


TSB Quality Operating Policy and Procedures			
TSB-HR-QOP-002 – Timekeeping Policy and Procedure			
Issued By: M. Hales	Effective: 02/20/2020	Rev:	

1.0 Policy

Three Saints Bay (TSB) demands from every employee the highest level of compliance and understanding with its timekeeping policies and procedures. Employees and their supervisors are responsible for properly accounting for time and ensuring that it is accurately recorded and charged to the appropriate job or indirect account.

As a government contractor, TSB and Subsidiary companies is subject to strict guidelines concerning Timesheet preparation and reporting. Federal Acquisition Regulation guidelines require that all employees complete their own Timesheets on a daily basis. Failure to comply with these guidelines may impact future Three Saints Bay business and lead to disciplinary action for those employees.

All TSB and Subsidiary employees must maintain their own Timesheet and record all time related to authorized activities in accordance with the TSB Time Keeping Handbook. Employees may only access and record time on their own Timesheet. Employees shall complete their Timesheet on a daily basis and shall finalize and sign their Timesheet by 10am the day following the end of the timesheet period, certifying that the Timesheet is both complete and accurate. TSB and Subsidiary companies are on Total Time Accounting; therefore, Full Time Employees must account for a minimum of 80 hours in a Timesheet Period.

Knowingly mischarging or falsifying charges or approving timecards with known false information violates Company policy and the law. Violation of our timekeeping policy may be grounds for disciplinary action, up to and including termination of employment, as well as criminal charges under Title 18 of the United States Code.

Provided below is a table of contents for this policy and procedure for quick reference:

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2.0 Reference Documentation

- TSB-HR-QOI-XXX – Employee Procedures for Deltek Time Collection

3.0 Definitions

3.1 Pay Period

- Weekly – Pay Period covers one work week
- Bi-Weekly – Pay period covers two work weeks

3.2 Pay Day

- Weekly – Pay days are every Friday
- Bi-Weekly Paydays are every other Friday
If a holiday or weekend occurs on a payday, the Company will pay on the first business day prior to the payday

3.3 Work Week – Three Saints Bay’s work week is Sunday through Saturday. Workdays begin at 12:00:01 a.m. and conclude at midnight on the day in the geographical time-zone where the work was performed.

Yuma Proving Ground’s work week is Monday through Sunday. Workdays begin at 12:00:01 a.m. and conclude at midnight on the day in the geographical time-zone where the work was performed.

3.4 Timesheet Status – When you review your timesheet, the Deltek Time System will indicate your timesheet’s current status:

- **Missing:** You haven’t started your Timesheet for that period.
- **Open:** You are in the process of completing your Timesheet, but the 2-week period has not concluded, and you have not signed it.
- **Signed:** You completed your Timesheet for the period and signed it acknowledging the accuracy of your recorded time.
- **Approved:** Your manager reviewed your Timesheet and approved it for processing.
- **Processed:** Your Timesheet is no longer available for changes and has been processed.
- **Rejected:** Your manager/administrator reviewed your timesheet and rejected it. Your timesheet needs to be corrected and resubmitted.

3.5 Compensated Leave and Absences

- **Paid Time Off (PTO):** Eligible employees will accrue PTO hours on a pay period basis. Accrual hours may vary depending on length of service
- **Leave Without Pay (LWOP):** Unpaid leave. All accrued PTO must be exhausted prior to use of LWOP.

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4.0 Responsibilities


- 4.1 Employees are responsible for correctly entering time worked and other time (PTO, LWOP, Overtime, etc.) daily into the Deltek Time Collection System. Employees must also sign their timesheet by 1:00 p.m. local time on the first calendar day following the end of the pay period.
- 4.2 Supervisors are responsible for informing each employee of the correct charge number associated with each work assignment, ensuring that employees are recording time daily and using the appropriate charge numbers and pay codes on their electronic timesheet, reviewing, verifying the accuracy of, and approving employees' timesheets in a timely manner each week. Supervisors are also required to review and approve all timesheets for their employees by noon the day after the pay period end.

