TIMESHEET & PAYROLL INFO

Welcome to RED-INC!

The following pages provide a brief synopsis of the timesheet and payroll systems, known as T&E and Paychex, respectively.

- For HR, benefits, and Paychex questions, please contact Angie Johnson: (301) 737-4361 ext. 12 or angie.johnson@red-inc.us.
- For timesheet and T&E questions, please contact either:
- Susan Pinekenstein: (301) 737-4361 ext. 22 or te.admin@red-inc.us
- Tammy Crocker: (301) 737-4361 ext. 31 or te.admin@red-inc.us

Accurate Timekeeping

Timekeeping is an important topic for RED-INC, especially because we are a labor-intensive Government Contractor.

- Accurately recording your hours worked is critical. You are required to complete hours worked daily after those hours have been worked.
- No employee can knowingly record hours as worked when they are not physically present and/or when they did not actually work.
- No direct hours are to be recorded to a contract unless those hours are accurate, as dictated by the Statement of Work for your task.
- If you are required to work on a project that is not within your original Statement of Work, please speak with your supervisor about the appropriate charge code being added to your list of available charge codes, prior to commencing the work.
- Any hours not charged to a direct project must be charged to the appropriate approved charge code (e.g. B&P, Overhead, G&A, PTO, or Holiday), to complete your timesheet where necessary or applicable. Examples could include Overhead training when taking refresher training for timekeeping or RED-INC security items
- Government Contractors' (which includes RED-INC) labor regulations can be found in the FAR (Federal Acquisition Regulation), DCAA (Defense Contract Audit Agency), and the

OLRCUSC (Office of the Law Revision Counsel UNITED STATES CODE). You may be provided with the relevant paragraph if you have a specific labor/timekeeping question.

- Fraudulent charging, and specifically fraudulent direct charging, is a Federal offense. If an employee knowingly charges hours falsely, fictitiously, and/or fraudulently to a contract, the employee, the supervisor, the management, and RED-INC is accountable. <u>The consequences can be five years in prison and/or a $1,000,000 fine</u>[a].

- Supervisors need to pay particular attention to timesheets prior to approval. Please notice the revision number, as this indicates that the employee made an adjustment. Also, ensure that hours recorded accurately reflect the hours actually worked, either Direct or Indirect

- **Examples of false or fraudulent charging include:**
  1 Entering hours to direct that should be indirect
  2 Entering hours not actually worked
  3 Entering hours prior to working those hours
  4 Entering hours on an incorrect direct charge code, not related to your SOW, or work that you do not have a time charging memo for.

- (a) USC 1001-18-287

GENERAL PAYROLL INFORMATION

- RED-INC payroll is on a biweekly schedule with 26 pay periods each year.
- Each biweekly cycle begins on Saturday and ends every other Friday, for a regular total of 80 hours.
- Part-time employees, interns, and non-exempt employees must monitor their total weekly and biweekly hours.
- **All overtime hours must be pre-approved.**
- Paychecks are deposited electronically to your designated account(s) on the Pay Date two weeks from the end of the period.

| Period | Timesheet | | |
	Begin	End	Pay Date
1	12/17/22	12/30/22	01/13/23
2	12/31/22	01/13/23	01/27/23
3	01/14/23	01/27/23	02/10/23
4	01/28/23	02/10/23	02/24/23
5	02/11/23	02/24/23	03/10/23
6	02/25/23	03/10/23	03/24/23
7	03/11/23	03/24/23	04/07/23
8	03/25/23	04/07/23	04/21/23
9	04/08/23	04/21/23	05/05/23
10	04/22/23	05/05/23	05/19/23
11	05/06/23	05/19/23	06/02/23
12	05/20/23	06/02/23	06/16/23
13	06/03/23	06/16/23	06/30/23
14	06/17/23	06/30/23	07/14/23
16	07/01/23	07/14/23	07/28/23
16	07/15/23	07/28/23	08/11/23
17	07/29/23	08/11/23	08/25/23
18	08/12/23	08/25/23	09/08/23
19	08/26/23	09/08/23	09/22/23
20	09/09/23	09/22/23	10/06/23
21	09/23/23	10/06/23	10/20/23
22	10/07/23	10/20/23	11/03/23
23	10/21/23	11/03/23	11/17/23
24	11/04/23	11/17/23	12/10/23
25	11/18/23	12/01/23	12/15/23
26	12/02/23	12/15/23	12/29/23
1st 2024 PR	12/16/23	12/29/23	01/12/24

