

Accounts Payable

(Contractor Invoices and Employee Payroll)

Overview

This policy establishes general standards and guidelines for collecting data in order to promptly process and pay contractor bills, compensate employee hours worked, as well as issue accurate and timely invoicing to clients.

Scope

All employees and independent contractors are required to comply with this policy.

Policy

SEIPS staff is made up of both employees and independent contractors. *Regardless of status, all staff are expected to take individual responsibility for tracking of their hours worked and expenses incurred while working.*

All employees as well as most independent contractors actively working for SEIPS utilize a cloud-based software program called Timesheets.com in order to record time worked for the purpose of:

- A. Collecting the data necessary to pay employees accurately and timely;
- B. Recording paid and unpaid leave for qualified employees;
- C. Collecting the data necessary to insure the accurate invoicing of clients as well as real time tracking of hours worked towards a project at any time.

The policies regarding payment of invoices and paychecks are covered in the following subsections and the usage of Timesheets.com is covered at the end of this policy.

Accounts Payable Guidelines for Independent Contractors

This policy subsection applies to independent contractors (ICs) that are not employees of SEIPS, and who are expected to submit bills for work completed. The following guidelines should be followed when submitting bills to SEIPS:

- ICs perform their work as outlined within individual Work Authorizations issued by the SEIPS main office. Time limits, task codes, and other terms and conditions are outlined in each work authorization.
- Project Managers will determine when a specific project or milestone is complete and ready to be invoiced. This will be communicated via email from an automated system with instructions to independent contractors on how to submit their bill.
- All contractor bills should be submitted through [the invoicing portal](#). Any bills submitted through email will not be processed.
- Incomplete contractor bills will be returned to the contractor for correction. IC bills *must include* the following items:
 - Date of bill,
 - client names,
 - project names,
 - hours worked,
 - task codes, rate of pay (from Work Authorization) and total amount due for payment.
- Independent contractors utilizing Timesheets.com will enter hours worked into the program and submit invoices either at the direction of their Project Manager or by the 5th of the month for all hours worked the previous month.
- **IMPORTANT!!!!** *Invoices received by SEIPS 30 days after the work was performed will not be paid. SEIPS is obligated to submit timely invoices to its clients and therefore ICs are also expected to submit their invoices in a timely fashion.*
- Field work guidelines- Contractors involved in field work have the responsibility to submit bills to the SEIPS Project Coordinator no later than seven (7) days after completion of the work. Bills shall include:
 - All hours worked along with appropriate task codes and rates outlined in the Work Authorization.
 - Original receipts documenting travel expenses as well as any additional reimbursable expenses should be included when submitting the contractor bill.
 - Time for preparation and reporting as outlined in the Work Authorization.
- Once bills are received, the SEIPS Project Coordinator will review them and after approving will process for the Accounts Manager to then initiate payment to the contractor.
- It is the policy of SEIPS to issue payment on bills received within 30 days of receipt. Any delays in payment will be communicated to the contractor by the Accounts Manager.

Accounts Payable Guidelines for Employees

This policy subsection applies to employees of SEIPS. All employees are required to use Timesheets.com to track their time by assigning task codes to blocks of time on each project or task. Timesheets.com is used as the basis for payroll and accrual of PTO and for tracking Flex-Time. The following guidelines shall be followed in order to receive a paycheck each pay period:

- As you work and change tasks or roles for individual projects, you are expected to enter blocks of time using your account at Timesheets.com. Timesheets.com usage is outlined at the end of this policy.
- Assigning task codes to your work will be outlined by the Project Coordinator during an orientation session at the beginning of your employment.
- All employee shall ensure that their hours are accurately entered into Timesheets.com and reviewed for accuracy by the **1st business day** of the month for hours worked during the previous month.
- Field work guidelines – Employee hours and expenses for field work are to be entered into Timesheets.com. Original receipts documenting travel expenses as well as any additional reimbursable expenses should be submitted through [the invoicing portal](#).
- The Accounts Manager will process payroll by the 5th business day of the month. Direct deposit will occur no later than the 7th business day of the month. Any delays in payment will be communicated to the employee by the Accounts Manager.

Timesheets.com Usage Guidelines

As outlined in the previous subsections of this policy, all staff (ICs and employees) are expected to input their time working on SEIPS projects using Timesheets.com. A Timesheets.com account will be provided to each staff member by the SEIPS Project Coordinator. Usage of this service is outlined here:

- The employee or contractor will receive communication from the SEIPS Project Coordinator (PC) issuing a unique username and password to access Timesheets.com along with instructions on entering hours worked into the program.
- Specific project information i.e. Client Name, Project Name and Task Codes to be used will be communicated by the Project Manager (PM) and/or included in the Work Authorization for ICs.
- Each employee and IC utilizing Timesheets.com is required to enter hours worked on a daily basis.
- Each user is responsible for running a report on their own hours at the end of the month to ensure there are no incomplete entries or mistakes. This data will be used by the Project Manager to monitor the budget for ongoing projects as well as be collected by the Project Coordinator to generate payroll for employees. The same data will be used by Project Managers to track progress for budgeting purposes and may be used for invoicing clients.
- ICs may choose to use this report to generate a monthly bill for their time worked. The bill must be broken down by specific project and include task codes used as well as the total amount due for payment.

Questions regarding general usage of the program and generating reports should be directed to the SEIPS Project Coordinator (PC).

2018 Fee Schedule



Office Work - Rates may vary depending on contract specifics and skill level

<u>Task Description</u>	<u>Contractor Billing</u>		<u>Notes</u>	<u>Task Code</u>
	<u>Rates to SEIPS</u>			
Draftsman	\$40.00		Drafting	100
CAD System Development and Support	\$40.00		CAD systems support	101
PV System Designer	\$40.00		PV system design tasks	102
PV System Lead Designer	\$50.00		Lead designer	103
Staff Engineer	\$50.00		Non-licensed support engineer	114
Project Engineer	\$60.00		Licensed support engineer	115
Principal Engineer (EOR)	varies		Licensed engineer of record	104
Plan Reviewer	\$50 - \$75	Reviewing design and plansets both internal and external		105
Project Manager - Design/ Office	\$50.00		Lead project manager - design or office	106
Lead Technician Office	\$50.00		Office work related to field work (Reporting, etc.)	107
Assistant Technician Office	\$40.00		Office work related to field work	108
Technical Consulting	\$60 - \$85		Subject matter expert	109
Business development and General (non-billable work)	\$40.00		Business Development, Proposal Creation, Consultation during proposal phase, General management meetings, etc.	110
Subcontract Consultants	n/a		Markup on all subcontractors EE, SE, CE, ME, Surveyors, Geotech, Wetland, etc. This is passed through to the client	112
Administration	\$25.00		Office administrative tasks, postage, printing that can be billed to client	113

Field Work - Rates may vary depending on contract specifics and skill level

<u>Task Description</u>	<u>Contractor Billing</u>		<u>Notes</u>	<u>Task Code</u>
	<u>Rates to SEIPS</u>			
Lead Technician On-Site	\$700.00		Daily rate	201
Assistant Technician On-Site	\$400.00		Daily rate	202
Per Diem	at cost		Daily rate	203
Travel Expenses	at cost			204
Reimbursable Expense	at cost			205
Project Manager (On-site)	\$70.00		Hourly rate	206
Lead Technician & PM Travel Day	\$350.00		Daily rate	207
Assistant Technician Travel Day	\$150.00		Daily rate	208