



J P Systems, Inc.
Employee Time Sheet Instructions
Quarter 4
[Policy Number]



J P Systems, Inc.
JPsys.com
Clifton, VA 20124
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Quarter 1

Contents

1	Using the ClickTime Web Portal	3
2	Logging in to ClickTime	3
3	Set Up Options.....	3
4	'Quick Day' Button (Clone Function)	4
5	Choosing the Client, Task, and Project CLIN.....	4
6	Billable Hours.....	4
7	Breakout of Internal J P Systems' Work by Task and Project CLIN.....	4
8	How to Charge Time for Conferences, Training Classes or Travel	7
9	Entering Your Hours Worked.....	7
10	Enter Your Hours for Paid Time Off (PTO)	8
11	Entering Comments into Time Sheet Notes Along with Your Hours	9
12	Submitting Your Time Sheet	9
13	Time Sheet Review and Acceptance	10
14	ClickTime Technical Support	10
15	Taking Notes to Prepare for Your Monthly Status Report.....	11

1 Using the ClickTime Web Portal

Every day you must fill out a time sheet to report the hours you worked. This information is used both to pay you and to bill our customers. The pay period dates do not change. **The first pay period always runs from the 1st of the month to the 15th of the month and the second pay period runs from the 16th of the month to the end of the month.**

You must fill out your own time sheet. Someone else cannot do it for you.

The hours you record daily on your J P Systems, Inc. time sheet will be approved by your company representative after you submit the time sheet at the end of each week. The week always starts on a Sunday and ends on a Saturday. You may also have to fill out another separate time sheet for the client's time accounting system. This is a Federal requirement that we cannot change.

2 Logging in to ClickTime

The ClickTime online system is used by all JPSYS employees to report hours to Accounting. You will receive an email inviting you to the ClickTime system. To login to ClickTime, in a web browser, enter <https://login.clicktime.com/>. When the login screen displays, enter your JPSYS email address in the 'Email' box and your 'Password'. Your company representative should have provided you with a password or click on the 'Forgot Your Password?' link to reset your password.

3 Set Up Options

Once you login, click on 'Day View' in the top upper left of the screen on the blue bar. To adjust your data entry settings, click on the 'Options' box in the upper left part of the screen. See Figure 1 below where the user has selected the check boxes for 'AutoFill' and 'AutoSave'. **Click to turn on 'Auto Save' if it is not already checked** and you may choose to turn on 'Show Weekends' should you ever work on Saturdays and Sundays, so you can record those hours.

Also, set the desired column widths for displaying the width of the Client, Task, and Project CLIN fields. Select the 'Column Widths' drop-down option as shown in Figure 1 and slide over to pick the width desired. All column widths can be changed at any time. It is suggested you set the Client column to small, Task column to medium, and Project CLIN column to large, for better viewing.

You can only enter data on the 'Day View' tab.

