




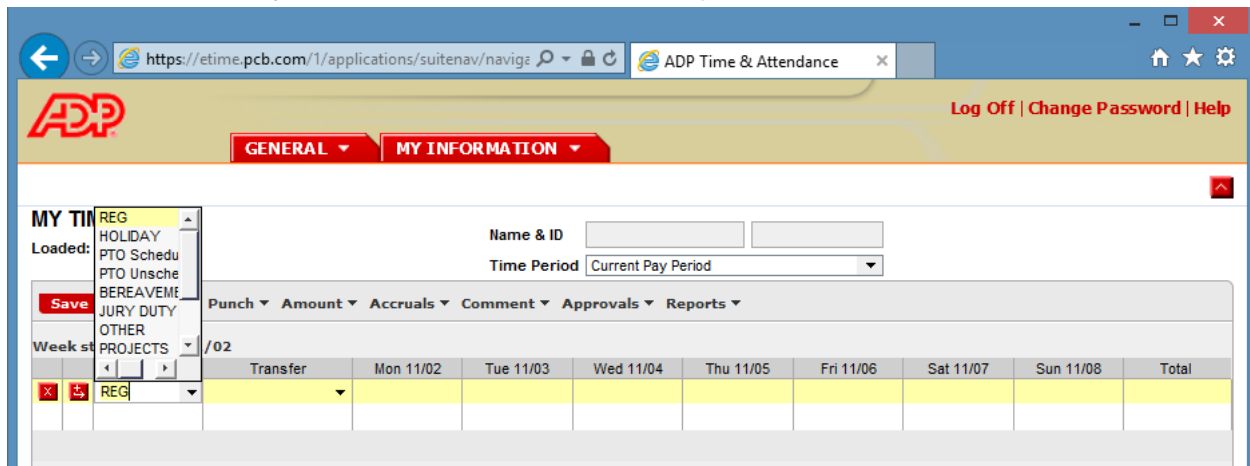
This procedure outlines the process required for proper Employee and Manager time reporting and approval for both Hourly and Salary employees utilizing the ADP eTime System.


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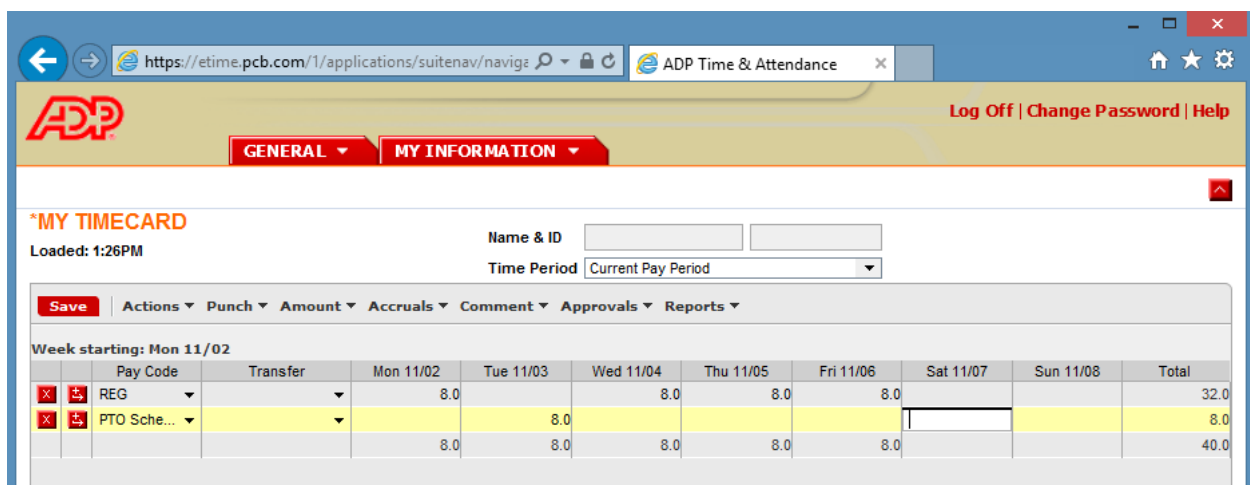
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Salaried Employees Time Reporting & Approval:

