



Kforce Time Entry & Expense Process Acknowledgement

As a Kforce employee placed on assignment with our client, **HP Inc.**, you will use either **Kforce's MyTE**, or HP Inc's time entry system, **Fieldglass**, to enter your time worked and any expenses incurred while on assignment. Please note: time and expenses must be submitted by the end of the week in which they occurred and is a requirement of your employment with Kforce.

Additionally, while you are on assignment at **HP Inc.** you are required to submit your time and expenses per the following guidelines:

- All hours worked within a week must be entered into the assigned time entry system **by Monday 12PM EST (Noon)**
- All OT hours must be pre-approved by HP Inc. Manager
 - Submit HP Inc. Manager OT approval to TechnologyOps@kforce.com by the end of the week in which it occurred
- **Comp Time is prohibited.** Consultants must inform their Kforce Representative immediately if asked to Comp Time.
- **HP Inc.** has multiple workweeks. You will be paid based on the workweek specified within your assigned time entry system.
- All reimbursable expenses must be submitted **by Monday 12PM EST (Noon)**
- All expenses must be pre-approved by your HP Inc. manager prior to the expense being incurred
- Itemized receipts are required for all expenses except for mileage
- Receipts must be legible and clear, amounts listed on the expense report need to match individual receipts. Any discrepancies will prevent the entire expense submission from being processed
- Expenses older than **21 days** will not be reimbursed, except where prohibited by a state law
- Travel outside the US:
 - Contact TechnologyOps@kforce.com as soon as you have confirmation of travel abroad
 - Expense submissions must be converted to USD on the receipt and the expense report in order to be paid out
- All expenses submitted after the deadline will not be processed for the current pay cycle. They will be paid out the following pay cycle.
- Reminder – Expenses, although submitted, will not be reimbursed unless your HP Inc. Manager has approved them and the travel has already occurred
- Expense reimbursements can be direct deposited into one checking account only. If your direct deposit is set up with multiple accounts or a savings account, your expense reimbursement will be sent out as a live check. Checks are mailed out every Thursday from our Corporate office in Tampa, FL.

The continuation of your assignment with Kforce's client, **HP Inc.**, is contingent upon strict adherence to the above processes. If you are unable to meet the above deadlines due to extenuating circumstances, please contact your Kforce Representative so that Kforce can account for your time worked and expenses accrued. This will ensure accuracy and timeliness of pay. Failure to comply with the time and expense deadlines may result in the termination of your assignment.

By signing below, you are acknowledging that you understand the information contained within the **HP Inc.** Time Entry and Expense Process outlined above and will follow the process.

Please sign below that you agree to meet the terms and conditions as set forth in the above paragraphs.

Consultant's signature

Andrew B. Sharp

Consultant Print Name