1. Contractor Timekeeper Responsibilities

1. Notify Project Controls, Track™ Admins, and Security of new employees coming onsite **(Complete Personnel Management Form).**
2. Enter Overrides with the appropriate detailed explanation in the comment field.
3. Allocate all Labor, Material, and Equipment charges to the appropriate PO and work orders.
4. Accept all Labor, Material, and Equipment charges.
    a. The prior days' charges must be allocated and accepted by 10:00 a.m. daily.
5. Verify the contractor employees are assigned the appropriate skill and schedule.
6. Submit permanent skill and schedule change forms to the Track™ Admins timely with the appropriate MPC approvals. **(Complete Skill and Schedule Change Request Form)**
7. Setup unique pieces of equipment in Track™.
8. Resolve issues with rejected charges timely.
9. Notify Track™ Admin and Security immediately of any contractor employees no longer onsite in order to deactivate badges and deactivate Track™ access. **(Complete the Personnel Management Form)**

2. Creating a Timesheet/Invoice in Track™

Labor Module

All onsite contractor charges overrides, should be captured in Track™. This will allow for timely reporting of daily charges, eliminate manual invoice processing, and foster prompt payments. There is a basic 4 step process to creating a timesheet in Track™. Those steps are Overrides, Allocate, Accept, and Authorize. Contractor timekeepers will enter all their own charges except for onsite labor (picked up through clock scans) through the use of Track™'s cloud environment. The contractor timekeeper will complete steps 1, 2 and 3 below. It will be the responsibility of the contractors to make sure they are entering all the charges they need to be reimbursed for.

1. **OVERRIDES** –Within the activity step the contractor timekeeper is also required to enter any necessary Overrides, Equipment Usage, and Material Charges.

2. **ALLOCATE** - The contractor timekeeper will receive the net billable time for each contractor employee and will be required to allocate to Level 1 PO/Line Items and Level 2 the orders (jobs) worked on from the previous day.
    a. Labor for lump sum jobs must be allocated to the appropriate Purchase Order (Rate of zero or non-billable) and Work Order.

3. **ACCEPT** - After the contractor timekeeper allocates the net billable time to the orders worked the previous day, they will review the allocation. Once all charges and allocations are deemed correct, they push the button accepting the time (that is, agreeing to the hours and costs outlined on the time sheet).
    a. The Acceptance step must be complete by at least 10:00 a.m. daily for the previous day

i. If timekeepers do not work Saturday or Sunday, charges for Friday, Saturday, and Sunday are all due Monday at 10:00 a.m.

4. **AUTHORIZE** - Then the timesheets go to the MPC designee for authorization. After the MPC designee's review and approval the timesheet is authorized for payment and available to be posted in the next batch in SAP. Track™ will not allow authorization of charges for a Purchase Order that is out of money.

These four steps apply to Labor, Equipment, and Material. More information on the Equipment and Material modules is below.

Equipment Module

The equipment module should be used for all contractor-owned equipment to captures hours and costs. Contractors will be required to submit a Rental Equipment Record (RER) form to the MPC Equipment Coordinator to receive approval to bring each piece of equipment onsite. The MPC Equipment Coordinator will then assign the equipment types to the vendor agreements in Track™ based on the RER forms received for the vendor.

- RER Forms must include:
  - Organization/Vendor
  - Equipment Group
  - Equipment Type
  - Unique Identifier (Plate#, Serial#, VIN#, Company Unit #, etc.)
  - Status (offsite/onsite) – at the individual piece of equipment (Use UDFs for start and end date fields for each piece of equipment)
  - Other (Description)
  - Start Date (UDF Format – YYYYMMDD)
  - End Date (UDF Format – YYYYMMDD)
  - Rates (Daily, Weekly, Monthly, Idle, etc.)
- The effective rate start and end date will prevent the equipment from being charged outside that range.
- One month's rent - 30 days from the first day of rent
- Lump Sum hours for equipment cannot be entered into Track™

Material Module

The material module will be used to submit all other charges except for onsite labor and contractor owned equipment usage. All charges entered in the material module will require supporting documentation to be attached before the charges can be approved unless the charge rates were specifically spelled out in the vendor agreement (pre-defined rate). MPC approvers will reject any materials that do not have appropriate supporting documentation.

- GBR requires pre-approved CSM forms before vendors can purchase materials.
  - Contractor Timekeeper- When entering in a material charge on the Track™ material used screen, the "Charge Description" field should include what the material was used for (Job, unit, etc)
  - Example: Alky Control Valve Failure May 2015
  - The CSM should be the first page of the attached supporting documentation which would include the receipt for the remainder of the pages of the attachment.

Examples:
Materials with/without tax
Third Party Equipment -Rental Equipment (United Rentals, etc.)
Mobilization/Demobilization
Equipment Freight
Equipment Inspection Records
Third Party Services (Maintenance, Consulting, Engineering, Security, HES, Janitorial, Landscaping, Office Services, Other Services)
Contactor Meals
Travel Expense (Flights, Rental Cars, Meal, Lodging, etc.)
Mileage

Options for allocating charges to different work orders in the Material Module:

- The Unit price can be $1 and the quantity can be the total amount of the invoice. Then in the allocation screen you can type the quantity of what you would like to be charged to each work order and the appropriate dollar amount would be applied.
  - Example: $350 receipt to WOs A, B, and C
    - Calculate $1 with a quantity of 350
      - Allocate: Quantity 100 at $1 for work order A
      - Allocate: Quantity 100 at $1 for work order B
      - Allocate: Quantity 150 at $1 for work order C
- The user could also make separate entries for each work order.
  - Example: $350 receipt to WOs A, B, and C
    - Calculate: Entry 1 of $100
      - Allocate: $100 to work order A
    - Calculate: Entry 2 of $100
      - Allocate: $100 to work order B
    - Calculate: Entry 3 of $100
      - Allocate: $150 to work order C

Lump Sum Invoices should also be submitted through the Material Module and the contractor should split the charges appropriately between labor, equipment, and materials as well as by work order.

The Track™ system will calculate the net billable time based on the clock scans, schedule, and contractor negotiated pay rules (pay formulas) for labor. Equipment will be calculated based on contractor rates and allocation entered into Track™. Material will calculate cost if not lump sum, based on the quantity entered and unit price on the contract.

No paper invoices will be able to be processed in SAP Open Text for Track™ Vendors

There is 1 (15 characters) Extra Field in each of the Labor, Equipment, and Material Modules. These fields should be left for the contractor timekeeper to enter the contractor's reference numbers.

3. Corrections

Corrections will only be allowed if payment has not been issued. Payments will be issued per the terms in the agreement based on the baseline date (i.e. 30 days from the baseline date). If the contractor timekeeper requests for a timesheet/invoice to be voided, the Track™ Admin will first check to see if the invoice has been paid in SAP:

- If the timesheet is posted to SAP, the void will not be allowed. The correction will need to be addressed outside of Track™'s regular process with paper invoices or true-ups in the material module. **NO NEGATIVE ENTRIES CAN BE ENTERED INTO Track™**.

4. Payment

The Monday after acceptance of a timesheet is deemed its receipt date. And once a timesheet is authorized, it moves into SAP and payment is scheduled based on the payment terms agreed to in the contract.