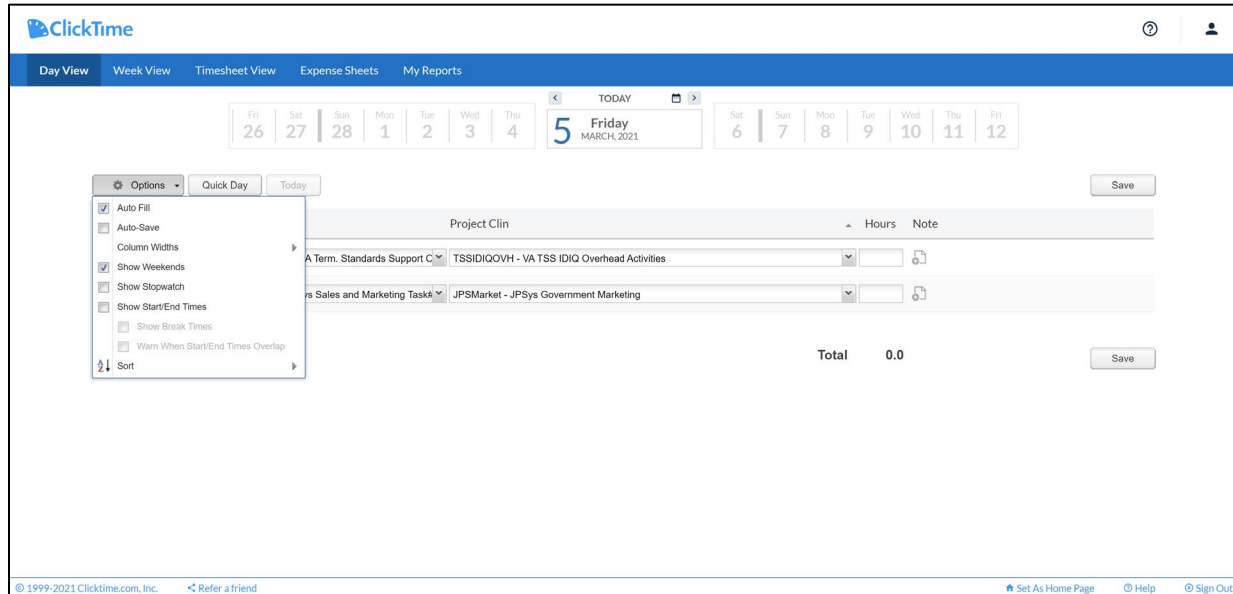


Figure 1. ClickTime Options Dropdown List from the Day View Tab

4 'Quick Day' Button (Clone Function)

Note that the 'Quick Day' button, next to the 'Options' button, copies the previous day's entries into the current day. You may or may not want this duplication to happen depending on whether you perform similar tasks each day. Think of this as a "Clone previous entry" function.

5 Choosing the Client, Task, and Project CLIN

Your company representative or project manager will give you the correct charge numbers for your **Client, Task, and Project CLIN**. These three pieces of information are needed to enter your hours for the day. First, select the Client for which you work (if not J P Systems itself) in the column on the left. Then select the Task in the next column to the right of Client. Then you will select your Project CLIN in the next column over. Finally, you will enter your hours worked on the Project CLIN, under the Hours column, and Note the details of work in the Note column. **Then click on the 'Save' button at the far right, if 'Auto Save' has not already captured the information.**

6 Billable Hours

Hours worked for a clients' project are considered billable hours. Billable hours may have both a Task Order (TO) number and a Period of Performance (POP). Hours worked on internal JPSYS projects, while not billed to a client, are still carefully tracked for budget purposes.

7 Breakout of Internal J P Systems' Work by Task and Project CLIN

This section describes **likely scenarios** for the selection of Project CLINs in ClickTime. Employees must make their own selections based on the type of work they are doing. For example, if you're considered Administrative staff and need technical support, and you spend time

speaking with IT Support, do not select 'IT Support' as the Project CLIN since you are working in Admin and not providing the IT support yourself.

If you worked on a project directly for JPSYS, for example in Administration, select Client – J P Systems, Task – JPSG&A-JPsys G & A, and Project CLIN by the type of G & A work such as Graphics or Accounting. See Figure 2 (below) for example.

