



Employee / Contractor Time Sheet Policy

Policy Objective:

The purpose of this time sheet policy is to implement and enforce standard timekeeping procedures to ensure correct recordkeeping and produce timely resource utilization data necessary for managing Accounts Receivables and Payables (finances). This policy is intended to promote accurate and orderly maintenance of employee and contractor time sheets to enable accurate forecasting.

Procedures / Responsibilities:

The following expectations must be adhered to by all employees and contractors:

- Weekly time sheet submission is due no later than **Mondays, 9:00 AM EST** to account for all hours worked during the previous week.
- Planned vacations should be entered into Deltek as PTO prior to going on vacation and communicated/approved by your Eon Collective manager via email.
- All time must be accurately recorded to the nearest half hour against the assigned engagement(s) and phase(s).
- If you are not assigned to a project within the Deltek of which you are working on or believe should be assigned to, please reach out to your manager, tech lead or hr@eoncollective.com to resolve.
- For employees, if you are not assigned to a specific billable project in Deltek, then you must enter your time against the applicable administrative and internal tasks as directed by your manager or hr@eoncollective.com
- Notes to provide clarification or a breakdown of the day's tasks should be added on a daily level (see time sheet entry procedures)
- In the event an adjustment must be made to time for a day that was previously submitted, reach out to hr@eoncollective.com to correct before weekly time sheet submission deadline.
- If you have any questions or comments regarding access, the process, selection of the correct project/phase, or anything related to the timekeeping system, please contact your assigned PM, coordinator, direct manager or hr@eoncollective.com for assistance. If you do not have access to the timekeeping system or the assigned project/phase it is your responsibility to contact management to have this issue corrected.
- Important: in addition to adding time into Deltek, all client and/or intermediary timekeeping systems/processes must also be honored. This is especially necessary when these time sheets must be approved by the client to ensure we can bill them for your time and efforts. Please confer with your assigned PM, coordinator, direct manager or hr@eoncollective.com for client specific details on this process.
- If you work on days that are recognized national holidays, you must provide prior written approval from the client that you are authorized to work that holiday and that Eon Collective can bill for the day.
- At month-end when the last billable day in the month is NOT at the end of week, please have your time entered through the last billable day and time sheet filled out in draft state. Have this completed by the first billable day of the next month.



Employee / Contractor Time Sheet Policy

Enforcement:

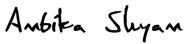
A high level of job performance and professionalism is expected from each employee and contractor who works for Eon Collective. It is critical for continued operations that all employees and contractors submit their time sheets regularly and in a timely manner, both internally and externally with the client, to ensure that our billings and costs are effectively managed. Our billing and payment cycles are entirely dependent on the timely and accurate submission of invoices to our clients for the services we provide - a task that cannot be completed if the resources do not enter their time sheets into Deltek.

If an employee or contractor does not meet the standards established in the company policies, corrective action may ensue. This can range from continued delayed payments through to suspension and up to and including termination of employment or cancelling of contract/SOW without pay. Corrective action will include, but not limited to the following:

- a. Compensation will be held until the resource's time sheets have been accurately submitted and approved. Time sheets not submitted in a timely manner to ensure that accounting can process billable and payments, compensation can be withheld until the following pay cycle.
- b. Continued subsequent violations within the current quarter will result in the following actions:
 1. First infraction - the manager will issue a verbal or written warning (email), and will follow-up to ensure that the time sheet is submitted correctly and monitor accordingly
 2. Second subsequent infraction - a formal written warning from the resource's manager and a performance improvement plan will be filed with HR
 3. Third subsequent infraction - Paid or unpaid suspension, demotion, and/or termination - if oral or written warnings fail to address the issue, and the resource continues to violate time sheet policy, then more severe actions will follow.

Consent:

I acknowledge receipt of the Company's Time Sheet Policy and agree to adhere to the requirements within it.

DocuSigned by:

A1B032B206394AF...

Signature

Ambika Shyam

Printed Name

10/24/2022

Date