

General Rules for China GDC Timecard_V5.0

Rules for EBS System-

1. Time card enter

Delivery team (exclude MSO team)

	Project	Task	Type	Location
On bench	33869 - HZ Admin	1.2.01-Admin Other	07 bench time	<u>Work in HZ</u> <u>office:</u> Hangzhou, China, CN <u>Travel in US:</u> The location in US
SEPG effort	33869 - HZ Admin	1.2.05-SEPG	07 bench time	
Billable project	Billable project code	1.1 billable labor/...	01 Project Work Non Travel/02 Project Work Travel	
Take leave	33869 - HZ Admin	1.2.01-Admin Other	09a Vacation/09b sick/14a unpaid leave/...	
Holiday	33869 - HZ Admin	1.2.01-Admin Other	11 holiday standard	
Project code Pending	33531- China Project Placeholder	HZ Labor-HZ Labor	01 Project Work Non Travel/02 Project Work Travel	
Overtime in weekend	Billable project code	1.1 billable labor/...	01 Project Work Non Travel/02 Project Work Travel	
Overtime on holiday	Billable project code	1.1 billable labor/...	03 Project holiday Work Non Travel/04 Project holiday Work Travel	

MSO team

	Project	Task	Type	Location
On bench	33870 - HZ MSO Adm	1.2.01-Admin Other	07 bench time	<u>Work in HZ office:</u> Hangzhou, China, CN <u>Travel in US:</u> The location in US
Billable project	Billable project code	1.1 billable labor/...	01 Project Work Non Travel/02 Project Work Travel	
Take leave	33870 - HZ MSO Adm	1.2.01-Admin Other	09a Vacation/09b sick/14a unpaid leave/...	
Holiday	33870 - HZ MSO Adm	1.2.01-Admin Other	11 Holiday standard	
Project code Pending	33531- China Project Placeholder	HZ MSO Labor-HZ MSO Labor	01 Project Work Non Travel/02 Project Work Travel	

Back office team

	Project	Task	Type	Location
Working	33866 - HZ Corporate Admin	1.2.01-Admin Other	08 management admin	<u>Work in HZ office:</u> Hangzhou, China, CN <u>Travel in US:</u> The location in US
Take leave	33866 - HZ Corporate Admin	1.2.01-Admin Other	09a Vacation/09b sick/14a unpaid leave...	
Holiday	33866 - HZ Corporate Admin	1.2.01-Admin Other	11 Holiday standard	

Internal non-billable project which will be counted in CCUB calculation.

	Project	Task	Type	Location
EBS	34220-Oracle OBIEE 11g Phase I China	1.1-Capital Labor	01 Project Work Non Travel	Hangzhou, China, CN
SFDC	33869 - HZ Admin	1.2.04-SFDC	01 Project Work Non Travel	
EIS	33869 - HZ Admin	1.2.02-EIS	01 Project Work Non Travel	
SEPG	33869 - HZ Admin	1.2.05-SEPG	07 bench time	

2. The deadlines for time entry

	Time Entry deadline	Time Approval deadline
Standard (Sun-Sat) week	By end of day Sunday	By end of day of next Tuesday
End of Month week	By end of day on the last calendar day	Within 2 business days following the last calendar day

3. Absences

All of absences allow be taken in multiple of 4 hours in EBS.

When applying for **Comp Time** in EBS, your **overworking approval email from PM** and **approved detail timecards' screenshot** should be **attached**.

Absence Approver

Approver	Role	Responsibility
First approver	Lead and above level which should be approved by GM	review then approve/disapprove absence based on project schedule and needs
End of week	HR	review then approve/disapprove absence based on company policy and government regulations

If you find your **absence** is incorrect and want to **update**, please refer to the following action:

	Action
Before(contain) the leave date 请假日期之前或当天修改	Click Update the leave data and Submit the request-> Approver approve-> Enter time card
After the leave date 请假日期之后修改	Create a new absence request in EBS-> Approver approve-> Enter time card

If you want to **cancel** your **absence**, please refer to the following action:

	Action
Before(contain) the leave date 请假日期之前或当天取消	Delete the absence in EBS-> Submit the request-> Approver approve-> Update time card
After the leave date 请假日期之后取消	Update time card directly

If you find your **timecard** is incorrect and want to **update**, please refer to the following action:

	Action
Before timecard approve	Update the submitted time card directly.
After timecard approve	

4. Billable project

- 1) Once you are on a billable project, you are full-time billable which means you MUST **submit at least 40 hours of billable hours into the timesheet on the weekly basis** Except the below situation:
 - a) You have planned time off (PTO)
 - b) You were told you are NOT full time billable from Diego Zhong, Sam Tong, or Kevin Sheen (Not your U.S. PM, Lead, Director)
- 2) If you are working overtime which is necessary (Please check with Diego Zhong, Sam Tong if you are not sure about the necessity), you need to **submit your actual over-time hours as billable into the timesheet** no matter how they told you to – If they have problem with this, please ask them to reach out to Sam Tong, Kevin Sheen for discussion.
- 3) If your U.S. Lead/PM/Director ask you to enter any hours as non-billable on a billable project, please reject that request and ask them to reach out to Sam Tong, Kevin Sheen first before doing so – Basically, **No Non-billable hours is acceptable in a billable project**
- 4) If your U.S. Lead/PM/Director ask you to be partially billable on the project, please also reject that request and ask them to reach out to Sam Tong, Kevin Sheen first before doing so – Basically, **No Partially billable position in a billable project**

5. Late time entry

- 1) According to the CCUB policy, any colleagues that have **more than 2 weeks** during a semester with **late time entry** will have their consulting colleague bonus earned for that semester **reduced by 10%**.

- 2) If your project has not been set up at the end of the week or month, you should submit **Project Placeholder** temporarily to make sure your timesheet has been submitted on time.
- 3) If you will ask for planned leave, remember to **submit leave request in advance** and **submit timesheet before your leave**.
- 4) All the **late time entry record comes from EBS** which based on your time card entry, so if you cannot submit timecards in time due to the following situation which is out of control, you must send an email to notify HR (OS CHN HR). Otherwise the out of control case will not be accepted
 - a) Account has not set up for new hire
 - b) Project code has not set up
 - c) Urgent sick leave
 - d) Urgent personal affairs
 - e) Other system problem