



Corporate Policies and Procedures

Subject: Time-Reporting and Time Audits	Effective Date: December 2006
Responsibility: Business Operations	Revision Date:January 2013

Policy:

As a Federal Government contractor, KRA must establish and maintain a proper time-reporting policy in accordance with standards prescribed by the Federal Acquisition Regulations (FAR) and the Government's audit agencies. Accurate recording of hours worked is central to the integrity of client billing systems and should be completed carefully and accurately.

Sufficient care must be taken to ensure proper recording and charging of all costs to the appropriate charge number or account. The falsification of time-reports or other cost records is a criminal violation and will not be tolerated. Every employee and his or her supervisor are personally responsible for assuring that the charge number and the hours charged are accurate. Any improper charge may result in the violator's discipline or dismissal and any willful improper charge may result in criminal prosecution. Each individual is responsible for his or her own time-report and no one else is permitted to complete another individual's time-report, except as specified below.

Procedure:

All employees are required to accurately report actual hours worked on the semi-monthly electronic time-report provided by the Company. To access the time-report go to <http://timesheets.kra.com> or to www.kra.com, employee login section and log in using your username and password. Time worked is reported to the nearest 30-minute interval. Time-reported must be charged to the project for which the work was performed. The first timesheet period covers the 1st through the 15th. The second period covers the 16th through the last day of the month.

It is the responsibility of every employee to be aware of the requirements governing the electronic-time-reporting system as follows:

- Document actual hours worked on a daily basis;
- Record eight-hour holiday when appropriate;
- Record PTO in whole hour increments when appropriate;
- Ensure recording accuracy
- Sign timesheet(s) by the 15th and last day of the month, except as noted below;
- Guard against mischarging time; and,
- Submit completed and signed time-reports on time.

Entering Time:

- Log in using your KRA network login and password.
- Select "Timesheets" located on the left hand side of the screen
- Click on the "binocular"; select the correct "charge tree description" (click the plus buttons)
- Select the correct charge code(s) from the Charge/Branch Description; select add to timesheet
- Repeat steps 3-4 above to add additional charge codes.
- Record the actual number of hours under the date worked.
 - Non-exempt employees must record approved overtime hours separately on their timesheet. At the end of the workweek all hours worked over 40 in a work week must be

KRA reserves the right to continually evaluate, amend, modify, or terminate any policy at any time. This policy is in effect on the date of publication and supersedes any previously released policy. Individual sites/contracts may have more restrictive policies. This policy does not alter the at-will status of any employee. Use or disclosure of this information is restricted; contact Human Resources for additional information.

recorded as overtime on the day the overtime occurred. KRA's workweek begins at 12:01 a.m. on Monday and ends at midnight the following Sunday. When a timesheet period ends in midweek, refer to the hours charged on the previous timesheet to make sure the overtime hours were captured and reported accurately.

- At the end of the timesheet period, verify you have accurately charged your time, and sign your timesheet for review and approval.

Reportable Time:

- Work Time. Reportable time includes all hours worked at KRA offices or site locations. It also includes all travel time and paid leave. All such hours must be approved in advance.
- Travel Time. Business travel time is reportable time. Report all time (including weekends) spent en route, from the time of departure from the point of origin to the time of arrival at the destination. Reportable travel time should be charged to the contract or indirect charge number for which the travel is performed.

Absence when timesheets Due:

- Paid Leave. Complete and sign your timesheet in advance.
- Emergency Absence. Complete your timesheet using the Internet. If Internet connection is not available, ask your supervisor to complete it on your behalf for the period when you are unavailable. Review and sign the timesheet when you return to work.
- Business travel. Complete your timesheet using the Internet. If Internet connection is not available, request your supervisor to complete the timesheet and then review, and sign the timesheet when you return.

Correcting Time-reports: Occasionally, it is necessary to make corrections to current or previously processed time-reports in the Time Collection system.

- Making a correction to the current timesheet period:
 - Log in and access timesheet.
 - If the status of the timesheet is "Open" or "Signed" you may make corrections by changing the hours and hit "enter." Save your corrections.
 - An explanation dialog box will appear asking you to provide a brief description of the correction. Complete and click the "OK" button.
 - You must then sign the corrected timesheet by clicking on the "Signature" icon and entering your password.
 - You must log out; your supervisor will be notified to approve the changes that were made.
 - Corrected timesheets may be signed by an authorized KRA personnel in the event that an employee is unable to sign a corrected timesheet to allow for timely payroll and billing processing.

KRA will perform periodic timekeeping auditsto verifytimekeeping compliance. The timekeeping audits will be performed by authorized KRA personnel and will include unannounced interviews with employees and examination of daily floor check and timesheet status reports. KRA's cognizant audit-agency auditors may conduct periodic unannounced timekeeping audits. Failure to pass a timekeeping audit may result in disciplinary action.

Training: KRA may, from time to time, conduct periodic training on time reporting policies and procedures in order to reasonably ensure that all employees are aware of the importance of proper time charging. The training will cover new hire training, management's responsibility for accuracy of labor accounting, refresher courses for existing employees, explanations of penalties for mischarging (e.g., possible termination of employee and prosecution by the Federal Government), and the importance of segregation of duties. The training may include a formal company-wide timekeeping and labor-charging training, and there may be documentation to verify that the training has occurred (e.g., sign-in logs, presentation, and handout materials). The Human Resource and Business Operations departments are responsible for training.

- **New Hire Training.** New hires will be trained on proper timekeeping upon being hired as part of their new hire orientation process. The training will include proper timekeeping procedures and the penalties associated with the statutes on false claims and statements.
- **Management's Responsibility.** KRA's training programs will stress management's responsibility to provide for the accurate and timely recording of labor hours. It is critical to our labor-charging-internal-control systems that management continues to emphasize the employee's independent responsibility for accurately recording time charges.
- **Refresher Courses.** KRA may provide periodic refresher courses on proper timekeeping and labor-charging practices. The refresher courses may be more frequent for employees found not compliant with company labor-charging procedures.

Evaluations:

- Time reporting compliance shall be reflected in all employees' evaluations.
- Each department's time reporting compliance shall be reflected in all managers' evaluations.