



Brett DiNovi & Associates, L.L.C.

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Timesheet Error Policy

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Executive Director
Total Family
Solutions

* Please direct all timesheet error correspondence to timesheeterrors@brettdassociates.com

Three Tiered System

Errors are defined as the following:

- | | |
|--|--|
| <ul style="list-style-type: none">● Failure to enter time● Late Hours (Actual Dates of Service)● Failure to use “Actual Date of Service” (and other specific phrasing for notes-CLICK HERE) when billing late time● Incorrect Certification● No Notes in the entry● Billing hours on days districts are closed● Overbilling for district ½ days● Overbilling contracted hours for districts | <ul style="list-style-type: none">● Job errors (unique to select districts and job categories)● District errors (funding source)● Client Name Errors (billing for wrong learner)● Mileage vs. Travel errors● Billing shadow sessions to districts (should be billed DiNovi Shadow)● Sick time billed incorrectly (no sick in drop down, PTO in drop down, sick time billed to funding sources other than DiNovi Admin)● Other errors may apply |
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Should 1 or more of these errors occur on a given week, it will be marked as an error week and you will fall into one of the following error tiers based on the number of previous errors in the calendar year (Jan-Dec).

Tiers

1. First Error Week of the year:
 - a. Email will be sent with the errors in your timesheet identified. This requires confirmation of receipt.
 - b. Error correction will be required
 - c. Retraining on Skyprep must be completed. This retraining consists of videos and a quiz.
 - d. Result: Minimum 1 week without bonuses or Diddy Dollars or until Error correction and retraining are completed. These amounts are not delayed but a failure to earn.
2. Second Error Week of the year:
 - a. Email will be sent with the errors in your timesheet identified. This requires confirmation of receipt
 - b. Error correction will be required
 - c. Retraining on Skyprep must be completed. This retraining consists of videos and a quiz.
 - d. A plan of action for performance improvement must be generated and submitted to timesheeterrors@brettdassociates.com

Excellence in Consultation & Training

- e. Result: Minimum 2 weeks without bonuses or Diddy Dollars or until Error correction completed, retraining is completed, and plan of action is submitted to timesheeterrors@brettdassociates.com. These amounts are not delayed but a failure to earn.
3. Third Error Week of the year:
- a. Email will be sent with the errors in your timesheet identified. This requires confirmation of receipt.
 - b. Error correction will be required.
 - c. Retraining on Skyprep must be completed. This retraining consists of videos and a quiz.
 - d. A **NEW** plan of action for performance improvement must be generated and submitted to timesheeterrors@brettdassociates.com.
 - e. Face to face meeting with a member of the executive team to discuss Disciplinary action
 - f. Result: Minimum 6 weeks without bonuses or Diddy Dollars or until Error correction completed, retraining is completed, plan of action is submitted to timesheeterrors@brettdassociates.com, and face to face meeting is completed. These amounts are not delayed but a failure to earn.

Additional Information Regarding Policy

- Amnesty/ forgiveness for first error ever made
- Amnesty/ forgiveness for Self- Correction- Receipt of confirmation required
 - Should continual self-correction occur, it may qualify as an error week
- Errors impact on Pay raises and bonus amounts throughout the year
- 4+ error weeks - bonuses and Diddy Dollars are “do not earn” indefinitely and an additional Face to face meeting with a member of the executive team to discuss Disciplinary action will be scheduled
 - Disciplinary action, up to and including separation from the company may occur. Status in the Timesheet error policy may affect the employee’s eligibility for promotions, raises, and other company opportunities.

Once all requirements are met to regain access to Diddy Dollars and Bonuses, they will be reinstated the following week (week is Sunday - Saturday).

*** Please direct all timesheet error correspondence to timesheeterrors@brettdassociates.com**

BDA Team Member - Printed

Date

BDA Team Member - Signed

Date