

Standing Operating Procedures (SOP) for Timekeeping
(C3R Employees)
Policy Letter # 001

UNCLASSIFIED

1. PURPOSE: The purpose of this SOP is to outline the acceptable procedures for completion and submission of all Timekeeping Records.
2. APPLICABILITY: This policy applies to all C3R employees and consultants.
3. GENERAL: All employees must record their hours using an electronic online timesheet system. Accurately recording all hours worked is required. You are expected to follow the established procedures in keeping an accurate record of your hours worked. All employees subject to this policy are required to accurately record all time worked.
4. POLICIES: Time must be recorded as follows:
 - The workweek starts on Sunday and ends on Saturday.
 - Record all hours worked on a daily basis in no earlier than 3:00pm EST, in accordance with the time keeping procedures.
 - All hours must be recorded at the end of each work day or immediately before starting work the next business day. (NO EXCEPTIONS)
 - Employees must approve their timesheet by the last business day of the pay period, but NO LATER THAN 12:00noon EST on Saturday, which is the last day of the pay period. (NO EXCEPTIONS)
5. The point of contact for this SOP is Vanessa Atoyebi
,(Vanessa.atoyebi@CCCRLLC.com)
703-670-8770 (Ext. 310).

Vanessa Atoyebi
Human Resources Manager
(703)670-8770 ext. 307