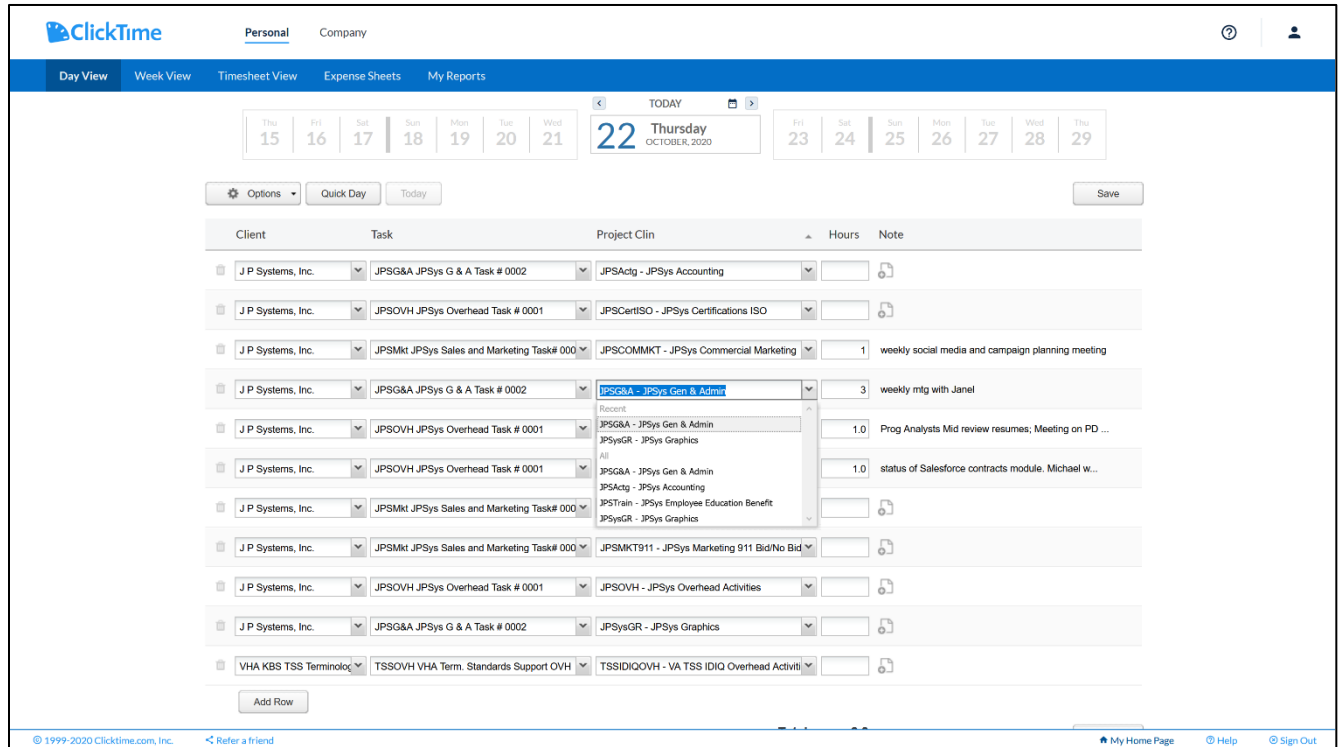


Figure 2. ClickTime Options Dropdown List for G & A Project CLINS

If you worked on a commercial marketing effort, then select Client – J P Systems, Task – JPSMkt-Sales and Marketing, and Project CLIN – JPSCOMMKT-JPsys Commercial Marketing.

If you did work such as web site development for JPSYS, then select Client – J P Systems, Task – JPSOVH-JPsys Overhead, and Project CLIN – JPSIT-JPsys IT Support.

If you worked on proposals, in ClickTime, select Client - J P Systems, Task – JPSB&P-Bids and Proposals, and Project CLIN – JPSB&P (Federal) or JPSB&PComm (Commercial). Some proposals efforts are long enough to have their own CLIN, others are too short and are charged to either Government or Commercial proposals for the CLIN. See Table 1 (below) which contains suggestions and descriptions for the selection of Project CLINS.

