

Amentum Employee Time Reporting Training

Proficio

This training document is a transcription of Amentum's annual **Employee Time Reporting Training**.

New users should take the training course in Proficio soon after hire to properly document completion of the course, however Amentum recognizes that some locations and situations may prevent, or delay, access to the Proficio system. To facilitate timely training, this document is being provided along with several job aids to ensure users are equipped with the information needed to complete timesheet entries.

Job Aids to review in addition to this course:

- Costpoint Time-Login
- Costpoint Time-Mobile App
- Costpoint Time-Entering Time
- Costpoint Time-Entering Time on behalf of others
- Costpoint Time-Correcting Timesheets
- Costpoint Time-Approving Time
- Costpoint Time-Viewing Leave balances
- Costpoint Time-Time In Out Meal Rest Break Tracking
- Costpoint Time-Password Reset

Amentum Employee Time Reporting Training: Intro

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Introduction

- Timekeeping is critical to our business.
- Amentum earns revenue based on time spent on client projects.
- Furthermore, our role as a US federal government contractor requires that we record time according to federal government rules and comply with audits on our procedures.
- To comply with federal regulations, all Amentum employees use the Costpoint time system when recording time.
- The time collection system is convenient and easy to use for all employees.

Employee Time Reporting Policy

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Employee Time Reporting Policy

- This section will cover the following topics of the employee time reporting policy.
 - Employee time reporting policy overview
 - Responsibilities
 - Federal Acquisition regulation (FAR)
- Amentum earns its revenue by billing clients for time spent working on their projects.
- It is of the utmost importance that all hours worked are recorded properly.
- In addition, proper timekeeping ensures that employees are compensated for their service to Amentum.

Timekeeping Requirements

- Whether you work on client-billed jobs, of commercial or federal, overhead or administrative jobs, business development jobs, or bid and proposal jobs, the timekeeping requirements are the same.

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7 Points of the Employee Time Reporting Policy

1. All employees must use the time collection system
2. Time must be entered daily and signed by the end of the work week
3. Timesheets must be approved by the timesheet approver at the end of your work week
4. If corrections need to be made, an explanation, also referred to as a revision, must be written in the comments section of the timesheet
5. Overtime may require prior approval, follow your contract and payroll guidelines for compliance.
6. Any employee who intentionally submits incorrect information, such as mischarged labor, on a timesheet will be subject to disciplinary action
7. Timesheets are submitted from any web-accessible computer or app using the following URL: <https://prodtime.amentum.com/>

Timekeeping Requirements

- Timesheets can be completed even if you are away from the office
- If you do not have access to the web, you must notify your timesheet coordinator or timesheet approver to complete your timesheet for you.
- You must re-sign your timesheet upon your return.

Responsibilities

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Responsibilities-Employee

- Make sure your timesheets are accurate and compliant with Amentum's Employee Time Reporting Policy
- Complete your time at the end of each business day
- Sign your timesheet at the end of the work week

Responsibilities-Timesheet Coordinator

- Responds to timesheet questions for their local area
- Confirms that all timesheets have been signed and approved at the end of the work week

Responsibilities-Program Manager

- Provides appropriate work information
- Work authorization should include: correct project to charge, appropriate labor category
- The correct labor category is critical for employees who may do work under multiple labor categories
- Should confirm the correct project charging information at the beginning of each fiscal year

Responsibilities-Timesheet Approver

- Confirms that employees prepare their timesheets completely, accurately, on time, and with the correct job numbers
- Answers questions concerning timesheet policy and procedure
- Ensures that timesheets are signed and approved at the close of the work week

Responsibilities-HR Representative

- Provides timesheet information to new employees
- Ensures the new employee is aware of the Amentum Employee Time Reporting Policy
- Assigns employee numbers

Amentum Policy and the FAR

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As a major contractor with the federal government, Amentum is required to follow the timekeeping rules set forth by the Federal Acquisition Regulation.

Let's take a look at common questions employees have about our timesheet policies and how they comply with the FAR.

Q: Why does the government care about what is on my timesheet?

- When you charge your time to a U.S. federal government job number and sign your timesheet, you are making a claim against government funds.

Q: If I never work on a government project, is my timesheet still reviewed?

- Yes, your timesheet is audited.
- The U.S. federal government pays a portion of all indirect costs and therefore all employees are subject to the timesheet policy.

Q: How would they know what I put on my timesheet?

