

Timekeeping and Labor Reporting

1.0 Policy

All employees must complete a timesheet on a daily basis (sample attached) to be paid. The proper application of labor is a very sensitive in the U.S. Government contracts. Therefore, accurate recording of time worked by ULTRA TECH employees is of utmost importance. The key document in the labor accounting system is the timesheet, and it is essential that all employees be aware of their responsibility for accurate timesheet preparation.

2.0 Scope

All employees.

3.0 Guidelines

The following practices will be adhered to without exception:

- ?? Employees will personally record their time on a daily basis on the timesheet in blue or black ink.
- ?? No erasures or white-outs may be made on the timesheet. Corrections must be made by crossing out the incorrect entry and inserting the correct entry. All corrections must be initialed by both the employee and supervisor.
- ?? Employees are responsible for charging to the correct charge code.
- ?? Supervisors will ensure that all full-time employee timesheets account for all time during the pay period. Employees that do not meet the total hours, should record leave with or without pay.
- ?? Employees will sign their timesheets certifying the accuracy of the recorded labor.
- ?? A supervisor's signature on timesheets verifies the accuracy of the recorded labor effort.
- ?? The distribution and collection of timesheets will be controlled by the supervisor.
- ?? New employees will be instructed at their initial orientation on proper timesheet preparation procedures. Specific responsibility will be placed on each employee to perform this task. Employees and their supervisors will be made aware that failure to comply may result in disciplinary action, including dismissal. Questions regarding the validity of specific charges to a given contract should be referred to the immediate supervisor or the Accounting Department.
- ?? Periodic internal reviews will be performed by the Accounting Department to ensure compliance with basic controls.
- ?? All labor reclassifications will be fully documented by the Human Resources Department. Facts and circumstances surrounding each reclassification will be stated.