# Timesheets

Alliance timesheets are on online and networked using Deltek Vision Timekeeper Module. Employees enter time by project and in some cases down to the task level. On Friday at the close of business (or Sunday at midnight if work is performed over the weekend) employees submit timesheets for approval. By 10 A.M. Monday, Managers review timesheets and approve for posting. During posting, all time is posted to the Billing system.

* Timesheets are to be prepared by all staff persons in Deltek Vision Timekeeper Module daily and submitted for Supervisor’s review and approval every Friday at closing, or Sunday at midnight if they work over the weekend. Timesheet submittals are password protected. Only employees can submit timesheets for approval.
* Timesheets are to include specific time spent on each project. Employees enter time by project and in some cases down to the task level. This is called Direct Time.

It is Alliance’s policy that all employees are required to fill out their timesheets daily and save the timesheet. No employee at Alliance records time in subsequent periods. All timesheets are submitted for review and approval for the previous week worked every Friday at the close of business, or Sunday at midnight to the employee's supervisor.

When a timesheet is submitted by the employee, the system requires the employee's unique electronic signature. The timesheet then goes to the supervisor for Approval. The timesheet CANNOT be changed by the supervisor. If there are changes, such as wrong project number, then the timesheet must be changed and resubmitted by the employee.

Once the timesheet is approved by the supervisor, then it is ready to be posted by the accounting staff to the Billing system in Vision. Once the timesheet is approved, employees cannot go back and alter timesheets. Once a timesheet is posted and payroll is run for the timesheet period, Vision will not allow un-posting or revision of timesheets.

# Overhead time CATEGORIES:

Overhead time categories: Non direct labor hours (Indirect Labor) are assigned to one of the Overhead time categories. Overhead time categories are called indirect time and track Time worked that is not project billable. Project billable time is called direct time. Overhead time categories are set up to track allowable or unallowable time per the Federal Acquisition Regulations (FAR). Since a majority of our clients receive Federal funding directly or indirectly, Alliance’s billing rates must be in compliance with the FAR. Our billing rates are determined by the employee’s base rate plus a calculated Overhead rate plus a fix fee or profit. To determine the Overhead rate, Alliance annually performs an Overhead Audit per the FAR regulations. The FAR determines the allowability of an overhead expense. We have set up our financial ledgers and our Timekeeping and Expense keeping systems to track allowability of an overhead expense per the FAR.

## Overhead time categories- Allowable Time:

PTO Leave: This category is where full time employees document Paid Time Off taken (includes vacation, sick, and other leave). As a general guideline, an employee should notify their supervisor a week in advance for every day the employee plans to be away from work (i.e., one day off would require one-week notice, two days off would require a two-week notice, etc.). See the complete PTO policy in the ATG Employee Handbook.

Holiday: This category is where full time employees document Holiday leave taken. Part time employees do not earn Holiday leave and are not paid Holiday leave. See the complete policy in the ATG Employee Handbook.

Six holidays are observed by Alliance each year for a total of fifty-six hours:

* New Year's Day – Jan. 1st
* Memorial Day - Last Monday in May
* Independence Day - July 4th
* Labor Day - First Monday in Sept.
* Thanksgiving Day - Fourth Thursday in Nov. and the Friday following Thanksgiving Day
* Christmas Day – Dec. 25th

ADMIN-GEN: This category, Administration – General, is where employees document General Administrative or Overhead time such as Human Resources and Payroll, Education and Training, Conference Attendance, Timesheet Review, Network Support, Reception and Clerical Duties. **In this field, you must use one of the comment fields listed in the drop down.** Do not input every single tiny detail. Use the comment fields that are listed in the Timesheet Application that best describes your Overhead Activities. If there is not a comment that describes work duties, then please contact Accounting or your immediate supervisor and we will try to help.

For example, an employee attends the Texas APA conference for 8 hours, Nov. 4, 20XX. That employee would input 8 hours in the ADMIN-GEN labor category on Nov. 4, 20XX. In the COMMENT FIELD THAT EMPLOYEE WOULD SEARCH THROUGH THE COMMENT CATEGORIES UNTIL THEY REACH “CONFERENCE ATTENDANCE” then the employee would go to the end of the comment and type in Texas APA Conference. The comment would look like the following: **Conference Attendance Texas APA**.

CLIENT-GEN: This category, Client – General is where most management level employees document general **face to face** time with clients or potential clients that is not Project or Proposal specific. This includes the weekly Opportunities/Promotional Projects meeting, and any meetings where our managers are trying to get on teams or getting Alliance hired on future projects. **If it is Proposal specific, the time should not be charged to this category, but to the specific Proposal Number.** When in doubt, ask your supervisor. Be sure to provide a comment in the comment field. (Short, simple, and to the point).

PROPOSAL – GEN: This category, Proposal – General, is where employees document general proposal time. This category will be used by the Proposal Development staff for General duties such as pulling RFP’s, and the review of technical literature. Please use the general comment that states **Proposal Coordination & Development - Administrative Duties**. Again, it is not necessary to list out every single item that you performed in a given day. Use the comment fields that are listed in the Timesheet Application. Also, employees can use Proposal – General for very small, short time framed proposals. Engineering has many very quick turnaround proposals of 2 or 3 hours or less. (Short, Simple, and to the point).

## Overhead time categories – Unallowable Time:

UNALLOWABLE TIME:This category was set up to track unallowable time per the Federal Acquisitions Act (FAR) that governs our Indirect Rate schedule that is produced yearly to set billing rates for our public clients. **Most employees will not log time to this category and should not log time to this category until you have discussed the time with your Supervisor** and have gotten clear direction from Accounting. Taking a client to play golf during work hours is considered unallowable time. Since we do not do these activities during work hours, this will not be an issue for many Alliance employees. Some General Advertising activities are also considered unallowable such as manning a company booth at a trade show. If an employee charges time to this category, BE sure to provide details in the comment field: ACEC Trade Show, Dallas, Tx. (Short, Simple, and to the point!)

## timesheet changes:

If an employee’s timesheet needs to be changed, the employee must work with his or her supervisor to make the change quickly and efficiently. When the employee hits submit, the Timesheet will ask for the employee’s Vision password. This is an employee’s electronic signature confirming his/her timesheet is acceptable. Your timesheet will not be approved until it is filled out correctly. Failure to observe these guidelines may result in disciplinary action, up to and including termination of your employment.

Occasionally, timesheets are not submitted by the employee by Friday at the close of business, or Sunday by midnight for the previous work week. This may be due to employees out of the office because of illness or they are travelling for work. It is our policy that the employee's supervisor complete the timesheet for that day and save the timesheet. All avenues will be used to have the employee complete their own timesheet, but if they are unable to complete their timesheets by the time accounting needs to post timesheets Monday morning, the CEO, Controller, or Accountant can make the decision to submit on behalf of the employee in order to post timesheets to the accounting system.