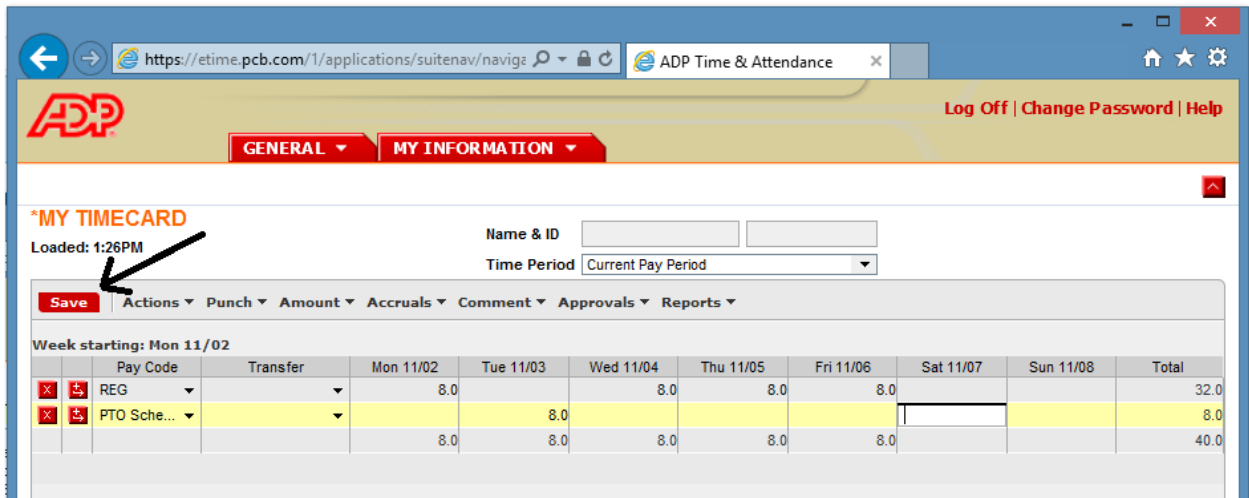
1. eTime can be accessed internally or externally by navigating to etime.pcb.com in a web browser. It is also available as a link at the top of the myPCB home page by clicking the clock icon. 
2. After you login (Login IDs and passwords are supplied by HR), your timesheet will display on the current Pay Period.
3. Time is to be entered daily, using the proper pay code, Pay Code REG is defaulted, but additional Pay Codes are available via the drop down menu.



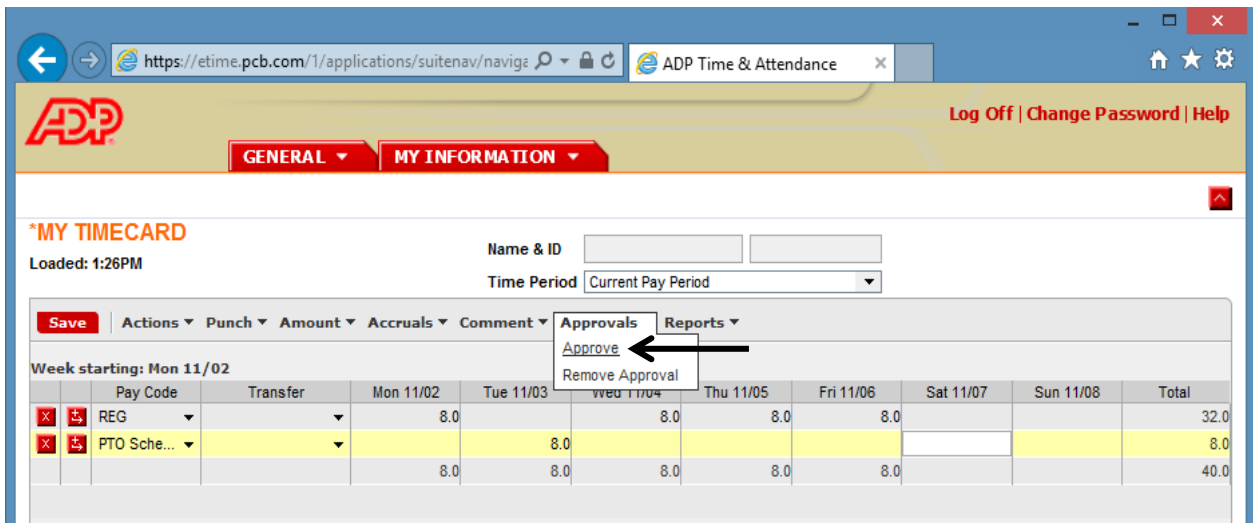
4. Additional lines can be added by clicking the  button if more than one Pay Code is required in a Pay Period.



