1.0 POLICY/PURPOSE

Labor costs are normally the most significant costs incurred in the performance of a government service contract. In order to fully comply with the Cost Accounting Standards imposed by Federal Acquisition Regulations, Santa Barbara Applied Research, Inc. established and maintains a sound system of internal control of labor charges. The key to a sound labor time charging system is the individual employee. Each employee is responsible for accurately recording time charges.

The purpose of this work instruction (WI) is to explain the Santa Barbara Applied Research, Inc. timekeeping system. Employees are provided with an authorized Timecard (paper or web-based) each week to record their time charges. Timecards are reviewed and approved by the employee's supervisor and submitted to the Accounting Department. All personnel will use the web-based electronic timesheet, unless the employee has limited and no access to a computer with internet access capability.

2.0 SCOPE

This WI applies to all Santa Barbara Applied Research, Inc. (SBAR) business units.

3.0 REFERENCES AND DEFINITIONS

3.1   References

3.2   Definitions

Deltek GCS Premier Accounting System (GCS). GCS is a computer-based accounting system used by SBAR.

Deltek Time Collection System (TCS). TCS is a separate system from GCS. TCS requires the Employee's Number and Password for entry.

Personnel with computers normally record their time electronically into TCS. The corporate Accounting Department is responsible for ensuring these individuals have TCS accounts, provide them with their initial User Name and Password, and provide the necessary training in using the system.

Further, supervisory personnel with TCS accounts also electronically approve the TCS accounts for those employees with computers.

Finally, supervisory personnel with employees who prepare paper timecards are responsible for reviewing, entering, and approving their employee's paper timecards in TCS. (Note: The physical entering of timecard records into TCS may be delegated.)

Signature. For a paper timecard this is the physical signature of the employee and approving supervisor, for TCS it is the unique User ID and Password of the employee and the supervisor.

Timecard. Timecards can either be paper or web-based.

Labor Distribution Report. The Labor Distribution Report is a GCS report that allocates and summarizes employee labor hours and employee gross salary each week.

Timecard by Personnel Report. The Timecard by Personnel Report is a GCS report that summarizes the hours charged to each project by each employee.

4.0 RESPONSIBILITIES

4.1 Employee Responsibilities

Employees are responsible for completing and maintaining their individual Timecards in accordance with Section 5.0. Instructions on entries for the web-based electronic timecard are available through the on-line help function. See CP-00-3000-01B Electronic Timecard Operating Instructions,

4.2 Timekeeper

Timekeeper duties include:

a) Issue and distribute paper Timecards (where required) each Friday for the following week. Each Timecard is to contain:
- Employee Name
- Employee Number
- Week Ending Date and Pay Period Ending Date.
b) Enter approved paper Timecard data into TCS through the Internet.

4.3 Managers or Employee Immediate Supervisor

The employee's designated supervisor approves Timecards (paper or web-based) only after the employee has completed and signed the Timecard. It is the additional responsibility of the supervisor to ensure that employees are made aware of their independent responsibility for accurate Timecard preparation.   Only authorized supervisors approve Timecards and are responsible for:

a) Providing employees with clear instructions of the work to be performed and the job number to which the charge is to be made.

b) Training employees in correct Timecard procedures.

c) Approving (with their signature) Timecards that, to the best of their knowledge, contain true and correct information.

d) Program Managers are to insure that their unit's Timecards have been completed and approved by: SBAR Division no later than 12 PM of each Monday. MCA Division no later than 3 PM of each Tuesday.

The signature of an authorized supervisor on a Timecard certifies that, to the best of their knowledge, the information on the Timecard is true and correct. Prior to approval, the supervisor verifies that all line entries are completed and the appropriate manager or "project leader" initials the Timecard.

4.4   Accounting Department

The Accounting Department is responsible for:

a) Ensuring that all paper Timecards issued are returned to the Accounting Department.

b) Collating and attaching FAX or e-mail Timecards to the original Timecard (paper) once the original is received in the mail.

c) Conducting periodic internal reviews of the timekeeping system to ensure compliance with these established procedures.

d) Preparing records of each internal timekeeping system review.

e) Maintain paper Timecard files. The Time Collection System automatically maintains web-based time collection file.

4.5   Accounting Assistant

The Accounting Assistant is responsible for receiving the hard copies of all paper Timecards from each business unit.

5.0 PROCEDURES

5.1   Timecard Format

A sample format of a paper Timecard is provided as Form CP-00-3000-01-A. . This format may be modified to meet the cost collection requirements of individual contract requirements. Modification of the format is coordinated with and approved (in writing) by the Accounting Manager prior to use.

