
U.S. General Services Administration (GSA) Federal Acquisition Service Authorized Federal Supply Schedule, Price List, and Catalog

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The Internet address for GSA Advantage!™ is <http://www.gsadvantage.gov>.

Schedule Name: Mission Oriented Business Integrated Services (MOBIS)
Schedule Number: 874

Contract Number: GS-02F-0212X

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at www.fss.gsa.gov. Find link to GSA Schedules. Then find link to Customers Ordering from Schedules. Next, find links to Ordering Procedures for Services Requiring a Statement of Work and Ordering Procedures for Services not Requiring a Statement of Work.



Engineering & Computer Simulations, Inc.

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Orlando, Florida 32817

(407) 823-9991 phone
(407) 823-8299 fax
www.ecsorl.com

Contract POC: Lynn Woods

Contract POC Email: lynnwoods@ecsorl.com

Contract Period: 27 July 2011 through 26 July 2016
Number of Options: Two 5-year options
Business Size: Other than Small Business
Modification Number: N/A
Price list current as of: 27 July 2011



GSA Order ADM 4800.2F (Eligibility to use GSA Sources of Supply and Services): Provides definitions and listings of agencies and organizations authorized to use GSA sources of supply and services as well as definitive guidelines concerning eligibility requirements.



TABLE OF CONTENTS

I. Customer Information	1
1. Special Item Numbers (SINs) Awarded, Lowest Unit Price, and Labor Categories	1
<i>1a. Special Item Numbers (SINs) Awarded by GSA Under This Schedule Contract.....</i>	<i>1</i>
<i>1b. Identification of Lowest Unit Price</i>	<i>1</i>
<i>1c. Labor Category Descriptions.....</i>	<i>1</i>
2. Maximum Order.....	1
3. Minimum Order	1
4. Geographic Order.....	1
5. Point(s) of Production.....	1
6. Discount From Price List	1
7. Quantity Discounts	1
8. Prompt Payment Terms	1
9. Government Purchase Cards.....	1
<i>9a. Notification that Government Purchase Cards are Accepted at or Below the Micro-Purchase Threshold</i>	<i>1</i>
<i>9b. Notification whether Government Purchase Cards are Accepted or Not Accepted Above the Micro-Purchase Threshold....</i>	<i>1</i>
10. Foreign Items	2
11. Deliveries	2
<i>11a. Time of Delivery.....</i>	<i>2</i>
<i>11b. Expedited Delivery.....</i>	<i>2</i>
<i>11c. Overnight and 2-Day Delivery.....</i>	<i>2</i>
<i>11d. Urgent Requirements</i>	<i>2</i>
12. F.O.B. Point.....	2
13. Ordering	2
<i>13a. Ordering Address(es).....</i>	<i>2</i>
<i>13b. Ordering Procedures</i>	<i>2</i>
14. Payment Addresses.....	2
15. Warranty Provision	2
16. Export Packing Charges	2
17. Terms and Conditions of Government Purchase Card Acceptance.....	2
18. Terms and Conditions of Rental, Maintenance, and Repair	2
19. Terms and Conditions of Installation	2
20. Terms and Conditions for Repair Parts	3
<i>20a. Terms and Conditions for Any Other Services</i>	<i>3</i>
21. List of Service and Distribution Points	3
22. List of Participating Dealers	3
23. Preventative Maintenance.....	3
24. Special Attributes	3
<i>24a. Special Attributes such as Environmental Attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). </i>	<i>3</i>
<i>24b. Section 508 Compliance.....</i>	<i>3</i>
25. Data Universal Number System (DUNS) Number.....	3
26. Notification Regarding Registration in Central Contractor Registration (CCR) Database	3
27. Uncompensated Overtime.....	3
II. Description of Services.....	4
1. SIN 874-1 - Consulting Services	4
2. SIN 874-4 - Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration.....	4
III. Labor Category Descriptions	5
IV. Pricing Section Including Labor Categories.....	9
V. ECS Administration Policies and Procedures: Time Reporting and Collection.	10



I. CUSTOMER INFORMATION

ECS is providing GSA better than the MFC pricing with better terms and conditions.