Costpoint Training Guide:

Employee Training Manual

Welcome:

All Red-Inc. employees will utilize Deltek Time & Expense [T&E] to record hours worked. This documentation covers Time Collection [TC] training for employees.

Welcome to Deltek Time & Expense – Time Collection training!

We want you to be able to fill out your timesheet as easily as possible. Accurate timesheets are critical because they affect everything we do, from tracking progress and managing contracts, to invoicing, cash flow, and staying in business. Timesheet data must be accurate as it flows into all modules of the corporate-wide system, so any mistakes in your Timesheet can be amplified.

Activating Your Account:

Upon receiving the activation e-mail from Deltek, follow the instructions included in the email to access the activation website and activate your account.

- The e-mail will include the link to Deltek's account activation website
- Upon accessing the link, enter the username and temporary password from your email into the upper left part of the page and follow the instructions to create your security questions and permanent password

Deltek Know more. Do more.™

New users, login with your credentials to enroll for password self-service.

Sign in

User Name: ①

Password: ②

Login

Enrolled users, click on one of the following links to reset your password or unlock your account.

Reset Password
Reset your forgotten password

Unlock Account
Unlock your locked out account

Note1: If you receive a page error message, please try completing this step using an alternate browser, such as Firefox. The site has some compatibility issues with certain versions of Internet Explorer, and Safari, so depending on which version of the software you are using, you may come across this issue.

Note2: Passwords are case sensitive. Upon entering an incorrect password 3 times, your account will automatically lock. You will need to email te.admin@red-inc.us to request your account be unlocked.

Upon successful activation, please proceed to your web portal by following the steps below. Please do not attempt to access the portal or the timesheet system prior to successfully activating your account.

Password Requirements:

- Passwords may not contain the user's account name or two consecutive characters that spell parts of the user's full name
- Passwords must be at least eight characters in length
- The last 10 passwords cannot be re-used
- Passwords must contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (i.e. !, $, #, %)
- Passwords are active for 90 days. Two weeks prior to expiration, users will receive an auto-generated email prompting a password change

Accessing the Portal:

In the browser address line, enter the following path:

https://www.costpointfoundations.com/REDINC/portal.html

Please add this as a bookmark on your browser.

Logging into Time Collection:

Click on "Enter your Timesheet or Expense Report".

Enter your credentials, system and click "Log In". Note that your username and system are <u>NOT</u> case-sensitive. Your password <u>IS</u> case-sensitive.

Username: 06650.FirstName.LastName

Password: Password created by user (at activation)