5.0 Implementation

5.1 General Requirements


5.1.1 All Employees

- Employees must record their time daily. Do not fill out timesheet in advance, except for leave.
- The employee must sign his/her timesheet in Deltek timekeeping by 1:00 p.m. local time the first calendar day following the end of the pay period.
- If an employee is not at his/her regular place of work (i.e. at a seminar, a customer's site, etc.) and will not have access to the Internet, the employee may print a copy of their timesheet before leaving their regular place of work, manually complete their timesheet while away and enter their time in Deltek as soon as they return.
- If the employee does not return prior to the end of the pay period, they shall sign the paper copy of the timesheet and send a copy to their supervisor for review.
- The supervisor will send the copy to the Timesheet System Administrator for entry into the Deltek system and sign for the employee so that payroll can be processed. The supervisor and/or the local Timesheet Administrator will send a copy of the paper timesheet to payroll department.
- The employee shall review and sign the electronic timesheet immediately upon return to their regular place of work.
- Employees working at the Yuma Proving Grounds will complete their paper timesheet daily and sign their timesheet at the end of the pay

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period. The timesheets are then collected by the local Time Administrator and employees time is entered into Deltek Timekeeping system for processing. The supervisor is responsible for validating that hours on the paper timesheet match what is in Deltek before approving the timesheets. The paper timesheets must be signed by the supervisor and the local Time Administrator will send a copy of the paper timesheets to the payroll department.

- All full-time employees must account for 80 hours on their timesheet. Employees taking leave in a given pay period must enter the appropriate leave type (PTO, LWOP, etc.) on a separate line.
- Employees must reach out to their immediate supervisors or managers if they have a question or if a charge code or pay codes are not available in their timesheet.
- When an employee knows he/she is going to be out on leave on the last working day of the period, he/she must complete and sign their Timesheet in advance in Deltek Timekeeping no sooner than the final day at the work site. Leave may only be filled out in advance on the last workday prior to it being taken.
- If for any reason an employee is unable to complete their Deltek entry when due, they should immediately notify their supervisor and provide the reason. The supervisor will notify the Timesheet System Administrator so the issue can be resolved and/or timesheet completed by the administrator if necessary.
- Whether the employee is Exempt Employee or Non-Exempt, they shall not record time prior to the work. Employees shall record hours worked at the conclusion of the workday.
- Employees shall record on their Timesheet time spent traveling related to Work to the extent such travel time exceeds your normal commute time and distance to your assigned work location. For out-of-town travel, record as time Worked the time from your residence or work location (as applicable) to a customer site or hotel (as applicable).
- Employees who travel to another location to work should report only hours spent working or physically traveling. Additionally, employees whose travel includes an unworked Saturday and/or Sunday should report only hours spent traveling for those days. Employees must also note on their timesheets the days which are associated with travel by using the note function in the Deltek Timekeeping system.


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- **Non-Exempt (Hourly) Employees**
 - Non-exempt employees are covered by the overtime provisions of the Fair Labor Standards Act (FLSA). Non-exempt employees are paid an hourly rate for all hours in which they perform work. Timesheets for non-exempt employees are used to ensure compliance with the FLSA.
 - Federal and state laws require employers to keep an accurate record of time worked to calculate non-exempt (hourly) employee pay. Time worked is defined as all-time spent on the job performing assigned duties. Employees should not include any time prior to the time that they arrive at the job site and begin work, or following a completed workday, that is not directly related to their job requirements.

- **Exempt (Salaried) Employees**
 - Exempt employees are those who are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).
 - All hours must be accurately reflected on an employee's timesheet, clearly documenting the hours that were worked or not worked and the corresponding project or leave code. The first 40 hours worked shall be recorded in the Deltek system with an "R" (Regular) pay type. **Refer to Section 5.33 for hours worked in excess of 40.**

5.2 Charge Codes

- 5.2.1** Employees must understand whether they are charging a Direct or an Indirect Project Code before completing their timesheet. If you are uncertain of your Project Codes, immediately consult your Manager or Human Resources. Employees must have current and complete knowledge of the scope of each task and the guidelines for appropriate use of their individual Charge Tree. All employees have access to the approved Project Codes for the tasks they support. Additional Project Codes may be added to the available Charge Tree at the request of their supervisor or manager. Note, employees working on a Direct Billable Project must verify that travel time is billable under the relevant contract before charging travel time to the contract. All Travel Hours must be approved in advance by the employee's manager.
- 5.2.2** Leave Without Pay – Unless approved by the General Manager, all PTO must be exhausted prior to the use of LWOP in any circumstance. All Leave Without Pay hours taken must be recorded in Deltek system with a "LWP" (Leave Without Pay) pay type.

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5.2.3 Fringe Charge Codes – In addition to Direct and Indirect project codes, employees should also understand the different Fringe charge codes that are available. Employees should use the appropriate fringe charge codes, for example, PTO, Bereavement, Holiday, Jury Duty, Military leave, etc. at the appropriate situation. All fringe codes should be recorded as a separate line item in Deltek Timekeeping system.


