

Procedure:	Timesheet		
Procedure #	1006	Approved by:	Robin Taber
Rev. #	4		
Effective:	4/20/15		

Purpose and General Instructions:

1. This procedure establishes the preparation and submission of Timesheets by Gemini Technologies, Inc. employees.
2. This procedure applies to all Gemini Technologies, Inc. employees. The procedure provides guidance for time-keeping of labor and if applicable other paid time off hours.
3. Employees are responsible for their own personal time record.
4. The employee certifies the accuracy and completeness of this time record when their signature is electronically affixed to the timesheet.

Definitions

None

Procedure:

The following procedures apply to the distribution and completion of Timesheets:

Distribution of Time Sheets:

- a) Human Resources will notify the Accounting Department to set up newly hired employees in the Electronic Timesheet system. The Accounting Department will send the new hire instructions on how to access & log on to their Electronic Timesheet.
- b) Employees will be able to access their Electronic Timesheets from any computer with internet access. They will be required to update their passwords on a regular basis.
- c) The Accounting Department will make sure each weekly period’s Electronic Timesheets are available & accessible to employees in a manner that will ensure that each employee’s work data is recorded and available for submission/inspection on a timely basis.

Completion of Timesheets:

- a)** An employee should charge the appropriate charge numbers according to the work they performed. Your supervisor will give you an Authorization to Charge Summary with your appropriate charge number(s) for the work to be performed.
- b)** The Electronic Timesheet system is updated weekly by the Accounting Department to ensure the appropriate charge numbers are available for each employee to charge their time correctly.
- c)** ***For detailed instructions on how to fill out your Electronic Timesheet see below for Appendix 1: How to Complete an Electronic Timesheet***
- d)** Employees will enter their time at the end of each working day (but no later than the morning of the next work day) to show all hours worked and the distribution of hours worked as either direct labor, indirect labor, or other categories as applicable. Non-exempt, hourly employees who work part-time can leave the days they do not work blank (i.e., they do not have to enter “zeroes” on the days they do not work at all); however, they must record any hours on days they DO work at the end of that day (or no later than the morning of the next work day).
- e)** All time will be recorded in hours and half-hour increments (nearest half-hour); for example, 6.5, 4.0, 5.5, etc. Occasional interruptions of less than half-hour are considered to be a “non event”.
- f)** Employees are not authorized to enter time for a date in the future except in the following two instances:
 - i. An employee may charge paid time off for a date in the future if the employee has accrued the necessary paid leave hours to be taken.
 - ii. An employee may charge a company-approved holiday for a date in the future.
- g)** If an employee does not work for the entire week he/she will need to enter zeros for every day not worked and then sign their timesheet.
- h)** Employees, after completing their timesheets, will sign their timesheet electronically, certifying that they have actually worked the indicated number of hours on the charge numbers recorded.
- i)** An employee should enter the hours he/she worked for the day. For example, if an employee worked 10 hours on Monday and 6 hours on Tuesday, the employee’s timesheet should show 10 hours on Monday and 6 hours on Tuesday as opposed to 8 hours for Monday and 8 hours for Tuesday.
- j)** Any changes that may occur after submission must be made in accordance the Timesheet Revision Section of this document.

Entering Timesheets for Absent Employees

- If an employee, due to extenuating circumstances (sickness, travel, etc.) is unable to complete their timesheet, then the supervisor will complete and sign the timesheet for the employee. The supervisor should coordinate with the employee to ensure that the hours actually worked are reflected accurately and the proper charge numbers are charged.
- When the employee returns to normal duty the employee must logon to their electronic timesheet and review the timesheet completed by your supervisor to make sure that:
 - the hours actually worked are reflected accurately
 - They are charged to the proper charge number(s)
 - Then sign the timesheet in the Employee signature box. It will overwrite your supervisor signature (which appears in red). Make revisions if necessary and ask supervisor to approve your revisions, if applicable.

Approval of Timesheets:

- a)** Upon receipt of a timesheet, which has been completed and signed by an employee in their area of responsibility, the immediate supervisor will:
 - a. Audit the timesheet for completeness, accuracy, and distribution of hours worked.
 - b. Coordinate any changes with the employee who completed the time sheet and both will sign any changes. ***(See "Timesheet Revisions" below.)***
- b)** Indicate their approval and certification by signing the timesheet in the supervisor space on the time sheet after verifying the accuracy and authenticity of the completed timesheet. ***(See Appendix 2: Instructions on How to Approve an Electronic Timesheet below.)***
- c)** In the absence of an employee's immediate supervisor, the backup supervisor should approve the employee's timesheet.
- d)** The supervisor must review and approve any corrections to an employee's timesheet.

Certification of Timesheets

Certification of the timesheets by the employee and the supervisor indicates an honor bound commitment as to the accuracy of hours worked. To knowingly falsify such data is a serious matter subject to disciplinary action.

Timesheet revisions:

- 1. Timesheet Revisions:** Employees may revise timesheets before or after the supervisor approves. For detailed instructions on how you make a timesheet revision ***see below for Appendix 3: How to Complete a Timesheet Revision.***

Compliance

- a)** All employees must be thoroughly familiar with the responsibilities and obligations concerning timesheet reporting.
 - b)** The review and working knowledge of this procedure will assure Gemini's successful compliance with the legal constraints imposed upon defense contractors by the Federal Government.
 - c)** Each employee is responsible for the accuracy and completeness of personal time records. This accuracy is certified by the employee's signature.
 - d)** This time record becomes the legal document by which the Accounting Department is authorized to make salary and wage disbursements and is also the basis for contract customer billings.
 - e)** Upon hire and once per year all current employees will receive a Timesheet Review and Timesheet Revision presentation from the Accounting Department. All employees will be required to sign & return Form 1006.1 Timesheet Review Acknowledgement, certifying that they have reviewed & understand the Timesheet Review and Timesheet Revision presentation.
- 1)** Timesheet & DCAA Floor Check training sessions: Once per year and every month for new hires, the Accounting Department will conduct a training session which will go over the Timesheet Review & Timesheet Revision presentation (see (e) above) & DCAA Floor Checks. This training program will be offered either in person or over the telephone. The training session will last approximately 15 minutes.
 - 2)** The training will cover proper timekeeping procedures (per this procedure #1006), the penalties for knowingly mischarging time, and awareness of periodic unannounced internal and government audits (DCAA Floor Check) of Gemini's timekeeping procedures.
 - 3)** Employees are required to attend these Training sessions within 30 days of hire and after that annually. The annual training session will be announced at least a week in advance, and several times and locations will be held to make the sessions reasonably accessible to all employees. Attendance will be logged and kept on file.

Audit Functions

- a)** A random sample of employee timesheets will be verified with respective employee and authorized supervisor to confirm labor controls.
- b)** Random floor checks will be conducted to validate adherence to Gemini timekeeping policies and procedures.

- c) Random timesheets will be pulled to verify the accuracy of data being inputted / imported into the accounting system.

Employees should be aware that their supervisor and the accounting department can access their electronic timesheet at any time to perform these random floor checks.

APPENDICES:

