

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Compensation & Payroll Practices

Number: II-1

Effective Date: 08-28-00

SUBJECT: Payroll Processing

Revision Date: 07-09-09

For the convenience of its employees, LOYOLA automatically deposits employee's net wages into their bank account on a semi-monthly basis. There are twenty-four (24) pay periods per year. Pay periods are from the 1st through the 15th and the 16th through the last day of the month. Employees are paid on the 15th and the last day of each month.

If the normal payday falls on a Saturday, the paychecks will be deposited into the employee's bank account on the preceding Friday. If the normal payday falls on a Sunday, the paycheck will be deposited into the employee's bank account on the following Monday.

If the normal payday falls on a Company recognized holiday, paychecks will be deposited into the employee's bank account the day following the holiday.

There are some select positions in the Company that pay commission on top of the employee's base salary. Commission payment dates vary based on department. The employee must refer to his/her offer letter of employment for commission payment breakdown.

Only under the gravest circumstances will the Company release any paychecks prior to the aforementioned schedule. In the event of an emergency such as an accident, catastrophic illness, or some other compelling misfortune, and the employee can prove there is not adequate financial resources of their own to handle the emergency, the President may be asked (through supervisory channels) to approve a payroll advance.

Statement of Earnings

A statement of earnings is distributed each pay period to employees indicating:

- Gross Pay
- Net Pay
- Statutory Deductions
- Voluntary Deductions

The amount of federal withholding is affected by the number of exemptions claimed on Form W-4 "Employee's Withholding Allowance Certificate". If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Human Resources Department.

Error in Paycheck

If a salary discrepancy is noted that impacts an employee's net pay, the Accounting Department will work out a mutually agreeable solution with the employee in order to ensure the error does not cause a financial burden. Non-salary discrepancies will be corrected as soon as administratively feasible.

LOYOLA relies on the personal integrity of each employee to report overpayments as well as underpayments.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Compensation & Payroll Practices

Number: 11-2

SUBJECT: Overtime

Effective Date: 08-28-00

Revision Date: 07-09-09

Exempt Employees

Exempt employees are paid a guaranteed semi-monthly salary and receive it at straight time rates, regardless of whether they work more or fewer than their scheduled hours.

On contracts that require work that exceeds forty (40) hours in a week, compensatory time may be approved by the contract Program Manager (PM).

Under extraordinary circumstances, exempt employees working on government contracts that authorize overtime, i.e., Extended Work Week (EWW), will be paid for excessive hours worked. The overtime hours will be paid at straight time rates. All authorized EWW hours must be approved by the contract Program Manager (PM).

Exempt employees are expected to work as many hours as required to perform the duties of the position.

Non-Exempt Employees

Non-exempt employees will be paid on an hourly basis. All hours worked in excess of forty (40) in a work week will be paid at time and a half as in accordance with the Fair Labor Standards Act (FLSA). All overtime worked must be approved in advance by the employee's supervisor.

Each work week stands alone. One week may not be averaged with another as a means of reducing overtime pay.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Compensation & Payroll Practices

Number: II-3

Effective Date: 06-17-98

SUBJECT: Garnishments

Revision Date: 07-09-09

LOYOLA is required by law to accept and respond to legal garnishments or liens attached to employee wages.

After federal income taxes, state taxes, and social security taxes have been deducted from an employee's pay check, the remaining balance is considered "disposable earnings" for that period. All deductions from "disposable earnings" will be made in compliance with State and Federal laws.

If two or more garnishments are received, the monies will be paid (to the extent that they are available) to each of the creditors in the order in which notification was received.

When a garnishment is received, the Controller will notify the employee. The employee will be informed of the garnishment dates and amounts to be deducted from their disposable earnings. If the employee states that the garnishment/lien is an error, the employee must contact the garnishing company to correct the error. The employee pay will continue to be garnished until the Controller receives a release form from the garnishing company.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Compensation & Payroll Practices

Number: II-4

SUBJECT: Business Travel

Effective Date: 08-28-00

Revision Date: 07-09-09

LOYOLA will reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the Company.

Local travel is defined as travel within a 200 mile radius of the employee's permanent office or travel covering less than 10 hours in a single day.

Length of travel is determined by elapsed time, not calendar time.

Travel Authorization

The Business Trip Planner is used to request approval for all trips in excess of 200 miles, trips of more than one day duration and/or trips involving estimated expenses in excess of \$100. The employee must submit a Business Trip Planner to the Office Manager for processing as soon as the travel has been approved by the employee's supervisor.

