

U-25 September 21, page 31, lines 17-23 and Page 32, lines 1-2

Process for recording time

The Company has a mandatory timesheet requirement whereby employees are required to code all paid hours to a work order or appropriate leave code. Mandatory timesheet reporting was implemented beginning in April of 2010. PUB-NLH-226 and PUB-NLH-323 refer to the policy regarding mandatory time sheets. Exhibit 8 outlines the guidelines for recording Type 1 and Type 2 charges through timesheets.

Timesheet processes are also outlined in the Employee Orientation Program. See Attachment 1 for a copy of the relevant section. This document is also available on the Company's Intranet. Supervisors are responsible to advise employees of relevant work orders associated with their specific working environment as part of their orientation.

Explore Nalcor

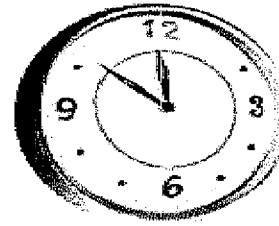
The GRID — Timesheet Database



EXPLORE



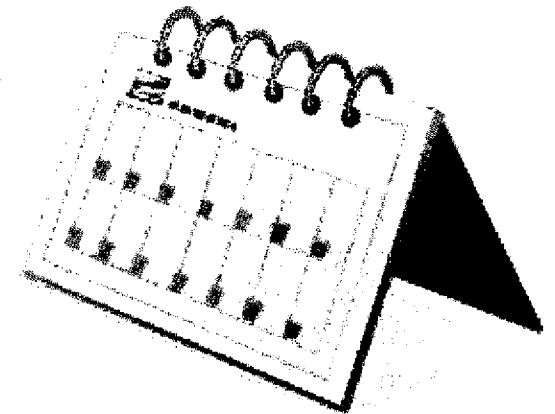
Timesheets



- Employees must submit electronic timesheets on a bi-weekly basis. This form is used to record hours worked, vacation, another absence reasons. This is also where you would submit travel expenses.
- For **all employees**, a timesheet is required for all hours, inclusive of leave. All hours worked must be coded to a work order number. A work order number is not required for leave time, such as vacation, floater, sick leave, etc.
- For **temporary employees** all time must be recorded and approved on a timesheet in order to be paid.
- **Note:** In some locations, electronic time sheets are completed on behalf of employees by designated administrative staff. Please ask your supervisor or administrative staff what the process is in your area.

Timesheets

- Ensure timesheets for both weeks of the pay period have been accepted by the system. You can do this by searching for your name with the appropriate week ending dates in the T/S Database. It has been accepted if it says “Approved by JDE” or “Submitted to Payroll.”
- All time sheets must be “Approved by JDE” by Monday, 4:30 pm of the second week of the pay period.
- **Timesheets should be submitted to your supervisor on or before Friday of each week to ensure your supervisor can review and submit on time.**