Appendix 1 – Time & Expense – How to complete an Electronic Timesheet

Appendix 2 – Time & Expense – How to Approve an Electronic Timesheet

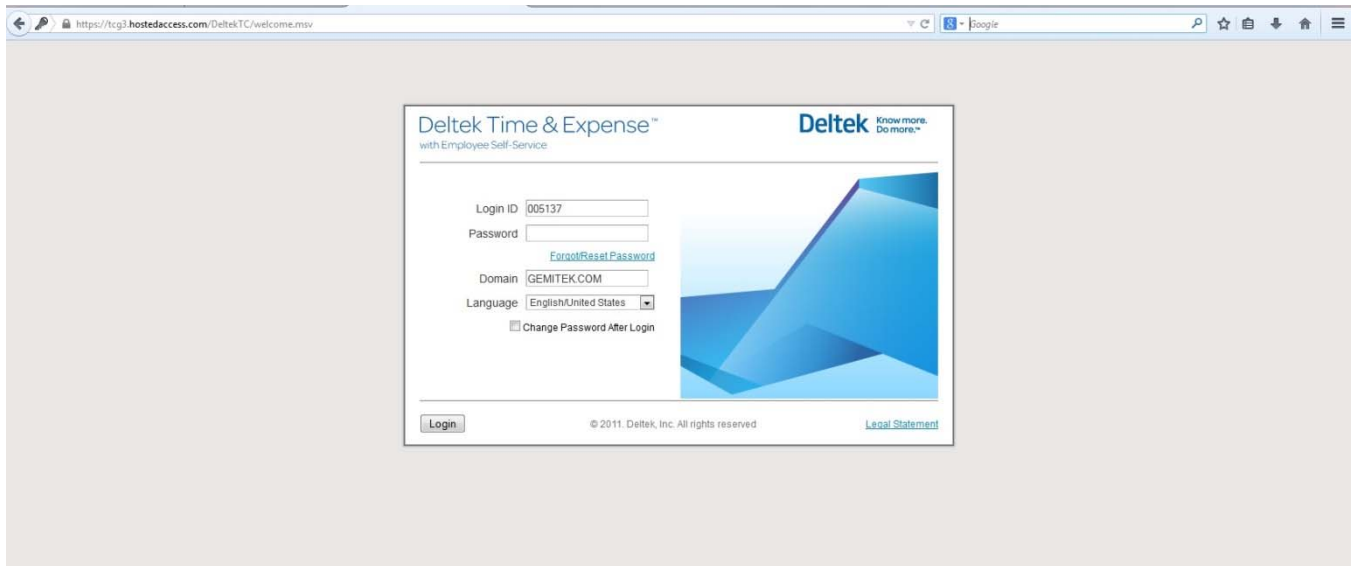
Appendix 3 – Time & Expense – How to Complete a Timesheet Revision

ATTACHMENTS:

Form # 1006.1 – Timesheet Review Acknowledgment

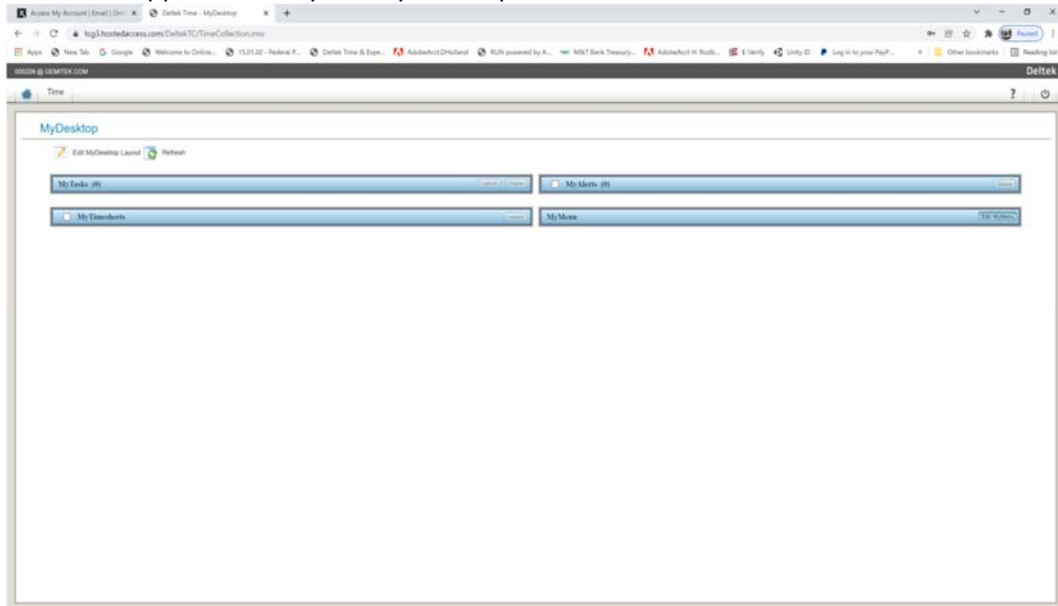
Appendix 1: TIME & EXPENSE
Instructions on How Complete an Electronic Timesheet

Open Internet browser and enter in URL address: <https://tcg3.hostedaccess.com/DeltekTC/welcome.msv>

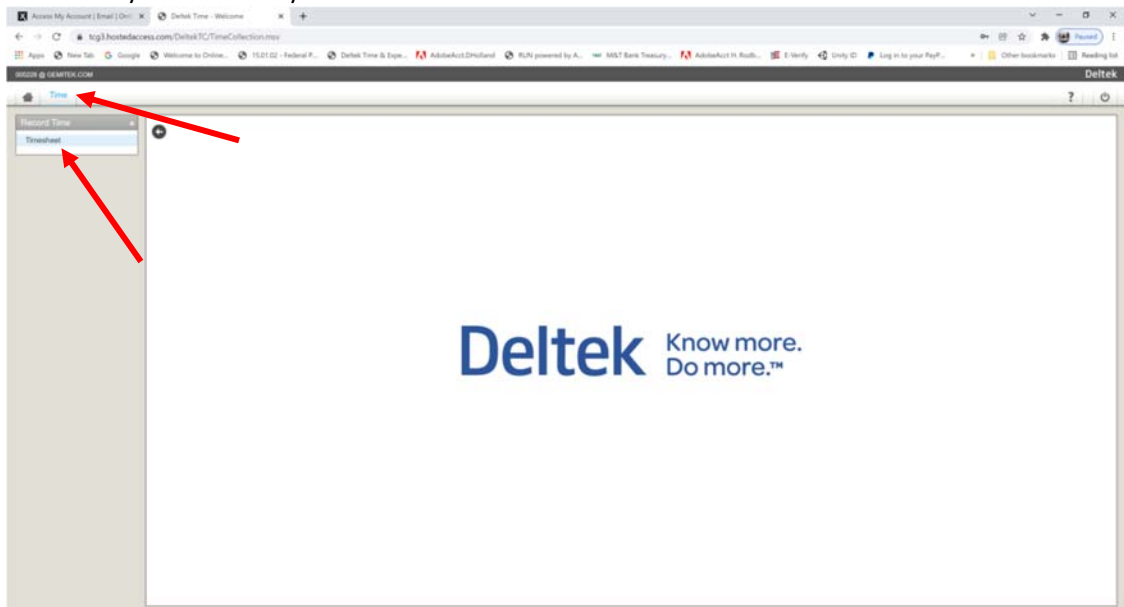


1. Login: Your Employee ID: 0051xx (where xx is your employee number)
2. Password Date of Birth: YYYYMMDD after your initial login it will prompt you to create a new password
3. Domain: GEMITEK.COM
4. Click Enter or Login

5. The first screen to appear will be you “My Desktop”.



a.
6. Next click on TIME/Record Time/Timesheet



a.
7. The screen to appear will be your timesheet.
a. take note of the timesheet Date (red circle)
b. To move the timesheet weeks ahead or back use the arrows next to the date (orange arrow)

8. To select a Contract Charge number click in the Contract WBS column - the magnify glass (red arrow). If you are charging Indirect/Holiday or PTO skip down to Step#14

