



SAFETY | ENVIRONMENTAL | QUALITY

New Hire Orientation: Time and Expenses

Rob Scott
Accounts Payable Specialist

PROFESSIONAL, FLEXIBLE, EXPERT SOLUTIONS



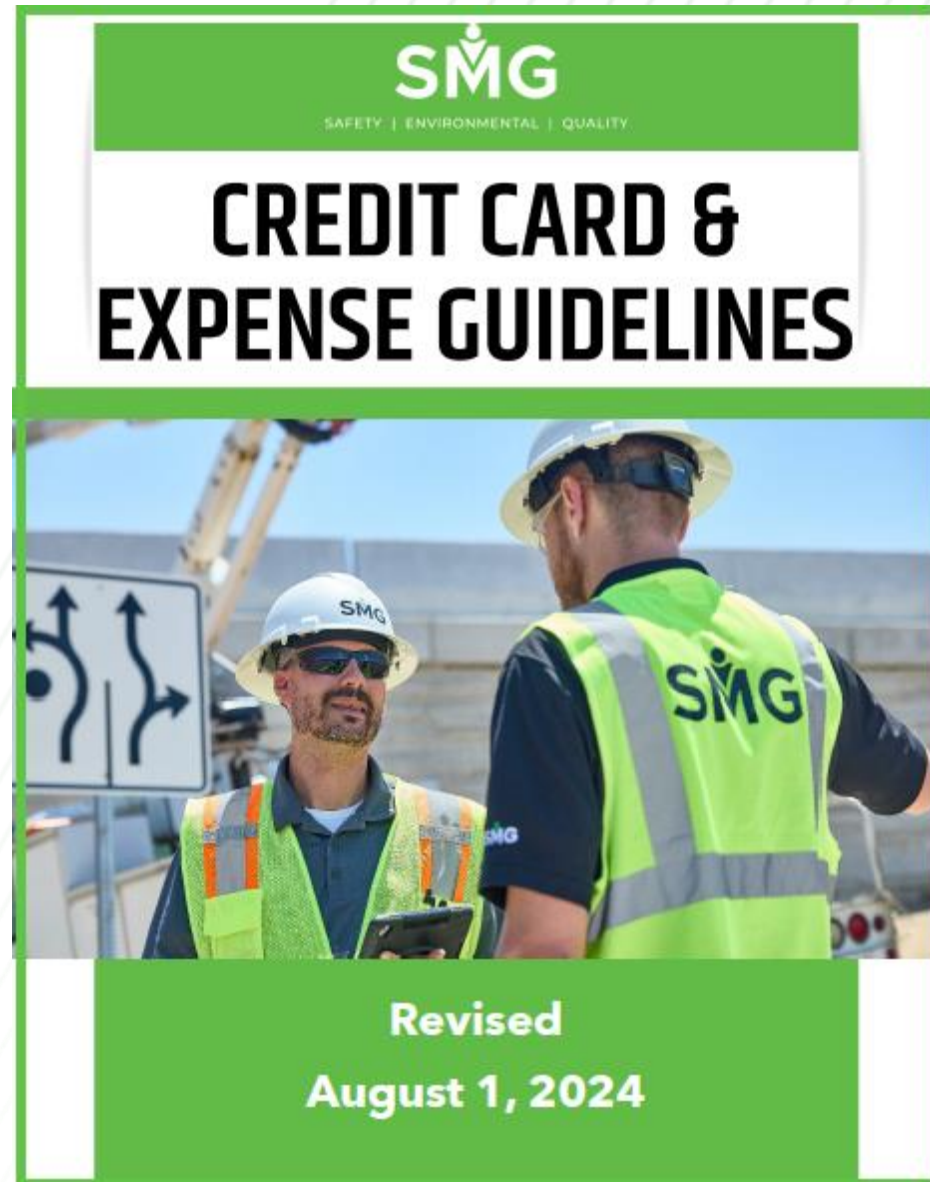
Agenda

1. Learning Objectives
2. Credit Card & Expense Guidelines
3. Resources
4. Timecards
5. Expenses
6. Expectations
7. Company Credit Cards
8. Wrap Up