1. Special Item Numbers (SINs) Awarded, Lowest Unit Price, and Labor Categories

1a. Special Item Numbers (SINs) Awarded by GSA Under This Schedule Contract

SIN	TITLE	DESCRIPTION
874-1	Consulting Services	See Section II
874-4	Training Services	See Section II

1b. Identification of Lowest Unit Price

See Section IV for Price List.

1c. Labor Category Descriptions

See Section III for Labor Category descriptions.

2. Maximum Order

SIN	MAXIMUM ORDER
874-1	\$1,000,000.00
874-4	\$1,000,000.00

3. Minimum Order

\$100.00

4. Geographic Order

Domestic Delivery: the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories.

5. Point(s) of Production

Orlando, Florida

6. Discount From Price List

See Section IV for Price List. Prices shown in our price lists herein are the lowest unit price offered. All discounts and the GSA Industrial Funding Fee (IFF) have been applied.

7. Quantity Discounts

N/A.

8. Prompt Payment Terms

N/A.

9. Government Purchase Cards

9a. Notification that Government Purchase Cards are Accepted at or Below the Micro-Purchase Threshold

Government Purchase Cards *are* accepted at or below the micro-purchase threshold.

9b. Notification whether Government Purchase Cards are Accepted or Not Accepted Above the Micro-Purchase Threshold

Government Purchase Cards *are* accepted above the micro-purchase threshold.



10. Foreign Items

N/A.

11. Deliveries

11a. Time of Delivery

Specific delivery time(s) will be established for individual task orders.

11b. Expedited Delivery

Expedited delivery is negotiated with the ordering agency.

11c. Overnight and 2-Day Delivery

Overnight and 2-day delivery is negotiated with the ordering agency.

11d. Urgent Requirements

Every effort will be made to respond within specified times to fulfill urgent requirements.
Specific response time will be negotiated with the ordering agency.

12. F.O.B. Point

All deliveries are made F.O.B. destination unless otherwise negotiated.

13. Ordering

13a. Ordering Address(es)

All orders under this contract should be placed with the following address:

Engineering & Computer Simulations, Inc.
11825 High Tech Avenue, Suite 250
Orlando, Florida 32817
Attention: Lynn Woods

13b. Ordering Procedures

For supplies and services, the ordering procedures, information on Blanket Purchases Agreements (BPAs), and a sample BPA can be found at the GSA/FSS schedule homepage.

14. Payment Addresses

Engineering & Computer Simulations, Inc.
11825 High Tech Avenue, Suite 250
Orlando, Florida 32817
Attention: Waymon Armstrong

15. Warranty Provision

N/A.

16. Export Packing Charges

N/A.

17. Terms and Conditions of Government Purchase Card Acceptance

N/A.

18. Terms and Conditions of Rental, Maintenance, and Repair

N/A.

19. Terms and Conditions of Installation

N/A.



20. Terms and Conditions for Repair Parts

N/A.

20a. Terms and Conditions for Any Other Services

N/A.

21. List of Service and Distribution Points

N/A.

22. List of Participating Dealers

N/A.

23. Preventative Maintenance

N/A.

24. Special Attributes

**24a. Special Attributes such as Environmental Attributes
(e.g., recycled content, energy efficiency, and/or reduced pollutants).**

N/A.

24b. Section 508 Compliance

N/A.

25. Data Universal Number System (DUNS) Number

The DUNS number for Engineering & Computer Simulations, Inc. (ECS) is 128756553.

26. Notification Regarding Registration in Central Contractor Registration (CCR) Database

Registered. The Central Contractor Registration (CCR) registration for Engineering & Computer Simulations, Inc. (ECS) is valid until 08 March 2013.

27. Uncompensated Overtime

Engineering & Computer Simulations, Inc.'s uncompensated overtime policy titled *ECS Administration Policies and Procedures: Time Reporting and Collection* is included with this catalog as an attachment.