https://tcg3.hostedaccess.com/DeltekTC/TimeCollection.msv

005137 @ GEMTEK.COM

Deltek

Time Administration

Timesheet

Open Save Search Print Audit Leave Reverse Timesheet Off-Line Timesheet Notes

Employee: [Redacted] Status: Missing Revision: 1

Class: Exempt Employee Weekly Period Ending: Dec 7, 2014

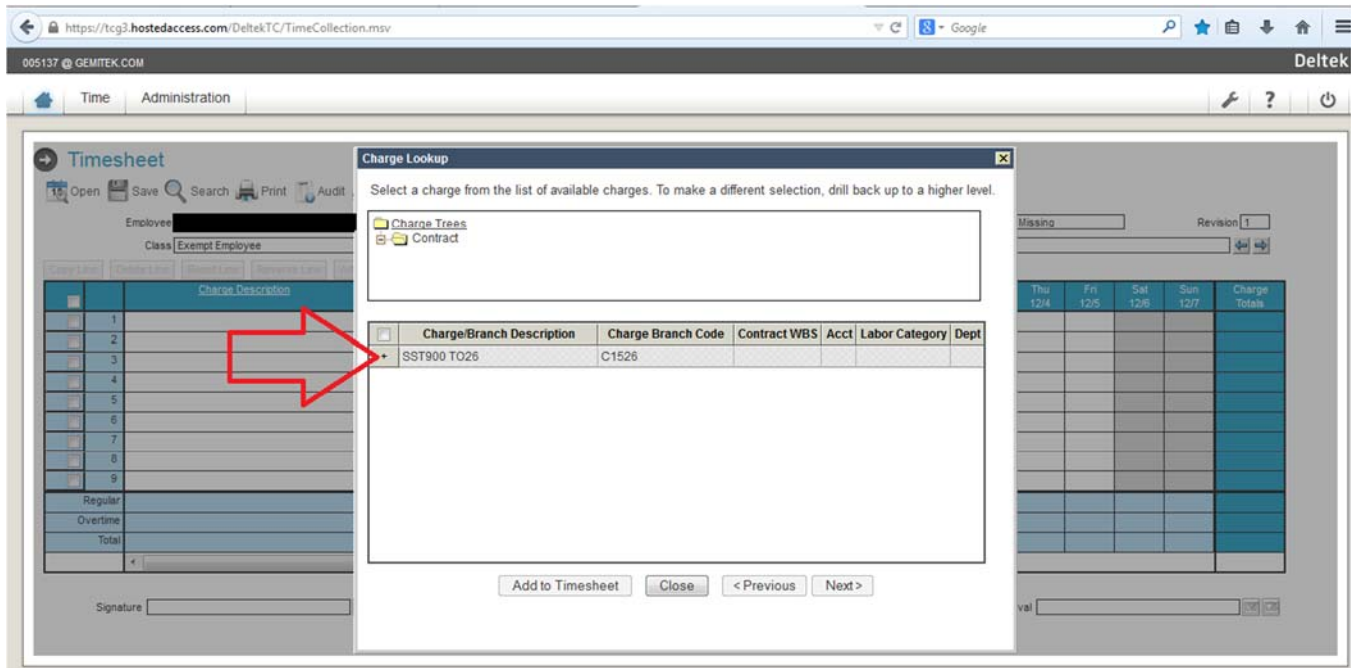
Copy Line Delete Line Reset Line Reverse Line Add Line to Favorites

	Charge Description	Contract WBS	Acct	Labor Category	Dept	Mon 12/1	Tue 12/2	Wed 12/3	Thu 12/4	Fri 12/5	Sat 12/6	Sun 12/7	Charge Totals
1													
2													
3													
4													
5													
6													
7													
8													
9													
Regular													
Overtime													
Total													

Signature: _____ Approval: _____

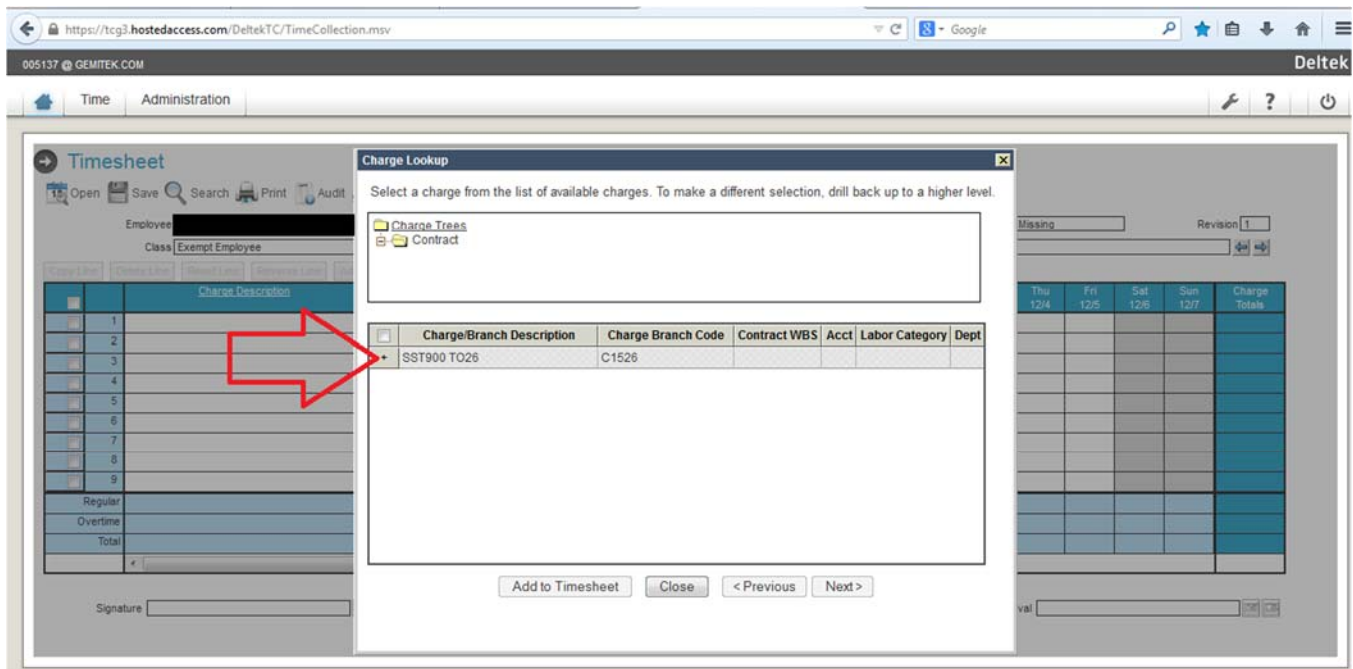
Holiday
 Leave
 Non-Work Day

9. Click on the + box to select the contract you are charging. (red arrow)

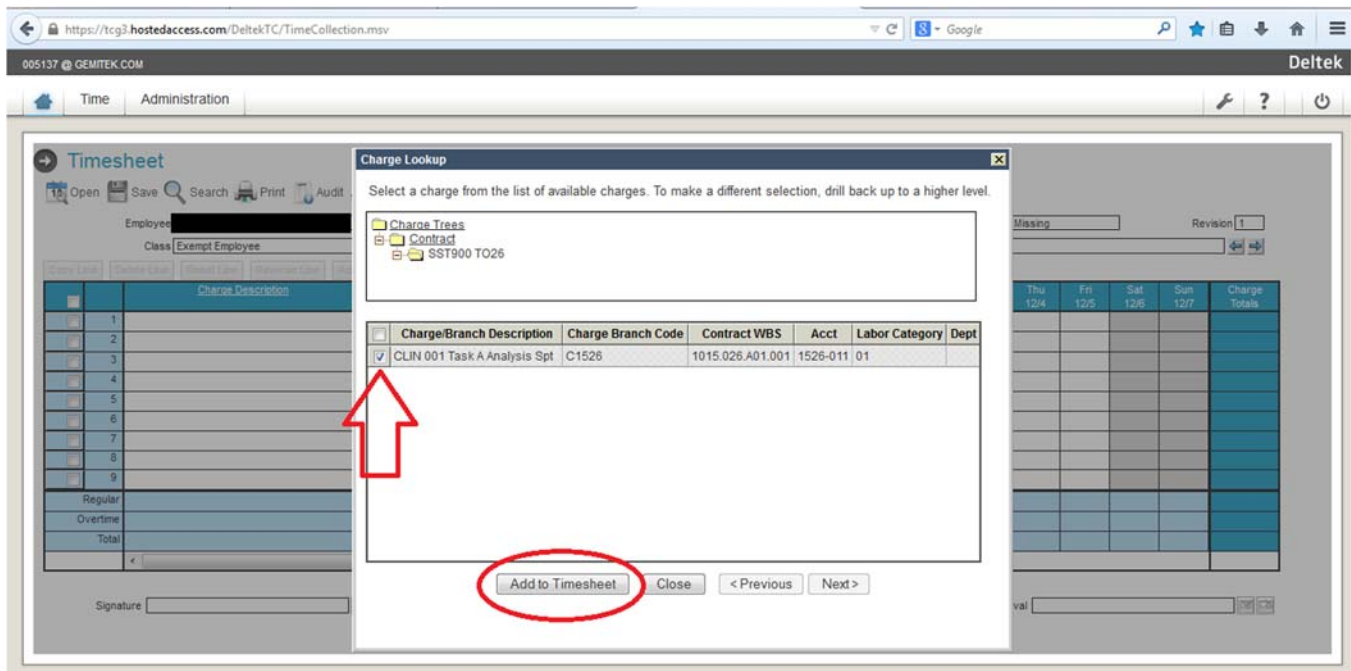


10. The 2nd screen that will list the available contracts the employee is approved to work on.
 - a. The “Charge/Branch Description” column contains the Contract Name
 - b. The “Charge Branch Code” column will contain a number (for example, C1526). The fields of this number are:
 - i. “C” means the charge number is for a contract
 - ii. “15” is the Gemini contract number
 - iii. “26” is the Task Order number of the contract