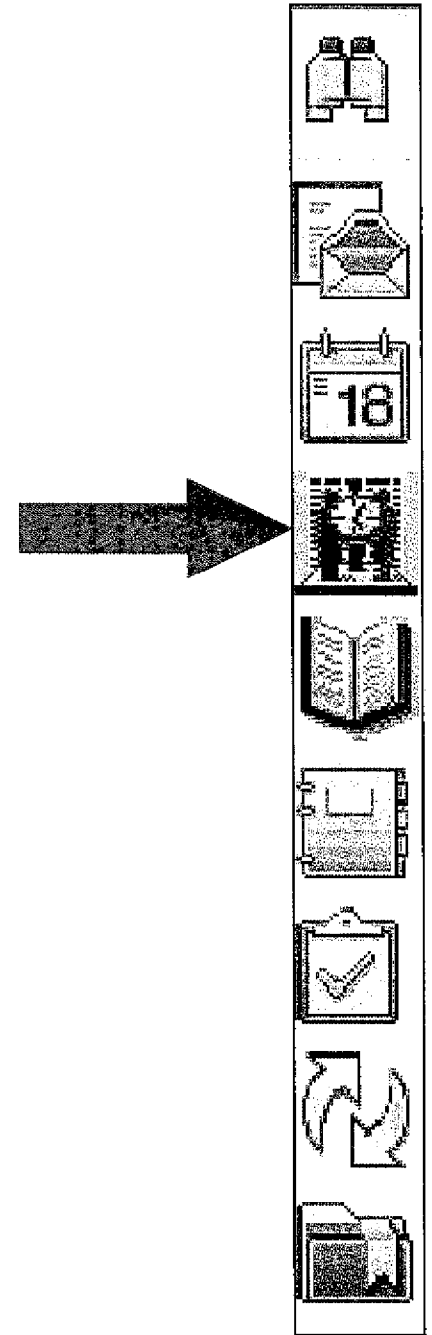


Finding the T/S Database

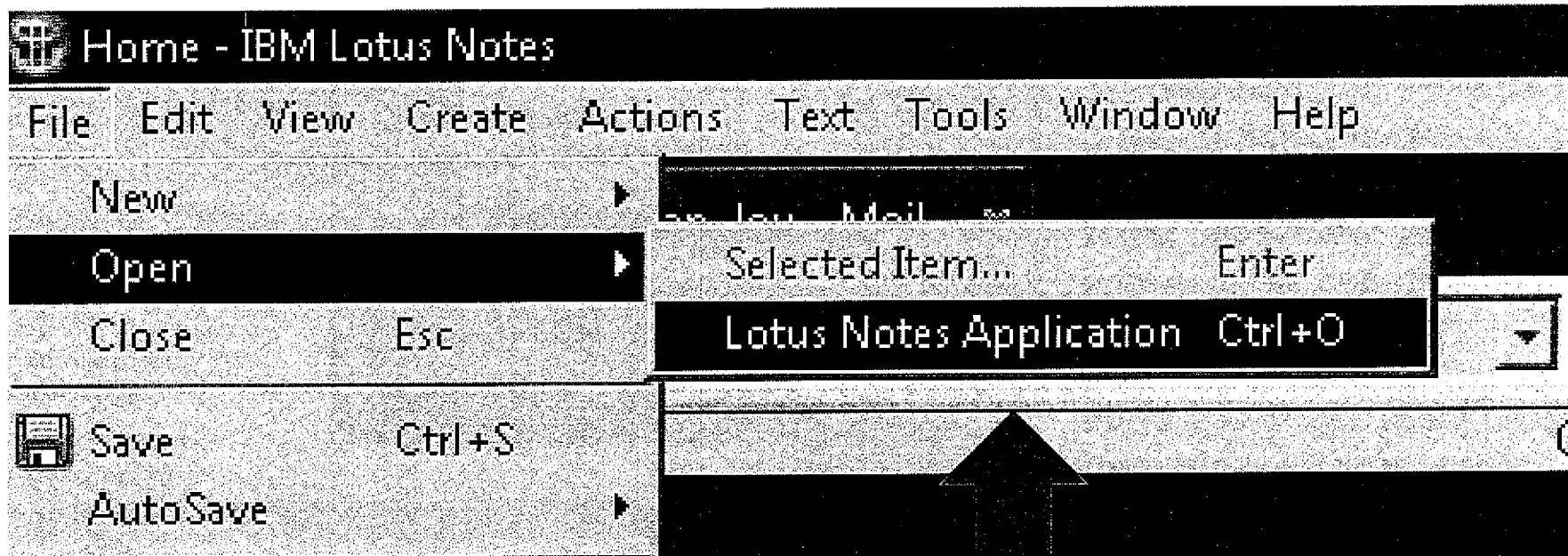
The Timesheet Database is accessible in Lotus Notes. If the Icon is not visible, please use the following steps:

- From the Applications Menu, scroll through the Workspace list and click on “T/S Database” to access your timesheets.
- If you’d like to Bookmark the T/S Database in your Lotus Notes Quick Links (viewable on the left-hand sidebar menu), please follow the steps as outlined on the following slides.

For assistance, you should speak to your On-Boarding Buddy.

