

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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### Salaried Employees Time Reporting & Approval:

- eTime can be accessed internally or externally by navigating to <u>etime.pcb.com</u> 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.

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5. 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.

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6. 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.

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7. 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.

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- 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.

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5. 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:

- 1. 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.
- 2. 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.

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

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

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5. 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.

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		QWF0066882		1		~			530002117	0000000	/001034	8/0/
	1	QWF0098520		1		~			530002118	80000000	/001034	8/0/
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		QWF0098948		1		~			530002117	0000000	/00103	8/0/
	1	QWF0003802		1		~			530002118	0000000	/00103	8/0/
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×	Wed 6/10	-		6:45AM	-	4:15PM		-		9.0	9.0	26.0
×	Thu 6/11	-		6:47AM	-	4:31PM		-		9.0	9.0	35.0
×	Fri 6/12	-		5:54AM	-	3:30PM		-		9.0	9.0	44.0
× \$	Sat 6/13	-			-			•				44.0
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6. 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.

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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.

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× A	REG	•	•	8.0							8.0
	JURY DUTY OTHER PROJECTS DISABILITY	<u> </u>	/	8.0			8.0	8.0			24.0

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.

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Fri 1/01	HOLIDAY	▼ 8.0		•			•			8.0	24.25	
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## 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 <u>other than</u> 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:

- 533000020000000 for transfers to NC
- 5330000360000000 for transfers to L&T
- 5330000370000000 for transfer to Accumentrics
- 5330000380000000 for transfer to LD

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