

DEK Technologies Vietnam Time Reporting Policy

1 Purpose

To clearly define the expectation on how hours should be accurately and honestly reported.

2 Effective Date

This version of the policy is effective from the 1st of August 2020.

3 Principles

Accurate and honest time reporting is extremely important.

Dishonest time reporting is the equivalent of stealing.

Weekly submission of timesheets helps ensure their accuracy and allows faster processing of salaries.

Non project related or connected activities should not be reported against the project.

4 Policy

Every member must submit their timesheets either at the end of the last day of the week, or at the beginning of the first day of the week.

The tasks under the project “DEK Vn internal” should be used when reporting for annual trip, job fair, health check, interviews and all staff meetings.

Non project related activities should not result in Time Off in Lieu (TOIL). For example, if members attend the Health Check and then work 8 hours in the same day, members do not report hours against Health Check.

TOIL is only used when the minimum standard numbers of hours for the day have not been worked; i.e. members need to book TOIL if members have worked less than 8 hours a day.

There is a limit to the number of TOIL hours that can be earned during a day/week/month/year.

Refer to DEK Vietnam Technologies TOIL Policy [1] to ensure the correct handling of TOIL.

When reporting overtime, it must be entered as a separate row and contain all the required information in the comment field. Refer to the DEK Technologies Vietnam Overtime Policy [2] to ensure the correct handling of overtime.

Leave without pay can only be used after all other leave is exhausted and in special cases.

Leave without pay can only be taken in multiple of 8 hours.

Annual leave can only be taken in multiple of 4 hours.

Refer to DEK Technologies Vietnam Leave Policy [3] to ensure the correct handling of all leave types.

Timesheets submitted with incorrect information should be re-opened and adjusted.

5 Responsibilities

Members need to ensure they understand which project they should report their time against.

Members must submit accurate and honest timesheets once a week.

Members should notify their feature team when needed projects/tasks are missing from their timesheets.

Members should contact Human Resource (HR) Department for assistance when needing to re-open timesheets for any reason. e.g. change of leave, or inaccurate submission.

Line Managers are responsible for checking and approving/rejecting timesheets weekly.

HR is responsible for:

- ordering new accounts for the time reporting system
- ordering the disabling/removing of accounts from the time reporting system
- approving or rejecting all leave types in the system
- ensuring the system keeps correct track of all leave types
- creating the required monthly reports
- changing the public holiday definitions when individuals travel for work and change back to Vietnam holidays upon their return

6 Reference documents

[1] DEK Technologies Vietnam TOIL Policy

[2] DEK Technologies Vietnam Overtime Policy

[3] DEK Technologies Vietnam Leave Policy