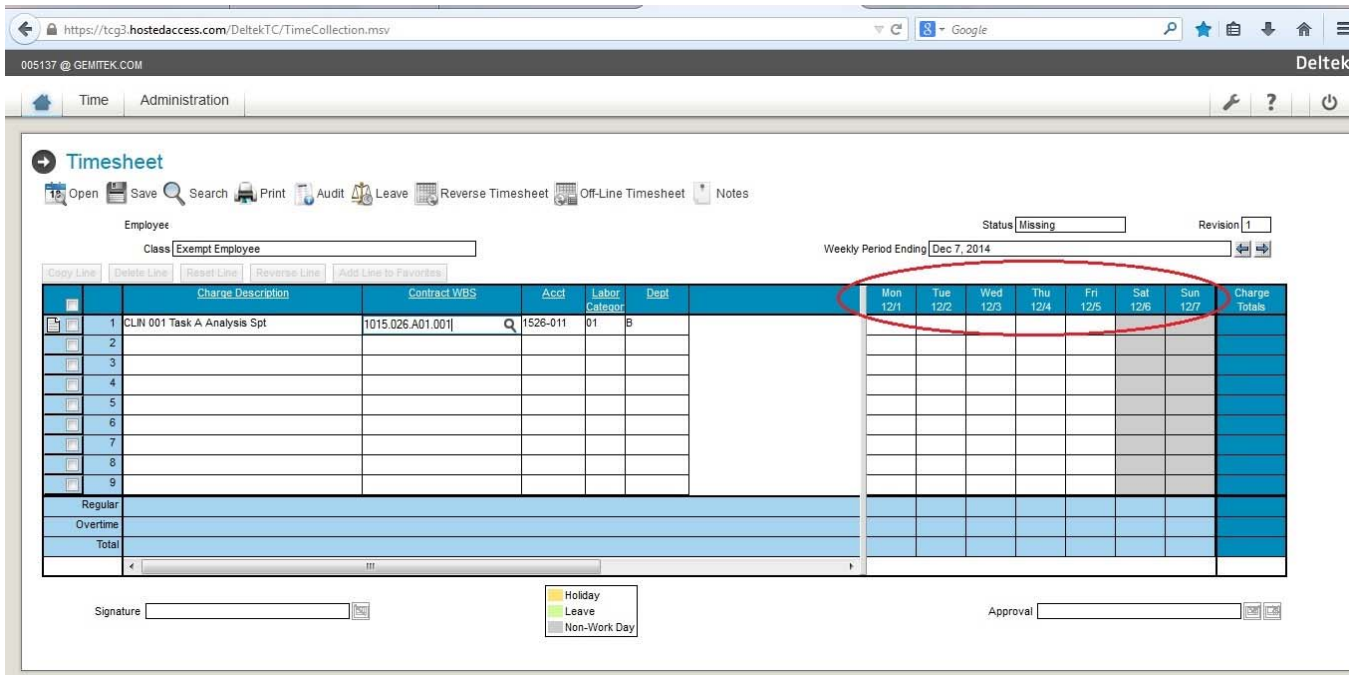
11. Click on + sign to select the next level of charging on this contract. (red arrow)



12. The 3rd screen that will appear is the Task level details.
 - a. Charge/Branch Description = Task Order Name
 - b. Charge Branch Code: C=Contract 15=contract number 26= task order
 - c. Contract WBS: 1015.026.A01.001 = Contract 15 Task order 26 Task Order 1
 - d. Account: 1526-011 = Contract 15 Task Order 26 Task Order 1
 - e. Labor Category: 01 = Labor Category number associated with Labor Category Description
13. Click on box to place a checkbox to select charge from the list of available charges. (red arrow)
14. Click on Add to Timesheet



15. Once you click on add to timesheet it will take you back to your timesheet screen. Enter your hours on a **daily** basis for each day of the workweek (Monday – Sunday).



Employee: _____
 Class: Exempt Employee
 Status: Missing
 Revision: 1
 Weekly Period Ending: Dec 7, 2014

Charge Description	Contract WBS	Acct	Labor Category	Dept	Mon 12/1	Tue 12/2	Wed 12/3	Thu 12/4	Fri 12/5	Sat 12/6	Sun 12/7	Charge Totals
1 CLIN 001 Task A Analysis Spt	1015.026.A01.001	1528-011	01	B								
2												
3												
4												
5												
6												
7												
8												
9												
Regular												
Overtime												
Total												

Signature: _____
 Legend: ■ Holiday, ■ Leave, ■ Non-Work Day
 Approval: _____

16. If you have multiple contract charge numbers you can go to Line 2 and click on the magnify glass under Contract WBS to get you back to the lookup window for more contract charge numbers.

005137 @ GEMITEK.COM

Time Administration

Timesheet

Open Save Search Print Audit Leave Reverse Timesheet Off-Line Timesheet Notes

Employee: [Redacted] Status: Missing Revision: 1

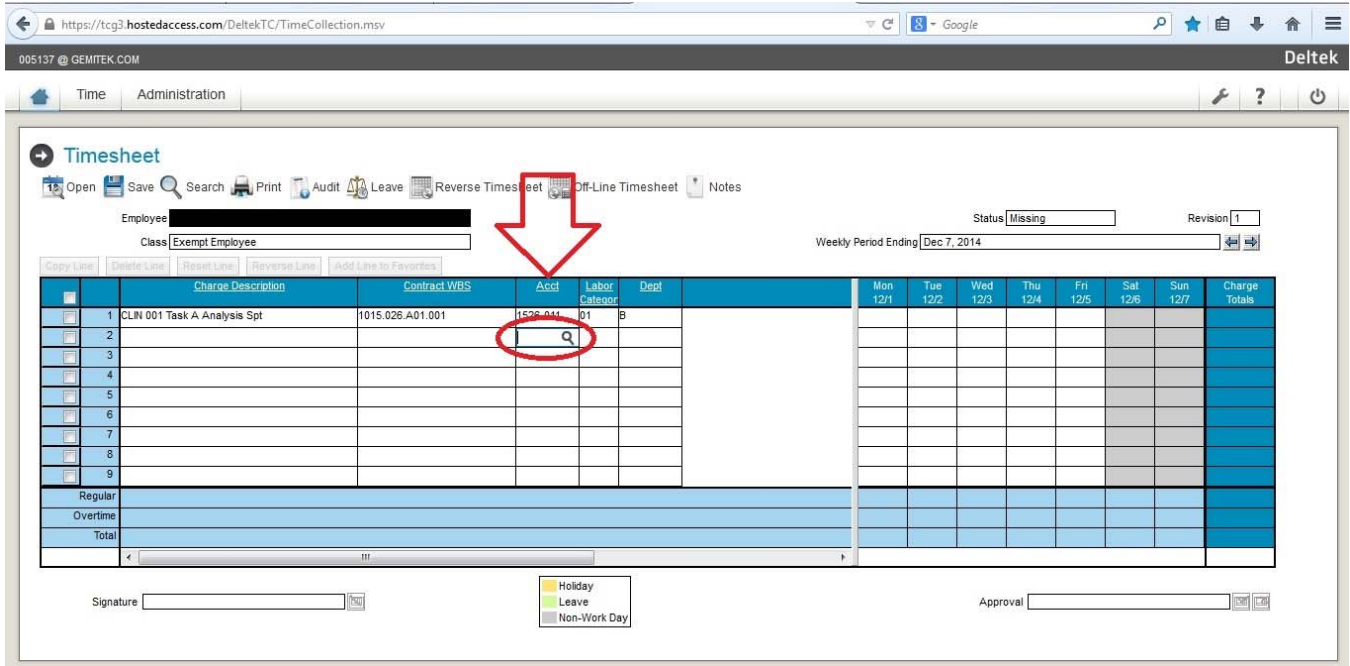
Class: Exempt Employee Weekly Period Ending: Dec 7, 2014

	Charge Description	Contract WBS	Acct	Labor Category	Dept	Mon 12/1	Tue 12/2	Wed 12/3	Thu 12/4	Fri 12/5	Sat 12/6	Sun 12/7	Charge Totals
1	CLIN 001 Task A Analysis Spt	1015.026.A01.001	1526-011	01	B								
2													
3													
4													
5													
6													
7													
8													
9													
Regular													
Overtime													
Total													

Signature: [Redacted] Approval: [Redacted]

Legend:
■ Holiday
■ Leave
■ Non-Work Day

17. If your hours are to be charged to Indirect/Holiday/PTO - Click on Account column and click on the magnify glass. Note: If you click on the Contract WBS for Indirect/Holiday/PTO you will not see the charge numbers available. You HAVE to be under ACCOUNT to select the charge number.



