Timesheet Policy

Version 2.0.0

Appshark Company Confidential

Weekly Timesheet Reporting

Purpose

To record time spent by all individuals working on customer and internal projects with the exception of Sales, Marketing and back-office team. Timesheet data is used to determine effort estimated (where applicable) and actual hours spent on a project or task. This helps the operations team in resource planning and allocation; the finance team in invoicing the customers on a timely manner. Delays in entering/tracking time are resulting in lost hours that could have been utilized in a more productive manner, revenue not getting collected on time, and most importantly, impact on overall business operations due to lack of visibility leading to inability of the management to properly manage the day-to-day operations of the business.

Applies to

All the employees that are assigned to customer or internal projects; excluding Sales, Marketing and Back-office.

Policy:

1. All billable employees are required to submit timesheets on a weekly basis, by the end of the week, for each workweek. TFS should be updated by end of day on Friday each week.
   a. **Staffing Engagements** – those individuals on dedicated staffing engagements should submit timesheets to customers following their required processes and record those hours in TFS. No Task level detail is expected, just daily total hours worked that align with whatever is reported/submitted in the customer system is sufficient.
   b. **Customer & Internal Projects/Tasks** – Task level detail, preferably with original estimate and actual hours spent should be tracked. If in doubt, please check with your Project Manager.
2. Time sheet records are subject to an audit by the Client or by our internal team. This may happen for compliance reasons or when a question is raised regarding an invoice. So please make sure they are accurate and are defensible if/when audited.
3. If you are not working during a day (taking time off, pto, vacation, sick etc.), you are expected to record it in the timesheet with appropriate status. For vacation, sick, pto etc. there needs to be a corresponding application for leave in the HR portal. When taking time off, apply and get approval for leave at least one week in advance. If it is unplanned, you should submit it as soon as you can upon returning to work.
4. All of the above are important for timely and accurate invoicing and collection of funds. As this impacts smooth operation of the business, we have come to the following difficult but necessary decision. Any continued violation of this policy (occasional delay for a day or two is ok) will result in the following:
   a. India based employees - Payroll would be on hold until timesheets are submitted.
   b. US based employees – Bonus component of your payroll will be withheld until you demonstrate compliance over a period of 30 days.
   c. For all employees, if violations continue regularly, there will be disciplinary action which will be handled on a case-to-case basis. This may include forfeiture of bonuses or variable pay etc., including that of the managers.