The Office Manager will make reservations for mode of transportation and lodging. The costs will be paid with a Company credit card. Employees must make their own car rental reservations and pay with their personal credit card (national car rental agencies will only accept reservations from the driver of the rental car). The employee must submit an expense report to the Accounting Department upon return of their trip for reimbursement.

The employee is responsible for informing the Office Manager if the travel is canceled. Upon notification of the cancellation, the Office Manager will cancel all reservations.

Travel and Transportation

As a general rule, all employees will travel by the most economical means. The most direct route should make travel consistent with the accomplishment of official business. Employees who, for their own convenience, prefer to use other than the most economical mode of transportation may do so by paying the excess themselves. This includes arranging personal leave time if travel time will exceed normal travel by the most rapid means of transportation.

Corporate vs. Government Travel

Corporate - Employees will receive \$40 per day to cover the cost of meals and incidental expenses. Expenses for lodging will be held to a minimum consistent with the requirements of the business at hand and the locality visited. Use of a privately owned vehicle will be reimbursed at .36 per mile.

The established per diem rates will not be used under those circumstances where employees have access to facilities which can support the employee's needs at less cost. Under such circumstances, the responsible manager will establish an alternate (reduced) per diem.

Government - Employees will receive per diem based on a JTR Ceiling Analysis for all travel covered as a direct line item on a contract. No receipts are normally required for per diem items. When contract requirements are such that receipts must be submitted, the contract requirements shall prevail. Reimbursements will not be made for per diem expenses that exceed JTR rates. Lodging costs will be limited to the JTR rate. Extenuating circumstances may occur that make it necessary to exceed the JTR rate. In this circumstance, an exception requires advance written approval from a Company officer of LOYOLA. Use of a privately owned vehicle will be reimbursed at the current JTR mileage allowance.

Advance Per Diem / Lodging

Advance per diem is permitted when the travel is planned and the Accounting Department is given sufficient time to process the advance check.

Should the employee make his/her own lodging reservations, the employee must obtain corporate rates/discounts when available and stay within JTR rates when applicable.

When a spouse and/or others not on official business accompany the traveler, only the single occupancy rate, in writing, is paid by the Company.

Travel Expense Reports

The employee must submit an Expense Report to the Accounting Department within five (5) days after the approved travel has been completed. A separate Expense Report must be completed for each trip. All receipts must be submitted with the exception of food and incidentals.

The Accounting Department will process the Expense Report and mail a check to the employee's home address if a reimbursement is due.

Subsistence Per Diem

Employees traveling on Company business requiring overnight lodging or on a one day official trip exceeding 10 hours in length may claim a per diem allowance. For overnight or longer trips, the day of departure and the day of return will be divided into quarters. Reimbursement may be claimed for the quarter day period in which travel starts and for subsequent periods of that day. On the day returning home, per diem may be claimed through the quarter-day period in which travel ends. When a partial per diem is claimed, it is based on the corporate rate or in cases of JTR, for the city from which the employee departed.

For one day trips ranging from 10 to 24 hours, quarters per diem reimbursement may be claimed based on the table below unless travel is located within 200 miles. For local travel no per diem is authorized.

Quarter-day breakdowns for per diem reimbursements are as follows:

One Quarter	Up to 10 Hours	\$10.00 will be reimbursed
Two Quarters	10 Hours up to 12 Hours	\$20.00 will be reimbursed
Three Quarters	12 Hours up to 18 Hours	\$30.00 will be reimbursed
Four Quarters	Over 18 Hours	\$40.00 will be reimbursed

International Travel

The employee must contact the corporate Office Manager immediately upon learning he/she will travel overseas. The employee will be issued an overseas travel packet which contains insurance and travel assistance information.

The employee must contact the Facility Security Officer (FSO) prior to departure for a security brief. When an employee travels outside the Continental United States (including Hawaii and Alaska), the appropriate JTR rates will apply and reimbursement will be limited to those rates. Exceptions require written approval from a Company officer of LOYOLA.

For travel into hostile and at war risk countries, as deemed by the State Department, the employee will receive three (3) types of hazardous duty compensation:

- Adjustment to annual base salary by 10%
- Danger pay at \$35.00 per day
- Hardship pay at \$35.00 per day, when applicable

An employee changes from domestic to foreign travel status on the day the employee boards the mode of transportation that is en route to the foreign country. An employee changes from foreign to domestic travel on the day the employee boards the mode of transportation that returns to the Continental United States.

