TOTAL TIME ACCOUNTING (TTA)

Core Hours

All employees may set their work schedules with their immediate supervisors; however, all employee
work schedules must include the core hours of 9:00 am to 3:00 pm Mon-Friday (HR topic 221).

General Rules

TTA has always applied to staff who are non-exempt (hourly & paid overtime premium)
TTA now applies to exempt (salaried) employees
TTA is very similar to "best-40" except when project hours exceed 40 in a pay period
Record all hours worked even when total hours exceed 8 hours in a work-day and including weekends & evenings.
Record travel time as hours worked only during regular business hours or when performing productive work during evenings or on weekends.
On the last day of the work week, use your home overhead project (INDEX or MPROJ, as appropriate) and account 552 to record negative (credit) hours to bring the weekly total back to 40 hours.
Use account 7100-552-10 for an INDEX project and account 0552-000-10 for an MPROJ project.
Use pay type "R" and account 552 to record the credit (negative hours), example 1.

Birmingham Employees Only

If you have hours worked outside the City of Birmingham and use the pay type "EHR" to exempt those hours:
 Record negative hours using account 552 and the Pay Types "R" and "EHR" on a proportional basis to bring the weekly hours back to 40.
At the end of the week, net "EHR" hours cannot exceed 40.

Recording PTO

If hours worked in a day exceed 8 (direct & indirect), do not record PTO (example 3).
If hours worked in a week exceed 40, you may reverse out/not record PTO taken during the week with VP approval (example 2).

FAQ's

If I have more than 8 hours of total time (direct & indirect) in a day, do I record PTO if I am away from SR some of the day for personal business?
No.
If I work uncompensated overtime early in the week, may I use that time later in the same week instead of PTO?
You may use the time in lieu of PTO with VP approval (Example 2)

If I am on PTO but participate in conference call or online meeting do I record that time as hours worked?
Record all time for productive work.

How will my contracts be affected by TTA?
No effect for fixed price and cost reimbursement contracts unless you have more than 40 hours of direct project charges in a week. A new FAR clause for T&M contracts requires
that pricing reflect uncompensated overtime using the rate dilution method.

Will TTA lower costs for SR?
It will not. It is being implemented for compliance purposes. It is a DCAA requirement.

EXAMPLE 1:   **MD OPERATIONS EMPLOYEE WORKS 50 HOURS SAT-THURS & TAKES OFF FRIDAY**

PROJECT	ACCOUNT	PAY TYPE	SAT	SUN	MON	TUES	WED	THUR	FRID	TOTAL	
14208.03.02	5200-039-10	R	4	4	10	10	10	10		48	
INDEX.030901	7100-530-10	R				2				2	
INDEX.030901	7100-552-10	R							-18	-18	
LEAVE.PTO	2155-000-00	R							8	8	Employee may elect to record no PTO with VP approval
			4	4	10	12	10	10	-10	40	

EXAMPLE 2:   **SAME AS EXAMPLE 1 WITHOUT RECORDING PTO**

PROJECT	ACCOUNT	PAY TYPE	SAT	SUN	MON	TUES	WED	THUR	FRID	TOTAL	
14208.03.02	5200-039-10	R	4	4	10	10	10	10		48	
INDEX.030901	7100-530-10	R				2				2	
INDEX.030901	7100-552-10	R							-10	-10	
LEAVE.PTO	2155-000-00	R								0	No PTO recorded with VP approval.
			4	4	10	12	10	10	-10	40	

EXAMPLE 3:   **NC OPERATIONS EMPLOYEE WORKS 12-HOUR DAYS AND TAKES 4 HOURS OF PTO DURING THE DAY ON WEDNESDAY**

PROJECT	ACCOUNT	PAY TYPE	SAT	SUN	MON	TUES	WED	THUR	FRID	TOTAL	
14287.01	5100-039-10	R			10	10	10	10	10	50	
INDEX.051900	7100-530-10	R			2	2	2	2	2	10	
INDEX.051900	7100-552-10	R							-20	-20	
LEAVE.PTO	2155-000-00	R								0	No PTO recorded on Wed; total Direct & Indirect exceeded 8 hours
			0	0	12	12	12	12	-8	40	

EXAMPLE 4:   **BHAM OPERATIONS EMPLOYEE WORKS 28 HOURS IN-TOWN AND WITH 32 HOURS OUT-OF-TOWN**

PROJECT	ACCOUNT	PAY TYPE	SAT	SUN	MON	TUES	WED	THUR	FRID	TOTAL	
14140.08.04.35.01	5000-039-10	R			12	12	4			28	
INDEX.033500	8000-540-10	EHR					8	12	12	32	
INDEX.033500	7100-552-10	R							(9.3)	-9.3	
INDEX.033500	7100-552-10	EHR							(10.7)	-10.7	
LEAVE.PTO	2155-000-00	R								0	
			0	0	12	12	12	12	-8	40	

EXAMPLE 5:   **BHAM ADMINSITRATIVE EMPLOYEE WORKS 28 HOURS IN-TOWN & 22 HOURS OUT OF TOWN**

PROJECT	ACCOUNT	PAY TYPE	SAT	SUN	MON	TUES	WED	THUR	FRID	TOTAL	
MPROJ.704.AL	0514-000-10	R			10	10	8			28	
MPROJ.704.AL	0514-000-10	EHR					4	10	8	22	
MPROJ.704.AL	0552-000-10	R							(5.6)	-5.6	
MPROJ.704.AL	0552-000-10	EHR							(4.4)	-4.4	
LEAVE.PTO	2155-000-00	R								0	
			0	0	10	10	12	10	-2	40	