Table 1a & b. Breakout of Internal J P Systems Task/Project CLINS

Task	Project CLIN Abbreviation	Project CLIN Name	Descriptions
JPSOVH	JPSOVH	JPSys Overhead Activities	Used for hours not attributed to a specific project (e.g., internal informational sessions/meetings, internal All-Hands Meetings, etc.). Used for the onboarding of new employees (completion of I-9, drug testing, KnowBe4 training, etc.)
JPSOVH	JPSCertISO	JPSys Certifications ISO	Used for all work involving JPSys ISO Certification efforts
JPSOVH	JPSCertWOSB	JPSys Certifications WOSB	Used for all work involving JPSys WOSB Certification efforts
JPSOVH	JPSysConf	JPSys Conferences	Used for conferences where the employee has been sent directly for JPSys and is attending not solely for marketing or educational purposes (e.g., an HL7 meeting where the employee is attending for multiple reasons). Note also that time spent attending a conference paid for by a client does not belong here, but rather is charged to the customer CLIN. If one is attending purely for educational purposes use JPSProfDev - JPSys Training and Professional Development. If one is attending purely for marketing purposes use Task: JPSMkt-JPSys Sales and Marketing and Project CLIN: JPSysConf-JPSys Conferences
JPSOVH	JPSHR	JPSys Human Resources	Used for internal JPSys HR meetings, recruiting, admin interviews, onboarding, and all work related to HR, unless used for interviewing someone for a billable Task Order position, in which case you will bill to the client for which the recruiting is being done.
JPSOVH	JPSIT	JPSys IT Support	Used for internal IT meetings (e.g., IT Hardware, Configuration Management Meetings, etc.) hardware tracking and maintenance, providing tech support, and all IT Support work. If you're receiving tech support, bill to the Project CLIN you'd normally bill to carry out the duties associated with the issue.
JPSOVH	JPSProfDev	JPSys Training and Professional Development	Used for internal and external JPSys training and attendance at conferences where the primary purpose of the attendance is for educational purposes (e.g., SHRM, Nursing seminars, etc.) Generally company initiated. Note also that time spent attending a conference paid for by a client does not belong here, but rather is charged to the client. Internal informational sessions/meetings (e.g., benefit sessions) for the company or internal All-Hands Meetings should be charged to Task: JPSOVH-JPSys Overhead and Project CLIN: JPSOVH-JPSys Overhead Activities
JPSG&A	JPSG&A	JPSys Gen & Administration	Used for internal administrative meetings that occur without regard to contracts being performed (e.g., Workflow Meeting, PM & Ops Agenda Prep Meeting, purchasing, writing employee manuals, etc.) and administrative work for the company.
JPSG&A	JPSActg	JPSys Accounting	Used for accounting activities (e.g., A/P, A/R, taxes, payroll, invoicing, banking, financial reports, budget work, etc.) and internal financial meetings (e.g., Finance Meeting, Cost Center Manager Meeting, etc.)
JPSG&A	JPSTrain	JPSys Employee Education Benefit	Tuition for a management approved, formal education course which contributes the employee's current role. Generally employee initiated. HR form pre-approval is required to bill to this Project CLIN. JPSys does not pay the employee to attend the course, only the tuition, therefore this Project CLIN is only used for the tuition expense and not for the labor hours.
JPSG&A	JPSysGR	JPSys Graphics	Used for composition and production of graphics for company literature, websites, presentations, infographics, brochures, etc. for external or internal consumption.