Telephone

Domestic – Personal calls to employee's family (i.e., safe arrival) are considered part of the per diem allowance. Separate reimbursement for extraordinary circumstances (i.e., emergency) which require excessive telephone expense will be reviewed on a case-by-case basis.

Foreign – Employees traveling abroad will be reimbursed, at actual cost, for one 10 minute phone call per week. Employees are encouraged to use the most efficient communication available.

Business Calls – Calls of business nature, including calls to report change of plans/trips, extensions, are reimbursable on an actual cost basis.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Compensation & Payroll Practices

Number: II-5

Effective Date: 08-28-00

SUBJECT: Business Entertainment

Revision Date: 07-09-09

Entertainment is limited for the sole purpose of marketing LOYOLA to business prospects and/or the retention of our present customers.

Entertainment and/or gifts for government employees must not exceed \$20 and cannot exceed \$50 in a year. This includes purchase of food, drink, tickets for the theatre or sporting events, gifts, or other gratuities. Cash gratuities cannot be given.

Procedure for Obtaining Approval and Reimbursement

A written request for expending funds for entertainment including the name(s) and titles of the participating individuals; their company name, address and relationship to LOYOLA; and purpose for expense must be forwarded to the President or Executive Vice President for approval.

The employee must submit the approved request along with the Expense Reimbursement Form to the Accounting Department for reimbursement processing. Each entertainment charge must be listed on a separate Expense Reimbursement Form with receipts attached. No reimbursement will be made without prior written approval or without original receipts.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Compensation & Payroll Practices

Number: 11-6

Effective Date: 08-28-00

SUBJECT: Petty Cash

Revision Date: 07-09-09

Petty cash will be utilized for assisting the operating units in timely reimbursement of the employees' business related expenses. Distribution of petty cash is limited to requests of less than \$50.00. The employee must contact the petty cash administrator at their work facility for reimbursement requirements.

Due to fund availability, the submission of an Expense Report is encouraged in lieu of requesting petty cash. The employee must obtain prior approval from their supervisor before making the purchase and an Expense Report must be submitted within five (5) days of the purchase. The President and Executive Vice President reserve the right to override the supervisor's approval and disallow or reduce the reimbursement at their discretion.

The Accounting Department will process the Expense Report and mail a check to the employee's home address if a reimbursement is due.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Compensation & Payroll Practices

Number: II-7

Effective Date: 08-28-00

SUBJECT: Company Credit Cards

Revision Date: 07-09-09

It is the policy of LOYOLA that employees use their personal credit cards for business related expenses. Reimbursement of the expenses will be made upon submission of an Expense Report.

Requests for a Company credit card will be reviewed on a case-by-case basis and approved by the President or Executive Vice President. The credit card will only be issued after approval of a written request by a Department Head and approval by Executive Management. The written request must explain the circumstances under which the credit card will be issued/used.

The Accounting Department will process the credit card application. The employee is required to sign an Employee Credit Card Release Form and an Employee Credit Card Responsibility Form.

Terms of acquiring a Company sponsored credit card:

1. The Company's name appears on the credit card.
2. Personal charges are not permitted.
3. The employee is ultimately responsible for charges on the credit card determined to be non-LOYOLA business related.
4. Issuance of the credit card constitutes an advance of Company funds. Prior to being issued a credit card, the employee will be required to authorize the Company, in writing, to withhold from their final paycheck such amounts:
 - a. charges on the credit card which remain unpaid
 - b. charges that are not fully substantiated
 - c. amounts for business entertainment in excess of \$100.00 per month
5. The credit card holder may not incur charges for other LOYOLA employees.
6. The Accounting Department will monitor compliance of the Company's credit card policy. Credit card privileges may be revoked when the employee is not in compliance with policies.
7. The credit card must be submitted to the Outprocessing Supervisor or the Accounting Department upon employment termination.

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Compensation & Payroll Practices

Number: II-8

SUBJECT: Timesheet Documentation

Effective Date: 06-17-98

Revision Date: 07-09-09

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 $\frac{1}{4}$ 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.

