# Kizano Corp
**Management Services**

## TIMEKEEPING AND ATTENDANCE

### A. Policy Objective

A major portion of Kizano's revenue is from contracts with various federal agencies. There are federal laws and regulations that impact our recordkeeping practices including timekeeping and labor charging. We need to be sure that the correct hours are charged, and that they are charged to the correct account codes.

The purpose of this policy is to define individual responsibility, assist our employees in properly completing their timecards, and assist supervisors in properly certifying timecards.

It is a criminal act for employees or the company to knowingly charge the incorrect number of hours or dollar amount to a government contract.

Ordinarily, the standard workday is 8 hours unless otherwise indicated by the government agency to which the employee is assigned.

### B. Responsibilities

It is every employee's responsibility to ensure that time is reported accurately and honestly. This means reporting only the true and actual number of hours worked and ensuring that the hours charged specifically relate to the activity or work performed. All employees must ensure that no cost is allocated to a government contract which is unallowable, misallocated, contrary to a contract provision or otherwise improper.

Shifting of costs to inappropriate contracts or account codes is strictly prohibited. All employees are expected to be familiar with the account codes available for their use. Account codes assigned for your use may include one or more contracts, overhead cost codes, or G&A cost codes. When in doubt, ask your supervisor. Never charge your time directly to a contract if you are not sure.

### C. Employees

All employees are responsible for the following actions:
- Record actual time worked or absence from work on a daily basis, using the appropriate cost code. Hours must be recorded on the same day worked. If hours are recorded late or changed after the date worked a reason must be provided.
- Sign your timecard at the end of each pay period. Your signature is your certification that the data is accurate and complete. Pressing "SUBMIT" on the online timesheet is your digital signature and is as binding as a physical signature on paper.
- You must inform your supervisor of any timekeeping problems that you cannot correct.

1. **Manual Procedures**

If the electronic timekeeping system is not available, you must use the following procedures:
- Enter your time on the paper forms or spreadsheet provided by Kizano.
- Enter the same information (hours worked and cost codes) you would normally enter in the electronic system.
- Line through and initial errors. Do not erase, obliterate, or white-out errors.

2. **Total Time Accounting**

All employees who charge any time to government contracts must record all time worked and paid absences, regardless of whether the time is compensated or uncompensated. This is true even if you are on salary and do not receive overtime, and regardless whether a government contract will be billed for the extra hours.
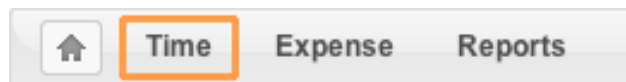
3. **Kizano Timecard Procedures**

Entering time in SpringAhead is straight-forward and efficient. Here are the details for:
- Entering a Timecard

    a. **Login** to SpringAhead using the login instructions and password provided by your administrator.



    b. Click TIME in the Navigation Bar to see a month-at-a-glance view of your time.



    c. Click on the day or the calendar grid to select a day to enter time – this will take you to the timecard entry and edit screen.

d. Select a project from the drop-down menu and enter your hours worked. You may add a description in the memo field, if applicable. Below is an example of what your timecard may look like if you use multiple time codes for the week.

| Submit | Project / Type | Sun Aug 23 | Mon Aug 24 | Tue Aug 25 | Wed Aug 26 | Thu Aug 27 | Fri Aug 28 | Sat Aug 29 | Total | Status |
|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | DTFH71-12-C-00043(DOT) | | 8 | | | | 8 | | 16 | ✕ |
| | Secretary II | | | | | | | | | |
| ☐ | Kizano Indirect | | | 8 | | | | | 8 | ✕ |
| | Holiday Pay | | | | | | | | | |
| ☐ | Kizano Indirect | | | | 8 | | | | 8 | ✕ |
| | Paid Time Off | | | | | | | | | |
| ☐ | Kizano Indirect | | | | | | 8 | | 8 | ✕ |
| | ATO | | | | | | | | | |
| ➕ Add | | Total: | 8 | 8 | 8 | 8 | 8 | | 40 | |

**Terms**

By submitting this timecard I hereby certify that the hours shown were worked by me during the period designated above and are approved by an authorized representative.