- After you have entered your time for the day, you must click on the Save Button on the upper left corner of the timesheet. Hours are to be entered daily, with the approval done weekly.



- Employees must approve their time by clicking the "Approvals" button and selecting "Approve" after your time is entered for the week. Employee approval must be complete by 11am Monday morning. Supervisor approval must then be complete by 12pm on Monday Morning. In the event the company is closed on Monday the approval must be completed on the next regular working day.



- In the event a timesheet needs to be altered after it is approved. The employee will have to click on "Approvals" and select "Remove Approval". After the updates are complete the employee must "Approve" the timesheet again.

Hourly Employees Time Reporting & Approval:

1. During the first week of employment hourly employees will be given a time card and are required to punch in and out at the beginning and end of their shift at one of the designated time clocks.
2. All punches will populate your timesheet that is accessible by your supervisor.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 11/01											
Mon 11/02			8:09AM		5:03PM				8.25	8.25	8.25
Tue 11/03			7:55AM		5:03PM				8.5	8.5	16.75
Wed 11/04			7:58AM		5:00PM				8.5	8.5	25.25
Thu 11/05			7:55AM		5:03PM				8.5	8.5	33.75
Fri 11/06			7:56AM								33.75
Sat 11/07											33.75
Sun 11/08											33.75
Mon 11/09											

3. Each week your supervisor will verify your time and approve the timesheet. The supervisor will also have access to adding non-worked hours such as PTO and Holiday hours.
4. Should it be found that changes need to be made to a timesheet, such as entering a missed punch, the supervisor will make any necessary corrections. After all corrections are complete the employee's supervisor will print out a Time Detail Report (either daily or at the end of the pay period) that will need to be signed by both the employee and their supervisor. This signed document will be filed and maintained by the HR Department. The signatures will be placed at the bottom of the form.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 10/18											
Mon 10/19			6:51AM		3:30PM				8.0	8.0	8.0
Tue 10/20			6:49AM		3:30PM				8.0	8.0	16.0
Wed 10/21			6:51AM		3:30PM				8.0	8.0	24.0
Thu 10/22			6:48AM		3:31PM				8.0	8.0	32.0
Fri 10/23			6:46AM		3:30PM				8.0	8.0	40.0
Sat 10/24											40.0
Sun 10/25											40.0
Mon 10/26											

TIME DETAILTime Period: Previous Pay Period
Dates: 11/02/2015 - 11/08/2015

Printed: 11/10/2015

Name: ID: Pay Rule: Full Time
Primary Account(s): 10/10/2014 - forever 5300013350000000/001040/0/0/0/0

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	(\$)Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Mon 11/02		6:59AM		3:30PM				8.0	8.0	
Tue 11/03		6:58AM		3:33PM				8.0	16.0	
Wed 11/04		6:58AM		3:31PM				8.0	24.0	
Thu 11/05		6:57AM		3:30PM				8.0	32.0	
Fri 11/06		7:00AM		3:30PM				8.0	40.0	
Sat 11/07									40.0	
Sun 11/08									40.0	
Totals						0.00	0.0	40.0	40.0	

Account Summary

Account	Pay Code	Money	Hours	Wages
5300013350000000/001040/0/0/0/0	REG		40.0	0.00

Pay Code Summary

Pay Code	Money	Hours	Wages	
REG		40.0	0.00	
Totals		0.00	40.0	0.00

- In the case an error is found after the timesheet has been approved and paid, such as a pay shortage on pay day, the employee will notify their supervisor and the Payroll Specialist will modify the timesheet. Again, the supervisor will then print out the Time Detail Report which will be signed by themselves and the employee before being filed by the HR Department. This signatures will be placed at the bottom of the form.