Learning Objectives

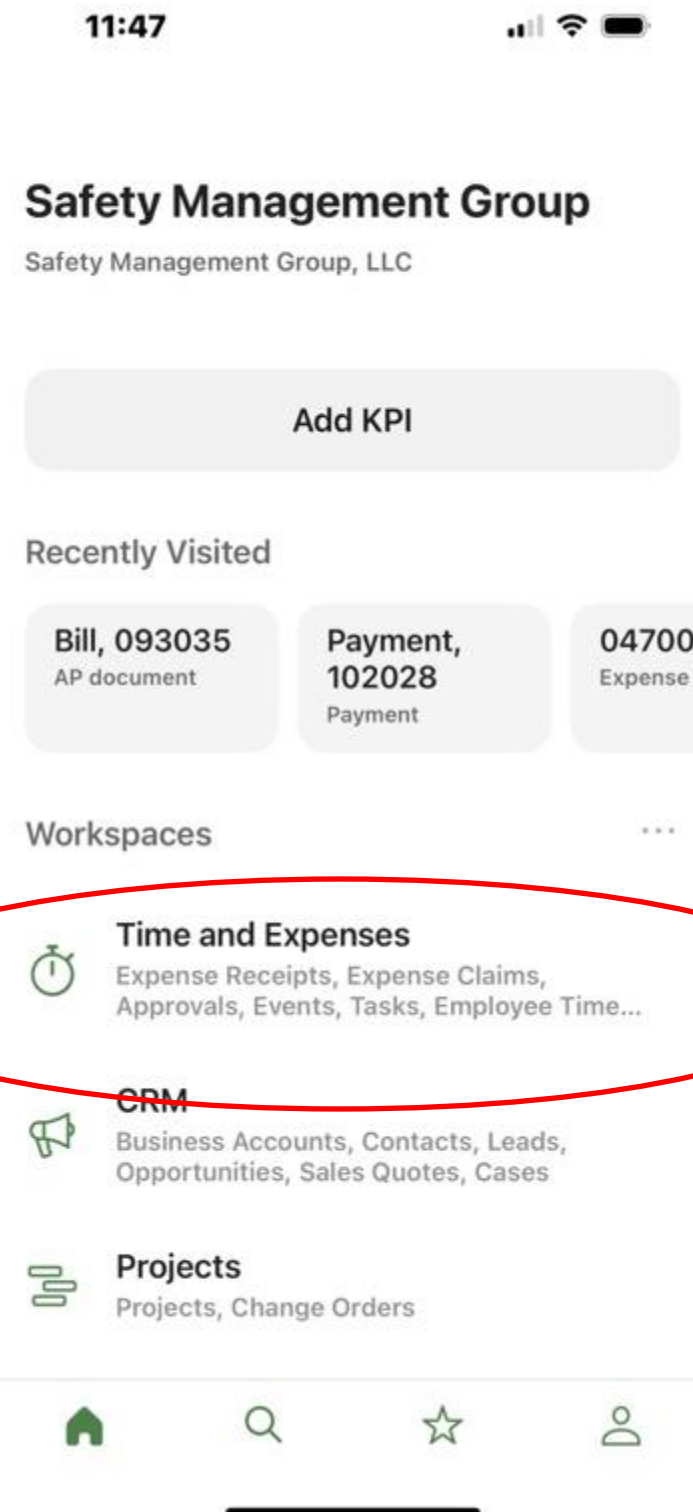
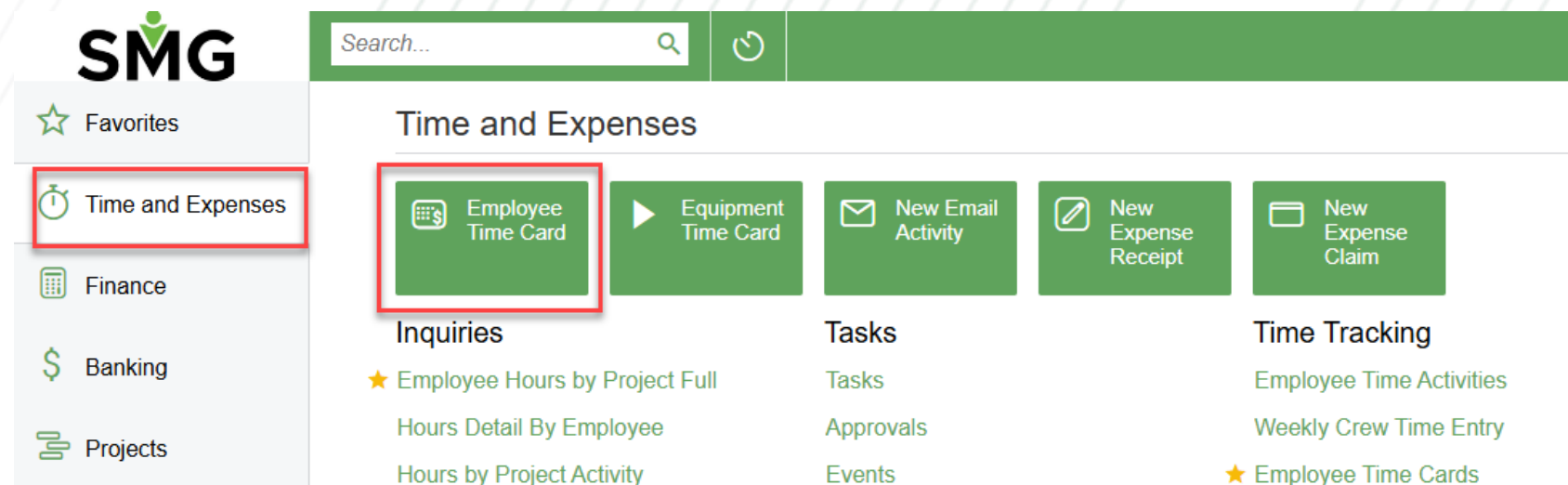
1. Relate how Credit Card and Expense Guidelines apply to you.
2. Apply your knowledge to correctly enter timecard information.
3. Apply your knowledge to correctly enter new expense claims an/or receipts.
4. Identify resources when entering timecard and expense information.

Time and Expense Expectations



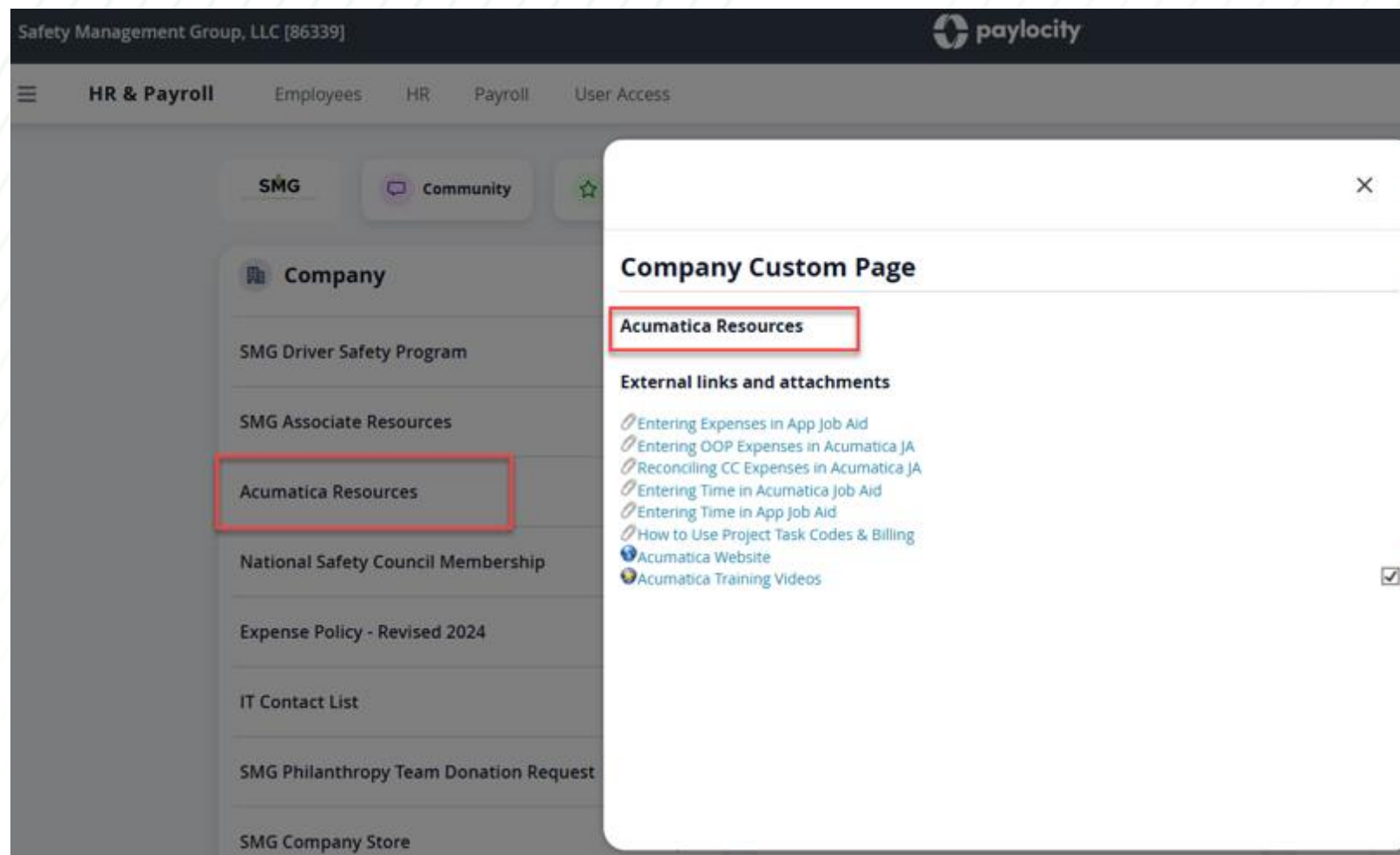
1. Ensure that you are familiar with all Associate handbook regarding time and expense policies.
2. Ensure that you understand the credit card & expense guidelines and able to apply them.
3. Adhere to all deadline for submitting time and expenses.
4. Understand the negative impacts for failure to comply with guidelines.