Submit All | Unsubmit All | Save | Save and Close | Cancel

Kizano Time Codes:

**Regular hours**
Project Type: your contract or customer number Time
Type: Enter your job title

**Holiday Pay**
Project Type: Kizano Indirect Time
Type: Holiday

**Paid Time Off**
Project Type: Kizano Indirect Time
Type: Paid Time Off

**ATO – Administrative Time Off**
Project Type: Kizano Indirect Time
Type: ATO

**Note: ATO must be approved in advance. Please see the Kizano Leave Policy for further explanation of this time code.**

**Leave Without Pay**
There is no time code for leave without pay. Any hours that you wish to use LWOP, should **not** be added to your timecard. You should add a note to your timecard stating that you wish to use LWOP.

**Please see example below of where to enter a note on your timecard.**



e.  To SUBMIT your timecard, click on the green SUBMIT ALL button at the bottom of your time entry screen.



f.  Use the **Unsubmit All** feature to continue making changes to a timecard. Once time that has been approved by a manager it can no longer be 'unsubmitted'.

g. After saving or submitting, there will be a notice informing you of your action at the top of the screen.

**If you make changes after the date of entry, the system will require you to enter a reason for the change. This is required for government audit purposes.**

<span style="color:red">**Reminders: Time must be entered daily and submitted every Friday.**</span>

Make sure the Total line adds up to 40 hours each week unless you are part-time Government regulations require that for federal contracts you enter your time on a daily basis. If you make changes after the date of entry the system will require you to enter a reason for the change. This is required for government audit purposes.

**Special Projects**

If you normally charge your time direct to a contract but you work on a special project unrelated to your normal job, your supervisor will provide the charge code for that project. Typical examples include you go to training that is not required by the customer, or you assist Kizano with developing a contract proposal.

## D. Supervisors/Team Leads

Supervisors (everyone who is responsible for approving timecards) are responsible for the following actions:

- Provide subordinates with appropriate account codes for the activities or specific assignments to be performed, and codes relating to absences.
- Review and approve by [electronic] signature subordinates' timecards.
- Review and approve requests for overtime and time off (paid time off, leave without pay, etc.).
- Train subordinates in timekeeping procedures and monitor compliance with this policy.

## E. Additional Policies

Overtime

- Kizano's policy is that employees will not be required to work uncompensated overtime. Quality of life for our employees is a corporate commitment. Hourly employees – exempt and non-exempt – will be paid for each hour worked. Salaried employees will be encouraged to take compensated time off.
- Employees covered under the Fair Labor Standards Act (FLSA) are entitled to overtime pay for all hours worked over 40 hours in a work week (Sunday through Saturday) unless a state or local law grants a more liberal policy.
- Overtime must be approved by the supervisor in advance. If the overtime is to be a direct charge to a government contract the supervisor must be aware of any contractual requirements or restrictions.
- Salaried employees may receive additional hourly compensation if the time is reimbursable as a direct charge to a client contract. If not directly chargeable to a client contract they are encouraged to take compensated time off.

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- If an employee works in a state with overtime laws that supersede the federal laws, the state law will apply.

Compliance Enforcement

Failing to follow this policy may lead to disciplinary action up to and including termination of employment. Knowingly submitting or certifying false information on a time card will result in immediate termination and may lead to criminal prosecution.

Attendance

Attendance is a key factor in the employee's performance. The employee is expected to report to work in accordance with the work schedule assigned by the government agency and monitored by the Team Lead.  The employee is responsible for letting the Team Lead or Program Manager (PM) know as soon as possible if he or she may be late or absent. The employee is to ask the Team Lead about the agency's procedure for reporting absences. Failure to notify the Team Lead appropriately may result in disciplinary action, including termination.

Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness, or leaving early is unacceptable. In the event of an emergency, the employee must notify the Team Lead as soon as possible.

Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to his or her Team Lead or Kizano Corp's President will be considered to have voluntarily terminated his or her employment.

Excessive absences, tardiness, or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, Kizano Corp may counsel employees before deciding to terminate the employee.