JPSG&A	JPSocMedia	JPSys Social Media	Used for composition and production of contents for social media outlets.
JPSPTO	JPSBer	JPSys Bereavement Leave	Eligible employees may use bereavement leave for one 8 hour day, per year for qualified relations.
JPSPTO	JPSHoliday	JPSys Holiday Time	Holiday time must be used on designated JPSys Holidays with Columbus Day being a floating holiday. If using your floating holiday on a day other than Columbus Day, you must note this in the comments section of your timesheet. Holiday 8 hour days are use it or lose it and may not be broken up into multiple days (e.g., using 2 hours one day, 4 another, and 2 another).
JPSPTO	JPSsick	JPSys Sick Time	Eligible employees may use accrued sick leave as needed. This may be used for scheduled/unscheduled doctors appointments and illness.
JPSPTO	JPSVac	JPSys Vacation Time	Eligible employees may use accrued vacation leave once approved by management.
JPSPTO	JPSVol	JPSys Annual Volunteer Day (Paid)	Eligible employees may use the paid Annual Volunteer Day to charge up to 8 hours, one day a year for volunteering for a 501(c)3 pre-approved charity. Your charity is pre-approved by filling out an HR form. Volunteer 8 hour days are use it or lose it and may not be broken up into multiple days (e.g., using 2 hours one day, 4 another, and 2 another).
JPSLWOP	JPSLWOP	JPSys Unpaid Leave	May be used with pre-approval from management.
JPSMkt	JPSMKT911	JPSys Marketing 911 meetings (Bid/No Bid)	Used when evaluating bid/no bid decisions for opportunities. Meetings are known as M911 Meetings.
JPSMkt	JPSysConf	JPSys Conferences	Used for attendance at conferences whereby our primary purpose of attendance is for JPSys marketing (e.g., DHITS, HIMSS, etc.). Note that this differs from conferences where the primary purpose is education (e.g., SHRM, etc.). Note also that time spent attending a conference paid for by a client does not belong here, but rather is charged to the customer CLIN. If one is attending not purely for marketing or educational purposes use Task: JPSOVH-JPSys Overhead Activities and Project CLIN: JPSysConf-JPSys Conferences
JPSMkt	JPSMktCase	JPSys Mktg Case Study & Brochure Dev.	Used for work on marketing case studies and brochure content development.
JPSMkt	JPSMarket	JPSys Government Marketing	Used for internal or partner meetings for government/federal sales and marketing and all work involving federal marketing campaigns and business development (e.g., Federal Marketing Meeting, definition of target markets, formulation of strategies, campaign and theme planning, email design and distribution, analytics, etc.).
JPSMkt	JPSCOMMKT	JPSys Commercial Marketing	Used for commercial marketing meetings and all work involving commercial marketing campaigns (e.g., definition of target markets, formulation of strategies, campaign and theme planning, email design and distribution, analytics, etc.).
JPSB&P	JPSB&P	JPSys Government Bids and Proposals	Used for all work involving government bids and proposals that don't have their own CLINS
JPSB&P	JPSB&Pcomm	JPSys Commercial Bids and Proposals	Used for all work involving commercial bids and proposals that don't have their own CLINS
JPSB&P	JPSB&PGSA	JPSys GSA Proposals	Used for all bids and proposal efforts related to the GSA Vehicle
JPSB&P	B&PCIOSP4	B&P CIO-SP4 Vehicle	Used for all bids and proposal efforts related to the CIO-SP4 Vehicle (JPSys Prime)
JPSB&P	B&PPolaris	B&P Polaris	Used for all bids and proposal efforts related to the Polaris Vehicle
JPSB&P	B&PT4NGTech	B&P T4NG Technatomy	Used for all bids and proposal efforts related to the T4NG On-ramp Vehicle (Technatomy Prime)

