

**ACKNOWLEDGMENT OF TIME REPORTING PROTOCOLS
IN CONNECTION WITH CITI ASSIGNMENT**

In order to ensure accurate billing and record keeping, I hereby acknowledge and agree:

- I will accurately record all hours worked in connection with my assignment in Citi's PTS and/or Fieldglass timesheet system.
- If required by my Citi business contact, I shall obtain pre-approval prior to working overtime hours. I understand that all overtime hours worked must be recorded in the Fieldglass timesheet system even if pre-approval was not obtained.
- I shall immediately report to my supplier representative should my Citi business contact, or any other Citi employee, instruct me to work "off the clock" or otherwise record my work hours in a manner inconsistent with the above directives.

ACKNOWLEDGED AND AGREED

Christopher D. Wade
Print Name

Christopher Wade
Sign Name

1/26/2021
Date