II. DESCRIPTION OF SERVICES

The detailed Special Item Number (SIN) descriptions awarded by GSA under this schedule contract are as follows:

1. SIN 874-1 - Consulting Services

Contractors shall provide expert advice, assistance, guidance or counseling in support an agency's mission-oriented business functions. Services covered by this SIN are:

- Management or strategy consulting
- Program planning, audits, and evaluations
- Studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies.
- Executive/management coaching services
- Customized business training as needed to successfully perform/complete a consulting engagement
- Policy and regulation development assistance
- Expert Witness services in support of litigation, claims, or other formal cases
- Advisory and assistance services in accordance with FAR 37.203 Financial audits are covered under GSA Schedule 520, Financial and Business Services, and are not allowed under this SIN. The term "consulting" as defined herein does not include staff augmentation.

NOTE: Expert witness, consulting, and audit services pertaining to financial matters are not covered under this SIN. Refer to Schedule 520, SIN 520-6, Professional Legal Services. Consulting services relating to public relations are not covered under this SIN. Refer to Schedule 541, SIN 541-2, Public Relations Services. Legal services are not covered under this SIN.

2. SIN 874-4 - Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration

Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included (i.e. books, pamphlets, software, etc.). Support materials not included may be offered on SIN 874-5. Proposed professional services shall be in support of planning, creating, and/or executing test administration, learning management, customized subject matter specific training and/or educational courses that are delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. At minimum, proposed professional services in support of planning, creating, and/or executing a customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), and methodology(ies) to be used. Acquisition training will be accomplished under SIN 874-8. Functional training covered under other schedules will not be accomplished under this SIN.



III. LABOR CATEGORY DESCRIPTIONS

LABOR DEFINITIONS	
Description	Qualifications
PROGRAM MANAGER 3	
<p>Responsible for managing the overall program/contract operations and ensuring quality standards and work performance on all task orders and projects. Serves as primary interface with contracting officer and technical representatives. Plans, organizes, and oversees all work efforts; assigns resources; supervises personnel; provides risk management; ensures quality management; and monitors overall project and contract performance. Final responsibility for cost, schedule, and technical aspects of program and associated projects of all efforts executed under assigned contracts. Leads large programs that have multiple complex subordinate projects. May delegate task order lead to Task Order/Project Leaders. Ensures provision and direction of appropriate labor, material, and other resources to accomplish technical objectives.</p>	<p>A bachelor's degree from an accredited college or university with a major in Computer Science, Information Technology, Engineering, or other related business, scientific or technical discipline. 8-15 years of experience. Graduate degrees may substitute for total experience. Level dependent on years of experience in one or more of the following areas: data communications engineering, data communications hardware or software analysis, network administration or management, Information Technology or data communication equipment installation and maintenance, or other related business, scientific or technical discipline. Specialized experience includes: complete engineering project development from inception to deployment, demonstrated ability to provide guidance and direction on assigned tasks, and proven expertise in the management and control of funds and resources.</p>
SOFTWARE ENGINEER 1	
<p>Provides technical support for software development and integration efforts. Performs in a variety of technical areas including software design systems requirements analysis, data analysis and engineering, systems design, systems development, computer programming, systems testing and deployment and quality management. Reports to technical lead for a task or project. Analyzes and develops computer software processing a wide range of capabilities including engineering, business, and records management functions. Develops plans for automated systems. Analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, and analyzes proposed system modifications, upgrades and COTS. Defines the problem and develops system requirements and program specifications. Programmers prepare detailed specifications and computer software programs. Integrates, tests, and debugs software components. Prepares required documentation including program-level and user-level documentation. Enhances existing software systems. May provide technical data base support including data base design; data integration; data standardization; enterprise-wide data architecture specifications; and data base management.</p>	<p>A bachelor's degree from an accredited college or university with a major in Engineering, Computer Science, or other related field. 5 years experience in software design/development. Advanced degree may substitute for experience.</p>



