

Subject: Subcontractor Time Reporting Instructions

This information is to provide information to subcontractors who utilize the CostPoint (Deltek) time reporting system for time reporting. While CHBWV remains in the status of Essential Mission Critical level of in-person staffing at the site and AOC with the remainder of employees and subcontractors supporting the project through teleworking, as practicable, please follow these guidelines for completing your timesheet.

This process differentiates between those with access to the CostPoint system versus those without access.

Subcontractors WITH access to the CostPoint timekeeping system

Complete your timesheet as you normally would by entering your time on a daily basis and signing your timesheet by 10:00 a.m. Monday mornings.

Subcontractors WITHOUT access to the CostPoint timekeeping system

Attached to this email is a Time Reporting worksheet that can be utilized to track your time on a daily basis for those that are unable to access the timekeeping system. Your time must be reported to an authorized CHBWV supervisor or manager for entry into the system no later than by COB Thursdays each week even if the entire week is being charged to the COVID19 Weather & Safety leave. Subcontractors should work with their company's management team or CHBWV Subcontractor Technical Representative (STR) to determine the method for communicating your time for entry by a CHBWV supervisor.

CHBWV designated managers or supervisors with access to the CostPoint system will be expected to enter the subcontractor employees' time if the subcontractor is unable to access the system.

Approving Timesheets

CHBWV managers or supervisors with access to the CostPoint system will be expected to approve timesheets every Monday for those that have entered their information in the system. If a supervisor/manager is entering the time for the subcontractor employee then the next level manager or other backup supervisor should approve the timesheets.

If a manager or supervisor does not have access to CostPoint please contact Laura Ortega 716-228-4538 who will approve in your place.

What charge numbers should be used?

Work Time

Subcontractors that are working at the WVDP or teleworking and performing their normal work activities should use their **normal project charge number(s) for actual** work performed.

Training Time

Time spent completing site specific training requirements (including required annual training specific to your job requirements) while CHBWV remains in the status of performing Essential Mission Critical activities on-site, should be charged to the following code:

- WV01.40.00.05.00.00.04 COVID19 Addtnl Train Req

Time Related to COVID19

ATTENTION: Please note the following are revised charge numbers and can now be found under the Direct Charge numbers.

If no work is performed, and the **leave reason is associated with one of the COVID 19 categories** then one of the following codes should be charged accordingly.

- WV01.40.00.05.00.00.01 COV19 Weather & Safety
 - unable to telework due to the nature of their job
 - teleworking but do not have enough work to cover a full day
- WV01.40.00.05.00.00.02 COV19 School Close
 - unable to work (telework) due to a need for leave to care for child under 18 years of age due to school or daycare closings
- WV01.40.00.05.00.00.03 COV19 Health Impact
 - Unable to work (telework) due to health conditions related to COVID 19 and that health condition is not determined to be a Total Disability eligible for Accident & Sickness Benefits or Salary Continuation under CHBWV's Welfare Benefits Plan or is caring for an individual who is subject to quarantine or self-quarantine due to concerns related to COVID-19.

If you should have any questions on the appropriate charge codes to record, please contact Toni Miller at 570/560-0853.

Sincerely,



Laura J. Ortega, Manager
Accounting & Finance/Controller