Supervisor Time Approval:

- Supervisors must ensure employees have properly recorded and approved their time. Once the supervisor has verified that the employee's time has been recorded and approved (by the employee) the supervisor must then also approve the time.
- If a supervisor needs to correct a timecard that is missing a punch where either the system has skipped an entry or has reversed the order of the punches you can right-click a punch and hit Edit Punch. You can then override the punch to In, Out, etc.

The screenshot shows the ADP Time & Attendance interface. A timecard is displayed for the period of 6/17/2015. An 'Edit Punch' dialog box is open, showing the date 6/17/2015 and time 12:47PM. The 'Override' dropdown menu is set to 'In Punch', and the 'Cancel Deduction' dropdown is set to 'None'. The 'Exception' dropdown is also set to 'None'. The 'Comments' field is empty. The 'OK', 'Cancel', and 'Help' buttons are visible at the bottom of the dialog box.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 6/14											
Mon 6/15			6:46AM		3:30PM				8.0	8.0	8.0
Tue 6/16			6:47AM		3:32PM				8.0	8.0	16.0
Wed 6/17			6:47AM		9:00AM			12:47PM			
Wed 6/17					3:31PM				8.0	8.0	24.0
Thu 6/18											24.0
Fri 6/19											24.0
Sat 6/20											24.0
Sun 6/21											24.0
Mon 6/22											24.0

- The Supervisor can review the time by clicking on Timekeeping – Employee Hours to review the timecard summary for their department.

The screenshot shows the ADP Time & Attendance interface. The 'EMPLOYEE HOURS' summary table is displayed. The table has columns for PERSON NAME, PERSON ID, REGULAR, OVERTIME, PTO, FMLA, HOLIDAY, BEREAVEMENT, JURY DUTY, MILITARY, OTHER, PROJECTS, and Primary Labor Account Name. The table is sorted by PERSON ID in descending order.

PERSON NAME	PERSON ID	REGULAR	OVERTIME	PTO	FMLA	HOLIDAY	BEREAVEMENT	JURY DUTY	MILITARY	OTHER	PROJECTS	Primary Labor Account Name
	QWF0099600	40.0	8.25									5300021180000000/001033/
	QWF0004133	40.0	8.5									5300021070000000/001033/
	QWF0004070	40.0	14.25									5300025180000000/001033/
	QWF0099182	40.0			40.0							5300021180000000/001033/
	QWF0099030	40.0	5.25									5300021180000000/001033/
	QWF0052890	40.0	5.0									5300021170000000/001033/
	QWF0099088	40.0	4.5									5300021170000000/001033/
	QWF0099057	40.0			40.0							5300021180000000/001033/
	QWF0098431	40.0	8.0									5300021170000000/001033/
	QWF0066882	40.0	4.0									5300021170000000/001033/
	QWF0098520	32.0	12.5	8.0								5300021180000000/001033/
	QWF0070380	32.0	11.0	8.0								5300021170000000/001033/
	QWF0098948	40.0	4.25									5300021170000000/001033/
	QWF0003802	40.0	13.0									5300021180000000/001033/
	QWF0004018	40.0		40.0								5300021170000000/001033/
	QWF0004013	40.0	12.75									5300021180000000/001033/
	QWF0098300	40.0	14.25									5300021070000000/001033/

- The Supervisor can also navigate to Timekeeping – Pay Period Close to view their employee Approval status and approve the appropriate group.

