



Strategic Solutions From Beginning to End

Entrusted  
Strategic  
Management  
Solutions  
Incorporated

# *Timekeeping Policy*

## **INTRODUCTION**

This Employee Timekeeping Policy is designed to familiarize you with the policies and procedures for documenting and submission of your time records under employment with **Entrusted Strategic Management Solutions, Incorporated** (“ESMSI”).

Employees are required to read and comply with this policy and procedure document.

Circumstances may require that the policies and procedures change from time to time. You will be notified of all changes in writing, and the changes will specifically reference this policy and must be authorized in writing by the Chief Executive Officer (CEO) of ESMSI or a duly authorized representative of ESMSI. ESMSI will attempt to provide employees with notification of such changes when they occur. No statements or representations can in any way change or alter the provisions of this policy.

This Policy is the property of ESMSI and may not be circulated or given to anyone outside of ESMSI.

You are required to comply with the provisions of this Policy. After reviewing it, please sign the acknowledgement form at the end of the Policy.

## **TIMEKEEPING POLICY**

ESMSI timekeeping system is PROCAS and can only be accessed through the use of a computer via the internet. There is no manual timekeeping system or procedures for ESMSI. The procedures for the PROCAS timekeeping system are provided as an attachment to this policy.

- It is the responsibility of the employee to ensure accurate and timely entry of all hours worked, holiday time and time off in the PROCAS timekeeping system.
- Time shall be input into the PROCAS timekeeping system on a daily basis and shall be submitted for supervisor approval upon completion of each timesheet.
- The nature of the work performed by each employee determines the proper distribution of time, and is not contingent upon availability of funding, type of contract, or other factors.

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- ESMSI requires the accurate and complete preparation and submission of timekeeping as a part of the employee's performance requirements as an employee of ESMSI. Careless or improper preparation may lead to disciplinary actions or termination of employment.
- The supervisor will approve timesheet submissions in the PROCAS timekeeping system.
- The supervisor is prohibited from documenting and completing an employee's timekeeping record unless the employee is absent for a prolonged period of time and cannot access the PROCAS timekeeping system.
- All questions related to appropriate allocation of time in the timekeeping system shall be forwarded to the supervisor or Human Resources for resolution.

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**ACKNOWLEDGMENT AND AGREEMENT BY EMPLOYEE**

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Please sign the acknowledgment form below, remove this page, and return it to the CEO. This will let ESMSI know that you have received this Policy. It is your responsibility to read and understand the contents of this Policy.

I understand and agree that it is my responsibility to read and familiarize myself with the provisions of the Timekeeping Policy and to comply with the policy and procedures for timekeeping

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Employee's Signature

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Employee's Name [Printed]

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Date