- XXFRNG.CORP.VACA – PTO charge code
- XXFRNG.CORP.SICK – SICK charge code
- XXFRNG.CORP.MILI – Military charge code
- XXFRNG.CORP.LWOP – Leave Without Pay charge code
- XXFRNG.CORP.JURY – Jury Duty charge code
- XXFRNG.CORP.HOLI – Holiday charge code
- XXFRNG.CORP.BRVT – Bereavement charge code

5.3 Pay Type Codes

5.3.1 Regular Hours – All regular hours worked shall be recorded with a Pay Code of “R”.

5.3.2 Leave Pay Codes – The following pay codes shall be used for authorized leave:

- **PTO** – Paid Time Off / Vacation – In conjunction with the PTO project code, pay type PTO should be used when time off is scheduled and approved with the appropriate supervisor(s). PTO should be scheduled as far in advance as possible for planning purposes.
- **S** – Sick – In conjunction with the Sick project code, employees who are eligible for sick pay must record hours taken as sick days in Deltek system using the “S” (Sick Pay) pay type.
- **H** – Holiday Pay – In conjunction with the Holiday project code, employees should record holiday hours using “H” pay type during the 10 paid federal holidays that are observed by the company. Please refer to your employee handbook for the list of federal holidays.
- **BRV** – Bereavement Pay – In conjunction with the Bereavement project code, employees should record bereavement days using the “BRV” pay type
- **J** – Jury Duty – In conjunction with the Jury Duty project code, employees should enter jury duty hours using “J” pay code. Employees must provide a copy of the summons to their supervisor to accommodate their absence.

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- **ML** – Military Leave – In conjunction with the Military Leave project code, employees taking military leave should record their military leave hours using “ML” pay code. Employees should provide a copy of their orders for this leave to be granted.
- **LWP** – Leave Without Pay – In conjunction with Leave Without Pay project code, employees should record their hours using the LWP pay type. Employees must exhaust all available PTO hours prior to the use of Leave Without Pay.

Note – Please refer to the TSB or Subsidiary Employee Handbook for policies regarding negative leave / PTO limitations.

5.3.3 Overtime Pay Type

- **Non-Exempt**
 - Worked hours determined to be overtime will be paid at a rate of 1.5x the employee’s normal hourly rate and in accordance with all state and federal employment laws and must be charged on a separate line to “O” (Overtime) pay type on timesheets. TSB and its Subsidiaries will recognize and pay all authorized hours worked and overtime compensation in accordance with individual state laws where it differs from federal guidelines. Overtime calculations will be based on the employees’ “home” or “base” state. Contact the Human Resources Department for questions related to overtime calculation for each specific state.
 - Overtime hours are to be worked only at the request of a supervisor or manager and must be approved in advance. A non-exempt employee working any overtime in a work week without obtaining prior approval of the supervisor or manager may be subject to disciplinary action, up to and including termination from employment.
 - Non-exempt employees are required to report all hours worked on their timesheet. Additionally, unworked hours must be assigned to the appropriate leave category if an employee wishes to be compensated for these hours.
 - Employees who are eligible to record Double Time should record their hours in a separate line using the “DT” pay type.

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- **Exempt – Uncompensated Overtime**

- Any hours charged above 80 in any given pay period should be approved by the employee's Supervisor and/or Manager prior to the hours being worked.
- Except for hours recorded to leave charge and pay codes, all hours worked (including those above 80) is recorded in the Deltek system with an "R" (Regular) pay type.

- **Exempt – Compensated (with supervisor/manager approval)**

- Employees who are eligible for pay for hours worked over 80 in a pay period must record the hours over 80 as a separate line item on their timesheet using the OS1 Pay Type.

- **Shift Differential** – Employees who are authorized and are working on a second or third shift schedule may be eligible for shift differential pay. All hours eligible for shift differential pay must be recorded in Deltek in a separate line using the shift differential code provided by the employee's supervisor. Note, there are separate shift differential codes for overtime that may need to be provided to the employee.


5.3.4 On Call Pay Type – Employees who are eligible for on call pay should record their hours on a separate line using the OCP pay type.

5.3.5 Hazardous Pay – Employees who are authorized for Hazard pay must record their time as such in a separate line item using the HZ pay type. Overtime hours for Hazardous pay must be recorded on a separate line using the "HZO" pay type.