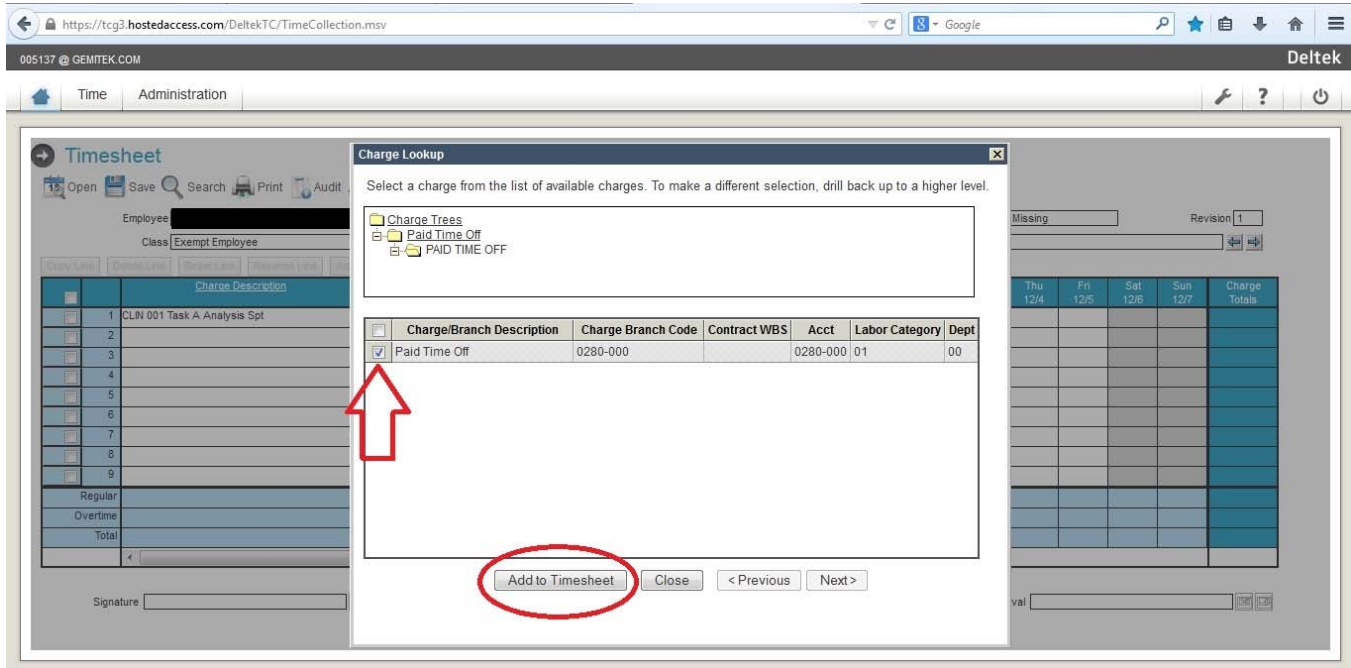
Employee: [Redacted]
 Class: Exempt Employee
 Status: Missing
 Revision: 1
 Weekly Period Ending: Dec 7, 2014

Charge Description	Contract WBS	Acct	Labor Category	Dept	Mon 12/1	Tue 12/2	Wed 12/3	Thu 12/4	Fri 12/5	Sat 12/6	Sun 12/7	Charge Totals
1 CLIN 001 Task A Analysis Spt	1015.026.A01.001	1528-011	01	B								
2												
3												
4												
5												
6												
7												
8												
9												
Regular												
Overtime												
Total												

Signature: [Redacted] Approval: [Redacted]

Legend:
 Yellow: Holiday
 Green: Leave
 Grey: Non-Work Day

- 18. For this example we selected PTO.
- 19. Follow same instructions for Contracts to select PTO and add your timesheet.



20. Add hours to appropriate day
21. After you complete your timesheet for the day – Click on Save. (red arrow)

The screenshot shows the Deltek TimeCollection interface. At the top, there's a navigation bar with 'Time' and 'Administration' tabs. Below that, the 'Timesheet' section is active. A toolbar contains buttons for 'Open', 'Save', 'Search', 'Print', 'Audit', 'Leave', 'Reverse Timesheet', 'Off-Line Timesheet', and 'Notes'. A red arrow points to the 'Save' button. The main area displays a timesheet grid for the week ending Dec 7, 2014. The grid has columns for days of the week (Mon 12/1 to Sun 12/7) and a 'Charge Totals' column. The first row shows 'CLIN 001 Task A Analysis Spt' with 4.0 hours on Monday. The second row shows 'Paid Time Off' with 4.0 hours on Tuesday. Summary rows for 'Regular', 'Overtime', and 'Total' are at the bottom. A legend at the bottom indicates 'Holiday' (yellow), 'Leave' (green), and 'Non-Work Day' (grey).

22. After you have completed your timesheet for the week Click on Save

This screenshot shows the same Deltek TimeCollection interface but for the week ending Nov 23, 2014. The status is 'Open'. A 'Deltek Time & Expense' dialog box is open in the center, displaying the message 'Timesheet Saved (0003053)' and an 'OK' button. The dialog box is circled in red. The background timesheet grid shows a total of 24.0 hours for the week. The legend at the bottom is the same as in the previous screenshot.

23. Click on Sign your timesheet pencil box next to Signature box. (red arrow)

The screenshot displays the Gemini Timesheet application. At the top, there's a browser address bar showing the URL: <https://tcg3.hostedaccess.com/DeltekTC/TimeCollection.msv>. Below the browser, the application header includes 'Time Administration' and 'Timesheet' tabs. The main area contains a form with fields for Employee (redacted), Class (Exempt Employee), Status (Open), and Revision (1). A table below shows the timesheet data for the week ending Nov 23, 2014. The table has columns for Charge Description, Contract WBS, Acct, Labor Category, Dept, and days of the week (Mon 11/17, Tue 11/18, Wed 11/19, Thu 11/20, Fri 11/21, Sat 11/22, Sun 11/23), along with a Charge Totals column. A red arrow points to a pencil icon next to the Signature field. Below the table, there are fields for Signature and Approval, and a legend for Holiday (yellow), Leave (green), and Non-Work Day (grey).

Charge Description	Contract WBS	Acct	Labor Category	Dept	Mon 11/17	Tue 11/18	Wed 11/19	Thu 11/20	Fri 11/21	Sat 11/22	Sun 11/23	Charge Totals
1 CLIN 001 Task A Analysis Spt	1015.026.A01.001	1526-011	01	B	4.0	4.0	4.0					12.0
2 G&A - Indirect Labor		0401-700	01	B	2.0	2.0	2.0					6.0
3 OS#1 - Indirect Labor		0401-401	01	B								
4 OS#2 - Indirect Labor		0401-502	01	B	2.0	2.0	2.0					6.0
5 PS#1 - Indirect Labor		0401-201	01	B								
6												
7												
8												
9												
Regular					8.0	8.0	8.0					24.0
Overtime												
Total					8.0	8.0	8.0					24.0

24. Enter your password to Sign your timesheet
25. Click Okay

The screenshot shows a web browser window with the URL `https://tcg3.hostedaccess.com/DeltekTC/TimeCollection.msv`. The application interface includes a navigation bar with 'Time' and 'Administration' tabs. The main area is titled 'Timesheet' and contains a table with columns for 'Charge Description' and 'Contract WBS'. A 'Sign Timesheet' dialog box is open, displaying the following text:

By signing this timesheet you are certifying that hours were incurred on the charge and day specified in accordance with company policies and procedures

Enter Password*

OK Cancel

The background timesheet table shows a weekly period ending on Nov 23, 2014. The table includes columns for days of the week (Mon 11/17 to Sun 11/23) and a 'Charge Totals' column. The data is as follows:

Charge Description	Contract WBS	Mon 11/17	Tue 11/18	Wed 11/19	Thu 11/20	Fri 11/21	Sat 11/22	Sun 11/23	Charge Totals
1 CLIN 001 Task A Analysis Spt	1015.026.A01.001	4.0	4.0	4.0					12.0
2 G&A - Indirect Labor		2.0	2.0	2.0					6.0
3 OS#1 - Indirect Labor									
4 OS#2 - Indirect Labor		2.0	2.0	2.0					6.0
5 PS#1 - Indirect Labor									
6									
7									
8									
9									
Regular		8.0	8.0	8.0					24.0
Overtime									
Total		8.0	8.0	8.0					24.0

At the bottom of the interface, there are fields for 'Signature' and 'Approval', and a legend for 'Holiday' (yellow), 'Leave' (green), and 'Non-Work Day' (grey).