System: REDINC
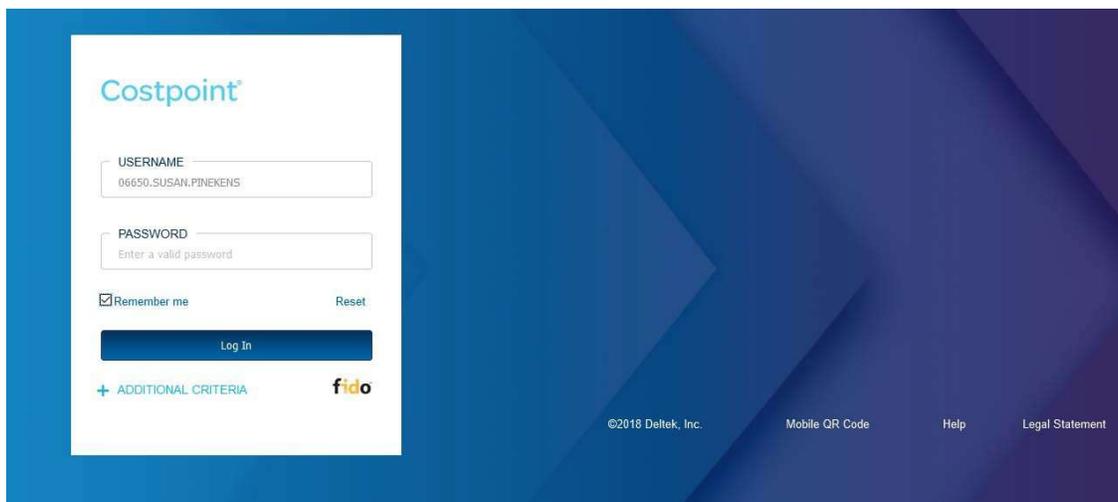
Note1: A maximum of 20 characters is allowed in the username field. If your name does not fit, your username will be automatically truncated and the last letters of your last name will be deleted. The activation e-mail from Deltek will include your correct username and it should be entered in the screen above.

Note2: Make sure you enter the password you created during your account activation. Do not attempt to log into the timekeeping system using the temporary password provided by Deltek. That password should be exclusively used to activate your account.

Becoming Familiar with the Timesheet Screen:
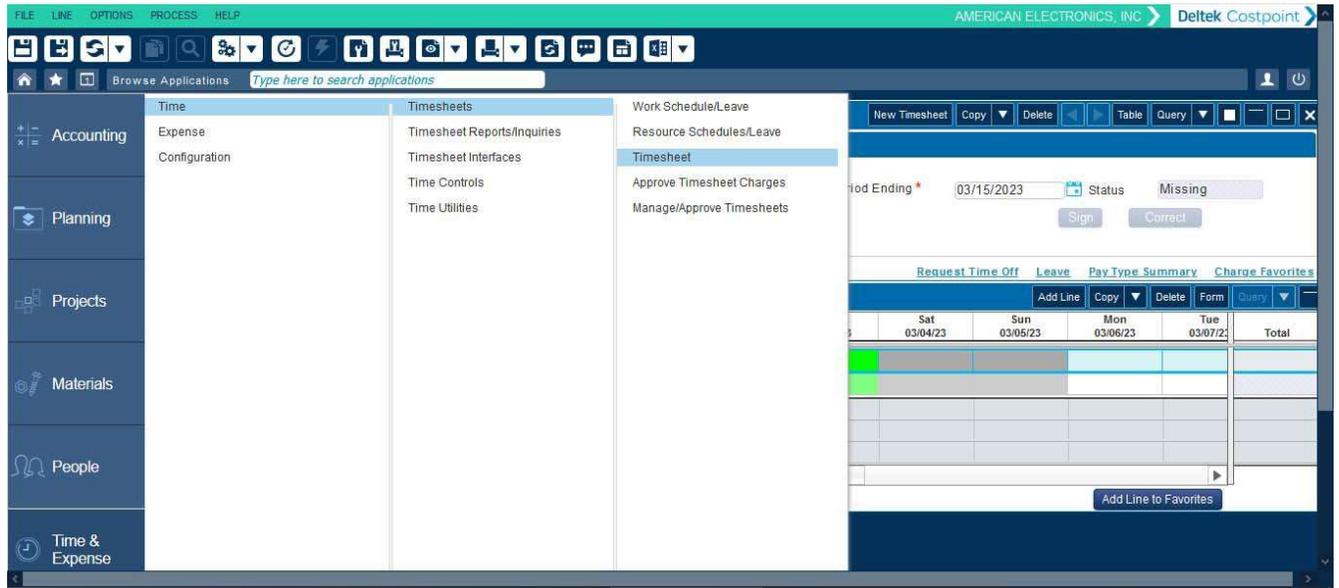
- Depending on your job functionality, you may see additional modules

- All users will see Time & Expense

- To Navigate to your Timesheet, select "Time", "Timesheets", and "Timesheets"

User Navigation:

Click on the house and your dashboard will open. Click on Manage Dashparts to add or remove items from the dashboard

Entering a Timesheet:

Next, we will break the above screen into sections to better explain each area.