Time and Expenses Access and Resources



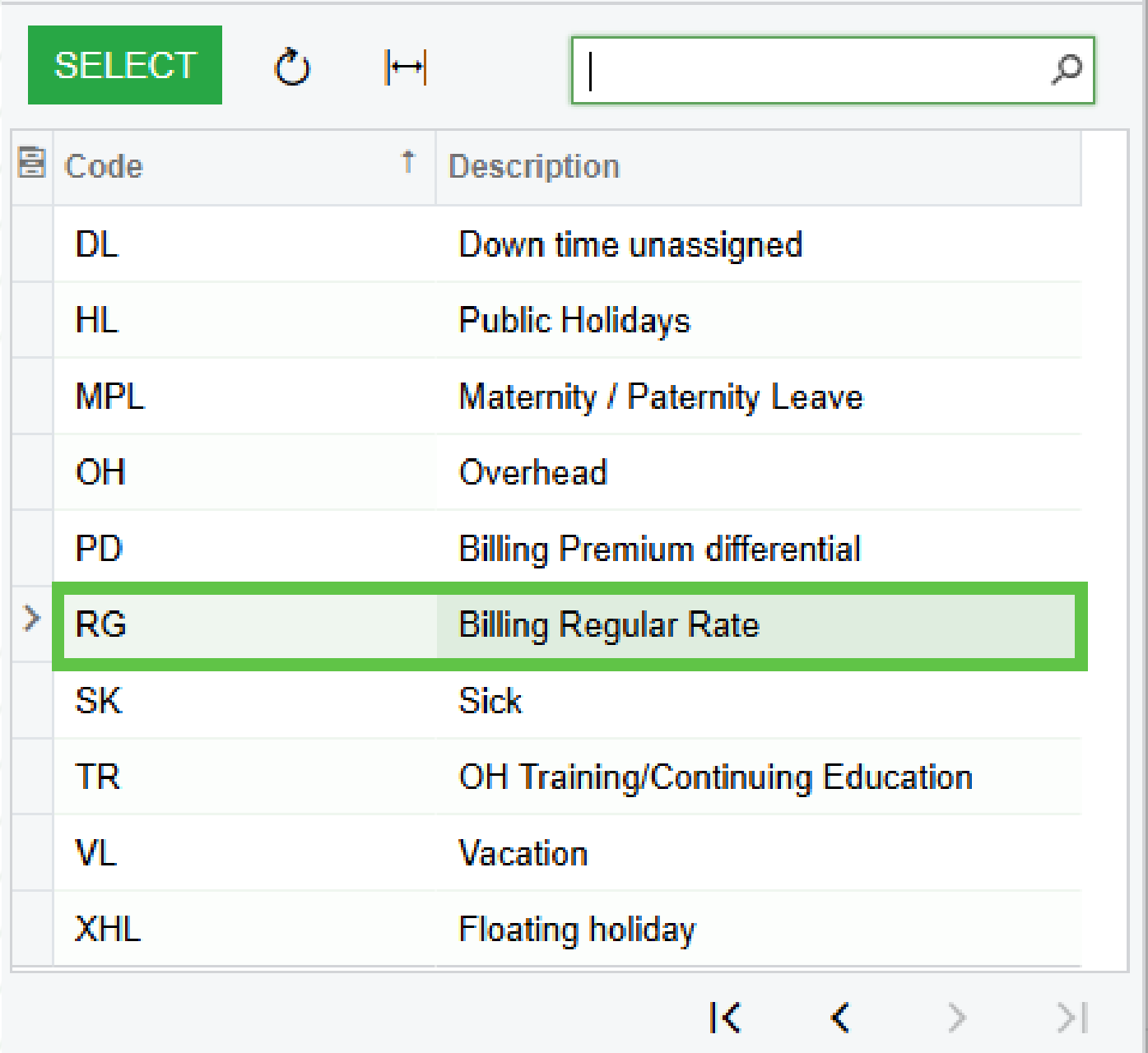
[Mobile Job Aid](#)

[Laptop Job Aid](#)



SELECTING CODES

1. **RG - Default for all entries.** **Need to change if coding to OH ID # or coding PD (time over 40 hours worked and billed) **
2. **DL - Supervisor Approval Only**
3. **HL** -Payroll Manager will send company wide email.
4. **OH** - Time not billed to a project/client.
5. **PD** - Billing Premium Rate (nothing to do with payroll, only billing) - Ask manager about use.
6. **SK** - Sick Time
7. **TR** -Training event for professional growth. Project ID should be NBTRAIN.
8. **VL** - Vacation
9. **XHL** - Floating Holiday



The screenshot shows a software interface with a table of codes and descriptions. The table has two columns: 'Code' and 'Description'. The 'RG' code is highlighted in green. The interface also includes a search bar, a 'SELECT' button, and navigation arrows.