26. After you sign your timesheet you can log out of the system.
27. Click on the logout icon at the top right hand side of your timesheet.

https://tcg3.hostedaccess.com/DeltekTC/TimeCollection.msv

005137 @ GEMITEK.COM

Deltek

Time Administration

Timesheet

Open Save Search Print Audit Leave Reverse Timesheet Off-Line Timesheet Notes

Employee: _____ Status: Signed Revision: 2

Class: [Exempt Employee] Weekly Period Ending: Nov 23, 2014

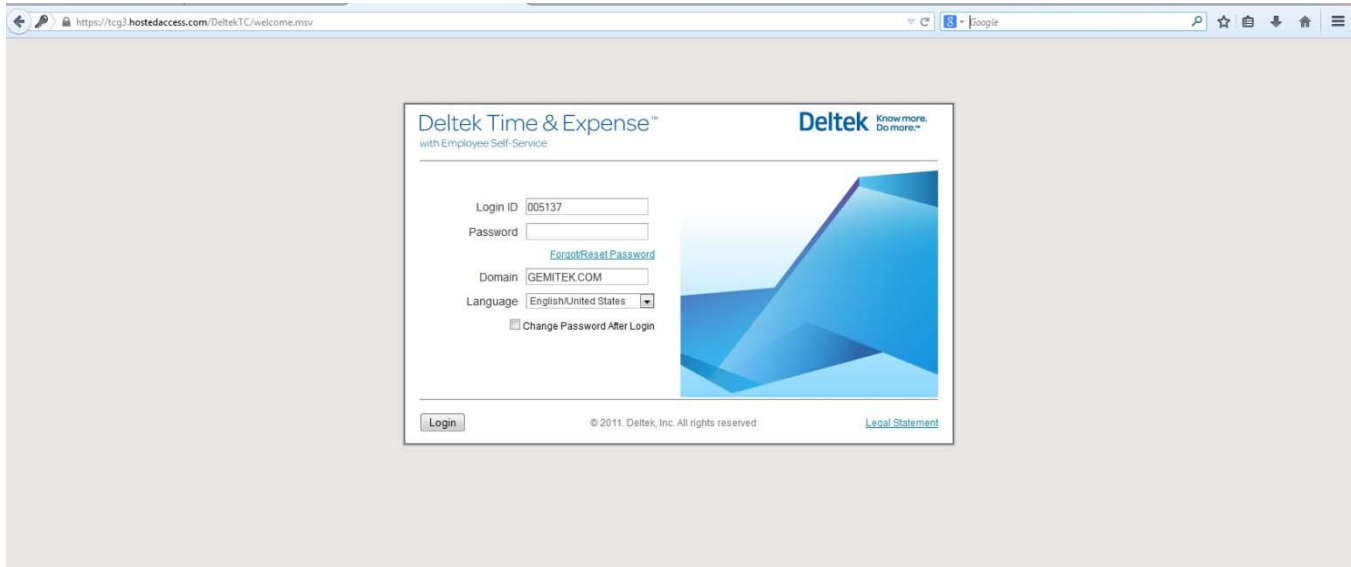
Charge Description	Contract WBS	Acct	Labor Category	Dept	Mon 11/17	Tue 11/18	Wed 11/19	Thu 11/20	Fri 11/21	Sat 11/22	Sun 11/23	Charge Totals
1 CLN 001 Task A Analysis Spt	1015.026.A01.001	1526-011	01	B	4.0	4.0	4.0	4.0	6.0			22.0
2 G&A - Indirect Labor		0401-700	01	B	2.0	2.0	2.0	1.0	2.0			7.0
3 OS#1 - Indirect Labor		0401-401	01	B						2.0		2.0
4 OS#2 - Indirect Labor		0401-502	01	B	1.0	0.0	0.0					1.0
5 PS#1 - Indirect Labor		0401-201	01	B	1.0	2.0	2.0	3.0				8.0
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
Regular					8.0	8.0	8.0	8.0	8.0			40.0
Overtime												
Total					8.0	8.0	8.0	8.0	8.0			40.0

Signature: Hyde, Nina (005137) Approval: _____

Legend: Holiday (Yellow), Leave (Green), Non-Work Day (Grey)

Appendix 2: TIME & EXPENSE
Instructions on How to Approve an Electronic Timesheet

Open Internet browser and enter in URL address: <https://tcg3.hostedaccess.com/DeltekTC/welcome.msv>

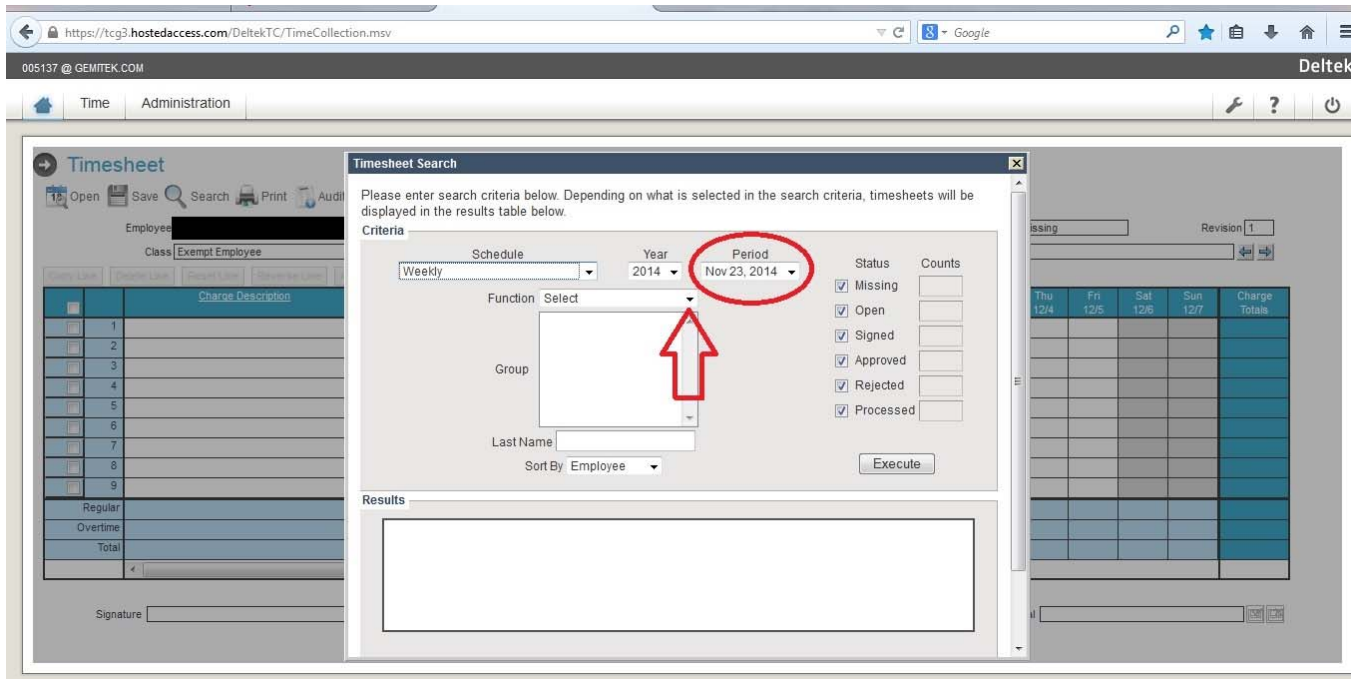


1. Login: Your Employee ID: 0051xx
2. Password Date of Birth: YYYYMMDD after your initial login it will prompt you to create a new password
3. Domain: GEMITEK.COM
4. Click Enter or Login