LABOR DEFINITIONS	
Description	Qualifications
SOFTWARE ENGINEER 3	
<p>Provides technical guidance and skills in support of information systems development and integration efforts. Performs in a variety of technical areas including S/W Design, systems requirements analysis, data analysis and engineering, systems design, systems development, computer programming, systems testing and deployment. May serve as a technical lead for a task or project. Provides technical and administrative support for information systems development tasks, including execution of technical tasks, the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with management staff to ensure problem solution and user satisfaction</p>	<p>A bachelor's degree from an accredited college or university with a major in a relevant technical or a business-related field. 5-10 years of experience with 8 years of software design and development experience. Advanced degree may substitute for 8 years of experience. Higher educational degrees, more experience, and geographic location determine higher levels in this category.</p>
NETWORK ENGINEER 2	
<p>A member of the technical staff responsible for establishing communications interfaces to meet defined requirements. Works closely with developers and vendors to develop architecture that supports needs. Assists in installation and testing of communications systems and circuits. May support both the acquisition and user communities to meet communications needs. Duties may include any of the following: establish system requirements; create architecture to support requirements; establish communications paths with system owners; develop test criteria; install equipment at designated site; perform operational tests on equipment and circuits, operate networks; analyze and document current equipment/system capabilities</p>	<p>A bachelor's degree from an accredited college or university with a major in Systems Engineering, Computer Science or other related field. 5 years relevant experience including a sound familiarity with interface protocols. Advanced degree may substitute for years of experience.</p>
QUALITY/TEST ENGINEER 2	
<p>A member of the technical staff responsible for supporting operational and developmental testing. Responsible for the development of test plans and procedures. Assists in development of test master plans. Serves as a member of test support team to evaluate and document system capabilities. Will provide test planning support to include test resource plans and test concepts. Will determine data collection requirements and methods and implement collection strategy during test conduct.</p>	<p>A bachelor's degree from an accredited college or university or equivalent experience or combination of education and experience. 4 to 6 years experience.</p>



LABOR DEFINITIONS	
Description	Qualifications
DIGITAL ARTIST 2	
<p>The Digital Artist creates 2D and 3D computer-generated graphic art and animation to be incorporated into various courseware products. Employs various vector-based, bitmap, and 3D graphic development programs to create artwork for interactive courseware. Employs layout and design strategies to make courseware visually appealing and professional in appearance. Coordinates with the Instructional Designers and Courseware Developers to design and create engaging and highly usable graphical user interfaces. Uses 2D and 3D modeling and animation programs to create animation and sprites. Employs various strategies including compression to ensure that graphical components can be efficiently distributed. Performs video and audio production and editing as needed.</p>	<p>A bachelor's degree from an accredited college or university. 2 years related experience.</p>
DIGITAL ARTIST 3	
<p>Creates 2D and 3D computer-generated graphic art and animation for various computer-based courseware products. Responsible for overall stylistic and thematic quality of products. Supervises other Digital Artists for all visual and artistic objectives. Employs various vector-based, bitmap, and 3D graphic development programs to create artwork for interactive courseware. Employs layout and design strategies to make courseware visually appealing and professional in appearance. Coordinates with the Instructional Designers and Courseware Developers to design and create engaging and highly usable graphical user interfaces. Works with end customers to realize conceptual objectives. Supervises other Digital Artists. Responsible for all advanced visualization incorporated into products.</p>	<p>A bachelor's degree from an accredited college or university in field of expertise or equivalent experience. 5 years of experience. Advanced degree may substitute for experience.</p>
GRAPHIC ARTIST 2	
<p>Graphic Artist- design and create graphics that meet the specific guidelines of commercial or marketing needs, such as displays, packaging or logo design. They may be required to utilize a variety of media in order to achieve the desired artistic or decorative effects.</p>	<p>A bachelor's degree is preferred from an accredited college or university in appropriate field (or equivalent experience). Experience in layout and the production of print media and publications, web pages, and marketing design efforts.</p>



**GSA Authorized Federal Supply Schedule, Price List, and Catalog
Mission Oriented Business Integrated Services (MOBIS)**