ADP Time & Attendance | Log In | https://etime.pcb.com/1/applications/suitenav/navigation.do

Log Off | Change Password | Setup | Help

GENERAL | MY QUICKNAVS | TIMEKEEPING | SCHEDULING | MY INFORMATION | RECORD RETENTION | DEVICE MANAGER

Timecard | Schedule | People | Reports | More

PAY PERIOD CLOSE
Last Refreshed: 9:42AM

Show [] [Edit]
Time Period: Previous Pay Period [Refresh]

Name	Person ID	Employee Approval	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Primary Labor Account Name - Full
	QWF0099600		1	✓			5300021180000000/001038/0/0/0/0
	QWF0004133		1	✓			5300021070000000/001038/0/0/0/0
	QWF0004070		1	✓			5300025180000000/001038/0/0/0/0
	QWF0099182		1	✓		✓	5300021180000000/001038/0/0/0/0
	QWF0099030		1	✓			5300021180000000/001038/0/0/0/0
	QWF0052890		1	✓			5300021170000000/001038/0/0/0/0
	QWF0099088		1	✓			5300021170000000/001038/0/0/0/0
	QWF0099057		1	✓		✓	5300021180000000/001038/0/0/0/0
	QWF0098431		1	✓			5300021170000000/001038/0/0/0/0
	QWF0066882		1	✓			5300021170000000/001038/0/0/0/0
	QWF0098520		1	✓			5300021180000000/001038/0/0/0/0
	QWF0070380		1	✓			5300021170000000/001038/0/0/0/0
	QWF0098948		1	✓			5300021170000000/001038/0/0/0/0
	QWF0003802		1	✓			5300021180000000/001038/0/0/0/0
	QWF0004018		1	✓			5300021170000000/001038/0/0/0/0
	QWF0004013		1	✓			5300021180000000/001038/0/0/0/0
	QWF0098300		1	✓			5300021070000000/001038/0/0/0/0

- An alternative option for approving timecards is to do them individually by highlighting a group of employees and selecting Timecard, skipping through each employee by hitting the Next button.

ADP Time & Attendance | Log In | https://etime.pcb.com/1/applications/suitenav/navigation.do

Log Off | Change Password | Setup | Help

GENERAL | MY QUICKNAVS | TIMEKEEPING | SCHEDULING | MY INFORMATION | RECORD RETENTION | DEVICE MANAGER

Timecard | Schedule | People | Reports | More

PAY PERIOD CLOSE
Last Refreshed: 9:42AM

Show [] [Edit]
Time Period: Previous Pay Period [Refresh]

Name	Person ID	Employee Approval	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Primary Labor Account Name - Full
	QWF0099600		1	✓			5300021180000000/001038/0/0/0/0
	QWF0004133		1	✓			5300021070000000/001038/0/0/0/0
	QWF0004070		1	✓			5300025180000000/001038/0/0/0/0
	QWF0099182		1	✓		✓	5300021180000000/001038/0/0/0/0
	QWF0099030		1	✓			5300021180000000/001038/0/0/0/0
	QWF0052890		1	✓			5300021170000000/001038/0/0/0/0
	QWF0099088		1	✓			5300021170000000/001038/0/0/0/0
	QWF0099057		1	✓		✓	5300021180000000/001038/0/0/0/0
	QWF0098431		1	✓			5300021170000000/001038/0/0/0/0
	QWF0066882		1	✓			5300021170000000/001038/0/0/0/0
	QWF0098520		1	✓			5300021180000000/001038/0/0/0/0
	QWF0070380		1	✓			5300021170000000/001038/0/0/0/0
	QWF0098948		1	✓			5300021170000000/001038/0/0/0/0
	QWF0003802		1	✓			5300021180000000/001038/0/0/0/0
	QWF0004018		1	✓			5300021170000000/001038/0/0/0/0
	QWF0004013		1	✓			5300021180000000/001038/0/0/0/0
	QWF0098300		1	✓			5300021070000000/001038/0/0/0/0