5.3.6 Shipboard Pay Type

- **Regular** – Employees who are eligible for shipboard pay must record their regular hours using the "SB" pay type
- **Overtime** – Employees who are eligible for shipboard overtime pay must record their hours on a separate line using the "OSB" pay type.
- **Double Time** – Employees who are eligible for Shipboard Double Time must record their hours on a separate line using the "DSB" pay type.

5.3.7 All Other Pay Types – Employees who have a need for any other pay codes should contact their supervisor.


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5.4 Supervisors Responsibilities

- 5.4.1** Supervisors are required to review and approve all timesheets for their employees by noon the day after the pay period end. **In addition to reviewing hours charged, Supervisors should pay attention to the Charge Code and Pay Type when approving timesheets. Supervisors who incorrectly approve timecards will be subject to disciplinary action, up to and including termination.**
- 5.4.2** All timesheets must be ready for processing by payroll services and accounting by noon on the second business day after the end of the pay period. If a timesheet still has an issue at that time, the supervisor should immediately send an email notification to the Timesheet Administrator. The email must state the nature of the issues, the required actions, the reason why the employee could not address the issue, and a request for the Administrator to sign, if necessary
- 5.4.3** When a supervisor knows he/she will be absent during the end of the pay period, he/she must inform his/her back-up and the back-up will need to review and approve employee timesheets.
- 5.4.4** When an employee has not worked any hours during the pay period and has not taken leave, and therefore there is no timesheet in the electronic system, the employee's supervisor should notify Human Resources of this situation.

5.5 Timesheet Corrections

- 5.5.1 During the pay period:** Make corrections as needed and provide an adequate reason in the audit comment field that appears upon saving the corrections. If an employee misses filling in a day on their timesheet, subsequent time entered for that day is considered a correction and an audit comment must be entered.
- 5.5.2 After the pay period:** Corrections must be approved by both the employee and supervisor, with adequate documentation and justification. Submit either a job charge correction request form or an email to your Human Resources Representative, who will then forward documentation to accounting for adjustment to the company records.
- 5.5.3 Examples of bad explanations**
- “fixing time”
 - “Entering correct hours”
- 5.5.4 Examples of good explanations**
- “I miscalculated my overtime for the week and am now correctly assigning hours to Regular and OT pay types.”
 - “The job started on Monday, but the job number was not available until Tuesday for charging.”

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- “When I filled out my timesheet on Tuesday, I read down a line and thought I was applying the hours to job XXXX-XXX, now correcting so that the hours are actually applied to that job.”
- “When I entered the job number, I meant to enter XXXX-XX2 but hit XXXX-XX3 by mistake, now correcting the typo I made so that hours are charged to the correct job.”

5.5.5 Supervisors are responsible for the continual reinforcement of timekeeping procedures. Opportunities for training and reinforcement should occur during employee orientations, staff meetings and formal training sessions

5.6 Payroll Deductions

5.6.1 Three Saints Bay is required by law to make certain deductions from your pay each pay period, including:

- Federal and State income taxes;
- Social Security (FICA) taxes;
- State Unemployment Insurance; and
- Deductions required by wage garnishment or child support orders.

5.6.2 Three Saints Bay may also deduct from your pay your voluntary contributions to a 401(k) Plan and employee benefit shared costs.

5.6.3 All deductions from your paycheck will be listed on your pay stub. Employees should review their pay checks for errors.

6.0 Reports and Management Tools

Daily Floor Check Emails – System generated e-mails will be sent to employees and their supervisors if they have not entered their time by 1 p.m. Eastern.


7.0 Records Retention

Are records associated with policy and procedure are automatically maintained within the automated timecard system and Deltek.

Paper timesheets are signed by both the employee and supervisor and a copy is sent to the payroll department.

8.0 TSB Subsidiary Flow Down Requirements

All TSB Subsidiaries must adhere to this Policy and Procedure. TSB Subsidiaries may directly flow-down this Policy and Procedure and use it within their company, create their own Policy and Procedure, or include the requirements within this Policy and Procure in an existing Subsidiary guidance document. Note, if a TSB Subsidiary elects to create their own Policy and Procedure, or incorporate these requirements within an existing guidance

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document, it is the responsibility of the Subsidiary to ensure their policy documentation remains in compliance within this TSB issued Policy and Procedure.

9.0 Revision History

Revision	Release Date	Reason for Revision
1	02/01/2006	Initial Release as procedure number HR-210.
A	02/20/2020	New format, additional guidance on recording time, using separate pay codes for SD, Hazard pay, and HOLA/COLA for employees and supervisors. Renumber the policy and procedure to TSB-HR-QOP-002.