LOYOLA ENTERPRISES, INC
PAYROLL
TIMESHEET INSTRUCTIONS (Rev. 10/07)

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

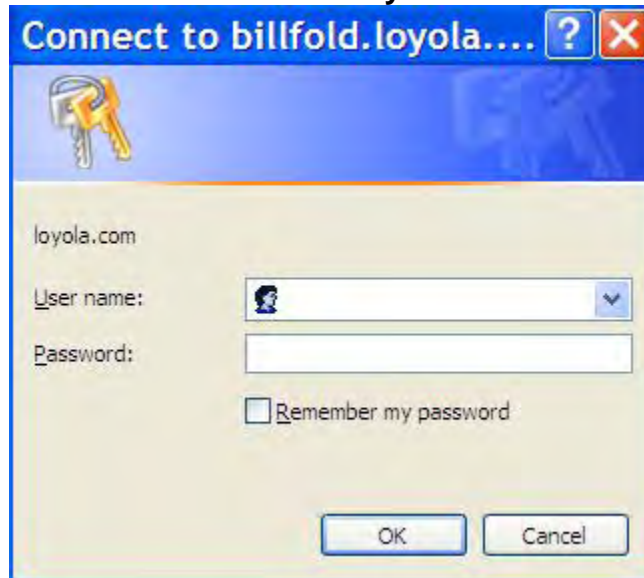


2. Web address to access timesheet program:
<https://billfold/webtimesheet> At Virginia Beach Office
<http://www.loyola.com/ets> Offsite access link

3. Use your Loyola Username and password to login.

When the “Connect to billfold.loyola.com” or the “Authentication Required” window opens type your User Name in the User Name dialog box and your Password in the Password dialog box and click the “Ok” button. Note: (The username and password will be setup by you and the administrator at the Loyola Virginia Beach corporate office.) The naming convention for this username is typically “first name dot last name.”

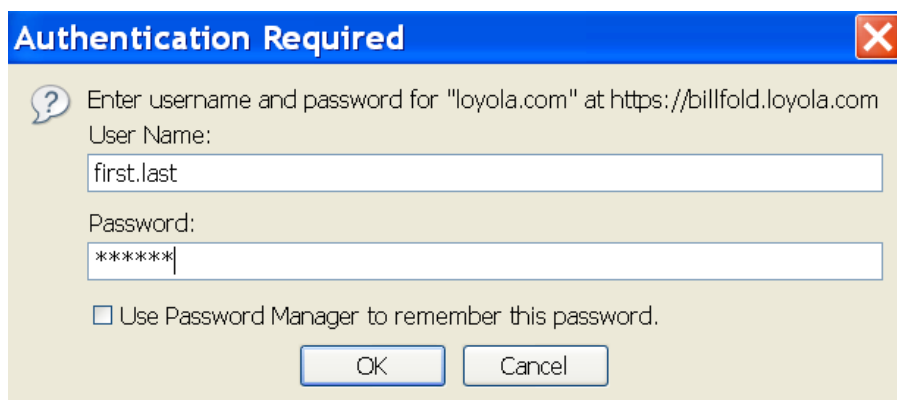
Connect to billfold.loyola.com window



<u>Corporate Office</u>	<u>Richmond Office</u>	<u>Hampton Office</u>
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DOD Hotline (800-424-9098)

LOYOLA ENTERPRISES, INC
PAYROLL
TIMESHEET INSTRUCTIONS (Rev. 10/07)

A Windows-style dialog box titled "Authentication Required" with a red 'X' icon in the top right corner. The background is light beige. It contains a question mark icon and the text "Enter username and password for 'loyola.com' at https://billfold.loyola.com". Below this, there are two input fields: "User Name:" with the text "first.last" and "Password:" with masked characters "*****". At the bottom, there is a checkbox labeled "Use Password Manager to remember this password." and two buttons: "OK" and "Cancel".

Authentication Required

Enter username and password for "loyola.com" at https://billfold.loyola.com

User Name:
first.last

Password:

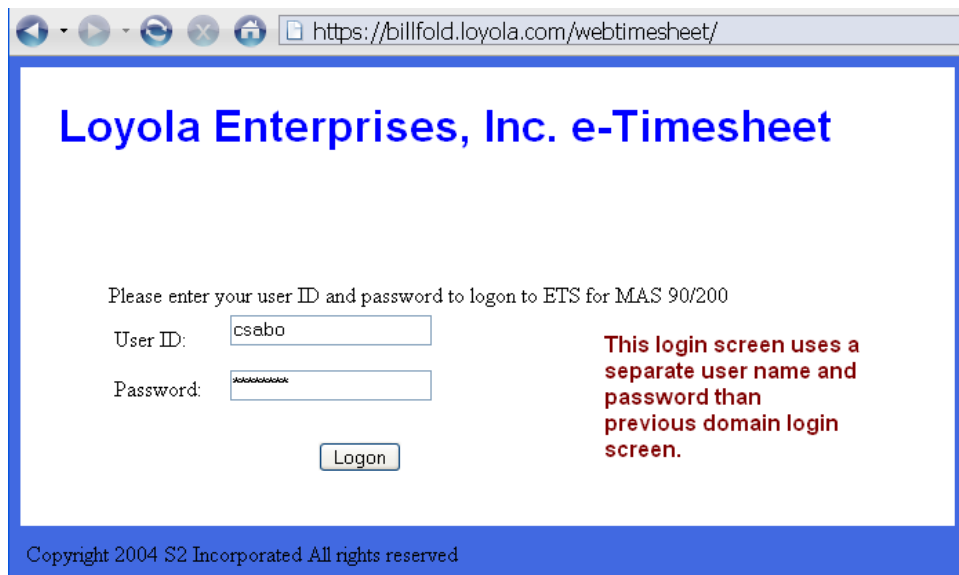
☐ Use Password Manager to remember this password.

