LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Compensation & Payroll Practices	**Number: II-8**
	Effective Date: 06-17-98
SUBJECT: Timesheet Documentation	**Revision Date: 08-04-14**

The purpose of this policy is to define and explain the requirements for daily recording of time by employees on their timesheets.

All employees must document actual hours worked on their timesheet on a daily basis. The hours must be coded to the appropriate project codes and rounded to the nearest ¼ hour. Employees are only permitted to document time on their own timesheet. Employees must submit their timesheet for approval on the last day of the pay period.

The supervisor is responsible for ensuring all project codes and hours are accurately documented. The supervisor must approve their designated timesheets no later than the end of the 2nd working day after the end of the pay period.

Compliance with this procedure is subject to unannounced floor checks by the Defense Contract Audit Agency (DCAA) and to internal audits by LOYOLA management. If the DCAA requests to interview an employee during an audit, a designated management representative should be present.

It is the responsibility of each employee to strictly comply with this policy. Failure to comply with this policy will result in disciplinary action up to and including termination.

Refer to the attached timesheet instructions.

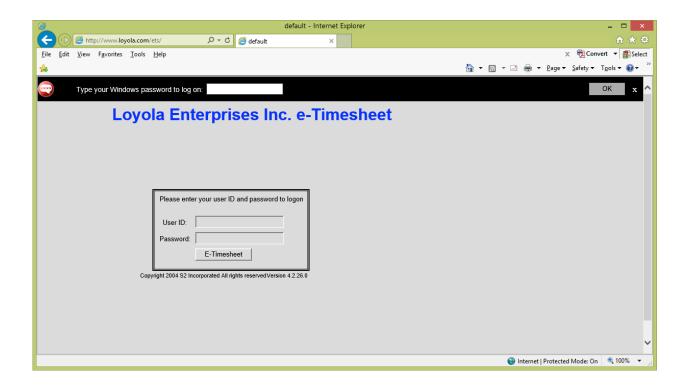1. You must use Microsoft Internet Explorer as your browser.

2. Web address to access timesheet program:

   https://www.loyola.com/ets

3. Use your Loyola Username and Password to login.

   When the "Authentication Required" window opens type your User Name in the User ID dialog box and your Password in the Password dialog box and click the "E-timesheet" button. The naming convention for this username is typically "first initial last name." (The username and password will be assigned to you by the corporate office.)

Corporate Office	Hampton Office
2984 S Lynnhaven Rd, Suite 101	303 Butler Farm Road, Suite 106
Virginia Beach, Virginia 23452	Hampton, Virginia 23666
(757) 498-6118	(757) 224-0398
Fax (757) 498-6110	Fax (757) 224-0405

DOD Hotline (800-424-9098)

4. Once you are in the system you will be requested to change your password. The password is case sensitive. DO NOT LOSE YOUR NEW PASSWORD. We do not have your password, so it may take 24 – 48 hours before we can get your access reset.

5. Press "Proceed to Timesheet" to access your timesheet.
You will be taken to the timesheet for the current pay period.
EXCEPTION: If you have not completed your timesheet for the previous pay period (either the original or the rejection version) you will NOT be allowed to access the timesheet for the current pay period.

6. Below is the timesheet data entry screen.

Remember to complete your total hours worked by project in 15 minute increments (.25). After you complete your hours for the day, you must save your work by clicking on the red checkmark (which will turn black after saving). You must once finished, press the "log off" button. Be sure to close your browser.

As you complete your hours, please add comments that will be of assistance to you, your supervisor and payroll.
Your timesheet will automatically calculate totals for each day and totals for each project/labor category.
Upon saving your timesheet the message "Your Time Has Been Updated" will appear.

Employees are expected to work a normal 5 day work week, Monday through Friday. Deviations from normal work schedules require advanced supervisor approval.

Salaried exempt employees must document PLT on the timesheet for the day regardless of the amount of hours worked for the week when they take a personal day off unless approved by the supervisor in which case the timesheet entry would be left blank.
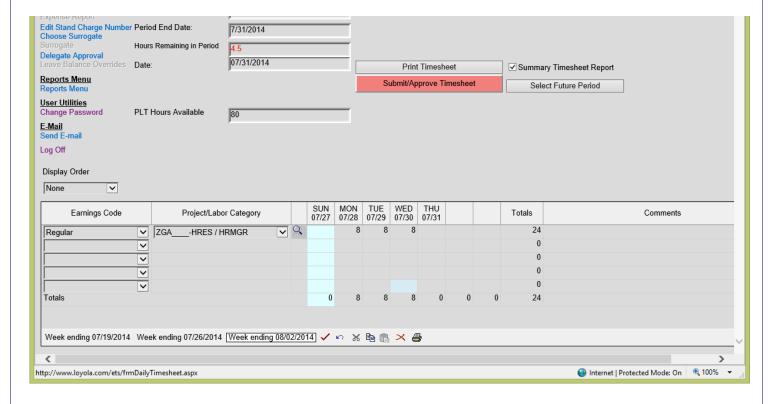
If an employee reports to work and works a partial day, they are not required to use PLT. If an employee works partial days for personal reasons on a consistent basis, they may be required to make up the missed time.