5.2   Timecard Maintenance

Paper Timecards are issued and distributed to each employee on Friday preceding the beginning of each new workweek. Timecard entries are to be made by the employee (using black ink). The entries must include the following:

a) Project Name(s)/Title(s)
b) One or more charge number(s).
c) Hours and/or parts of hour worked on the project. Hours are recorded to the nearest tenth (one tenth = 6 minutes) of an hour charged to each charge number.
d) Total number of straight time and overtime (separate line noting the overtime) hours worked.
e) Total number of all hours worked.
f) Signature of employee. Employees must sign Timecards only after they have been completed at the end of the workweek.
g) Employees must obtain supervisor's approval prior to submitting Timecards to the timekeeper.

Timecards are kept at the employee's permanent workstation at all times. Timecard entries are made, as the work is performed, but no less frequently than daily. Employees are responsible for preparing their own Timecards with information that, to the best of their knowledge, is true and correct.

5.3   Use of Duplicate Timecards

In the event that a Timecard is inadvertently damaged or ruined in a way that renders it unusable, the timekeeper issues a replacement Timecard. The new Timecard is marked "amended". The ruined original Timecard is permanently stapled to the amended Timecard.

5.4   Timecard Corrections

Corrections are to be made by the employee by a neat cross out. The incorrect entry must not be obliterated. The new entry is neatly entered directly above or below the corrected entry.

a) Erasures or whiteouts are *NOT* allowed.
b) Both the employee and the supervisor must initial corrections.
c) An explanation must be provided on the Timecard for each correction (e.g., "erroneous job number").

Supervisors must ensure that corrections on Timecards are necessary, made correctly, and explained on the Timecard, before initialing the correction.

5.5   Timecard Submission

Each employee submits the Timecard to his or her supervisor for approval on Friday afternoon. After being initialed by the appropriate manager or project leader(s), the Timecard is

forwarded to the timekeeper. Managers and project leaders ensure that all weekly Timecards are accurately completed, collected, and submitted to the timekeeper by 4:00 p.m. each Friday afternoon. If overtime is anticipated on Saturday or Sunday, timecards will be retained by the employee and turned in to the timekeeper by no later than 10:00 AM on Monday.

5.6   Paper Timecard Data

The off-site timekeeper enters the Timecard (paper) data into the Time Collection System. Upon data entry completion the off-site timekeeper is to notify accounting. Accounting then e-mails the Timecard report to the off-site location for the timekeeper to compare the hours and project numbers to the actual timecard, and reconciles.

Upon notification from all off-site timekeepers, accounting imports the Time Collection data into the accounting system.

The original of all paper Timecards (if applicable) from each SBAR business unit are to be sent to the corporate accounting department for archival.

5.7   Off-site Locations

Timekeepers at off-site locations (remote to the corporate office) process the paper Timecards of their location in the Time Collection Program. Upon completion, reports are printed and e-mailed to the off-site timekeeper for review. When completed, the timekeeper is to notify the Accounting Department immediately (see section 4.3.d and 5.6).

5.8   Records Retention

The Accounting Department is to retain all Time Collection Data for a period of eight years from the date prepared.

5.9   Training

The applicable timekeeper trains all employees on the requirements of this WI and a record of the training is maintained. The training is conducted for all new employees and is repeated as necessary to ensure full compliance by all affected personnel.

PREPARATION, REVIEW, AND APPROVAL OFFICIALS

Prepared By:

Kirby Mulligan, Accounting Manager

Approved By:

John J. Hart, Director of Finance

CONTROLLED DISTRIBUTION LIST

Copy No.	Copy Custodian
Master (Electronic)	Accounting Manager
Copies	Web Site

MCA Engineers
Division of Santa Barbara Applied Research, Inc.   Control No.
Employee Timecard

EE#:_____   Week Ending: *January 2, 1998*
Name:_____   Pay Period Ending: *January 2, 1998*

Dept	Job No.	Job Title	Labor Category Code	Proj. Lead Initial	27 Mon	28 Tue	29 Wed	30 Thur	31 Fri	1 Sat	2 Sun	Total Hrs ST	OT
		TOTAL HOURS											

Time is to be reported to the nearest tenth of an hour (6 minutes). All entries are to be made in BLACK INK.

I Certify that to the best of my knowledge that the above is correct and accurate.

_____
Employee Signature

_____
Supervisor Signature

Departments	Employee Benefits
030 - Oxnard Office	0100 - Vacation
040 - On Site	0110 - Sick Leave
060 - On Site (ETL)	0120 - Holiday
060 - O&A	0130 - Jury Duty

_____
Acctg. Dept.

Form CP-00-3000-01-A Figure 1 Sample Timecard