

BCF SOLUTIONS FRANCE, sarl

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Time Keeping Guidelines

Time Keeping Procedures

BCF uses Deltek Timekeeping to accurately report hours worked. It is BCF's policy that the accurate reporting of labor at BCF is both essential and mandatory. Supervisors and employees are responsible for understanding and complying with the labor reporting procedures at their location. The BCF timekeeping policy also complies with specific requirements issued by the Federal Government regarding the recording and approving of hours worked.

This policy supports the work schedules properly set by supervisors adhering to the terms of a direct project related to a contract or business support. Supervisors should address indirect project requirements and may allow employees flexible work schedules to the extent practical within the contract.

Responsibility

Employees

On a daily basis, employees are responsible for accurately recording all hours worked against the correct charge codes for the work performed, recording compensated non-work hours (ie: holiday, PTO, etc.) and submitting signed timesheets to their respective timesheet approver at the end of the pay period. In addition, employees are responsible for obtaining prior approval from their supervisor for any overtime worked. The employee is solely responsible for certifying the accuracy and completeness of his/her timesheet.

Supervisors

Supervisors will approve timesheets only after ensuring that employees have charged against the appropriate project charge numbers and that the hours are consistent with their observed work schedule. In addition, the supervisor approves their respective employees' timesheets by the designated due date and time unless otherwise directed by Finance & Accounting (F&A).

General Timesheet Recording Requirements

Employees shall record hours worked on a daily basis (but no later than 10:00 am the following workday) against charge codes provided by the employee's supervisor. In the case of leave (vacation, holiday, sick, Leave WithOut Pay), standard codes are provided by BCF's F&A. All hours worked must be recorded as they accrue or as leave is taken, regardless of whether the daily and weekly amounts equal, exceed, or are less than eight hours a day and forty (40) hours a week. This is known as total time accounting.

Employees must complete, verify and sign their timesheets by noon on the day following the close of semi-monthly pay period. Supervisors ensure primary/secondary approvers approve timesheets by close of business the day following the close of semi-monthly pay period.

Special considerations for timekeeping:

- An employee who is unable to record time worked on a daily basis, in the case of paid time off, must complete and sign his/her timesheet in advance if leave coincides with the end of a pay period.
- Supervisors complete, sign, and submit timesheets for employees who are unable to do so because of inability to access their timesheet, due to special circumstances such as remote location, travel or sickness. Employees notify their supervisor of hours worked by telephone, fax, or other means of communication. Because the supervisor signs for the employee, he/she cannot approve the timesheet. The supervisor's next level of management will approve the timesheet. F&A coordinates alternate signatures from management in the event the supervisor and backup are not available. In the case of an employee who is incapacitated, the supervisor coordinates with F&A to obtain the proper charge code and determine how to handle future timesheets.
- Timesheet corrections are made electronically. To make corrections electronically before the end of the pay period employees simply enter and/or delete data and follow the system prompts for explaining and verifying the changes. Corrections for situations other than those described above are made manually by completing a Timesheet Correction Form and submitting it to payroll.
- If access to a customer facility or BCF site is unavailable due to inclement weather, security reasons, specially declared holidays not included in BCF approved benefit holidays, etc., supervisors will make every reasonable effort to continue to productively service their contract or other work assignment, with supervisor approval, by:
 - Working at home;
 - Making up the missed time within that same pay period for which hours were missed;
 - Working at a BCF facility if available.

If unable to conduct work against their assigned project codes due to the above conditions, billable and non-billable employees will charge to annual leave or take unpaid time off.

- Subject to supervisor approval, exempt employees, on occasion, can use an alternate schedule within the standard monthly pay period to accommodate personal or customer needs. The comments section of the timesheet should be used to explain the alternate schedule. Division Directors and supervisors specify the approach for their organizations working within these overall requirements.

Importance of Time Recording

The timesheet is the official document used for job cost accounting, billing, and payroll. As an official document signed by the employee and their respective supervisor, the timesheet

is subject to review by outside independent auditors, the Defense Contract Audit Agency (DCAA), and other agencies. Labor is the single largest billing element and, as such, seriously impacts revenue, profit, and cash flow. Failure to meet timeliness and accuracy standards impairs BCF's ability to prepare payroll and to bill for services, which subsequently affects cash flows and cost of operations.

Training for Labor Recording

During new hire orientation, supervisors train employees in the use of BCF's electronic timesheets system. Payroll staff is available for clarification/assistance.

All BCF employees receive training instructions via the BCF Labor Recording Procedure publication, available on the BCF website.

Signing/Approving Timesheets

It is BCF's policy that all employees properly report all time worked to the appropriate charge code. The accurate and complete preparation of timesheets is part of every employee's job. Accordingly, employees are required to process timesheets with care and as per the procedures spelled out in this document, to support the BCF's goals of timesheet accuracy, completeness, and timeliness. This requirement is considered in each employee's annual performance appraisal.

Persistent failure to submit timesheets in a timely and accurate manner may be cause for disciplinary action.

Failure to record time daily, record all hours worked, deliberately entering erroneous data, altering information, or causing someone to alter information is considered a violation of this policy and will result in disciplinary action, up to and including termination.

Work hours are rounded up or down to the nearest tenth of an hour. For example, 3 hours 28 minutes rounds up to 3.5 hours.

Electronic Timesheet

Timesheets are electronically collected via Deltek Time and Expense (T&E). The URL for timesheets is <https://bcftime.bcf-solutions.net>. The Login ID is your employee number; the Domain is BCF. If circumstances prevent your ability to electronically record your time, please contact your supervisor for guidance.

Timesheet Approval

Primary Approver

The employee's supervisor is responsible for approving timesheets. Except under rare circumstances and only when specifically approved by the CEO or President of the BCF, Primary Approvers will not be subordinate to the employee whose timesheet they are approving.

Approvers must have sufficient knowledge of the employee's function, activity, and status (exempt/non-exempt) to verify the accuracy of timesheet data such as charge numbers, hours recorded, and overtime approved hours recorded.

Secondary Approver

The individual designated to approve timesheets in the absence of the supervisor, normally the next level of management.

Business Expense Reimbursement

When an employee incurs expenses which are reimbursable by the company, a report of the expenses must be submitted in Deltek Time and Expense (T&E). The URL for business expenses is the same as that for timesheets: <https://bcftime.bcf solutions.net>. The Login ID is your employee number; the Domain is BCF. All expenses should be pre-approved by his/her supervisor. For those expenses relating to a contract there may be a need to get an additional approval from the client.