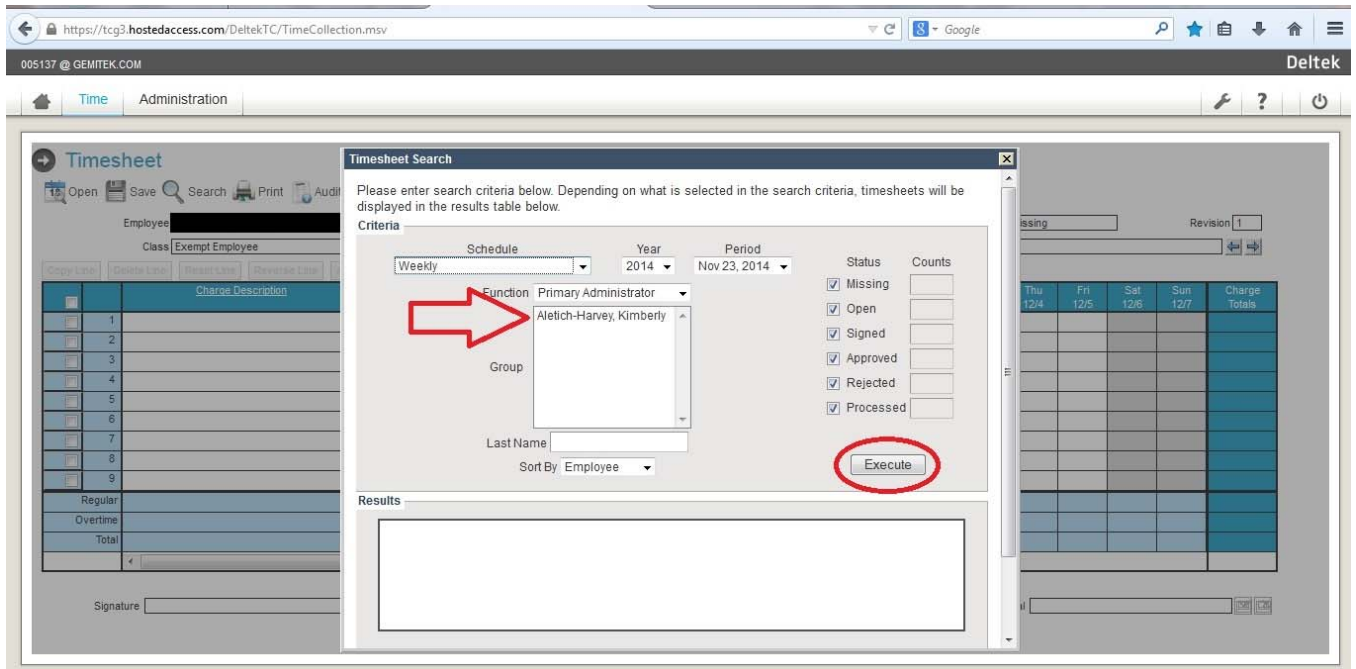
5. The 1st screen to appear will be your timesheet. To approve employees timesheet click on SEARCH at top left of timesheet toolbar (under the word Timesheet).

The screenshot displays the Gemini Timesheet application interface. At the top, the browser address bar shows the URL: `https://tcg3.hostedaccess.com/DeltekTC/TimeCollection.msv`. The application title is "Timesheet". The toolbar includes buttons for "Open", "Save", "Search", "Print", "Audit", "Leave", "Reverse Timesheet", "Off-Line Timesheet", and "Notes". The "Search" button is highlighted with a red triangle. Below the toolbar, there are fields for "Employee" (redacted), "Class" (Exempt Employee), "Status" (Missing), and "Revision" (1). A table with columns for "Contract", "WBS", "Acct", "Labor Category", "Dept", and days of the week (Mon 12/1 to Sun 12/7) is visible. A legend at the bottom indicates Holiday (yellow), Leave (green), and Non-Work Day (grey).

6. After you click on Search the Timesheet Search box below will appear.



7. The Period will be the last day of the week you are approving – automatic default.
8. Next Click on Function drop down and select Primary Supervisor (or Backup Supervisor if you are approving as back-up to another supervisor when they are not available to sign timesheets.)
9. Your name will then appear.
10. Click on your name.
11. Click on Execute.



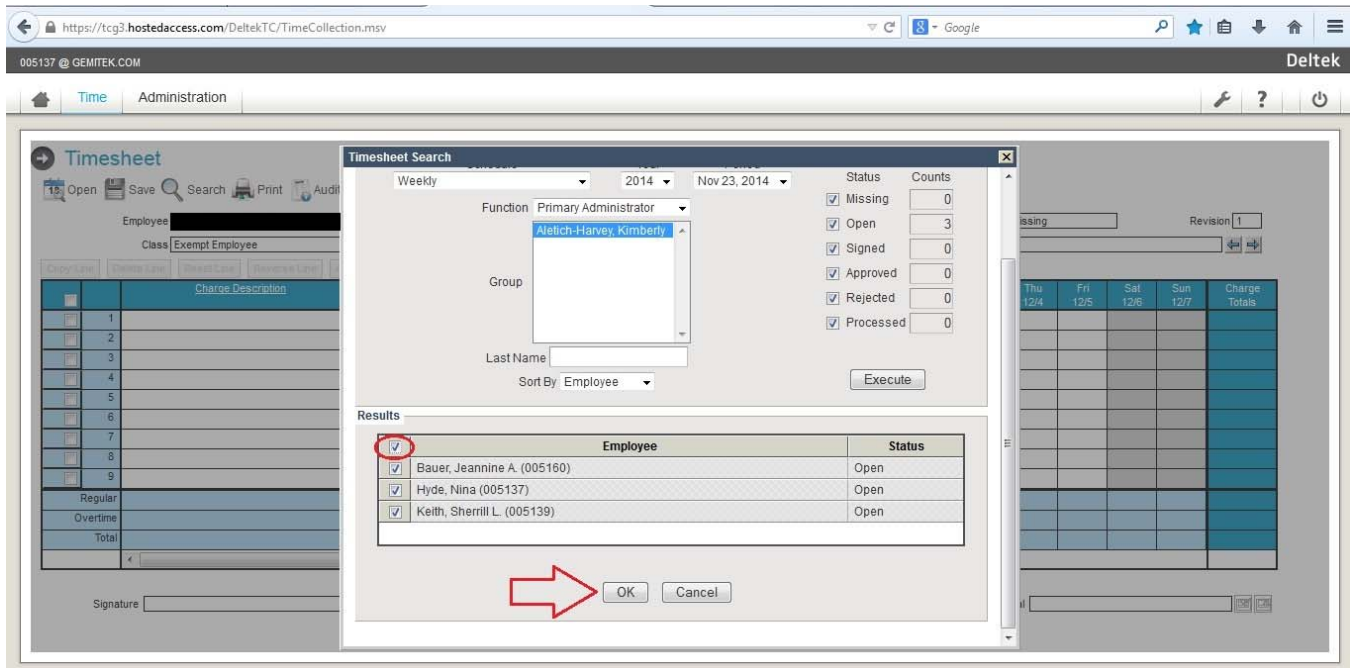
12. After you click on Execute the employee's timesheets that you are responsible for approving will be listed below.

The screenshot shows the Gemini Timesheet Search interface. The 'Timesheet Search' dialog box is open, displaying search criteria and results. The criteria include Schedule (Weekly), Year (2014), and Period (Nov 23, 2014). The Function is set to Primary Administrator, and the Group dropdown is open, showing 'Aletch-Harvey, Kimberly'. The Status counts table shows 3 Open timesheets. The Results table lists three employees with Open status: Bauer, Jeannine A. (005160), Hyde, Nina (005137), and Keith, Sherrill L. (005139). A red oval highlights the Results table.

Employee	Status
Bauer, Jeannine A. (005160)	Open
Hyde, Nina (005137)	Open
Keith, Sherrill L. (005139)	Open

Note: The status of the timesheets should be SIGNED – this means the employee has signed his/her timesheet and the timesheet is ready for review and approval. If the status of the timesheet is OPEN or MISSING – the timesheet cannot be approved. The employee must first sign his/her timesheet before it can be reviewed and approved.

13. To select all of your employees at one time Click on the small box next to word Employee
14. Click on Okay – the 1st employee’s timesheet will appear for approval.



15. Verify that all of the employee’s charge #'s and hours charged are correct, and then you are ready to approve the timesheet.
16. At the bottom right hand corner you will click on the small blue check box next to the Approval line to approve the timesheet.
17. If you do not approve of the hours or charges, you can click on the red (X) box (see below) next to the Approval line to REJECT the timesheet - then you should notify the employee of the correction that needs to be made before you will approve their timesheet.