Code	Description
DL	Down time unassigned
HL	Public Holidays
MPL	Maternity / Paternity Leave
OH	Overhead
PD	Billing Premium differential
> RG	Billing Regular Rate
SK	Sick
TR	OH Training/Continuing Education
VL	Vacation
XHL	Floating holiday

HOLIDAY TIME

Company Wide Email Reminder - Please pay attention and enter exactly as outlined

Hello!

Please see below for information regarding entry of time this week for **Christmas and New Years time entry:**

Note: Christmas and New Years Eve are not SMG Holidays

On **December 25th & January 1st** please remember to make the entry below:

Earnings Type "HL", Project should be your applicable "Overhead", task "01" description "Recognized Holiday", 8 hours on the corresponding day

In the event you work billable time on either of these days:

You will need 2 entries;

The first entry is for the billable time worked charged to the project as you normally would.

A second entry with matching number of hours (up to 8 max) should be made as shown above, but with the description of "Worked Holiday".

Holiday Policy Reminders:

- In the event a benefit eligible associate is required to work by their client on a recognized holiday, they will also receive Matching holiday hours (up to 8 hours max) which may result in additional compensation at a straight time equivalent rate.
- Salaried, exempt associates working more than 32 billable hours during a holiday week (24 at Thanksgiving) will be compensated at an equivalent straight rate for hours in excess of 40 upon entering Holiday time. In accordance with our normal practice pay practice, Premium pay will only apply to Billable hours worked in excess of 40.
- Full Time, Non-Exempt Associates will receive holiday pay equal to 8 hours of normal hourly pay. Holiday hours will not be counted as hours worked for the purposes of determining Overtime.

If you have any questions, please ask your supervisor.

OH Coding Situations

OVERHEAD - Time not associated with project.

Common Examples for Non-Corporate Associates

1. New Hire Training
2. Lunch with your SMG Team (not client team luncheons)
3. Attending a training event for yourself/professional development
4. Meeting with your supervisor for performance discussions

Project Drop Down Selection

1. Overhead IDs are assigned based on your department.
2. Project IDs are assigned based on job responsibilities.
3. If you are unable to locate your project ID, please reach out to one of the following for assistance.
 1. AEP - Send email to workorder@safetymanagementgroup.com
 2. All other clients: Please send email to benkleyla@safetymanagmentgroup.com
 1. Backups(SMG Billers)
 1. Kathy - Manufacturing, Construction and Health and Pharma
 2. Amy - Insights, SMG University
 3. Theresa - Utilities Non-AEP

Project Task

Employee Time Cards
Rob Scott

NOTES ACTIVITIES FI

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Ref. Nbr.:	<NEW>	* Employee:	Rob Scott	REGULAR	OVERTIME	TOTAL
Status:	On Hold	Type:	Normal	Time S...	00:00	00:00
Week:	2025-08 (02/17 - 02/23)	Orig. Ref. Nbr.:		Billable:	00:00	00:00

SUMMARY DETAILS MATERIALS APPROVAL

PRELOAD FROM TASKS PRELOAD FROM PREVIOUS TIME CARD PRELOAD HOLIDAYS

* Earning Type	* Project	Project Task	Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Time Spent	Approver
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1. EXP - Bills the client and a Project ID # must be selected.
2. NBEXP - Does not bill the client and a Project ID# or Overhead ID must be selected. **(Even if a client is not being billed, but there is a project ID, it should be used to track the cost against the project.)**
3. TRN - Used for attending training events for professional growth - This will be used for all expenses related to your training event. (i.e., travel, food, hotel, conference fee, etc.)
4. 01- (Overhead) - Utilized whenever coding to an Overhead ID #

Timecard Deadlines



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Submission of properly completed Weekly Time Reports is to occur by noon (EST) each Monday.



Premium Differential

1. As a salaried, exempt associate, you are not due any extra pay for hours worked more than 40 hours per week.
2. As a benefit, SMG has adopted a policy of compensating you for billable hours over 40 hours otherwise referred to as Premium Differential.
3. It is a form of profit sharing of the revenue you create by working these hours.
4. There is no special entry needed on your part for these hours, the system will automatically calculate which hours should be included.
5. Premium Differential only applies to hours charged to a project more than 40 hours a week.
6. You must work more than 40 hours (not including holiday, sick time, etc.) to receive the Premium Differential.

Timecard Entry Review

1. Ensure you have the correct week when entering time.
2. Ensure a minimum of 40 hours are accounted for within the week. (Full Time Associates)
3. Only select OH ID#s when there is not a project ID that fits best with the event.
4. Make sure you code all expenses related to training events as NBTRAIN.
5. Only select OH coding when the event is specific to SMG event (i.e., team meeting, time at Corp Office, etc.)

QUESTIONS?


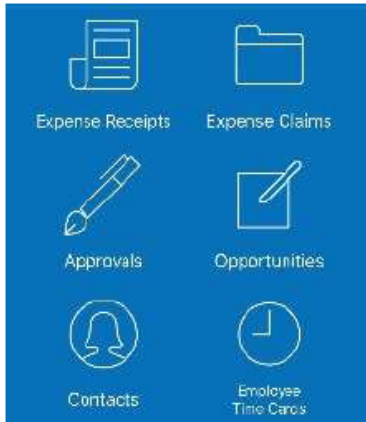


Logging into Phone App

Entering Time

Tools:

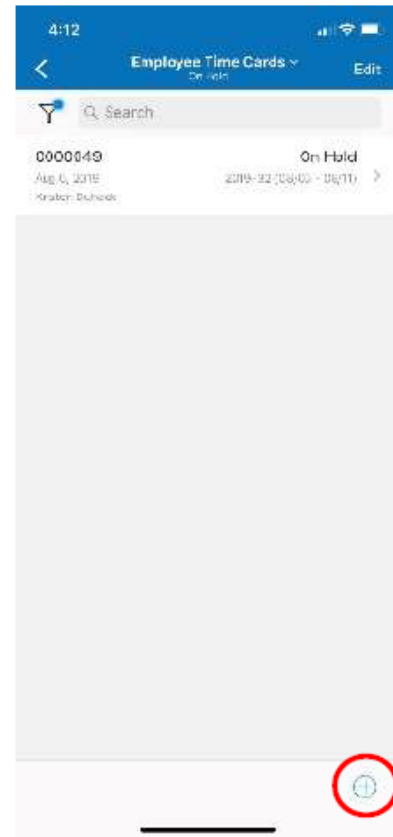
- Acumatica App
- Your login ID (SMG email) and password
- App Server URL: safetymanagementgroup.acumatica.com

Step	Action	Notes
1	Access the Acumatica app and login 	App Server URL: safetymanagementgroup.acumatica.com
2	Select Employee Time Cards in the left menu bar. 	