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TIMESHEET INSTRUCTIONS

Employees must obtain prior approval from their supervisor to work from home.

Checking emails and voicemails from home are not normally required by Loyola; therefore, such time should not be documented on the timesheet.

You are required to complete your timesheet each workday, or approved non-working day (holiday, PLT). **THIS IS NOT OPTIONAL**. You will receive daily email reminders.

7. Select Earning Code under the first dropdown.

Holiday	Holidays have been setup in the system and will automatically appear as a Loyola holiday
PLT	Approved leave time
REG-Sales	*Used only by commercial sales staff*
Regular	All "productive" time charged to contracts, overhead, general & administrative, or unallowable projects.

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For each workday (or weekend hours worked) you should select the type of earnings (double-click in the earnings code cell), then the Project/Labor Category should be selected (double-click in the Project/Labor Category cell). The drop down selection is available for each type of earnings code selected.

NOTE: YOU MAY ONLY SELECT PROJECTS FROM THE DROP DOWN SELECTION MENU.

No manual entries are allowed. If you do not find the project for which you are working available for posting work completed, please contact your supervisor to request access. Only supervisors will be allowed to request projects to be added for your selection.

Earnings Code
Regular ∨
Holiday
PLT
Reg-Sales
Regular

8. Select Project/Labor Category under the second dropdown. Labor Categories are setup by administrator and will be used to categorize which project user is allocating worked hours to.

Earnings Code	Project/Labor Category		Mon 04/16
Regular ∨	ZOHGOV_GOV0 / EDIT ∨		
	GEES___5007 / EDIT		
	GFTW___GWACF0046 / EDIT		
	GFTW___GWACF0121 / DBPRGM2		
	GFTW___GWACF0152 / EDIT		
	GFTW___GWACF0219 / EDIT		
	GGSA___OPENP0013 / EDIT		
	GNAVAIRGIDM / APPRGM1		
	GNAVAIRGIDM / GIS1		
Totals	ZBID_PRGO00 / EDIT	0	0
Week ending 0⦁	ZGA____MRKT / EDIT		Week ending 05/0
	ZOHGOV_GOV0 / EDIT		

9. Select the field under day of the week to enter hours for that project. On a given week an employee may be expected to work on several projects. For each project the user will need to reselect Earnings Code, Project/Labor Category and enter hours. Click the *check* icon to update the timesheet.

Earnings Code	Project/Labor Category		Mon 04/16
Regular	ZOHGOV_GOV0 / EDIT		8

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10. On the last day of your pay period, upon saving your timesheet you should submit your timesheet for approval by clicking the "Submit Timesheet" button.
This automatically sends your timesheet to your supervisor for approval.

11. If not approved, the timesheet will be rejected by your supervisor so it can be returned to you. You will receive an e-mail notification of the return. You will need to make the necessary corrections. YOU MUST MAKE COMMENTS REGARDING WHAT WAS CHANGED AND WHY. The corrected version must be submitted to your supervisor for approval immediately.

All final timesheets must be submitted to your supervisor by the end of the first working day after the end of the pay period. Your supervisor must approve and submit all approved timesheets to the Timesheet Administrator not later than the end of the second working day after the end of the pay period.

Those who fail to submit timesheets to the Timesheet Administrator by 10am on the 3rd working day after the end of the pay period may be subject to disciplinary action.

ONCE YOU SUBMIT YOUR TIMESHEET YOU WILL NO LONGER HAVE ACCESS TO CHANGES. YOU MUST REQUEST REJECTION OF THE TIMESHEET FROM YOUR SUPERVISOR IF YOU DISCOVER ERRORS AFTER YOUR TIMESHEET HAS BEEN SUBMITTED.

Timesheets submitted by the supervisors will be reviewed by the Payroll Administrator and entered for submission to the payroll service on the 4th working day after the end of the pay period. In the event the Timesheet Administrator must return timesheets for corrections and resubmission, the process must be completed no later than the 4th working day after the end of the pay period.

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