

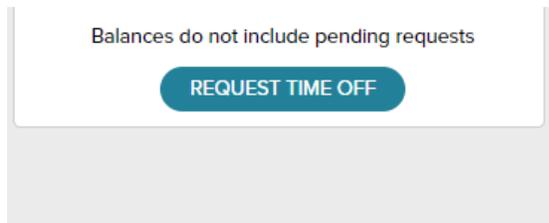
## BTE Exempt Guide

### If work is performed in the day:

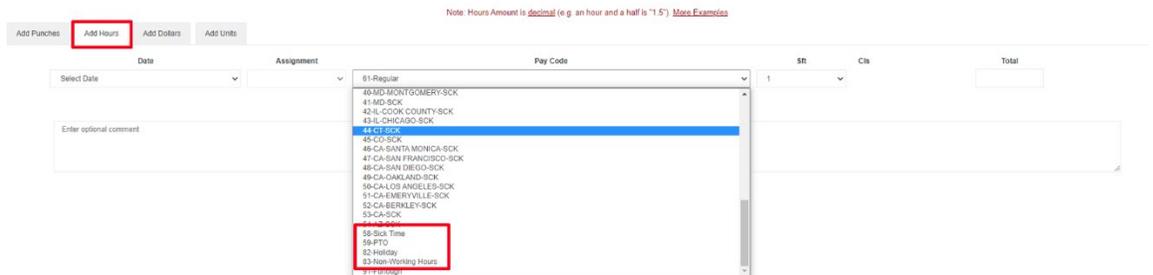
- If it's the employee's choice not to work the full day, the employee should utilize their applicable accrued PTO to make them whole for the day. If they do not have enough vacation time accrued, they should discuss their time off request with their KT recruiter.
  - Employee should enter the applicable pay code in BTE



- Employee should submit time off request through their ADP profile



- If it's not the employee's choice not to work the full day (ie- willing, able, and ready to work, but the work isn't there from the client to complete), then the employee should make the day whole in BTE by submitting the NWH code to make up the difference to an 8 hr workday.
  - Select the 'Add Hours' tab in BTE and select the Non-Working Hours code from the 'Pay Code' drop down



### If work is not performed at all during a day:

- If it's the employee's choice not to work, if the employee doesn't have the applicable PTO to use, pay will be prorated for the week to exclude that/those day(s).
- If it's not the employee's choice not to work that day (ie- willing, able, and ready to work, but the work isn't there from the client to complete), pay may be prorated, with the considerations below:
  - If it's a full workweek, compensation will not be paid.
  - If it's a partial week of work, the employee should submit NWH code in BTE for the hours in the week they were available, but didn't actually work.