Contract No. GS-02F-0212X

SIN 847-1 and SIN 874-4

LABOR DEFINITIONS	
Description	Qualifications
INSTRUCTIONAL SYSTEM DESIGNER 2	
<p>Meets with functional proponents, contracting officer's representative (COR) and technical staff to coordinate efforts, resolve conflicts, and provide guidance for meeting COR and functional proponent requirements. Evaluates proposed solutions to determine technical and functional feasibility and adequacy, and cost for implementation and operation or study. Ensures that functional integration is adequately planned and implemented in order to meet total requirements. Guides the customer through requirements analysis. Passes requirements to task leaders, reviews design functionality and assists in the planning and execution of tasks. Provides functional area analysis and expertise.</p>	<p>Bachelor's Degree in appropriate field (Education preferred) or equivalent experience. 8 or more years of experience designing and developing education and training materials in a variety of technical and functional areas. Experienced with the Instructional Systems Design (ISD) process and the Systems Approach to Training (SAT). Thoroughly knowledgeable with distance learning procedures and course design. Possesses state-of-the-art knowledge of educational and training technology. Should have experience with authoring software, (i.e. Toolbook, Designers Edge, Icon Author, etc.).</p>
SUBJECT MATTER EXPERT 1	
<p>Performs advisory work as a recognized authority for broad program areas or in an intensely specialized area of considerable novelty and importance. The programs are of such complexity and scope that they are of critical importance to overall objectives, include problems of extraordinary difficulty that often have resisted solution, and consist of several segments requiring subordinate supervisors. Decides the kind and extent of engineering and related programs needed to accomplish the objectives of the company or agency, chooses scientific approaches, plans and organizes facilities and programs, and interprets results. Formulates and guides the attack on problems of exceptional difficulty and marked importance to the company, industry, or government. Problems are characterized by their lack of scientific precedents and source material, or lack of success of prior research and analysis so that their solution would represent an advance of great significance and importance.</p>	<p>Ten (10) years experience in one or more of the following areas: data communications engineering, data communications hardware or software analysis, network administration or management, Information Technology or data communication equipment installation and maintenance, or other related business, scientific or technical discipline. Bachelor's degree from an accredited college or university in a related business, scientific or technical discipline. (a) Master of Science degree in a related business, scientific or technical discipline will be considered equivalent to two (2) years general experience. (b) PhD. In a related business, scientific or technical discipline will be considered equivalent to three (3) years total experience.</p>



**GSA Authorized Federal Supply Schedule, Price List, and Catalog
Mission Oriented Business Integrated Services (MOBIS)**

Contract No. GS-02F-0212X

SIN 847-1 and SIN 874-4

IV. PRICING SECTION INCLUDING LABOR CATEGORIES

Prices shown in our price lists herein are the lowest unit price offered. There is no differentiation in pricing between geographic locations. All discounts and the GSA Industrial Funding Fee (IFF) have been applied.

874-1 PRICING					
Labor Category	2011	2012	2013	2014	2015
Program Manager 3	\$ 172.17	\$ 178.20	\$ 184.43	\$ 190.89	\$ 197.57
Software Engineer 1	\$ 95.01	\$ 97.98	\$ 101.40	\$ 104.96	\$ 108.63
Digital Artist 3	\$ 102.04	\$ 105.62	\$ 109.30	\$ 113.13	\$ 117.09
Instructional System Designer 2	\$ 100.35	\$ 100.35	\$ 100.35	\$ 100.35	\$ 100.35
Subject Matter Expert 1	\$ 130.44	\$ 135.02	\$ 139.74	\$ 144.63	\$ 149.68

874-4 PRICING					
Labor Category	2011	2012	2013	2014	2015
Program Manager 3	\$ 172.17	\$ 178.20	\$ 184.43	\$ 190.89	\$ 197.57
Software Engineer 3	\$ 158.11	\$ 163.65	\$ 169.37	\$ 175.29	\$ 181.43
Network Engineer 2	\$ 102.04	\$ 105.61	\$ 109.30	\$ 113.13	\$ 117.09
Quality/Test Engineer 2	\$ 50.59	\$ 52.36	\$ 54.19	\$ 56.09	\$ 58.05
Digital Artist 2	\$ 107.66	\$ 111.43	\$ 115.34	\$ 119.37	\$ 123.55
Graphics Artist 2	\$ 54.95	\$ 56.87	\$ 58.86	\$ 60.92	\$ 63.05
Instructional System Designer 2	\$ 100.35	\$ 103.86	\$ 107.50	\$ 111.26	\$ 115.16



**V. ECS ADMINISTRATION POLICIES AND PROCEDURES:
TIME REPORTING AND COLLECTION.**

The following pages contain Engineering & Computer Simulations, Inc.'s uncompensated overtime policy titled *ECS Administration Policies and Procedures: Time Reporting and Collection*.



