

## Time Reporting

When reporting your time, you are certifying that it accurately reflects the amount of time you worked and how your time was spent during the day. Accurate time reporting is essential, as it directly impacts the integrity of our cost systems. Always charge the correct amount of time worked to the proper charge for the work you completed.

If you're unsure how to charge your time properly, don't guess – ask your supervisor! Proper time charging is a critical aspect of contract compliance and a legal and ethical obligation. Willfully mischarging any time, including charging more time than actually worked or charging to an incorrect charge based on work performed, will result in disciplinary action, up to and including termination. Additionally, improper charging of costs to a government contract may lead to serious criminal and civil penalties for both Hill and the employees involved.

### **When entering time, you are charging either “direct” or “indirect”.**

- Another name for indirect charges is overhead.
- You are expected to be familiar with the charge numbers you use to ensure the description of the charges line up with the job you are performing.

### **It is also important to understand that some indirect efforts are not allowed to be charged to the government, so please be conscientious when charging indirect.**

- Corporate manual CTM-F200 provides guidance on efforts that may require separate charging to ensure the company does not charge the government for unallowable costs.

**Remember - it is every employee's responsibility to accurately charge their time on a daily basis.**

Supervisors/Foremen - Please share this message with employees who do not have computer access. Post it for employee review.