Time

Timesheet

Record: 1 of 1

Employee: [Redacted]

Class: Exempt Employee

Status: Signed

Revision: 2

Weekly Period Ending: Nov 23, 2014

Charge Description	Contract WBS	Acct	Labor Category	Date	Mon 11/17	Tue 11/18	Wed 11/19	Thu 11/20	Fri 11/21	Sat 11/22	Sun 11/23	Charge Totals
1 CLN 001 Task A Analysis Spt	1015 026 A01 001	1526-011	01 B		4.0	4.0	4.0	4.0	8.0			22.0
2 DSA - Indirect Labor		0401-700	01 B		2.0	2.0	2.0	1.0				7.0
3 DSA1 - Indirect Labor		0401-401	01 B						2.0			2.0
4 DSA2 - Indirect Labor		0401-502	01 B		1.0	8.0	8.0					1.0
5 PSA1 - Indirect Labor		0401-201	01 B		1.0	2.0	2.0	3.0				8.0
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
Regular					8.0	8.0	8.0	8.0	8.0			40.0
Overtime												
Total					8.0	8.0	8.0	8.0	8.0			40.0

Signature: Hyde, Nina (005137)

Approval: [Signature]

18. After you click on the checkbox your name will appear in the approval box, signifying that you have approved the hours & charges on the timesheet.

Timesheet-Closed

Employee: [Redacted]

Class: Exempt Employees

Status: Processed

Revision: 2

Weekly Period Ending: Nov 16, 2014

Charge Description	Contract/WBS	Acct	Labor Category	Days	Mon 11/10	Tue 11/11	Wed 11/12	Thu 11/13	Fri 11/14	Sat 11/15	Sun 11/16	Charge Totals
1 CLN 001 Task A Analysis Spt	1015.026.A01.001	1526-011	01	B	4.0	5.0	4.0	4.0	5.0			22.0
2 G&A - Indirect Labor		0401-700	01	B	4.0	3.0		1.0				8.0
3 PS#1 - Indirect Labor		0401-201	01	B			4.0	3.0				7.0
4 OS#1 - Indirect Labor		0401-401	01	B					2.0			2.0
5 OS#2 - Indirect Labor		0401-502	01	B					1.0			1.0
Regular					8.0	8.0	8.0	8.0	8.0			40.0
Overtime												
Total					8.0	8.0	8.0	8.0	8.0			40.0

Signature: Hyde, Nina (005137)

Approval: Aletch-Harvey, Kimberly A. (005117)

19. Once you approve one timesheet it will automatically go to the next one.

20. When you are finished approving all timesheets, logout of the system by clicking on logout icon at the top right side of the timesheet. (Red Arrow)

NOTE: if you have rejected any timesheets, once the employee notifies you that they have made the required changes, you will need to repeat this procedure to approve only the previously rejected timesheets – after Step 12 (above), all your employees should show “Approved” except for the one(s) previously rejected – you can click only on the box beside that employee’s name to approve only that timesheet this time.

Appendix 3: Time & Expense
Instructions on How Complete a Timesheet Revision

How to revise Timesheet Before or After Supervisor Approval

1. Before or After you save &/or sign your timesheet or your supervisor has approved you have the capability to revise your timesheet by following the Steps listed below:
 - a. Step 1: Log into your timesheet and scroll to the week that you need to revise a charge code or hours.
 - b. Step 2: If you forgot to enter hours on a day(s)
 - i. Click on the day(s) that needs to be revised and enter the appropriate number of hour(s).
 - ii. Save timesheet
 - iii. Complete Revision Explanation
 - iv. Sign Timesheet
 - c. Alternative Step 2: If you made a wrong entry (e.g., charged 8 hours to Code X but you realize later you should have charged Code Y based on the work performed) therefore you need to revise the hours that are charged to one or more charges :
 - i. If the appropriate charge code does not exist yet, add the appropriate charge code to the next available line
 - ii. Enter appropriate hours in appropriate charge code
 - iii. Adjust the incorrect hours in the wrong charge code
 - iv. Save Timesheet
 - v. Complete Revision Explanation
 - vi. Sign Timesheet

How to revise a Timesheet After Timesheet has been Processed

2. If you need to make changes after your timesheet has been Processed (status box located in top right hand corner of screen) you need to notify your supervisor who will notify the Finance & Administrative Department to have your timesheet reopened. After you have been notified that your timesheet is now open you have the capability to revise your timesheet by following the Steps listed below:
 - a. Step 1: Log into your timesheet and scroll to the week that you need to revise a charge code or hours.

Timesheet

Employee: Hyde, Nina (005137) Status: Processed Revision: 3

Class: Exempt Employee Weekly Period Ending: Dec 7, 2014

Line	Charge Description	Contract/WBS	Acct	Labor	Dept	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Charge Totals
1	CLR 001 Task A Analysis Spt	015.626.A01.001	1520-011	D1	B	4.0	4.0	4.0	4.0	5.0			21.0
2	O&A - Indirect Labor		0401-700	D1	B		2.0	2.0	4.0				8.0
3	OS#1 - Indirect Labor		0401-401	D1	B				1.0	1.0			2.0
4	OS#2 - Indirect Labor		0401-502	D1	B					1.0			1.0
5	PS#1 - Indirect Labor		0401-201	D1	B		2.0			2.0			4.0
6	Paid Time Off		0200-000	D1	00	3.0		1.0					4.0
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
Regular						7.0	8.0	8.0	8.0	9.0			40.0
Overtime													
Total						7.0	8.0	8.0	8.0	9.0			40.0

Signature: Hyde, Nina (005137) Approval: Abelich, Harvey, Kimberly A. (005117)

- b. Step 2: In the next available line click on the Contract/WBS or Account box (whichever is applicable) and select the appropriate charge number that needs to be revised. Or if an entire line needs to be revised you may click on the box to the left of the line to highlight it. You will then click the Reverse line button.

Timesheet

Employee: Hyde, Nina (005137) Status: Open Revision: 1

Class: Exempt Employee Weekly Period Ending: Jun 28, 2015

Line	Charge Description	Contract/WBS	Acct	Labor	Dept	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Charge Totals
1	PS#1 - Indirect Labor		0401-201	D1	B			5.0					5.0
2	OS#1 - Indirect Labor		0401-401	D1	B			1.0					1.0
3	OS#2 - Indirect Labor		0401-502	D1	B			1.0					1.0
4	O&A - Indirect Labor		0401-700	D1	B	8.0	1.0						9.0
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
Regular						8.0	8.0						16.0
Overtime													
Total						8.0	8.0						16.0

Signature: _____ Approval: _____

- c. Step 3: Enter negative hours to correct the erroneously entered hours.

The screenshot shows the Gemini Timesheet interface. At the top, there are navigation buttons: Open, Save, Search, Print, Audit, Leave, Reverse Timesheet, Off-Line Timesheet, and Notes. Below these are fields for Employee (Class: Exempt Employee), Status (Missing), and Revision (1). The main table has columns: Charge Description, Contract/WBS, Acct, Labor Category, and Date. The table is populated with rows for days 1 through 23. Row 2 contains: CLN 001 Task A Analysis Spt, 0115 026 AD1 001, 1520-011, 01, 0. A red arrow points to the Contract/WBS cell in row 2. To the right of the table is a weekly summary grid with columns for days of the week (Mon 12/15 to Sun 12/21) and a Charge Totals column. The Charge Totals column shows 4.0 for Monday and -4.0 for Tuesday. At the bottom, there are fields for Signature and Approval, and a legend for Holiday, Leave, and Non-Work Day.

- d. Step 4: In the next available line click on the Contract/WBS or Account box (whichever is applicable) and select the appropriate charge number that needs to be added.
- e. Step 5: Enter the appropriate hours using a positive number.

This screenshot is similar to the previous one, but the red arrow now points to the Labor Category column in row 3. Row 3 contains: CLN 001 Task A Analysis Spt, 0115 026 AD1 001, 1520-011, 01, 0. Row 4 contains: Paid Time Off, 0200-0000, 01, 00. The Charge Totals column now shows 4.0 for Monday and 4.0 for Tuesday. The rest of the interface remains the same.

- f. Step 6: When you have completed the revision save the timesheet, complete the revision explanation and then re-sign the timesheet.
- g. Step 7: Please notify your supervisor that your timesheet is ready for approval.

Appendix 4: Form #1006.1 – Timesheet Review Acknowledgement



Form #1006.1 - Timesheet Review Acknowledgment

I, _____, have read, understood, and agree with the contents of this power point presentation of the Timesheet Review & Timesheet Revision Review. I understand that:

- Violations of Gemini standards as explained in this Timesheet presentation may cause disciplinary action.
- This Presentation is the exclusive property of Gemini Technologies, Inc. and that it is not to be altered, copied, or reproduced in any manner.

Employee Signature

Date