Hours of Work, Time Reporting, & Pay Periods

GP **STRATEGIES**®

Owner	Human Resources
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1.   Purpose

This procedure establishes requirements for hours of work, the completion of time cards including the proper recording of time charges, and pay periods.

2.   Background

The Company maintains regular working hours while conducting its business and has established work weeks in accordance with applicable federal and state laws and/or client requirements. In addition, the Company requires a formal time reporting process to accurately reflect each employee's expenditure of time on Company business. The Company's time keeping policy is not just a procedure to record time, but is the backbone of the Company's commitment to establish a proper job costing system that will be used to accumulate costs for correctly invoicing clients and ensuring the accuracy of employee paychecks.

3.   Time Reporting

3.1   Responsibilities

All employees are responsible for the accuracy of their individual time cards. Each employee is required to enter their time daily into Oracle Time & Labor (OTL) for all hours worked and submit their time card electronically at the end of every work week, and by close of business on the last day of each pay period. It is the responsibility of each manager or delegate to review and approve each direct report's weekly time card before noon on the next business day after the submission deadline. Employees who submit inaccurate hours of work or otherwise deliberately falsify their electronic time card will be subject to disciplinary action up to and including termination of employment.

Employees should not provide their login or password for Oracle to anyone at any time.

3.2 Completion of Time Cards

Each employee must enter the proper Project, Task, Work Location and Pay Type corresponding to an assignment. The employee's manager or project manager must provide the correct time card codes to the employee before work hours for the project can be entered on the time card.

Each employee will enter the appropriate codes on the Oracle time card prior to commencing any work. When more than one Project or Pay Type is worked during the day, a time card hour entry will be made for each job or Pay Type at the end of the performing period. Time cards should never be completed in advance for hours worked.

Employees in a non-exempt employment status will be paid for each hour worked and entered on their time card. Hours should be expressed to two decimal places, rounded to the nearest quarter of an hour.

3.3 Submittal of Time Cards

Time cards must be submitted by the employee after the last entry for the calendar week or pay period is made. The system will automatically route the time card to the employee's manager or delegate for approval. If all entries are accurate, the manager will approve the time card. If the manager finds an error in the time charging, the manager will reject the time card and include a comment stating the reason for the requested change. The employee will make the required corrections and resubmit the time card for approval.

If the employee's manager will not be available to sign time cards at the end of the time card period, the manager should turn on the Delegation of Approval Authority. A manager may delegate time card approval at any time for either a short or long term period. Delegation of approval authority flows up the approval chain. Once delegation is turned on, all email notifications regarding the employee time card will be sent to the assigned delegate.

If the end of a pay period falls during an employee's planned absence from work, the employee should complete and sign the time card prior to going on leave.

When an employee has not submitted his or her time card by the submission deadline at the end of a calendar week or the last day of the pay period, the manager is responsible for contacting the employee to immediately complete and submit the time card for approval. Hourly employees who do not submit a time card by the pay period deadline may not be paid until the next pay period following submission.

Repeated failure to submit time cards due to employee negligence may result in disciplinary action for the negligent employee. Repeated failure to approve time cards due to a manager's negligence may result in disciplinary action for the manager.

3.4 Correction of Time Cards

An employee can make changes to a time card in the "Saved" status any time prior to submitting the time card for approval.

If the employee makes changes to a time card that has already been submitted or approved, or if the time card is rejected by the manager, the employee must make the necessary corrections and re-submit for approval. The employee must provide a detailed reason for the revision in the Time Card Comments text box. Time card corrections that are approved after the pay period has closed will be processed in the next pay period.

Time cards for closed pay periods will remain available for 45 days for necessary corrections which should be made on a timely basis. If a correction is required for a pay period that has been closed for more than 45 days, the correction must first be approved by the Vice President of Finance and then entered by the GP Payroll Department. The employee should contact the Payroll Department and the assigned Financial Analyst to assist with the approval process.

3.5 Reporting Absences

All salaried employees must record time away from work as a separate line entry on their time card. See GP-B-01, "Holidays and Paid Time Off" and GP-B-02, "Other Paid and Unpaid Absences" for further information.

All hourly employees must account for all hours in a pay period for which they are to be paid. The FMLA pay code may be used by hourly employees to record uncompensated time only if the employee has prior approval from the Human Resources Department.

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All salaried employees must account for any uncompensated days by using the Leave Without Pay (LWP) code. LWP may only be used in 8.0 hour increments. The FMLA pay code may be used by salaried employees to record partial or full days of uncompensated time only if the employee has prior approval from the Human Resources Department.

3.6 Absences Due to Inclement Weather

On occasion, unforeseen inclement weather conditions make it difficult or impossible for some employees to report to their work location, whether it is a client site or a GP Strategies office. The diverse nature of GP Strategies' market sectors, contracts, clients, jobs, etc. requires a flexible approach to handling this situation. Not all offices, business units, cost centers, or even work groups within the same business unit or cost center will handle the situation in the same manner because of these differences. Therefore, it is important that employees deal directly with their local leadership in determining the appropriate action to take and in getting the necessary approvals.

It is the company's position to put the employee's safety first during such weather conditions. The company expects, however, that when an employee is unable to physically come to work, they will make every effort to work from home. At a minimum, employees should check voice mails and e-mails (if they have the necessary computer and Internet access), return phone calls, and complete any other work that can be done from home.

Employees should always keep abreast of inclement weather forecasts in their area and take work home (if at all possible) in anticipation of the need to work from home. The company recognizes that some weather conditions take us by surprise, but we usually have notice that a storm is on its way. The company asks that employees be prepared and make every effort to work during these situations, whether it is at home or by making up the time during the same work week if the employee's work situation will allow it. In turn, the company will only require an employee to use PTO as a last resort.

3.7 Auditing of Time Cards

All time entry is subject to audit at any time. Violation of time card entry, approval or correction proced/ures will result in disciplinary action.

4. Pay Periods

The Company pays its U.S. employees on a semi-monthly basis. The semi-monthly pay periods are the first through the fifteenth and the sixteenth through the last day of the month. The semi-monthly pay dates are five business days after the last day of each pay period. If the pay date falls on a Company holiday, employees will be paid no later than the business day immediately following the holiday. At the start of each calendar year, the Company releases the pay dates for that year via posting on the Corporate Intranet.

4.1 Salaried/Exempt Employees

Salaried employees will be paid in 24 equal semi-monthly installments during the year.

4.2 Hourly/Non-Exempt Employees

Hourly employees will be paid for actual hours worked during the pay period.

4.3 New Hires/Terminated Employees

New hires and terminated employees will be paid based on the hours actually worked in the pay period in which their employment begins or ends.