



Xtreme Team Timekeeping Policy

(effective 10/16/2024)

Purpose: Proper compensation is fundamental to our commitment to fairness, ensuring that all employees are paid accurately for their time and contributions. As part of the Xtreme Team, we recognize our obligation as an employer and take this responsibility seriously.

Furthermore, as a federal contractor, we must also comply with strict timekeeping regulations, and any inaccuracies could jeopardize our compliance.

Additionally, accurate timecards ensure proper invoicing to our clients, supporting timely payments and our operational efficiency.

Currently, we conduct up to four reviews of each timecard to catch errors, but this process is unsustainable for an efficient operation. To streamline our workflow and reduce unnecessary delays, it is vital that each employee takes responsibility for and be accountable for submitting error-free timecards on time.

Therefore, we consider accurate and timely timecard completion an essential element of every employee's performance.

Scope: This policy applies to all AppleOne Xtreme Team associates, including exempt and non-exempt employees, regardless of their position or location.

Policy Guidelines

1. Accurate Timekeeping:

- a. Employees must accurately record all working hours on their timecards, including start times, end times, lunch breaks, any overtime worked, leaves, and any codes applied.
- b. Timecards must be completed daily and submitted by the established deadline at the end of each pay period.
- c. Any corrections to timecards should be communicated to and approved by the supervisor or team lead promptly.



2. Employee Responsibility:

- a. Timekeeping is considered a fundamental part of each employee's responsibilities. Accurate and timely timecard completion is an element of performance evaluation.
- b. Employees are expected to review their timecards daily and ensure their accuracy before submitting them and attest that all hours worked are properly recorded.

3. Supervisor Responsibility:

- a. Supervisors are responsible for reviewing and approving employee timecards. Supervisors should address any discrepancies with employees immediately.
- b. Supervisors will provide guidance to employees to ensure they understand the timekeeping requirements and deadlines.

4. Addressing Timekeeping Errors:

- a. Occasional errors in timekeeping are recognized as mistakes that may happen from time to time. Supervisors are expected to offer appropriate feedback and coaching for isolated incidents.
- b. However, frequent repetition of timecard errors by an employee will not be tolerated and will lead to corrective action under the company's progressive performance management process. Excessive errors is defined as more than three errors in a given pay period.
- c. Intentional falsification of timecards may lead to immediate termination under our disciplinary process.

Policy Enforcement

All employees are required to comply with this policy. Supervisors and HR will monitor compliance and address any issues in a timely and consistent manner. The company reserves the right to take disciplinary action, up to and including termination of employment, in cases of repeated timecard errors or willful falsification of working hours.

Questions:

For any questions regarding this policy, please contact us at
XtremeTeam@appleone.com

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