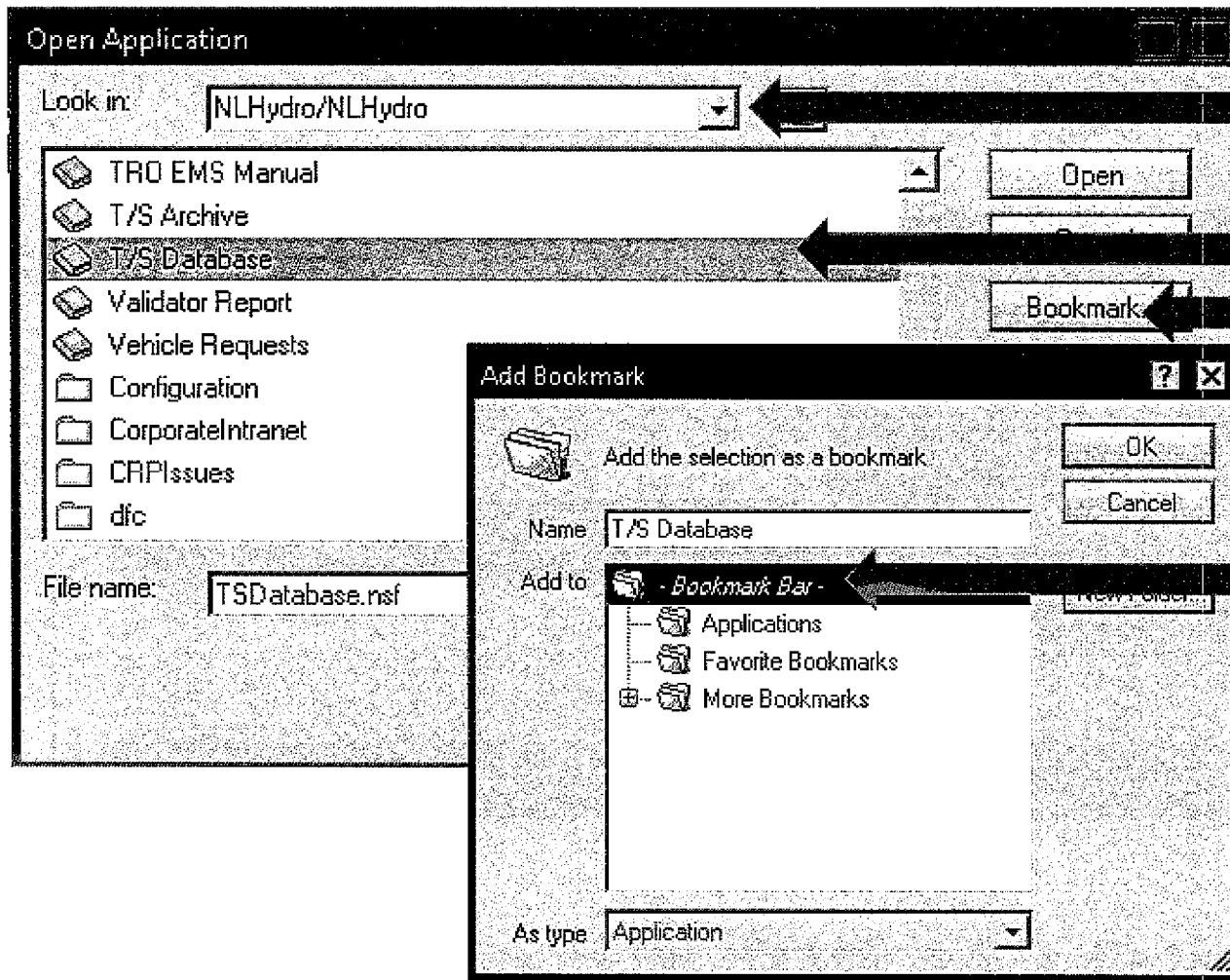


Bookmarking the T/S Database



Step 1: From File, select "Open" and "Lotus Notes Application."

Bookmarking the T/S Database



Step 2: Select "NLHydro/NLHydro" under the "Look in" drop-down menu.

Step 3: Select "T/S Database" from the drop-down list of options and click "Bookmark."

Step 4: In the pop-up screen, select "Bookmark Bar" and then press "OK." Once you close the "Open Application Screen," the T/S Database Icon will appear on the left-hand menu in Lotus Notes.

Creating a Timesheet

- Once you have bookmarked the Timesheet Database, you can now start entering timesheets.
- Ask your supervisor for Work Order numbers and your Employee ID.