- As a government contractor, Amentum is periodically subject to surprise floor check to ensure compliance with FAR.
- These audits are conducted by the DCAA Defense Contract Audit Agency

Amentum Policy and the FAR

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Q: What happens in a DCAA Audit?

- The DCAA Auditor, along with an Amentum escort, will conduct the audit.
- Prior to the visit, the DCAA auditor should notify the government compliance group of the audit date.
- The amentum escort will ensure the auditor has the proper template for internal reporting and documentation of the floor check.
- The DCAA auditor will perform the following tasks during an audit.
- Request a real-time timesheet from a sampled employee.
- Request a statement of work or authorization to charge a particular charge number.
- Ask the employee about the hotline and knowledge of the ethics policy.

Q: What happens if Amentum is not in compliance?

- If problems are found with timekeeping in an office, the company has opportunity to implement a corrective action plan
- Poor implementation could result in increased federal scrutiny
- Repeated violations could result in Amentum suspension or a disbarment from all federal projects.
- This means we could close all current and future federal contracts.

As you can see, our time reporting policy is very important to you and the company.

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Floor Checks

- Costpoint Time sends a daily floor check email notification to each employee and their timesheet approver when the employee has not entered time for the prior day.
- Employees receiving the floor check notification must enter their timesheet as soon as possible.
- The floor check notifications are designed to ensure time is recorded accurately and daily per policy.
- Floor checks are run around 10am Eastern time and again around 1pm
- Timesheets are closed every Monday around 10am ET for labor processing.

Important

- Timesheets will not be available for corrections on Mondays and will be reopened on Tuesday after noon Eastern Time.
- All corrections need to be completed by the employee and approved by the timesheet approver by close of employee's business day on Wednesday especially prior to a pay week!
- Corrected timesheets are processed on Thursdays.
- A missed timesheets or hours from a previous week is considered a correction.
- So make sure to complete and approve your corrections on time

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US & CALI Employees

US Employees only

- Mobile access to Costpoint Time and Expense is optional for ease of use.
- The Costpoint Time and Expense mobile app is free and the URL is shown here
<https://prodtime.amentum.com/detektouch/costpoint/te>
- If your location uses times clock machines, you may not use the mobile app.
- For hourly wage employees working in California, please note there are some state-specific requirements you must follow such as documenting clock in and out times, meal breaks and rest breaks in accordance with state law and Amentum policy.
 - More information is outlined in the policy linked within the resources tab of the player.
- For employees completing work under the Davis Bacon Act, please be sure to utilize the appropriate pay types, projects, PLCs and GLCs, when tracking time in Costpoint T&E as outlined in the procedure linked in the Resources tab

Policy referenced in this slide

Refer to OneJavelin for copies of the policies referenced in this slide.

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Tips for using Costpoint

- The first time you log in to Costpoint Time use the web-based version to enter your charge codes, save to favorites, and load to your timesheet
- Costpoint Time mobile is best used to enter hours after the charge codes are loaded to your timesheet.
- If you wish to correct a timesheets, please use the web-based version as it is easier to navigate.
- Ensure you logoff by clicking the power button in the top right corner after updating your timesheet.
- You should clear your Internet browser cache periodically to help Costpoint run faster and avoid any issues.
- If you encounter issues logging on, you should attempt to login via a different web browser.

Quiz

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Who is required to record time on the timesheet?

- a) Only hourly (non-exempt) employees
- b) Only salaried (exempt) employees
- c) All Amentum employees no matter status
- d) None of the above

Time must be entered daily and signed by the end of the work week (period)

- a) True
- b) False

When an audit is conducted by DCAA (Defense Contract Audit Agency) the auditor will perform all of the following except:

- a) Ask the employee about the hotline and knowledge of the ethics policy
- b) Request a statement of work or authorization to charge a particular charge number
- c) Request time be entered that has not been worked yet
- d) Request a real-time timesheet from a sampled employee

Quiz

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What happens if Amentum is not in compliance with the timekeeping policy?

- a) If issues are found, the company has an opportunity to implement a corrective plan
- b) Poor implementation could result in increased federal scrutiny
- c) Repeated violations could result in Amentum's suspension or a disbarment from all federal contracts
- d) All of the above

Daily floor checks are sent once a day to everyone no matter whether time has been entered or not.

- a) True
- b) False

Attestation Statement

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Attestation Statement

I attest that I have completed this training course titled “Employee Time Reporting”.

I confirm that I have read and fully understand the content presented in the training.

I acknowledge that I have acquired the knowledge and skills outlined in the course and am prepared to apply them effectively.

- a) Yes
- b) No