Header:

- *Query:* Select the Query option to open a specific timesheet
- *Arrows:* Use the arrows to move between timesheet weeks
- *Employee:* Non-editable field displays your last name, first name, and middle initial (if supplied) as submitted to your human resources department
- *Status:* Non-editable field displays the status of the current timesheet.
    - MISSING: Timesheet has not been started
    - OPEN: Timesheet is in progress and has not been signed by the employee or approved by the employees' manager
    - SIGNED: Employee has completed the signing process
    - APPROVED: Employees' manager has completed approval process

- PROCESSED: Timesheet has been electronically sent to the company's accounting system
- REJECTED: Timesheet has been rejected during processing. This status usually means that the data on the timesheet is not correct as it stands
  - *Period Ending:* This non-editable field displays the period ending date, based on the company's timesheet schedules and the schedule that is assigned to you
  - *Sign:* Employees' electronic signature upon completion of timesheet

Timesheet Lines:

- *Description:* Defaults based on the Charge Number that is entered
- *Project:* Manually enter or look up the charge number to be used for the timesheet period
- *PLC:* Your project labor category (PLC) is assigned by Contracts
- *Pay Type:* This will default to "R"; if you work overtime you may be required to change this value
- *Add Line to Favorites:* You may check the line and add it to your favorites.

Adding Favorites into T&E:

To add a line from Favorites, click on Add Line. Click on the magnifying glass in the project box for the Lookup box to open. Click + before Favorites.

Click in the box next to the code you want to add, and click Select.

NOTE: If you believe you are missing a charge code that should be available to you or, if you see a direct charge code that should not be available to you, please contact your supervisor.

Entering Hours:

Hours are entered by day and by charge number. Please note the following:

- Hours can only be entered to the nearest half hour (i.e., 7.50)
- The thick line in the middle of the page is called a splitter bar and splits the timesheet into two sections. This bar may be moved either to the left or the right to show more of either screen
- Future hours can be entered for Leave charge codes ONLY

Comments: Comments may be entered on either a daily or weekly
basis by clicking on the below icon in the daily cell. Only appropriate comments should be
entered into the comment box. This is to ensure that inappropriate comments will not carry
through to invoices or billing documents that might eventually make their way to a client.

Saving your Timesheet:

- After you have entered your time for each day, you will need to save your timesheet
- Click on 'Save' in the upper left corner of the timesheet

Signing your Timesheet:

After the timesheet has been completed, it needs to be saved, then signed before it can be processed. Under your name there is a box that says "Sign" click this box to sign your timesheet

This dialog box will appear.

redinc-cp.costpointfoundations.com says

My signature certifies that I have completed this timesheet in accordance with the RED-INC policies, procedures, and instructions.

OK   Cancel

After hitting "OK" your timesheet is electronically signed and the status of the timesheet will change to "SIGNED."

Revision Explanations:

Any time you change a saved field in a timesheet or any field after it has been **signed**, you will be required to insert a revision explanation.

Note that only appropriate comments should be entered into the comment box. This is to ensure that no inappropriate comments will carry through to invoices or billing documents that might eventually make their way to acustomer.

Revision explanations allow managers and auditors the ability to review the reason for the timesheet change and can be viewed in the Audit Application.

Revisions can be accessed by the employee or the manager by clicking on the Revision Audit link in the header menu. When accessed a screen appears and shows all revisions for that timesheet.