8 How to Charge Time for Conferences, Training Classes or Travel

If you were requested to take a training class (internal or external) or attend a conference where the primary purpose is educational, then select Client - J P Systems, Task – JPSOVH-JPsys Overhead, and Project CLIN – JPSPProfDev-JPsys Training and Prof. Development, unless it is a class/conference for which the client paid. If the client has paid for the class/conference, charge the time to that client project. There are also two additional Project CLINS: JPsysConf listed under the Tasks – JPSOVH and JPsmkt, see Table 1 for descriptions of why to charge to one or the other.

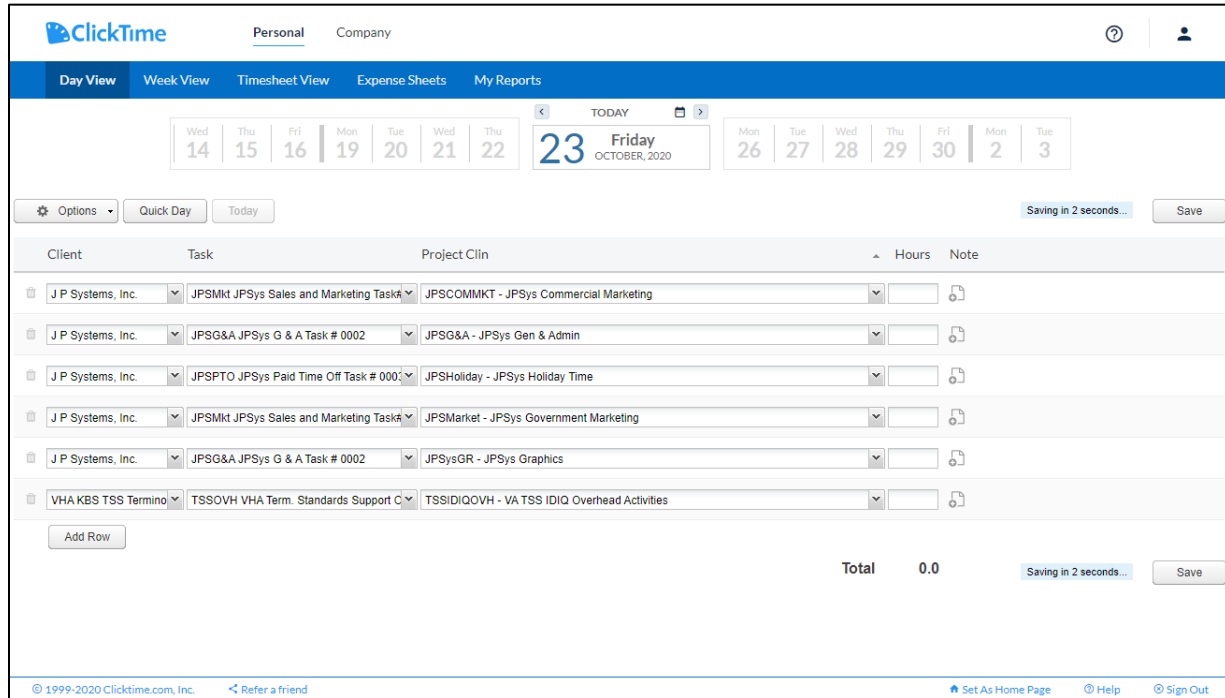
If you spent a day traveling, this is also charged to the client’s project and you are expected to work on the airplane. If you are traveling for Marketing or Human Resources purposes, then verify this and charge to Client – J P Systems, Task – JPsmkt-JPsys Sales and Marketing, Project CLIN – JPsmarket (for federal)/ JPSCOMMKT (for commercial) or Client – J P Systems, Task – JPSOVH-JPsys Overhead, and Project CLIN – JPshR-JPsys Human Resources, respectively.

9 Entering Your Hours Worked

First, be sure you are in ‘Day View’ and move to the date for which you wish to enter hours. **You can only enter data on the ‘Day View’ tab shown in Figure 2 (below).** To change to another time sheet period, click above the date range shown in the top middle section on the right or left arrows to move ahead or backwards in time. To move between days, click on that day in the timeline under the blue bar, or on the small grey left (<) and right (>) arrows at the top of the page on either side of the current date.

Enter the hours you worked, each day in a different box, down to tenths of an hour or 6-minute intervals. Then click on the Save button at the far right.

Make sure if you are an administrator, that you have the ‘Personal’ Tab selected as well.



Client	Task	Project/Clin	Hours	Note
J P Systems, Inc.	JPSMkt JPSys Sales and Marketing Task#	JPSCOMMKT - JPSys Commercial Marketing		
J P Systems, Inc.	JPSG&A JPSys G & A Task # 0002	JPSG&A - JPSys Gen & Admin		
J P Systems, Inc.	JPSPTO JPSys Paid Time Off Task # 000	JPSHoliday - JPSys Holiday Time		
J P Systems, Inc.	JPSMkt JPSys Sales and Marketing Task#	JPSMarket - JPSys Government Marketing		
J P Systems, Inc.	JPSG&A JPSys G & A Task # 0002	JPSysGR - JPSys Graphics		
VHA KBS TSS Termino	TSSOVH VHA Term. Standards Support C	TSSIDIQOVH - VA TSS IDIQ Overhead Activities		
Total			0.0	

See the J P Systems, Inc. Employee Manual for more information on reporting your hours.

You must put hours for different clients on separate rows. Often a client will have more than one charge number for the work you do for them. Put these on separate lines too so they can be billed separately.

