and 22nd of each month, unless that day falls on a weekend or holiday then payday will be the Friday before.
- There will be 24 pay periods during the year.
- Paychecks and pay statements are issued by TriNet via direct deposit or hard paycheck. All employees are encouraged to sign up for direct deposit.
- Pay statement information is available online at TriNet's website. All employees should review the information on each paycheck or pay statement for accuracy. Any discrepancies should be brought to the attention of TriNet's Customer Service Department. If the employee is unable to reconcile the issue they should contact the VP of Business Operations for assistance.

12. FORMS – Available Upon Request

UNANET Timesheet Entry Guide
UNANET Timesheet Approval Guide
Project Code Authorization Form - Blank
Project Code Authorization Form – Sample