OK Cancel

Authentication Required window

4. When the "Loyola Enterprises, Inc. e-Timesheet" webpage opens enter your User ID in the User ID dialog box and your Password in the Password dialog box and select the "Ok" button. This login will be different then your previous login Username and Password.

5.

A screenshot of a web browser window showing the "Loyola Enterprises, Inc. e-Timesheet" login page. The browser's address bar shows "https://billfold.loyola.com/webtimesheet/". The page has a blue header with the title "Loyola Enterprises, Inc. e-Timesheet". Below the header, it says "Please enter your user ID and password to logon to ETS for MAS 90/200". There are two input fields: "User ID:" with the text "csabo" and "Password:" with masked characters "*****". A "Logon" button is below the password field. To the right of the input fields, there is a red text box that says "This login screen uses a separate user name and password than previous domain login screen." At the bottom of the page, it says "Copyright 2004 S2 Incorporated All rights reserved".

https://billfold.loyola.com/webtimesheet/

Loyola Enterprises, Inc. e-Timesheet

Please enter your user ID and password to logon to ETS for MAS 90/200

User ID: csabo

Password: *****

Logon

This login screen uses a separate user name and password than previous domain login screen.

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6. 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.

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LOYOLA ENTERPRISES, INC
PAYROLL
TIMESHEET INSTRUCTIONS (Rev. 10/07)

- 7.** 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.

- 8.** Below is the timesheet data entry screen.

Remember to complete your total hours worked by project in 15 minute increments. 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.

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.

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LOYOLA ENTERPRISES, INC
PAYROLL
TIMESHEET INSTRUCTIONS (Rev. 10/07)

Earnings Code	Project/Labor Category	Mon 04/16	Tue 04/17	Wed 04/18	Thu 04/19	Fri 04/20	Sat 04/21
Regular	ZOHGOV_GOV0 / EDIT						0
Totals		0	0	0	0	0	0

Week ending 04/21/2007 · Week ending 04/28/2007 · Week ending 05/05/2007 · [?] ✓ ↶ ↷ ✕

Employee No: GOSABO Log Off

Name: SABO, CHRISTOPHER Print Timesheet Edit Standard Charge Number

Period End Date: 4/30/2007 Change Password

Hours Remaining in Period: 88 Surrogate

Date: 04/19/2007 Choose Surrogate Reports mat: HTML ☐ Summary Timesheet Report

Send Email Copy Previous Project Numbers

Submit Timesheet

PLT Hours Available 72

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

9. 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	<u>Used only by commercial sales staff</u>
Regular	All "productive" time charged to contracts, overhead, general & administrative, or unallowable projects.
Unpaid Leave	Approved time off for which you will not be paid.

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.

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

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LOYOLA ENTERPRISES, INC
PAYROLL
TIMESHEET INSTRUCTIONS (Rev. 10/07)

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

- 10.** 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 04/04/16	ZGA__MRKT / EDIT	
	ZOHGOV_GOV0 / EDIT	Week ending 05/0

- 11.** 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

- 12.** 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.

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TIMESHEET INSTRUCTIONS (Rev. 10/07)

Employee No:	GOSABO	<input type="button" value="Log Off"/>
Name:	SABO, CHRISTOPHER	<input type="button" value="Print Timesheet"/>
Period End Date:	4/30/2007	<input type="button" value="Change Password"/>
Hours Remaining in Period:	80	<input type="button" value="Surrogate"/>
Date:	04/19/2007	<input type="button" value="Choose Surrogate"/>
		<input type="button" value="Send Email"/>
		<input type="button" value="Submit Timesheet"/>

- 13.** 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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