Logging into Phone App (continued)

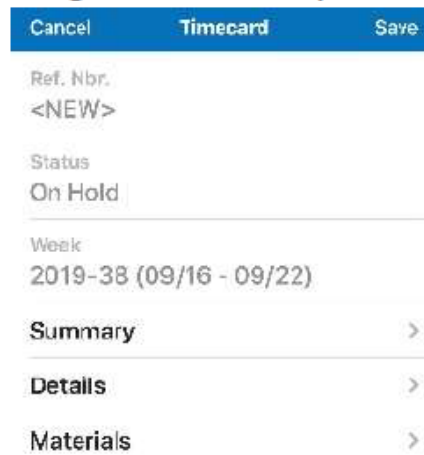
3


Tap the **+** at the bottom of the screen



6

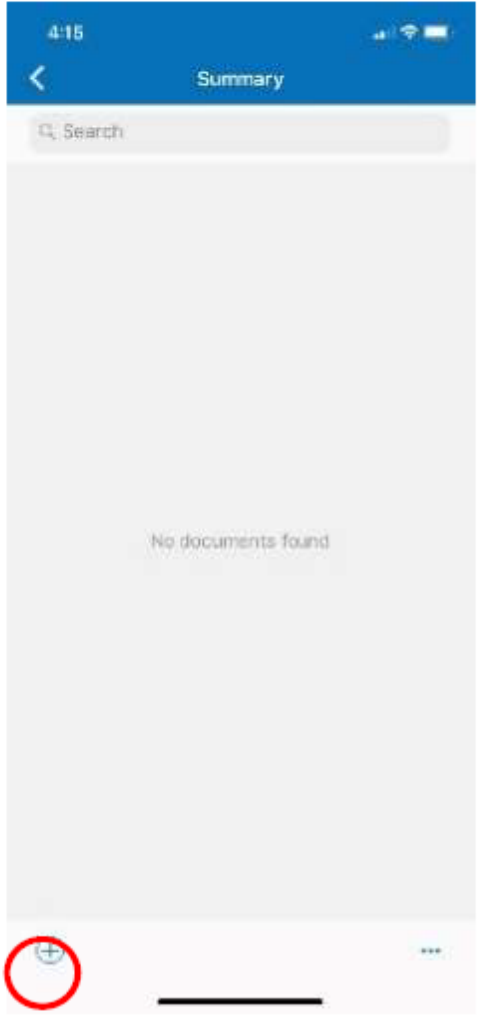

At **Timecard**, select **Summary** and begin time entry



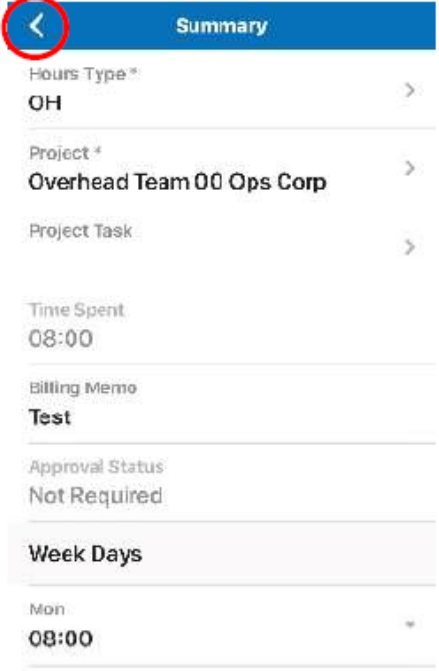
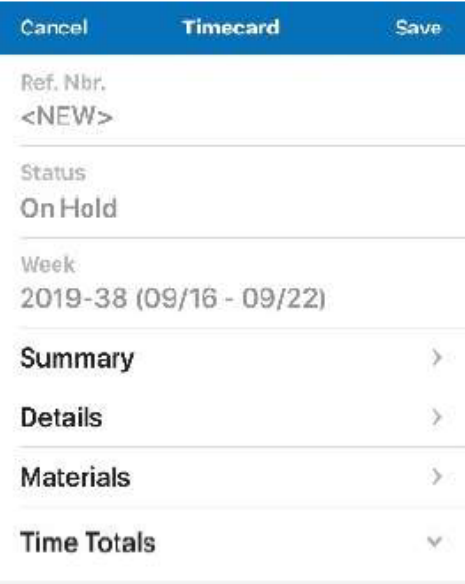
 Select **Details**, if Billing Memos are different for each day.

11.00 in

Logging into Phone App (continued)

Step	Action	Notes
7	At Summary, tap + 	 Tap ... on lower right to Preload from Previous Time Card , if project codes, project tasks, and hours are the same or similar