10 Enter Your Hours for Paid Time Off (PTO)

Before entering vacation, sick, or holiday time on your time sheet, make sure you have accrued the time and are eligible to use it. You must enter a Bamboo HR request for the use of your leave. **Your accrued vacation and sick hours are printed on your paycheck stubs and are also available to view on your Bamboo HR account.** Please see the J P Systems' Employee Manual for the holiday, sick, and vacation time eligibility rules. All company holidays are posted on JPSYS.com.

If you will be away from an internet connection for your PTO, you may enter your PTO time in advance. Be sure to request your vacation time well in advance through the main page of Bamboo HR. Your supervisor will review your vacation time request and you will be notified of their decision.



After entering your hours worked, then enter the sick, vacation, or holiday time that is approved and allowable for the pay period. You must have sufficient hours accumulated to charge time to PTO. To be eligible to be paid for a holiday, you must work for at least three full business days before the holiday without using unscheduled sick

leave. Only full-time employees qualify for paid vacation, sick, and holiday time. Part time employees receive time off without pay.

To enter your paid leave, choose Client - J P Systems, Task – JPSPTO-Paid Time Off, and the Project CLIN such as: holiday, vacation, sick, bereavement or Volunteer Day. Then enter the number of hours and a comment under the 'Note' column describing the PTO. Click on the Save button to save the data.

Entering Holiday Hours

Non-Exempt Employees

Non-Exempt employees should record all hours worked, including if they work any hours on a holiday, plus the remaining holiday hours. Non-Exempt employees are not to exceed 40 hours total, without prior approval. An example of this is if you complete two hours of internal work for J P Systems on a holiday, you would bill those hours to the G&A CLIN and the remaining six hours to Holiday time. Any hours exceeding 40 in a week with a holiday will be paid at the regular pay rate, as the holiday hours do not count as "hours worked".

Exempt Employees

If Exempt employees work more than 32 hours in a week including a holiday, they should record those total hours on the days actually worked, as well as recording 8 hours of holiday on the actual holiday. If they work on the holiday, they should record the hours worked as well as any remaining holiday hours for a maximum of 8 hours for the day.

11 Entering Comments into Time Sheet Notes Along with Your Hours

There is a space on the timecard for Notes on how you spent your time. Enter a summary of the work you have done here, problems encountered, goals and your focus for tasks that day.

If you are performing tasks internal to JPSYS, you must take a little time to make a note of what exactly you were doing. We must properly split out time between all categories, particularly Overhead and General and Administrative (G & A) tasks. Were you attending an internal operational meeting, working on a flyer for recruiting employees, researching content for the website, gathering data from employees for the accounting department or for another particular purpose? Then include only the highlights, but do not include a lot of detail as we back it up and archive it for our records. Create your detailed project log elsewhere.

12 Submitting Your Time Sheet

You are required to submit your time sheet at the end of each week, no later than early Monday morning of the following week. You must proofread your time sheet before submitting. Rejection of your time sheet may cause delays in payroll.

Please check that the vacation hours are charged to vacation time and the billable hours are charged to the correct client project. Ask yourself if you split out G & A tasks from the Overhead tasks? This latter one is not an easy determination and varies from company to company, see Table 1 for descriptions of each.

Occasionally, check with your company representative to make sure the billable TO or POP is still correct for your contract. Client TOs usually change over to a new year in September, but the POP start and end dates could start and stop in the middle of a week or at any time.

CAREFULLY check your time sheet for accuracy. Once you are satisfied that the time sheet is accurate, click the 'Submit' button in the 'Week View' tab as shown in Figure 3 (below). If you have questions, please ask your company representative first. If they cannot help you, call Human Resources at 1 703 815-0900 or email Accounting at Accounting@JPSys.com. HR can verify that you will be able to use your PTO.

