

Time Entry Guidelines

To JDE Salary and Hourly ESS Users (excluding Five Star Electric and monthly PMSI employees):

Your payroll team is always seeking solutions to make our work lives more efficient and effective. Our time entry guidelines have been updated as follows:

- **Salaried ESS Users** – You must submit your exception time and job cost hours on **Friday by 5 p.m.** (Pacific Time) each week. To avoid corrective work for you and the payroll team, do not key in any regular hours unless you are charging to a specific job number.
- **Hourly ESS Users** – You must submit your work hours and time off immediately after your weekly work schedule **but no later than Monday by 10 a.m.** (Pacific Time) each week. We highly recommend that you key in and submit your time daily.

Remember that exception time is considered vacation, sick, holiday, jury duty, bereavement and site closure. You may enter vacation and holiday time prior to the date taken.

We will communicate deadline date changes due to holidays in advance.

The help portal is now available to make rules and processes on vacation and holiday time entry easy to understand at help.tutorperini.com.

If you have any question or need additional information, please let us know.

Your Payroll team!

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