

THIS DOCUMENT, OR AN EMBODIMENT OF IT IN ANY MEDIA, DISCLOSES INFORMATION WHICH IS PROPRIETARY, IS THE PROPERTY OF VSOLVIT, LLC & ITS SUBSIDIARIES, IS AN UNPUBLISHED WORK PROTECTED UNDER APPLICABLE COPYRIGHT LAWS, AND IS DELIVERED ON THE EXPRESS CONDITION THAT IT IS NOT TO BE USED, DISCLOSED (INCLUDING REPRODUCTION AS A DERIVATIVE WORK), OR USED FOR MANUFACTURE FOR ANYONE OTHER THAN VSOLVIT, LLC & ITS SUBSIDIARIES WITHOUT ITS WRITTEN CONSENT, AND THAT NO RIGHT IS GRANTED TO DISCLOSE OR SO USE ANY INFORMATION CONTAINED THEREIN. ALL RIGHTS RESERVED. ANY ACT IN VIOLATION OF PRIOR AGREEMENT OR APPLICABLE LAW MAY RESULT IN CIVIL AND CRIMINAL PENALTIES.

CONTENTS

1. Introduction 2

2. Purpose 2

3. Scope 2

 3.1 Appropriate Uses for OH Charge Code:..... 2

 3.2 Appropriate Uses for a G&A Charge Code:..... 2

 3.3 Guidelines:..... 3

4. Description 3

5. Enforcement..... 3

6. Appendix A..... 4

 6.1 Revision History..... 4

 6.2 Approval Record..... 4

HR.01.08.POL	VSOLVIT INDIRECT CHARGE CODE ALLOCATION POLICY	
--------------	--	---

1. INTRODUCTION

This policy provides the baseline guidance for Indirect time charging (non-project “Direct” support), specifically the G&A (General and Administrative) and OH (Overhead) Charge Codes that have been approved and assigned for use on employee’s timecards. Enclosed are the guidelines for the proper and allowable use of the G&A and OH Charge Codes and the measures being implemented to ensure proper use.

2. PURPOSE

Maintain compliance with all Department of Labor (DOL) regulations, Defense Contract Audit Agency (DCAA) requirements, and Defense Federal Acquisition Regulations (DFAR) in regards to charge code allocation.

3. SCOPE

This policy applies to all of VSolvit staff. Employees should always get guidance from their direct supervisor on what tasks they should be focusing on and what charge code is appropriate for each task. Employees are responsible to confirm with their supervisor/manager if there is doubt on which charge code to use prior to beginning the assigned task.

3.1 APPROPRIATE USES FOR OH CHARGE CODE:

- Time spent which is not Direct Project Support (Direct Benefit of a Project) or G&A. This most likely includes targeted support which crosses multiple projects.
- For PMs, time spent attending EPMO or PM Syncs which can not be directly tied back to one's contract.

3.2 APPROPRIATE USES FOR A G&A CHARGE CODE:

- Authorized Business Development activities (note: Bid & Proposal costs are treated distinctly from Business Development)
- Corporate Training that is company-wide (ie: Sexual Harassment Awareness training)
- Professional IT support to VSolvit employees for company-wide applications (ie: Gmail)
- Pre-approved R&D expenses that are not reimbursed per a contract
- Annual Performance Review activities
- New hire training on standard company-wide procedures and applications
- Authorized Marketing activities & products

HR.01.08.POL	VSOLVIT INDIRECT CHARGE CODE ALLOCATION POLICY	
--------------	--	---

- Accounting, administrative and other labor services that support our company as a whole, rather than just the government contracts as a group
- Approved Travel and lodging costs related to a G&A event (ie: a Team Building or an HR Training event)

3.3 GUIDELINES:

- Usage of the G&A or OH charge codes requires approval prior to use
- If a charge code is not available for use on your timecard, please reach out to your supervisor who will provide appropriate direction on how to proceed while we work through the administrative process of assigning charge codes in our timekeeping system.

4. DESCRIPTION

Usage of the G&A or OH charge codes requires approval prior to use.

If a charge code is not available for use on one's timecard, employees must request the code from their supervisor who will obtain the necessary approvals.

The Total Time Accounting Rule always applies. Employees are required to use the appropriate charge code for the work that is assigned to them.

5. ENFORCEMENT

Timecard Approvers shall review staff timecards on a weekly basis for the appropriate usage of the G&A or OH charge codes. Justification may be requested to support the usage of these charge codes.

- They need to have an understanding of the appropriateness of the charge codes that your staff are using. This includes knowledge that they have been approved.
- Timecard corrections will be requested if a charge code was used in error.
- A monthly reconciliation of the G&A and OH charge codes will be performed.
- **Focus Area Leads** and all Director Level staff shall verify the past month's charging practices of the staff that are in their focus area or department. Anomalies will be highlighted and any necessary corrections will be requested.

Senior level staff will audit the charging of the company staff randomly throughout each year.

©2024 VSOLVIT, LLC & SUBSIDIARIES	COMPANY PROPRIETARY & CONFIDENTIAL INFORMATION PRINTED COPIES OF THIS DOCUMENT ARE UNCONTROLLED	PAGE 3 OF 4
--------------------------------------	--	--------------------

6. APPENDIX A

6.1 REVISION HISTORY

Change Date	Version	Change Author	Change Summary
03/28/2023	1.0	Stasi Washburn	Initial Release
08/24/24	2.0	Isheeta Pal	Update PD to FAL

6.2 APPROVAL RECORD

Date Approved	Version	Policy Owner	Approved By
4/20/2023	1.0	David Brownlee	Eric Jacobs
8/30/2024	2.0	Stasi Washburn	Stasi Washburn