ADP Time & Attendance

https://etime.pcb.com/1/applications/suitenav/navigation.do

ADP

GENERAL MY QUICKNAVS TIMEKEEPING SCHEDULING MY INFORMATION RECORD RETENTION DEVICE MANAGER

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TIMECARD

Sign-off Removed: 4:15PM

Name & ID [] [] 1 of 2

Time Period Previous Pay Period

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Overtime	Reports	Leave	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	+									Sun 6/07									8.0	8.0	8.0
X	+									Mon 6/08			6:49AM		3:30PM				8.0	9.0	17.0
X	+									Tue 6/09			6:26AM		4:04PM				9.0	9.0	26.0
X	+									Wed 6/10			6:45AM		4:15PM				9.0	9.0	35.0
X	+									Thu 6/11			6:47AM		4:31PM				9.0	9.0	44.0
X	+									Fri 6/12			5:54AM		3:30PM				9.0	9.0	44.0
X	+									Sat 6/13											44.0
X	+									Sun 6/14											44.0
X	+									Mon 6/15											44.0

- In the event the supervisor needs to adjust an employee timesheet, they must print the Time Detail for that employee to be signed by both the employee and their supervisor. This signed document will be filed and maintained by the HR Department.

ADP Time & Attendance

https://etime.pcb.com/1/applications/suitenav/navigation.do

ADP

GENERAL MY QUICKNAVS TIMEKEEPING SCHEDULING MY INFORMATION

Timecard | Schedule | People | Reports | More

TIMECARD

Loaded: 4:16PM

Name & ID [] []

Time Period Previous Pay Period

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Overtime	Reports	Leave	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
										Sun 10/25											
			8.0							Mon 10/26	PTO Scheduled	8.0								8.0	8.0
										Tue 10/27			7:56AM		5:01PM				8.5	8.5	16.5

Location-Based Coding Of Hours:

1. This section explains how to code hours worked in or for a facility other than PCB-Depew.
2. Exempt employees will add a new line to their eTime timesheet and code these hours under the Pay Code Non-Depew Spt.

MY TIMECARD
Loaded: 4:02PM

Name & ID [] []
Time Period: Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals Overtime Reports Leave

Week starting: Mon 12/28

Pay Code	Transfer	Mon 12/28	Tue 12/29	Wed 12/30	Thu 12/31	Fri 1/01	Sat 1/02	Sun 1/03	Total
HOLIDAY					8.0	8.0			16.0
REG		8.0							8.0
JURY DUTY		8.0			8.0	8.0			24.0
OTHER PROJECTS									
DISABILITY									
MEMO									
OVERTIME									
NON-DEPEW SPT.									
UNALLOWABLE									

3. Hourly employees will have their timesheet changed by their supervisor to reflect these hours. The supervisor will move hours by the end of the work week to a new G/L code designated to facilities other than PCB-Depew.

ADP Log Off | Change Password | Setup | Help

GENERAL MY QUICKNAVS TIMEKEEPING SCHEDULING MY INFORMATION RECORD RETENTION DEVICE MANAGER

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TIMECARD
Loaded: 4:17PM

Name & ID [] []
Time Period: Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals Overtime Reports Leave

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 12/27											
Mon 12/28			6:54AM		3:41PM				8.25	8.25	8.25
Tue 12/29											8.25
Wed 12/30											8.25
Thu 12/31	HOLIDAY	8.0								8.0	16.25
Fri 1/01	HOLIDAY	8.0								8.0	24.25
Sat 1/02											24.25
Sun 1/03											24.25
Mon 1/04											

TOTALS & SCHEDULE ACCRUALS AUDITS

Account	Pay Code	Amount	Wages	Date	Start Time	End Time	Pay Code	Amount
5300021050000000/001049/0/0/0/0/0	REG	8.25		Mon 12/28	7:00AM	3:30PM		
5300021050000000/001049/0/0/0/0/0	HOLIDAY	16.0		Tue 12/29	7:00AM	3:30PM		
				Wed 12/30	7:00AM	3:30PM		
				Thu 12/31	7:00AM	3:30PM		
				Fri 1/01	7:00AM	3:30PM		

Definition Of Unallowable Time:

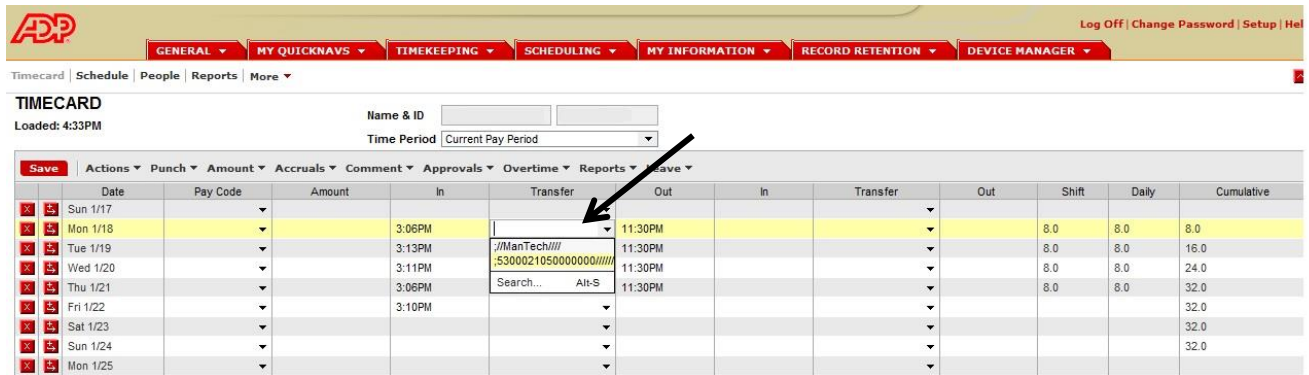
Employees who perform the following tasks must report their time using the "UNALLOWABLE" pay code:

- Development of promotional material, motion pictures, videotapes, brochures, handouts, magazines, and other media that are designed to call favorable attention to PCB, its activities and products.
- Planning and organizing meetings, conventions, symposia, seminars, and other special events when the principal purpose of the event is **other than** dissemination of technical information or stimulation of production.
- Planning, preparation of marketing material, travel to/from a "working" tradeshow.
- All public relations and advertising event whose primary purpose is to promote the sale of products or services by stimulating interest in a product or product line or by disseminating messages calling favorable attention to the PCB for purposes of enhancing the PCB image to sell the PCB's products or services.
- Planning or executing the organization or reorganization of the corporate structure of a business, including mergers and acquisitions,
- Resisting or planning to resist the reorganization of the corporate structure of a business or a change in the controlling interest in the ownership of a business
- Attending undergraduate level classes or part-time graduate level classes during working hours, except when unusual circumstances do not permit attendance at such classes outside of regular working hours.
- Attending full-time graduate level program during working hours for any portion of the program that exceeds two school years or the length of the degree program, whichever is less.
- Legal tasks defined as unallowable in FAR 31.205.47
- Compensated time (other than PTO) when the office is closed due to the inclement weather conditions.

Allocating Depew-Employee Hours For Non-Depew Work

In cases where PCB-Depew employees are performing work for a non-Depew location, their supervisor will transfer their hours to that location by entering a new G/L code in the employee's timesheet. Following are the codes to be used when allocating these hours:

- 5330000200000000 for transfers to NC
- 5330000360000000 for transfers to L&T
- 5330000370000000 for transfer to Accumetrics
- 5330000380000000 for transfer to LD



The screenshot shows the ADP Timecard interface. At the top, there are navigation tabs: GENERAL, MY QUICKNAVS, TIMEKEEPING, SCHEDULING, MY INFORMATION, RECORD RETENTION, and DEVICE MANAGER. Below these, there are fields for Name & ID and Time Period (Current Pay Period). A table displays employee hours with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. A dropdown menu is open for the Transfer column, showing options: /ManTech///, 53300021050000000000, and Search... Alt-S. An arrow points to the dropdown menu.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 1/17											
Mon 1/18			3:06PM		11:30PM				8.0	8.0	8.0
Tue 1/19			3:13PM	/ManTech///	11:30PM				8.0	8.0	16.0
Wed 1/20			3:11PM	53300021050000000000	11:30PM				8.0	8.0	24.0
Thu 1/21			3:06PM	Search... Alt-S	11:30PM				8.0	8.0	32.0
Fri 1/22			3:10PM								32.0
Sat 1/23											32.0
Sun 1/24											32.0
Mon 1/25											