POLICIES AND PROCEDURES

Category: Administration
Subject: Time Reporting and Collection
Number: ECS.ADM.05-01
Prepared By: Larry Kayne
Date: 18 May 2009
Approval By: Larry Kayne
Signature: 

DOCUMENT VERSION CONTROL INFORMATION

VERSION	DOCUMENT REVISION HISTORY	DATE
15-00	Original Version (HR)	01 October 2006
15-01	Updated Policy (HR)	18 May 2009

DOCUMENT REVIEW HISTORY

REVIEWED BY	DATE
VERSION 15-00	
Larry Kayne	01 October 2006
VERSION 15-01	
Larry Kayne	18 May 2009
Larry Kayne	01 May 2010

Next review due by: 01 May 2011

I. SCOPE

Timely and accurate completion of time sheets by all employees is essential and mandatory. Each employee and his or her supervisor are personally responsible for assuring that the job numbers and the hours worked is accurate and current.

II. PURPOSE

The purpose of this procedure is to provide guidance to all ECS employees and contractors working on ECS projects.

III. PROCESS OVERVIEW

As a Government contractor, ECS must maintain a cost accounting system that accurately records charges by project. Because our business is labor intensive – that is, we don't produce anything sold "over the counter" – the cost of our end products is measured in terms of months or hours worked. Consequently, most of our transactions involve labor.

Any system that tells the whole story begins with one key element: the Time Report. Its importance and need for accuracy cannot be over-emphasized. This procedure includes sample filled-out Time Reports and explanatory information. Familiarize yourself with this time reporting system. If you have questions, please ask -- it's much easier to correct errors before a Time Report enters the system.

The Time Report is the key to the accounting system. It must tie in with the following:

- Contract, New Business, Proposal, Inter-company, and Indirect Charge Numbers.
- Travel Authorizations
- Expense Reports
- Work Assignments (Authorizations)
- Leave Authorizations

There are four basic rules to follow on time reporting:

1. Do it DAILY
2. Record ALL the hours you have worked.
3. Enter CORRECT account (charge) numbers for hours worked.
4. Explain ALL corrections.

IV. PROCEDURE

1. Timesheet templates shall be accessed through the internet using TimeCareWeb. To log on to time card web type in the URL address "https://www.myefaact.com/" (case sensitive). Save it in "favorites". Key in your user name which is your first initial and last name with no space (not case sensitive) and User PIN 00EWTG
2. Each employee is responsible for personally recording on a daily basis all hours worked, whether compensated or uncompensated. Overtime and extended workweek require special authorization in accordance with ECS policy and procedure for Overtime/Extended workweek.

3. Each employee must record and sign his or her Time Report. This assures the company that the employee has personally completed the time distribution, including project charges, travel charges, hours of PTO, etc., and has certified that the Time Report is correct. For pre-approved absence on the last working day of the pay period, employees must submit a completed, signed Time Report on the last day worked prior to absence. For an unanticipated absence, a Xerox copy of the employee's Time Report, filled in through the last day worked and estimated for the remaining day(s) should be signed by the supervisor. An explanation as to why the original was not submitted should be noted. Upon return, the employee's original Time Report, completed and signed by the employee and supervisor, should be immediately forwarded to payroll. No employee may fill out or make changes to another employee's original Time Report.
4. Once an employee has submitted his or her Time Report, errors may only be corrected by the employee by crossing through the erroneous entry and inserting the correct entry. There will be **NO** erasures or white-outs of the original entry. All corrections must be signed by the employee and supervisor and an explanation provided in the comment block on the back of the Time Report. Sample Time Reports are attached. No employee may fill out or make changes to another employee's original Time Report.
5. Each Program manager is responsible for work authorizations assigning applicable job numbers to each employee who will perform on his or her program (i.e., contract, proposal, new business, etc.). Each supervisor or their designee is responsible for approving the Time Report of the employee to ensure the accuracy of all time charged.
6. Each supervisor is responsible for assuring that employees conform to all ECS policies and procedures relating to payroll issues. Any Time Reports that are not completed correctly shall be returned to the employees through their supervisors, for correction and resubmission.
7. Time Reports should be turned in to the Office Manager no later than the end of the day on the last working day of the period. Time reports may be required earlier by a particular division or location to expedite the payroll process. If entries for the hours at the end of the pay period are later found to be incorrect, a time sheet correction must be submitted in the next pay period.
8. All Time Reports must be approved and signed by the immediate supervisor or other appropriate person prior to submission. This assures that the supervisor has personally verified the time distribution, including project charges, travel charges, hours of PTO, etc., and certifies that the Time Report is correct. IN those instances where an employee's supervisor is assigned to a different location than the employee, payroll may accept and process a copy of the time report. The original will be in route to the supervisor for approval and will be checked against the copy when received in payroll. Alternately, the supervisor may designate someone at the employee's location to assume this responsibility.

