

Time Entry Guidance and Definitions



Timesheet Definitions

1. **Project Number** – A Sandia National Laboratories (SNL) project number assigned to your work by your Sandia technical manager that is recorded on the employee's timesheet.
2. **Task Number** – The SNL task number assigned to your work by your Sandia technical manager that is recorded on the employee's timesheet.
3. **Project Code**—An AIS Costpoint project number that defines the type of project labor (i.e. direct billable, indirect or non-billable) that is recorded on the employee's timesheet.
4. **Earn Type**—Indicates whether the hours entered are regular time, overtime, travel time, or leave time. See the "Earn Type" section for a list of all available earn types.
5. **Project / General Labor Category (PLC/GLC)** – Description of the type of specific labor (i.e. Skilled labor, technician, systems administrator) associated with the project that is recorded on the employee's timesheet.
6. **Workday** – A workday is any consecutive 24-hour period beginning at the same time each calendar day. Company's standard work day begins at midnight and ends one minute before the following midnight. Within each workday, normal working hours are established by management. Typically, this is an 8 hour day with meal and rest periods as scheduled and/or required.
7. **Scheduled workweek** – The starting and ending time of work for each work day established and approved by an employee's manager. Changes to an employee's scheduled workweek must be approved in advance and documented by the employee's manager. Start and end time of work established and approved by manager.
8. **Standard workweek** – A 40 hour workweek, utilized for OT calculation, which begins on Friday at 12 noon and ends on Friday at 12 noon. There are also standard two week work schedules which are defined as 9/80 where OT calculations begin after 80 hours. At SNL, the standard workweek begins at 12 noon on Friday and ends at 12 noon the following Friday
9. **Timesheet Periods** – are Bi-weekly (26 annually), **Pay Periods** –Bi-weekly (26 annually)
10. **Pay Dates** – Your first pay date in 2015 will be October 2, 2015
 - a. Bi-weekly (26 annually) – Every other Friday
11. **Total Time Accounting** – The practice of recording all hours worked within the timesheet period.
12. **Overtime** – Hours worked over 40 in a workweek for non-exempt employees unless state regulations dictate otherwise which could require overtime being paid after 8hrs in a single day. (OT regulations can vary by state). Exempt employees will also record overtime if they work more than 40 hours in a week. For those working a 9/80 two week schedule, overtime will be recorded after working 80 hours in the two week period.

Timesheet Guidance

1. Report all time worked whether or not the time is billable to project or client.
2. Use accurate Project/Task #'s as provided to you by your Sandia Technical Manager.
3. Timesheets need to be completed with accurate dates, hours worked, overtime hours, vacation, sick and/or holiday time taken. If the hours worked are direct (i.e. billable to a contract), the correct project number and project labor categories (PLC) must be completed.
4. ***Time must be entered daily by all employees. Employees MUST enter their time on Friday no later than 12:30 PM Mountain time for time worked through 12PM that day. Since we must bill Sandia National Laboratories by 5pm Friday, all timesheets must be completed and saved by Friday 12 noon for that work week.***
5. If Electronic timekeeping is unavailable a paper timesheet must be utilized and entries must be made in ink and signed by the employee and supervisor/manager.
6. Overtime must be pre-approved by your SNL Technical Manager.
7. Employees should enter time to the nearest minute.
8. Employees must certify that the time entered is accurate when their timesheet is saved. This acknowledgement serves as the employee's signature. Time cannot be saved without completing the timesheet acknowledgement.
9. Supervisors/Managers must approve all employee timesheets by 3PM Mountain every Friday. Payroll will lock the timesheets after that time and no edits can be made to the timesheets unless the administrator unlocks the timesheet.
10. Timekeeping training will be provided annually to all employees.

AIS Costpoint Project Numbers

In addition to the Sandia Project/Task number, you will be required to enter an AIS Project number on your timesheet. The default project number for each employee is the billable project number, but all employees will also be linked to the Non-Billable Labor project, which should be used to capture all hours that are not directly billable to Sandia.

1. 228.SANDI.000.00.LABR- Billable Labor
2. 228.SANDI.000.UB.LABR- Non-Billable Labor