Correcting Timesheets:

Making Changes Prior to Signing the Timesheet:

Change values within timesheet

- A revision explanation will need to be entered
- Use appropriate Line Function features

Making Changes to a Prior Timesheet That Has Been Processed:

Verify that the timesheet period is open (contact your timesheet administrator if this closed)

- Open the specific timesheet
- Follow the same procedures for a current timesheet
- Employee electronic signature
- Manager electronic signature

*All adjustments that are processed through Electronic Time Collection are required to follow these procedures. Written adjustments will no longer be accepted by accounting.

Resetting a Password and Unlocking Your Account:

If you need to reset your password or unlock your account, please click on the "Unlock Account or Reset Password" link located in the web portal (https://www.costpointfoundations.com/REDINC/portal.html) . This will take you to Deltek's account activation website.

- Click on the "Unlock Account or Reset Password" link and follow the instructions
- Resetting your password also unlocks your account
- Reminder: your password needs to be reset every 90 days
- You will receive an e-mail reminder from Deltek prompting you to do so

Leave Requests

- Planned absences from work must be pre-approved by your supervisor in T&E.
- Unplanned absences must be reported to your RED-INC supervisor. Your sponsor may be notified as a courtesy; however, RED-INC procedure is that your supervisor <u>must</u> be notified.
- Leave Requests are tracked in T&E through the Work Schedule feature. The dates in the timesheet will turn red until approved, then they will turn green once approved.

- [Leave Balances Subtask](#)
  Use the Leave Balances subtask to view leave balances.
- [Leave Requests Subtask](#)
  Use the Leave Requests subtask to view the status of leave requests that you have submitted.
- [New Leave Request](#)
  Use the New Leave Request subtask to enter time off request. This will schedule a Pending Leave day on your calendar and simultaneously send a request to your supervisor for approval. It would be prudent to notify your supervisor via other means as they may not have seen the email due to workload or technical issues.

- **Edit Daily Schedule Subtask**
  Use the Edit Daily Schedule subtask to make changes to your weekly schedule where it differs from the company schedule. These specifications apply to the week you select in this subtask and are ongoing.
- **Edit Day Subtask**
  Use the Edit Day subtask to specify the properties of a selected date, for example, time taken as leave and hours spent working off-site.

PAYCHEX FLEX USER GUIDE

Your guide to the payroll system and Employee Self-Service

Logging In to Paychex Flex

- Paychex Flex is a secure, self-service online portal where you can easily view your paystubs, tax forms, time-off balances and update your personal contact information, tax withholding statements and direct deposit.

- Effective immediately, you will need to register with the Paychex Flex portal. See the instructions below to learn how to log in and how to access your paystubs. (*Note: You may also receive an invitation from Paychex to register, which you will only need to follow if you have not already registered.*)

- Paychex Flex Employee Registration.
  - Access www.paychex.com
  - Select **Sign-Up**
  - Follow the instructions for account setup

- Finish Setup
  - Log in to Paychex Flex
  - Update your Profile
    - You will be required to enter your full Social Security and Date of Birth. This is required to link your Paychex account with RED-Inc's data.

- You will have the ability to reset your password at any time using the Flex portal.

- Paychex Flex has some generic forms that do not apply to Red Inc. Please discuss with Angie Johnson if you need to make any changes that may require a Paychex Flex form. All forms used will require an e-signature. State tax changes require a hard copy to be sent to HR.

- You will also have on-the-go access to check stubs and more with the free Paychex Flex mobile app. Securely log in to view your payroll and benefits data whenever and wherever you need it, all from a customized dashboard. Search for Paychex Flex on AppStore (Apple) or Play Store (Android).

FLEX DASHBOARD

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Completion:

Congratulations! You are now an "expert" on basic Time Collection entry, correction, and saving. These are the skills you will need to complete your Timesheet in Time Collection each day.

Please complete and sign this training completion certificate. Then submit the certificate to Human Resources to be included in your personnel file.

<u>Certificate of Completion</u>

I certify that I have read and understand the timekeeping policy for accurately recording hours on my timesheet

Print name_____

Signature:_____Date: _____