HOW TO CHARGE TIME

9. All hours worked must be charged directly to a contract, subcontract or work order; or, indirectly to overhead or general and administrative (G&A) labor. While proper charging of overhead and G&A time is just as important as direct time, it is more difficult because of the variety of work performed. Four-digit general ledger account numbers are used on time Reports to reflect charges to specific overhead and G&A activities. The account numbers to be used by staff members are indicated in parenthesis in the account descriptions distributed monthly by your supervisor.

DIRECT LABOR – CONTRACTS, SUBCONTRACTS AND WORK ORDERS

10. Direct Labor is that effort which is specifically identified to the requirements of the scope of work under a contract. The work order charge numbers to be used for Time Reports are assigned for various tasks under the projects that are supported by contract, subcontract or work authorizations.



INDIRECT LABOR – OVERHEAD AND G&A

11. Indirect labor is that effort which is necessary to the performance and administration of all contracts but which is not specifically identified to a particular contract. These charges are generally for management, supervision, administration, support, new business activities and technical proposal activities. Four digit account numbers have been assigned to capture indirect labor costs. These numbers will be distributed from your supervisor.

NON-WORKED TIME

12. Non-worked time must be recorded in order to accurately reflect an employee’s total time spent during each pay period.
- A. Paid Time Off (PTO): Time off from work due to vacation, incidental employee illnesses, family illnesses, appointments or for other personal reasons. Employees will schedule PTO with his or her supervisor or other designated person as far in advance as possible.
 - B. Holiday: This account is authorized for company holidays
 - C. Administrative Leave: Time off for excused absence from work as a result of funerals, military leave, bad weather conditions, natural disasters, jury duty, etc.
 - D. Leave without Pay: Hours charged to this account will serve as the basis for reducing wages and leave accruals in accordance with ECS policy and procedure, Absence from Work. Exempt employees may not take Leave without Pay in less than four (4) hour increments unless the time has been made up during the pay period.

INDIRECT CHARGE CODES

Will be approved by management and assigned by your supervisor.

UNCOMPENSATED OVERTIME

13. Uncompensated overtime is accumulated and reported in the accounting system by virtue of the above policies requiring all employees to report “all” their hours regardless of whether compensated or not and regardless of whether direct or indirect. “Uncompensated overtime” means the hours worked without additional compensation in excess of an average of 40 hours per week by direct charge employees who are exempt from the Fair Labor Standards Act. Compensated personal absences such as holidays, vacations, and sick leave shall be included in the normal work week for purposes of computing uncompensated overtime hours.

“Uncompensated overtime rate” is the rate that results from multiplying the hourly rate for a 40-hour work week by 40, and then dividing by the proposed hours per week. For example, 45 hours proposed on a 40-hour work week basis at \$20 per hour would be converted to an uncompensated overtime rate of \$17.78 per hour ($\20.00×40 divided by 45 = \$17.78). The uncompensated overtime rate is computed in the accounting system by virtue of the labor distribution system which converts all labor hours worked into labor dollars. The computation matrix used matches the example above and divides the total hours worked in a pay period into the wage amount reflected on the employees pay check for that period. The accounting practices used to estimate uncompensated overtime will always be consistent with the cost accounting practices used to accumulate and report uncompensated overtime hours.

CERTIFICATION OF BRIEFING

I, _____ have reviewed the ECS Time Recording Briefing and understand my responsibility for Time Reporting.

Signed: _____

Printed Name: _____

Date: _____