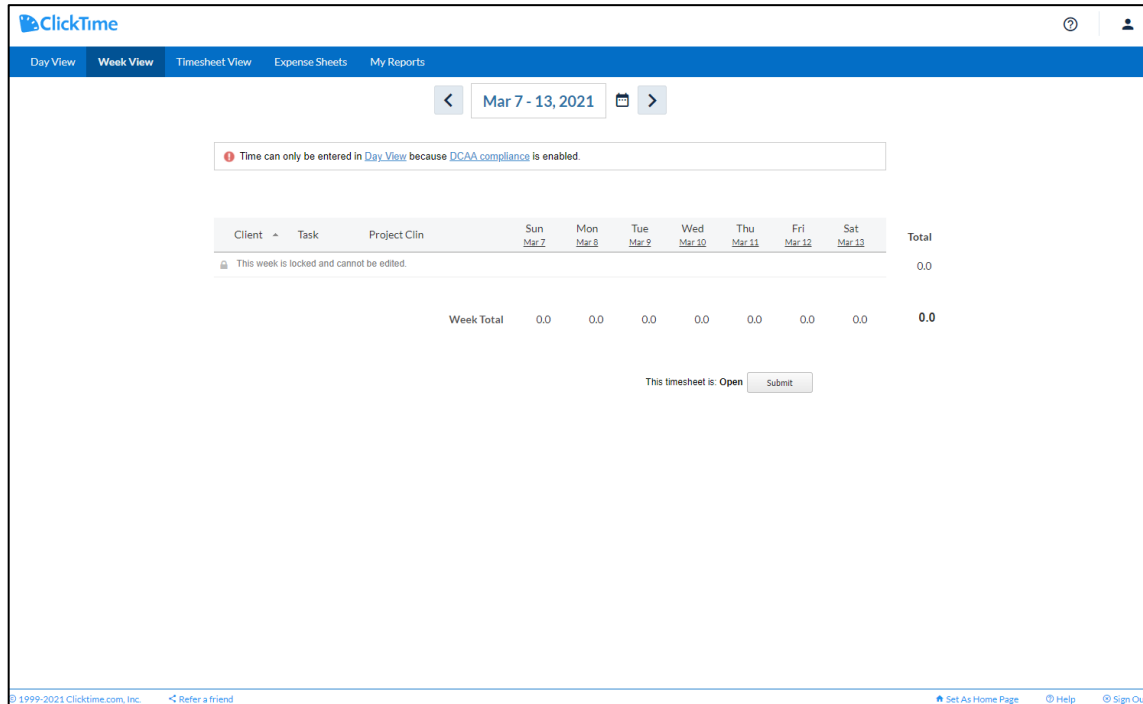


Figure 4. ClickTime submission in Week View

13 Time Sheet Review and Acceptance

Once you have submitted your time sheet, your company representative or project manager will receive an email notifying them to approve your time sheet. They will login to ClickTime and review the time sheet. If your time sheet has been entered and your codes are all correct and you are eligible for all the paid leave you have entered, your time sheet will be approved by your company representative or another project manager. If there is a problem with your time sheet, the reviewer will reject the time sheet and you must change it and resubmit it. All the time sheet data is then reviewed a second time by Accounting, before the payroll is run.

14 ClickTime Technical Support

If you need help using ClickTime email anytime at Support@clicktime.com. This email address is monitored 24/7. During business hours you can call the support line at 1 415 684-1180 which opens at 9 AM P.T.

15 Taking Notes to Prepare for Your Monthly Status Report



In preparation for your monthly project status report, you will need to have a central place to write down more information than can fit on your time sheet. **To keep notes on how you spent your time, problems that arose, what decisions were made, and what issues were left unsolved, you will need to keep a project log.** Make a note of what you have accomplished and any action items for yourself and people who report to you. Save a copy of your project log notes for your monthly status report in a MS OneDrive file. **Be sure to regularly backup all your project data and your company data with CrashPlan.**

Be sure to regularly backup all your project documents, deliverables, artifacts, and all other data. Thank you so much for taking the time to record your hours daily and to read these instructions!

My signature below acknowledges that I have read and understand and will comply with the J P Systems, Inc. Employee Time Sheet Instructions above. If any questions on the ClickTime system arise, I will contact HR or Accounting for clarification. I will not use the ClickTime app on the mobile device according to DCAA regulations.

Signature

Printed Name

Date