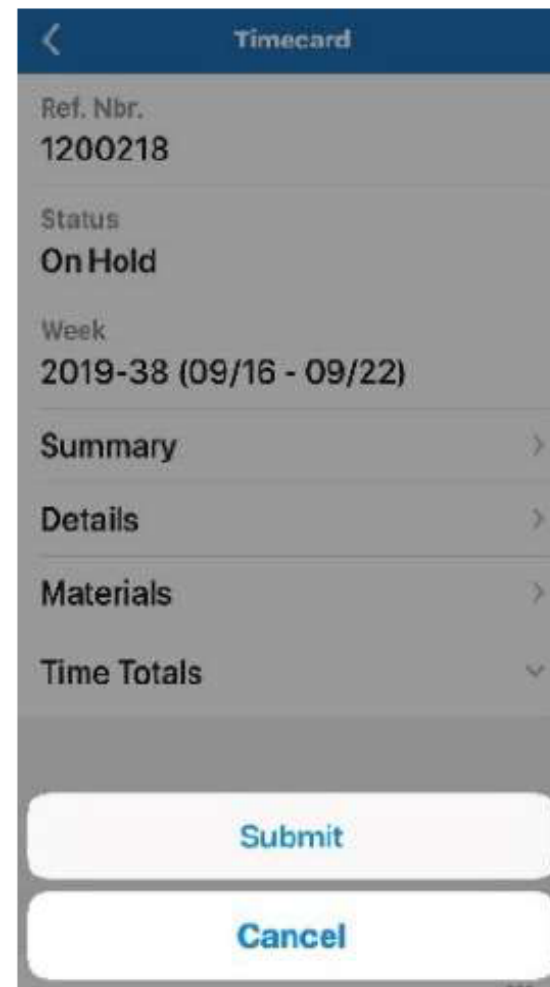
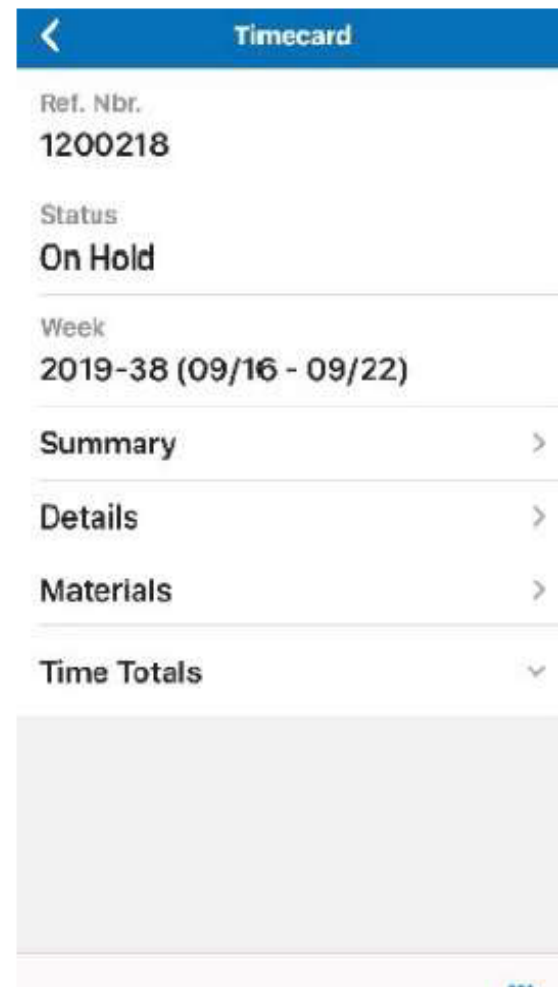
Logging into Phone App (continued)

8	<p>Enter time then tap back arrow twice when finished</p> 	<p>💡 App time entry follows the same process as the Acumatica website. See the Acumatica Time Job Aid for entry steps</p>
9	<p>Tap Save to save time entries</p> 	<p>💡</p>

Logging into Phone App (continued)

10

If ready to submit time card for the week, tap ... then **Submit**





Entering Time Hands On Activity

Using job aids, enter time for orientation.

Earning Type - **OH** (Overhead)

Project - **Dept Overhead ID#**

Project Task - **01** (Overhead)

Expenses







Detailed Receipts

- A. Listed throughout the expense guidelines
- B. Must have the details
- C. May have to ask for detailed receipt
- D. May have to ask for supervisor if server cannot help
- E. Success in calling, speaking with supervisor and getting one after the fact.

SMG

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CREDIT CARD & EXPENSE GUIDELINES



Revised
August 1, 2024

Deadlines for Submitting Expenses

1. Preferred Best Practice - Weekly
2. Must be submitted within 5 days past the month of the incurred expense at the latest
3. Company Credit Cards
 - 1.1 REIMBURSEMENT CLAIMS Corporate credit card expenditures must be reconciled and submitted with original, itemized receipts to the SMG Finance Department within 5 business days of the last day of the month for which a transaction was completed. ***Cardholders who have not reconciled and submitted all their monthly expenditures within this period will be asked to reconcile and submit their monthly expenditures immediately. All unreconciled expenditures could be subject to the employer recovering these monies from the Associate cardholder and repeated non-conformance to this policy will result in the cancellation of the corporate credit card privileges for the offending Associate.***

SMG

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CREDIT CARD & EXPENSE GUIDELINES



Revised

August 1, 2024

Common Expenses

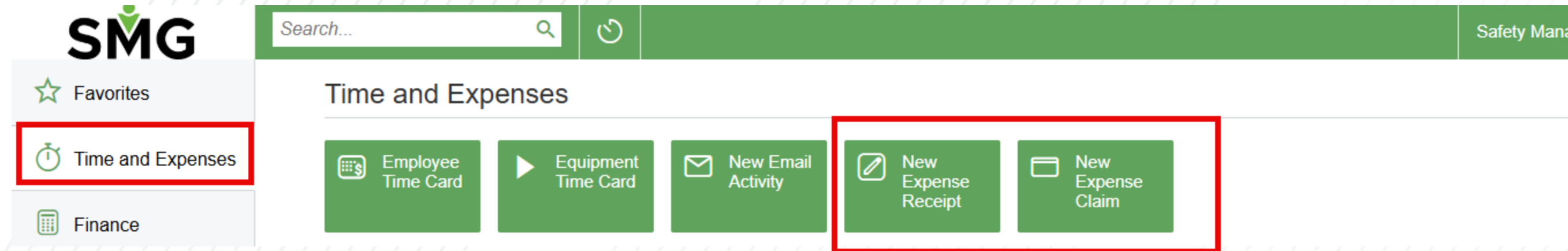
1. Mileage:

1. Only mileage used for work
2. Does not include miles back and forth from home to work.
3. **Must have a map attached as backup documentation (receipt).**
4. See SMG Associate Handbook for additional context

2. Per Diem

1. Per diem reimbursement must be submitted via Acumatica. A separate entry for each day is required and should include a description of "Per Diem mm/dd/yyyy". Per diem is to be paid current or in arrears (no future payments) and will be reimbursed in conformance with the SMG Associate Handbook.

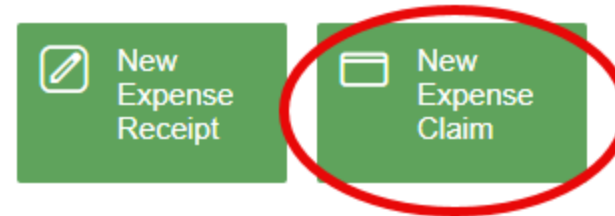
Type of Expenses



Types

1. New Expense Claim - Manual
2. New Expense Receipt - System Downloaded - Company Credit Card

New Expense Claim - Manual



Expense Claim
Rob Scott

NOTES ACTIVITIES FILES CUSTOMIZATION

Reference Nbr.: <NEW> * Claimed By: 016190 - Rob Scott Claim Total: 0.00
Status: On Hold * Department ID: SUB00 - Operations Tax Total: 0.00
* Date: 2/13/2025 Customer: Location:
Approval Date:
* Description:

DETAILS FINANCIAL APPROVALS

ADD NEW RECEIPT ADD RECEIPTS

Ref. Nbr.	Date	* Expense Item	Project Task	* Project/Contract	Paid With	* Billing Memo	Quantit *	Unit Cost	Amount	Claim Amount
	2/13/2025				Personal Account		1.00	0.0000	0.00	0.00

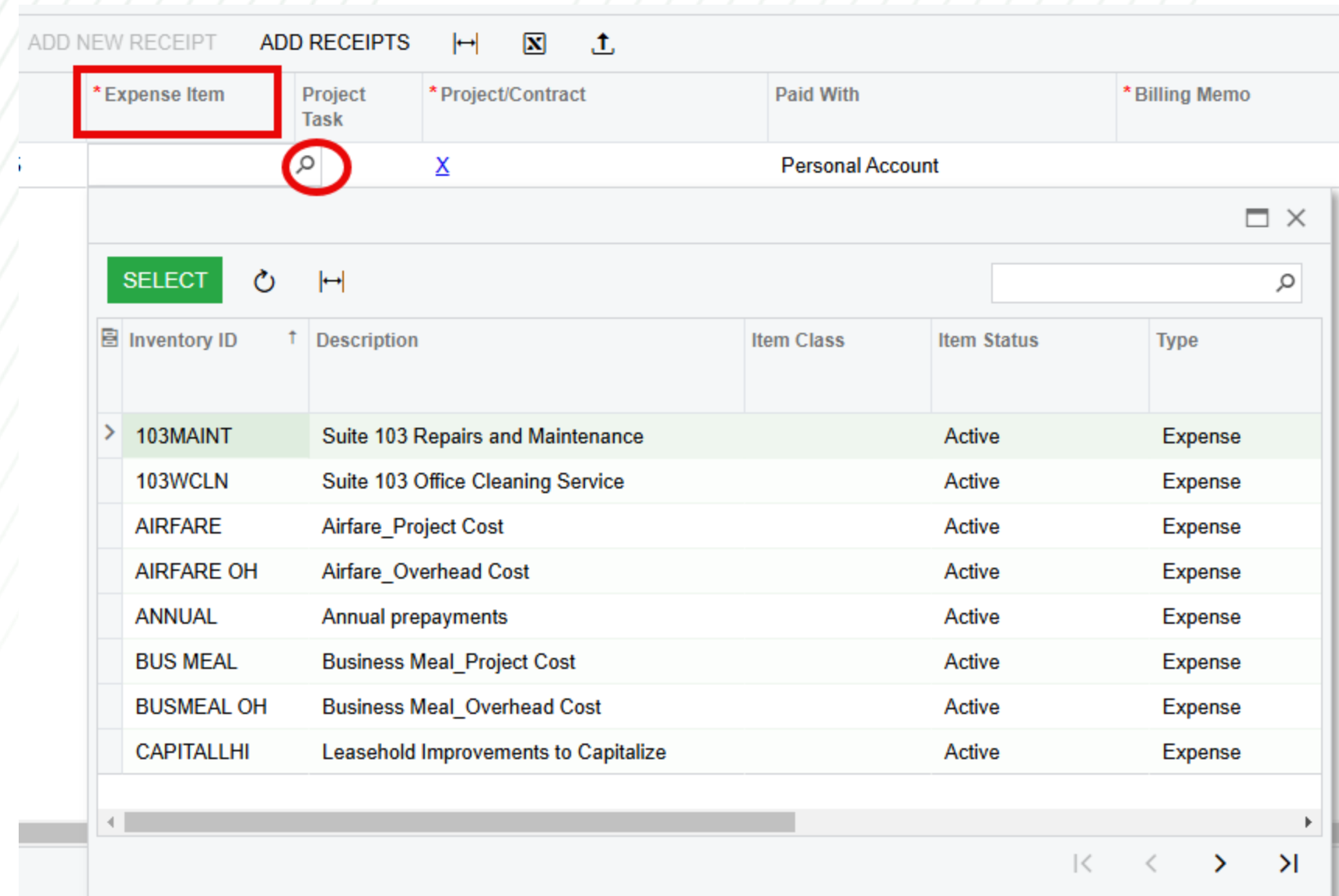
- One (1) expense report per week - Should include all expenses on one report (Monday-Sunday)
- Description - Free format, simple. Examples below.

*02/10/2025 - 02/16/2025 Expenses

*02/10/2025 - 02/16/2025 Per Diem and Expenses

Expense Item Selection

Select the appropriate Expense Item from the drop down by hitting the hourglass.



The screenshot shows a software interface for adding receipts. At the top, there are buttons for "ADD NEW RECEIPT" and "ADD RECEIPTS", along with navigation icons. Below this is a form with several fields: "* Expense Item", "Project Task", "* Project/Contract", "Paid With", and "* Billing Memo". The "* Expense Item" field is highlighted with a red box. Below the "Project Task" field, there is a search icon (hourglass) circled in red. The dropdown menu is open, showing a list of expense items. The list has columns for "Inventory ID", "Description", "Item Class", "Item Status", and "Type". The first item, "103MAINT", is highlighted in green.

Inventory ID	Description	Item Class	Item Status	Type
> 103MAINT	Suite 103 Repairs and Maintenance		Active	Expense
103WCLN	Suite 103 Office Cleaning Service		Active	Expense
AIRFARE	Airfare_Project Cost		Active	Expense
AIRFARE OH	Airfare_Overhead Cost		Active	Expense
ANNUAL	Annual prepayments		Active	Expense
BUS MEAL	Business Meal_Project Cost		Active	Expense
BUSMEAL OH	Business Meal_Overhead Cost		Active	Expense
CAPITALLHI	Leasehold Improvements to Capitalize		Active	Expense

Expense Item Selection (Continued)

- There are currently 115 options to choose. This can be confusing.
- Important to select the correct one so expenses are reported properly.
- Common IDs - See image to the right