The screenshot shows the Lotus Notes interface for the 'T/S Database'. The main window title is 'T/S Database - TimeSheets\Employee'. The menu bar includes File, Edit, View, Create, Actions, Tools, Window, and Help. The toolbar contains various icons for navigation and actions. The left sidebar shows the database structure:

- T/S Database
- on NLHydro/NLHydro
- ✓ Approval
- TimeSheets
 - By Employee
 - By Week Ending
 - By Business Unit
- Archive
- Leave Balances
- Help

The main content area displays a table with the following columns: Week Ending, Status Date, and Status. The table contains five rows labeled A, B, C, D, and E. Above the table is a search bar with the text 'Search in View 'TimeSheets\Employee'' and a 'Search' button.

	Week Ending	Status Date	Status
▶	A		
▶	B		
▶	C		
▶	D		
▶	E		

Calendar Close Submit Save Horiz Bar Response

Week Ending: 02/08/2005 **1** Employee Number: **2** Approver: **3**

Time Sheet Input **9**

Line Input | Travel Form

Pay Type	Work Order	Phase	Rate	Weekly Hr		
4	5					
Mon 02/02	Tue 02/03	Wed 02/04	Thu 02/05	Fri 02/06	Sat 02/07	Sun 02/08
Comments 6				37.5	40	
Get Desc. 7				Add 8 Clear		

Line Item	Pay Type	Work Order	Equipment	Phase	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Rat

Copy Edit Delete

Actual Hours

Status

Follow the numbers for each step:

1. Select the pay period ending date — this is the Sunday ending the week worked.
2. Enter your employee number.
3. Find your supervisor’s name.
4. Select the Pay type.
5. Enter the Work Order number.
6. Enter the number of hours.
7. Enter any required comments for the line you are adding.
8. Select “Add.” Repeat these steps until everything is entered.

Repeat these steps 4-8 for all required “lines.”

9. Select the “Travel form” tab to record any travel expenses to be claimed (this will be outlined on the next slide). This will be included with your pay.

Week Ending: 02/09/2009 Employee Number: Approver:

Time Sheet In

Line Input 7 rm

1 Island Other 2

Breakfast	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Lunch	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Dinner	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Incidental	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Taxi - Depart	<input checked="" type="radio"/> Mon <input type="radio"/> Tue <input type="radio"/> Wed <input type="radio"/> Thurs <input type="radio"/> Fri <input type="radio"/> Sat <input type="radio"/> Sun \$
Taxi - Return	<input type="radio"/> Mon <input type="radio"/> Tue <input type="radio"/> Wed <input type="radio"/> Thurs <input checked="" type="radio"/> Fri <input type="radio"/> Sat <input type="radio"/> Sun \$
Parking	<input type="radio"/> Mon <input type="radio"/> Tue <input type="radio"/> Wed <input type="radio"/> Thurs <input checked="" type="radio"/> Fri <input type="radio"/> Sat <input type="radio"/> Sun \$
Accom. with Relatives	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday

Monday Tuesday 5 Wednesday Thursday Friday Saturday Sunday Full Week Weekdays Weekend

Add 6

Line Item	Pay Type	Work Order	Equipment	Phase	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Rate

Copy Edit Delete

Actual Hours

Status

Follow the numbers for each step:

1.) Select if the travel was on the "Island" or "Other."

2.) Indicate the Work Order number, if applicable.

3.) Select the applicable meal and incidental expenses you require reimbursement for each day during the pay period.

Note: There are dollar amounts allocated for each meal and will be paid according to company travel policy or applicable collective agreement.

4.) Indicate if reimbursement for taxi or parking is required and the total amount.

5.) Indicate the days if you stayed with relatives in lieu of a required hotel room.

6.) Select "Add."

7.) Select the Line input tab to return to the timesheet section.

2 1

Calendar
 Close
 Submit
 Save
 Horiz Bar
 Response

Week Ending:	02/08/2009 16	Employee Number:		Approver:	
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Time Sheet Input

Line Input | Travel Form

Pay Type	Work Order	Phase	Rate	Weekly Hrs		
Mon 02/02	Tue 02/03	Wed 02/04	Thu 02/05	Fri 02/06	Sat 02/07	Sun 02/08

Comments:

Line Item	Pay Type	Work Order	Equipment	Phase	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Rate

- ▶ Actual Hours
- ▶ Status

Follow the numbers for each step:

- 1.) Once everything is entered. Select the "Save" button.
- 2.) Confirm no changes are required, then select the "Submit" button.

Note: If you like, you can print this section of your online orientation for continued reference as you transition into your new role at Nalcor Energy.