Inventory ID	Description
AIRFARE	Airfare_Project Cost
AIRFARE OH	Airfare_Overhead Cost
BUS MEAL	Business Meal_Project Cost
BUSMEAL OH	Business Meal_Overhead Cost
CARMAIN	Car Maintenance/Repairs_Project Cost
CARMAIN OH	Car Maintenance/Repairs_Overhead Cost
CARRENT	Car Rental_Project Cost
CARRENT OH	Car Rental_Overhead Cost
FUEL	Fuel_Project Cost
FUEL OH	Fuel_Overhead Cost
HOTEL	Hotel/Lodging_Project Cost
HOTEL OH	Hotel/Lodging_Overhead Cost
IND MEAL	Individual Meal_Project Cost
IND MEAL OH	Individual Meal Overhead Cost
MILEAGE	Mileage_Project Cost
MILEAGE OH	Mileage_Overhead Cost
OFF SUP OH	Office Supplies_Overhead Cost
OFF SUPPLY	Office Supplies_Project Cost
PARKING	Parking_Project Cost
PARKING OH	Parking_Overhead Cost
PER DIEM	Per Diem_Project Cost
POSTAGE	Postage_Project Cost
POSTAGE OH	Postage Overhead Cost
SMALL TOOL	Small Tools and Client Supplies_Project Cost
TAXI	Uber/Taxi_Project Cost
TAXI OH	Uber/Taxi_Overhead Cost
TOLLS	Tolls/Road Charges_Project Cost
TOLLS OH	Tolls/Road Charges_Overhead Cost
TRAIN OH	Training Budget_Overhead Cost
TRVL FEE	Travel Fee_Project Cost
TRVL HM PC	Travel home, subject to CONUS/GSA_Project Cost

Selection Exercise Scenarios

1. You get fuel for your vehicle while working with a client and have a project ID # assigned to the client.
2. You attend a training session using your annual training budget and rent a car to drive there and back.
3. You take your company vehicle into the shop for an oil change and work at the corporate office.
4. You ship items to a current client, and they have a project ID #
5. You ship items to a potentially new client without a project ID #.
6. You work with a client that pays for the mileage you submit.
7. You work with a client that does not pay for the mileage you submit.

Inventory ID	Description
AIRFARE	Airfare_Project Cost
AIRFARE OH	Airfare_Overhead Cost
BUS MEAL	Business Meal_Project Cost
BUSMEAL OH	Business Meal_Overhead Cost
CARMAIN	Car Maintenance/Repairs_Project Cost
CARMAIN OH	Car Maintenance/Repairs_Overhead Cost
CARRENT	Car Rental_Project Cost
CARRENT OH	Car Rental_Overhead Cost
FUEL	Fuel_Project Cost
FUEL OH	Fuel_Overhead Cost
HOTEL	Hotel/Lodging_Project Cost
HOTEL OH	Hotel/Lodging_Overhead Cost
IND MEAL	Individual Meal_Project Cost
IND MEAL OH	Individual Meal Overhead Cost
MILEAGE	Mileage_Project Cost
MILEAGE OH	Mileage_Overhead Cost
OFF SUP OH	Office Supplies_Overhead Cost
OFF SUPPLY	Office Supplies_Project Cost
PARKING	Parking_Project Cost
PARKING OH	Parking_Overhead Cost
PER DIEM	Per Diem_Project Cost
POSTAGE	Postage_Project Cost
POSTAGE OH	Postage Overhead Cost
SMALL TOOL	Small Tools and Client Supplies_Project Cost
TAXI	Uber/Taxi_Project Cost
TAXI OH	Uber/Taxi_Overhead Cost
TOLLS	Tolls/Road Charges_Project Cost
TOLLS OH	Tolls/Road Charges_Overhead Cost
TRAIN OH	Training Budget_Overhead Cost
TRVL FEE	Travel Fee_Project Cost
TRVL HM PC	Travel home, subject to CONUS/GSA_Project Cost

Per Diem Expense Items

Per Diem - This is assigned based on several factors during the hiring process. This could be different for each person, see Supervisor for questions.

Claiming Per Diem

- Receipts not submitted.
- Per diem have maximums. Expenses above amount are typically not reimbursed.
 - If you have expenses above your per diem amount, please speak with your supervisor.
- **A separate entry for each day is required and should include a description of "Per Diem mm/dd/yyyy".**
- Per diem is to be paid current or in arrears (**no future payments**) and will be reimbursed in conformance with the SMG Associate Handbook.
 - We typically pay the per diem for the previously completed week.
 - The job is run on Tuesdays and paid out on Friday.

Fuel, Mileage and Meals for Non-Per Diem Situations

Fuel or Mileage:

- Only can claim fuel or mileage, not both.
- Fuel - Must have a receipt or a picture of the pump.
- Mileage - Must attached a map (i.e., Google) as a receipt.

Meals :

1. Individual Meals - This is how you code meals for yourself when traveling for business.
2. Team Meals - SMG Supervisors will use this when having lunch meetings with their SMG team.
3. Business Meals - Multiple People - SMG associates, potential clients, existing clients, combo, etc.

Company Credit Cards




- **Different process for claiming expenses purchased with credit card (see next slide)**
- **Billing address:** 8335 Keystone Crossing Suite 103 Indianapolis, IN 46240
- **Issues with Credit Card Purchases** - Reach out to Shannan Watt (Operations Support Manager)
- **Lost/Stolen Credit Cards**
 - Hold Expense** - Place your expense on hold in Acumatica - make a detailed note.
 - Inform Others** - Immediately send email to report it and cc your supervisor.
 - Travis Spotts (CFO) travisspotts@safetymanagementgroup.com
 - Shannan Watt (Operations Support Manager) shannanwatt@safetymanagementgroup.com



Company Credit Card Receipts/Expense Reports

1. Utilize the job aid to the right to claim credit card expenses for the week.
2. Only one expense report per week, please.

App Credit Card Transactions Reconciliation

Step	Action	Notes
1	Access the Acumatica app and login 	App Server URL: safetymanagementgroup.acumatica.com
2	Select Expense Receipts 	
3	At Expense Receipts, filter from ALL to TO BE CLAIMED then select an imported transaction to update 	<ul style="list-style-type: none"> Expense Receipts default view is All; must be filtered to To Be Claimed to see new transactions All card transactions will appear in Expense Receipts even if the transaction has been added to a claim Best practice is to update all transactions for a given timeframe (weekly, biweekly, monthly) and add to one Expense Claim; this method will make it easier to track what transactions have been added to claim and what have not

Wrap Up

1. Review Objectives

1. Relate Credit Card and Expense Guidelines and how they apply to you.
2. Apply your knowledge to correctly enter timecard information.
3. Apply your knowledge to correctly enter new expense claims.
4. Apply your knowledge to correctly enter new expense receipts.
5. Identify where to locate resources when entering timecard and expense information.

2. Answer Outstanding Questions

3. Next Steps - Take A Ways

1. Email from Rob - Summary and link with resources - able to save in your email file folder

Thank You!

